

State of Maine Procurement Justification Form

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below. All responses (except signatures) must be typed; no hand-written forms will be accepted. See the guidance document posted with this form on the Division of Procurement Services website (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		MDIFW/Bureau Resource Management	
Department Contract Administrator or Grant Coordinator:		Bethany Atkins	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$72,584.68- amendment \$145,169.36- total contract	Advantage CT / RQS #:	09A-20200106000000001984
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT	Original Start Date:	Effective Date:	1/15/2020
	Previous End Date:	New End Date:	3/1/2022
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 staffing to support Department land acquisition and management activities.	

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
x	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.

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PART III: SUPPLEMENTAL INFORMATION

The Maine Department of Inland Fisheries and Wildlife (MDIFW) is mandated by statute to "preserve, protect and enhance the inland fisheries and wildlife resources of the State; to encourage the wise use of these resources; to ensure coordinated planning for the future use and preservation of these resources; and to provide for effective management of these resources". To achieve this mandate, the Department acquires land for the management and protection of wildlife habitat and to support and improve opportunities for public access. Habitat protection and management strategies were identified as priority action items for the majority of Maine's Species of Conservation Need as identified in the State's 2015-2025 Wildlife Action Plan.

With an increasing number of land acquisition projects which need to be completed in the next year as well as associated stewardship projects, the Department does not have staff available to address this need. This contracted position would allow MDIFW's Land Acquisition Program to immediately increase the pace at which these projects are completed and to improve the necessary stewardship and management tasks associated with ownership of land, management of habitat, and improved access for the public.

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 up to the 25% state funding obligation to match 75% federal funds dedicated towards this effort, reducing the state funds would be utilized under this contract. We know of no other vendors that provide state matching funds.

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

The salary is based on equivalent positions in MDIFW. The contractor will be paid at the equivalent premium rate to provide adequate compensation for acquiring health insurance and making contributions towards a federally mandated 401K plan, for contractors working over 1000 hours/year. The total salary is considerably lower than an equivalent position in the federal government or in the private sector (e.g., Wildlife Management Institute [WMI]).

The fee that the Provider charges was negotiated with the Northeast Association of Fish & Wildlife Agencies, of which the Department is a member. The Provider is willing to waive a portion of its negotiated fee, which in turn is used by MDIFW to meet federal match requirements.

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

If the U.S. Fish and Wildlife Service authorizes other vendors to provide the requested service in the future, the Department will use a competitive process to identify an appropriate vendor.

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PART IV: APPROVALS			
Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
Printed Name:	<i>Timothy Peabody</i>	Date:	<i>1/27/2021</i>
Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 2px;"> <small>DocuSigned by:</small> <i>Debbie Jacques</i> </div>		
Printed Name:	<small>1DFA565D481F42E...</small> <i>Debbie Jacques</i>	Date:	<i>2/22/2021</i>