



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF PROCUREMENT SERVICES
 STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.

| PART I: OVERVIEW | | | |
|---|----------------------|---|---|
| Department Office/Division/Program: | | Department of Inland Fisheries and Wildlife/Wildlife Division/GRAMS | |
| Department Contract Administrator or Grant Coordinator: | | Nathan Webb | |
| (If applicable) Department Reference #: | | | |
| Amount: (Contract/Amendment/Grant) | | \$ 59,348.95 | Advantage CT / RQS #: 09A-20240118000000001991 |
| CONTRACT | Proposed Start Date: | 3/2/2024 | Proposed End Date: 3/1/2025 |
| AMENDMENT | Original Start Date: | | Effective Date: |
| | Previous End Date: | | New End Date: |
| GRANT | Project Start Date: | | Grant Start Date: |
| | Project End Date: | | Grant End Date: |
| Vendor/Provider/Grantee Name, City, State: | | Matson's Laboratory, LLC, 135 Wooden Shoe Lane, Manhattan, MT 59741 | |
| Brief Description of Goods/Services/Grant: | | Bear, deer, and furbearer (lynx, bobcat, fisher, marten, river otter) tooth cleaning, staining, sectioning, and age analysis. | |

| PART II: JUSTIFICATION FOR VENDOR SELECTION | | | |
|--|-----------------------------------|--------------------------|----------------------------------|
| Check the box below for the justification(s) that applies to this request. (Check all that apply.) | | | |
| <input type="checkbox"/> | A. Competitive Process | <input type="checkbox"/> | G. Grant |
| <input type="checkbox"/> | B. Amendment | <input type="checkbox"/> | H. State Statute/Agency Directed |
| <input checked="" type="checkbox"/> | C. Single Source/Unique Vendor | <input type="checkbox"/> | I. Federal Agency Directed |
| <input type="checkbox"/> | D. Proprietary/Copyright/Patents | <input type="checkbox"/> | J. Willing and Qualified |
| <input type="checkbox"/> | E. Emergency | <input type="checkbox"/> | K. Client Choice |
| <input type="checkbox"/> | F. University Cooperative Project | <input type="checkbox"/> | L. Other Authorization |

Please respond to ALL of the questions in the following sections.

PART III: SUPPLEMENTAL INFORMATION

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

The Department regulates the harvest of big-game and furbearer species to ensure that harvests are sustainable and that populations are maintained within management guidelines and with wildlife health as a priority. Age structure data are obtained by analyzing teeth from harvested animals, and this helps wildlife managers to monitor a wide variety of population characteristics such as mortality and survival rates, sex and age-specific harvest rates, and abundance/density.

The Provider shall prepare and analyze up to 3,200 black bear teeth, 2,353 furbearer teeth (3 lynx, 300 bobcat, 600 fisher, 950 marten, and 500 river otter), and 2,000 white-tailed deer teeth.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

With long-term datasets used to monitor trends, it is important that data be collected using similar protocols and quality control standards over time; introducing data collected differently to a dataset may hide or skew apparent trends in those data. While we possess equipment to cut and age teeth from some species in-house, we are only able to handle a very small number, and results for most species are of a lower quality and confidence. An alternative lab was explored as a possible vendor in 2023, but we do not believe they can provide the required services and quality needed at this time.

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

The cost per tooth at Matson's will be ~\$7.20 per tooth for cleaning and sectioning (\$5.10) and analysis (\$2.10). Analysis of river otter teeth differs from the \$2.10 of most species and is \$2.40 per tooth.

We have the ability and equipment to cut and stain teeth from some species in-house; however, very few staff are able to do this, multiple staff may need to be involved for multiple species, large volumes of teeth would require many months of full-time attention to complete, results would be of a much lower quality and confidence, and the equipment in-house for cutting teeth are not appropriate for and may not hold up to cutting large batches. If a staff biologist were to prepare all the teeth at a rate of \$29.33/hour, the cost to clean, section, and analyze each tooth would be ~\$5 per tooth depending on proficiency level.

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

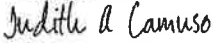
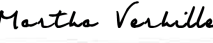
As other laboratories of similar capacity become available to provide this service, we will use a competitive process to select the best vendor to conduct this work. We will periodically conduct small studies comparing results between labs as other labs become known to us.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

| PART V: APPROVALS | | | |
|--|--|-------|-----------|
| The signatures below indicate approval of this procurement request. | | | |
| Signature of requesting Department's Commissioner (or designee): | DocuSigned by:  <small>2E11918D8425475...</small> | | |
| Typed Name: | Judy Camuso | Date: | 1/18/2024 |
| Signature of DAFS Procurement Official: | DocuSigned by:  <small>891CE7A1493D45B...</small> | | |
| Typed Name: | Martha Verhille | Date: | 2/8/2024 |