



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:		Inland Fisheries and Wildlife / Wildlife Division	
Department Contract Administrator or Grant Coordinator:		Nathan Webb, Wildlife Director	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)		\$ 10,000.00	Advantage CT / RQS #: CT-09A-20240215*2248
CONTRACT	Proposed Start Date:	1/8/2024	Proposed End Date: 12/31/2024
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:		USDA APHIS Wildlife Services PO Box 979043, St Lous, MO 63197	
Brief Description of Goods/Services/Grant:		Wildlife Damage Management	

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 Maine Department of Inland Fisheries and Wildlife was established to 'preserve, protect and enhance the inland fisheries and wildlife resources of the state'. Occasionally, this requires capture and/or removal of native, exotic, or invasive wildlife species in order to aid species recovery programs, protect public safety, prevent property damage, and prevent damage to sensitive habitats. This work must sometimes be conducted on short notice in response to emerging situations and may require specialized expertise or equipment that is not available within the Department. Therefore, the MDIFW requires contracted services to provide specialized wildlife damage management and capture services.

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

MDIFW does not have staff capacity or specialized equipment to complete this task.

USDA APHIS Wildlife Services is uniquely qualified to provide program support, equipment, traps, and staffing. They have specialized expertise working with endangered species on 22 Maine beaches and extensive knowledge capturing wildlife and mitigating wildlife damage in urban settings. They have access to a nationwide network of specialists with experience working on a variety of invasive species. Wildlife damage management requires a diverse set of specialized skills and considerable tact to keep the activity a low profile and continue to be effective. Considering the entire diverse need, USDA APHIS Wildlife Services is the most feasible entity to work with.

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

As stated previously, we believe that USDA APHIS Wildlife Services has the total all-around experience with working with Maine's wildlife and invasive species, including in populated urban areas. They have provided us with a reasonable budget of personnel compensation, vehicle costs, supplies and equipment to conduct wildlife capture services and damage management.

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

If we become aware of another vendor with the expertise and equipment to complete the required work, we will establish a competitive process to select the most qualified vendor and competitive pricing.

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

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

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: <i>Tim Peabody</i> 03275703AA74438...		
Typed Name:	Tim Peabody	Date:	2/15/2024
Signature of DAFS Procurement Official:	DocuSigned by: <i>Martha Verhille</i> 891CE7A1493D45B...		
Typed Name:	Martha verhille	Date:	2/20/2024

Certificate Of Completion

Envelope Id: 5546742126884801A9F461503A5356AA	Status: Completed
Subject: PJF to sign: USDA APHIS 20240215_2248 Wildlife Damage Mgt	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Diana Harper
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	353 Water Street
	41 SHS
	Augusta, ME 04333-0041
	diana.harper@maine.gov
	IP Address: 198.182.163.126

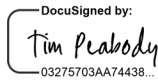
Record Tracking

Status: Original	Holder: Diana Harper	Location: DocuSign
2/15/2024 9:04:24 AM	diana.harper@maine.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Inland Fisheries and Wildlife	Location: DocuSign

Signer Events

Tim Peabody
 timothy.e.peabody@maine.gov
 Deputy Commissioner
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 03275703AA74438...
 Signature Adoption: Pre-selected Style
 Using IP Address: 198.182.163.113

Timestamp

Sent: 2/15/2024 9:05:50 AM
 Viewed: 2/15/2024 1:22:27 PM
 Signed: 2/15/2024 1:23:21 PM

Electronic Record and Signature Disclosure:
 Accepted: 2/15/2024 1:22:27 PM
 ID: babca61a-fe1b-4a79-866b-9a138f446de7

In Person Signer Events Signature Timestamp

Editor Delivery Events Status Timestamp

Agent Delivery Events Status Timestamp

Intermediary Delivery Events Status Timestamp

Certified Delivery Events Status Timestamp

Carbon Copy Events Status Timestamp

Witness Events Signature Timestamp

Notary Events Signature Timestamp

Envelope Summary Events Status Timestamps

Envelope Sent	Hashed/Encrypted	2/15/2024 9:05:50 AM
Certified Delivered	Security Checked	2/15/2024 1:22:27 PM
Signing Complete	Security Checked	2/15/2024 1:23:21 PM
Completed	Security Checked	2/15/2024 1:23:21 PM

Payment Events Status Timestamps

Electronic Record and Signature Disclosure