



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 & Wildlife / Wildlife Division	
Department Contract Administrator or Grant Coordinator:		Nate Webb, Wildlife Division Director Diana Harper, Office Associate II	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 15,000.00	Advantage CT / RQS #:	CT-09A-20240215*2250
CONTRACT	Proposed Start Date:	6/1/2024	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:		Global Wildlife Resources, 4453 Red Oak Lane Freeland, WA 98249	
Brief Description of Goods/Services/Grant:		Chemical Immobilization training for wildlife professionals	

### 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.

To comply with Federal regulations, wildlife biologists that handle and administer chemical immobilization drugs to wildlife must receive specialized training every three years. Due to the COVID-19 pandemic, a full, in-depth training has been on hold, and our staff are overdue for their training.

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

An RFP was completed in 2017 (RFP #201703060) and Global Wildlife Resources was awarded the contract with the option of renewal in 2020. With in-person trainings being eliminated by the State of Maine in 2020 due to the COVID-19 pandemic, it was impossible for our agency to complete this hands-on course. In the meantime, Global Wildlife Resources developed an online course option, which filled the training requirement for 2020. However, an in-person training should have been completed in 2023. With staff turnover and the addition of many new employees, a hands-on in-person chemical immobilization training is a pressing need.

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

Global Wildlife Resources provides an agency rate of \$10,000 plus all course and travel expenses.

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

The next scheduled requirement for training will occur in 2027. We will develop another RFP to provide an opportunity for the few companies that offer this training to submit competitive bids.

### 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:  
*Tim Peabody*  
03275703AA74438...

## Procurement Justification Form (PJF)

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: B516C8ACEB2E4AD7BEBE6164B4571F1D	Status: Completed
Subject: PJF to sign: Global Wildlife Services 20240215_2250 PJF	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 5	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

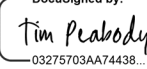
**Record Tracking**

Status: Original	Holder: Diana Harper	Location: DocuSign
2/15/2024 11:58:02 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 12:00:24 PM  
 Viewed: 2/15/2024 1:20:38 PM  
 Signed: 2/15/2024 1:21:26 PM

**Electronic Record and Signature Disclosure:**

Accepted: 2/15/2024 1:20:38 PM  
 ID: 79d03a79-434c-49ef-800f-846fbae9af0a

**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**

Nate Webb  
 nathan.webb@maine.gov  
 Wildlife Division Director  
 Security Level: Email, Account Authentication (None)

**COPIED**

Sent: 2/15/2024 12:00:24 PM  
 Viewed: 2/15/2024 12:59:02 PM

**Electronic Record and Signature Disclosure:**

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**Witness Events**

**Signature**

**Timestamp**

**Notary Events**

**Signature**

**Timestamp**

**Envelope Summary Events**

**Status**

**Timestamps**

Envelope Sent	Hashed/Encrypted	2/15/2024 12:00:24 PM
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<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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Signing Complete	Security Checked	2/15/2024 1:21:26 PM
Completed	Security Checked	2/15/2024 1:21:26 PM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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**Electronic Record and Signature Disclosure**