

## State of Maine Procurement Justification Form

PART I: OVERVIEW			
Department Office/Division/Program:		Inland Fisheries and Wildlife/Resource Management	
Department Contract Administrator or Grant Coordinator:		Ryan B. Robicheau	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ N/A	Advantage CT / RQS #:	09A-20161025*1453
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	30 Oct. 2016	Effective Date:
	Previous End Date:	30 Oct. 2020	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Wildlife Management Institute (WMI) 4426 VT Route 215N Cabot, VT 05647	
Brief Description of Goods/Services/Grant:		Contractual services for stewardship and habitat management practices on state-owned Wildlife Management Areas.	

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)			
	A. Competitive Process		G. Grant
X	B. Amendment		H. State Statute/Agency Directed
	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION
Please respond to ALL of the following:
<b>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</b>
The Department of Inland Fisheries and Wildlife is charged with management of state-owned Wildlife Management Areas to be managed for upland and wetland wildlife habitat and public access for traditional recreational opportunities. Management of these areas are coordinated through the Lands Management Program and cooperatively managed with Regional Wildlife staff within the Wildlife Management Section. The

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**PART III: SUPPLEMENTAL INFORMATION**

contract for Resource Managers increases the Department's ability to effectively manage for resource values identified and improve the ability to plan, implement and oversee management on Wildlife Management Areas. The Department has concluded that optimizing the planning and implementation of increased habitat management on Wildlife Management Areas is effectively and efficiently accomplished by having contractors that are dedicated toward those specific activities. Retaining the services of contractors allows maximizing work hours towards these tasks. Engaging contractors focused on the activities within the contract will provide the greatest benefit to the sportsmen and women using the Wildlife Management Areas for hunting and trapping opportunities.

The amendment reflects an increase in allotted costs for the two contractual WMI Resource Manager positions within the Lands Program. Compensation was increased to create consistency with other, similar, WMI contractual positions within the Department. Both the scope and previously amended contract period remains unchanged (current termination of 30 October 2020).

**2. Provide a brief justification for the selected vendor to supplement the response in Part II.**

The vendor has been authorized by the United States Fish and Wildlife Service for contract administration to be used as state funding match for the Department's Pittman-Robertson Grant. In effect, this provides the 25% state funding obligation to match 75% federal funds dedicated towards this effort, meaning that no state funds would be utilized under this contract. We know of no other vendors that provide 25% state matching funds.

**3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.**

Costs associated with the procurement of these services are fair and reasonable based on the required qualifications, experience and expertise identified in the contract. These services are professional forest and wildlife management activities that require expertise in natural resources management including timber harvesting activities, wildlife habitat identification and prescription development.

Compensation associated with this contract is commensurate with required qualifications and was in part developed based on similar positions within the Department. The professional nature of the positions, the level of education required, and competition within the market place result in the necessity for an increase in compensation in order to maintain the Department's competitiveness and retain experienced personnel for a consistent quality of service to the public.

**Even though individual contractor compensation rate has increased, the overall contract amount does not need to be amended due to cost savings resulting from a vacancy during the current contract period.**

See a chart of cost accounting below:

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**PART III: SUPPLEMENTAL INFORMATION**

**Salary and Compensation Itemization for WMI Resource Manager Positions - Salary increase 2020**

		State Expense	WMI Total	Total Expense
Resource Manager 1	Salary (\$19.51* per hour @ 1924 hrs./year	\$37,535.26	-----	\$37,535.26
	Self-Provision Benefit Allowance	\$18,221.00	-----	\$18,221.00
	Fixed Direct Costs Other Than Compensation	\$6,065.35	-----	\$6,065.35
	401K (8% of salary and benefit allowance)	\$4,460.50	-----	\$4,460.50
	Subtotal Personnel costs	\$66,282.11	-----	\$66,282.11
Resource Manager 2	Salary (\$19.51* per hour @ 1924 hrs./year	\$37,535.26	-----	\$37,535.26
	Self-Provision Benefit Allowance	\$18,221.00	-----	\$18,221.00
	Fixed Direct Costs Other Than Compensation	\$6,065.35	-----	\$6,065.35
	401K (8% of salary and benefit allowance)	\$4,460.50	-----	\$4,460.50
	Subtotal Personnel costs	\$66,282.11	-----	\$66,282.11
	<b>Total Personnel Costs</b>	<b>\$132,564.22</b>	<b>-----</b>	<b>\$132,564.22</b>
Supplies		-----	-----	-----
Travel		-----	-----	-----
Subtotal		\$132,564.22	-----	\$132,564.22
Administration Costs	Charged at 44% of state total	\$10,605.14	\$47,723.12	\$58,328.26
<b>Total</b>		<b>\$143,169.36</b>	<b>\$47,723.12</b>	<b>\$190,892.48</b>

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### 4. Describe the plan for future competition for the goods or services.

Future competitive bids may be sought if additional opportunities exist that meet the identified vendor's abilities to provide state match funds and services as described in #2 above.

## PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<i>Timothy Peabody, Deputy Commissioner</i>		
<b>Printed Name:</b>	<i>Timothy Peabody</i>	<b>Date:</b>	<i>2/12/2020</i>
<b>Signature of DAFS Procurement Official:</b>	DocuSigned by: <i>Justin Franzose</i>		
<b>Printed Name:</b>	AEE09C7B3A8044E Justin Franzose	<b>Date:</b>	2/20/2020