



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE 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 Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

| PART I: OVERVIEW | | | |
|---|----------------------|---|-----------------------------|
| Department Office/Division/Program: | | Inland Fisheries and Wildlife/Wildlife Division/GRAMS | |
| Department Contract Administrator or Grant Coordinator: | | Nathan Bieber and Diana Harper | |
| (If applicable) Department Reference #: | | | |
| Amount: (Contract/Amendment/Grant) | \$ 61,316.45 | Advantage CT / RQS #: | 09A-20250205*1863 |
| CONTRACT | Proposed Start Date: | 3/2/2025 | Proposed End Date: 3/1/2026 |
| 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 Manhattan, MT 59741 | |
| Brief Description of Goods/Services/Grant: | | Deer, bear, 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. | <p>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.</p> <p>The Provider shall prepare and analyze up to 3,400 black bear teeth, 2,370 furbearer teeth (20 lynx, 300 bobcat, 600 fisher, 950 marten, and 500 river otter), and 2,000 white-tailed deer teeth.</p> |
| 2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable. | <p>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 after sending a sample of teeth to the alternative lab and receiving questionable results, we do not believe they can provide the required service and quality needed at this time. We are aware of no other possible vendors for these unique services.</p> |
| 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to the grantee. | <p>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, and analysis of these is \$2.40. Non-standard furbearer teeth, if present, cost \$9.95 for cleaning and sectioning.</p> <p>We have the ability and equipment to cut, stain, and analyze only a small number of teeth from some species in-house. In-house work is of a lesser quality and lower confidence than results from the lab. If a staff biologist were to prepare teeth at a rate of ~\$35/hour, the cost to clean, section, and analyze each tooth would be ~\$6 per tooth depending on proficiency level and would divert these staff from working on other tasks.</p> |
| 4. Describe the plan for future competition for the goods or services. | <p>If other labs of similar capacity become available to provide these services, 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.</p> |

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.

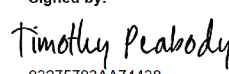
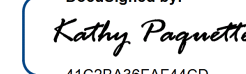
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department signatory understands and acknowledges Maine’s Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

| | | | |
|--|---|-------|-----------|
| Signature of requesting Department’s Commissioner (or designee): | Signed by:  03275703AA74438... | | |
| Typed Name: | Timothy Peabody Deputy Commissioner | Date: | 2/10/2025 |
| Signature of DAFS Procurement Official: | DocuSigned by:  41C2BA36FAF44CD... | | |
| Typed Name: | Kathy Paquette | Date: | 2/25/2025 |

Certificate Of Completion

| | |
|--|-----------------------------|
| Envelope Id: F178A453-D736-4E0A-9D40-3BE97BAC8039 | Status: Completed |
| Subject: PJF to sign: Matson's Lab 20250205_1863 PJF | |
| 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 |

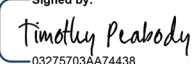
Record Tracking

| | | |
|--------------------------------------|-------------------------------------|--------------------|
| Status: Original | Holder: Diana Harper | Location: DocuSign |
| 2/5/2025 11:36:09 AM | diana.harper@maine.gov | |
| Security Appliance Status: Connected | Pool: StateLocal | |
| Storage Appliance Status: Connected | Pool: Inland Fisheries and Wildlife | Location: DocuSign |

Signer Events

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

Signature

Signed by:

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

Timestamp

Sent: 2/5/2025 11:37:49 AM
 Resent: 2/10/2025 11:50:05 AM
 Viewed: 2/10/2025 1:52:31 PM
 Signed: 2/10/2025 1:53:56 PM

Electronic Record and Signature Disclosure:
 Accepted: 2/10/2025 1:52:31 PM
 ID: d0f736a1-24f2-4843-ae6d-b3ce81158bef

| 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 | 2/5/2025 11:37:49 AM |
| Certified Delivered | Security Checked | 2/10/2025 1:52:31 PM |
| Signing Complete | Security Checked | 2/10/2025 1:53:56 PM |
| Completed | Security Checked | 2/10/2025 1:53:56 PM |

| Payment Events | Status | Timestamps |
|----------------|--------|------------|
|----------------|--------|------------|

Electronic Record and Signature Disclosure