



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	
Department Contract Administrator or Grant Coordinator:		Karen Estabrook	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 72,305.95	Advantage CT / RQS #:	09A-20250218000000001919
CONTRACT	Proposed Start Date:	3/3/2025	Proposed End Date: 12/31/2025
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:		Wildlife Management Institute, Cabot, VT	
Brief Description of Goods/Services/Grant:		Contract staffing support for Raptor Conservation	

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 (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”. As part of this mandate, MDIFW’s Wildlife Division monitors and manages Maine’s game and nongame species and conserves wildlife habitat. Increased conservation needs for Maine’s Open Habitat Raptors and other species with similar habitat requirements have resulted in an increased workload that cannot be effectively met by current Department staff. Adding additional capacity through a temporary contract position will allow the Department to meet its statutory mandate to conserve these species, without adding additional staff.

The Department’s Wildlife Diversity program staff are working at full capacity and do not have sufficient time to meet all the conservation needs of Maine’s raptors. Other MDIFW staff also have full workloads and cannot address this need. Other governmental agencies do not have the resources or expertise to deliver MDIFW programs. We are not aware of other services or individuals that can perform the service more efficiently.

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

The vendor has been authorized by the United States Fish and Wildlife Service to use waived overhead for contract administration to be used as state funding match for the Department’s Wildlife Restoration Grants. This provides the 25% state funding obligation to match 75% federal funds dedicated towards this effort, eliminating the state funds that would otherwise be utilized for this contract. We know of no other vendors that provide state matching funds for this purpose.

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 at MDIFW. The total salary is considerably lower than an equivalent position in the federal government or in the private sector. The fee that the Provider charges for administration was negotiated with the Northeast Association of Fish and 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.

**PART III: SUPPLEMENTAL INFORMATION**

**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.

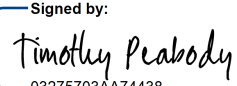

**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

*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:  <small>03275703AA74438...</small>		
Typed Name:	Timothy Peabody	Date:	2/18/2025
Signature of DAFS Procurement Official:	DocuSigned by:  <small>41C2BA36FAF44CD...</small>		
Typed Name:	Kathy Paquette	Date:	2/26/2025

## Certificate Of Completion

Envelope Id: 0B1C1490-6D05-4F1D-9DBE-C1630F85999C

Status: Completed

Subject: Complete with Docusign: PJF Raptor Technician 20250218-1919.docx

Source Envelope:

Document Pages: 3

Signatures: 1

Envelope Originator:

Certificate Pages: 4

Initials: 0

Karen Estabrook

AutoNav: Enabled

353 Water Street

Envelopeld Stamping: Enabled

41 SHS

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Augusta, ME 04333-0041

Karen.Estabrook@maine.gov

IP Address: 198.182.163.113

## Record Tracking

Status: Original

Holder: Karen Estabrook

Location: DocuSign

2/18/2025 6:45:39 AM

Karen.Estabrook@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: 2/18/2025 6:48:03 AM

Viewed: 2/18/2025 8:12:15 AM

Signed: 2/18/2025 8:13:20 AM

## Electronic Record and Signature Disclosure:

Accepted: 2/18/2025 8:12:15 AM

ID: 25a880af-57bf-41ef-90f4-5a9f736f6808

## 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

2/18/2025 6:48:03 AM

Certified Delivered

Security Checked

2/18/2025 8:12:15 AM

Signing Complete

Security Checked

2/18/2025 8:13:20 AM

Completed

Security Checked

2/18/2025 8:13:20 AM

## Payment Events

## Status

## Timestamps

## Electronic Record and Signature Disclosure