

## State of Maine Procurement Justification Form

### PART I: OVERVIEW

Department Office/Division/Program:		Inland Fisheries and Wildlife/Resource Management – Lands Program	
Department Contract Administrator or Grant Coordinator:		Leigh E. Hoar III	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$15,000	Advantage CT / RQS #:	09A-20190403*2807
<b>CONTRACT</b>	Proposed Start Date		Proposed End Date
<b>AMENDMENT</b>	Original Start Date	29 April 2019	Effective Date: 2 April 2020
	Previous End Date	1 April 2020	New End Date: 26 June 2020
<b>GRANT</b>	Project Start Date		Grant Start Date
	Project End Date		Grant End Date
Vendor/Provider/Grantee Name, City, State:		Jeffrey J. Williams, 2 Williams Dr, Mason Township, ME	
Brief Description of Goods/Services/Grant:		Collection and processing of forest inventory data and the development of a Habitat Management Recommendations Prescription for the Alonzo Garcelon Wildlife Management Area - North	

### 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:

**1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.**

The Lands Program with the Department of Inland Fisheries and Wildlife is responsible for coordinating habitat management, in support of seven regions and seventeen wildlife biologists, throughout the entire state. The Department manages over 100,000 acres of land for the development, maintenance and enhancement of wildlife habitat. To facilitate the management of wildlife habitat, members of the Lands Program's gather and process forest inventory data, coordinate with Regional Biologists regarding both general and specific habitat goals, communicate with species specialists for any esoteric insights they can provide, and assemble Habitat Management Recommendations Prescription for implementation. Prescriptions are peer-reviewed documents designed to describe management methods creating, enhancing and maintaining a variety of wildlife habitats including, but not limited to, deer wintering areas, mast production sites, fields and young forest. Species management includes deer, turkey, ruffed grouse, American woodcock, the state endangered New England cottontail and a variety of herptile species to name a few. Currently, the program can only address the needs of a small portion of regional demands. Increased capacity would address some of the short comings the Lands Program

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## PART III: SUPPLEMENTAL INFORMATION

currently suffers from. Jeffrey Williams has previously contracted for the Department on a number of other projects of the same scope.

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

Jeffrey Williams was the first Lands Management Biologist the Department hired in 2002. He initiated the Lands Management Program, at the time consisting of approximately 70,000 acres, consolidating all properties into one administrative unit. As the individual responsible for piloting the Lands Management Program, Jeff established many of the protocols and methods currently in use for the collection and processing of forest inventory data and the development of a Habitat Management Recommendations Prescription. He still maintains relationships with personnel both within the Wildlife Management Section and the Research and Assessment Section which greatly facilitates access to habitat and species data for the development of Habitat Management Recommendations Prescriptions.

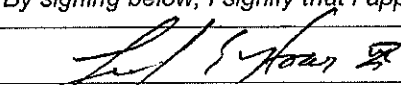
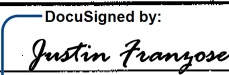
### 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Cost was based on a comparison of data collection and plan preparation costs performed by members of the Lands Program for projects in other Wildlife Management Areas, and consulting forester rates for less complex projects. The estimate was then extrapolated to account for a larger WMA acreage and more complex species management planning requirements.

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

Department members regularly interact with other wildlife and forestry professionals at professional conferences throughout New England which provides an opportunity to identify unique skill sets, methods, work regions and relationships with complimentary disciplines. Should another individual with demonstrable qualifications emerge the Department will either solicit quotes or engage in an RFP.

## 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>		
			
<b>Printed Name:</b>	Leigh E. Hoar III	<b>Date:</b>	31 January 2020
<b>Signature of DAFS Procurement Official:</b>	DocuSigned by: 		
<b>Printed Name:</b>	AEED9C7B3A8044E... Justin Franzose	<b>Date:</b>	2/24/2020