



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:		Dept. of Inland Fisheries and Wildlife, Bureau of Resource Management, Wildlife Division		
Department Contract Administrator or Grant Coordinator:		Erynn Call Sue-Ann Bran		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 125,000.00	Advantage CT / RQS #:	09A-20250204000000001854
CONTRACT	Proposed Start Date:	1/21/2025	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:		University of Maine System 65 Texas Avenue Bangor, ME 04401		
Brief Description of Goods/Services/Grant:		The University of Maine will survey territorial American goshawks in Maine by sampling up to 48 Primary Sampling Units (PSUs) across appropriate habitats in Maine during the breeding season and contribute those data to regional occupancy and distribution analyses.		

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.

This funding is intended to supplement support from the Pennsylvania Game Commission for a collaborative research project with 11 other state wildlife agencies (Connecticut, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, and West Virginia). The project aims to document range contraction in the northeast U.S. population of American Goshawk (*Accipiter atricapillus*) and develop an occupancy model for its 2025 distribution. Understanding habitat use, mapping current distribution, and estimating occupancy are all critical initial steps toward the recovery of the species in the northeast. Funds from the Maine Department of Inland Fisheries and Wildlife will be used to conduct field surveys in Maine during the 2025 breeding season.

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

Amber Roth has extensive experience leading large-scale research projects with diverse partners. As a faculty member at the University of Maine–Orono, she has successfully overseen multiple avian ecology initiatives, including multi-state and bioregional efforts that integrate rigorous scientific research with practical conservation outcomes. Amber has advised numerous graduate students through her role, fostering their development while ensuring high-quality research outputs.

MDIFW has previously collaborated with the University of Maine on similar projects, benefiting from the institution’s expertise and capacity for delivering impactful conservation science. This proposal represents a complex, multi-state monitoring initiative that requires a skilled coordinator with a deep understanding of avian ecology and conservation practices. Amber Roth’s track record positions her as the best choice for ensuring the success of this bioregional monitoring effort. Her ability to manage collaborative networks and analytical techniques uniquely qualifies her for this role.

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

The University of Maine offers a significantly reduced labor rate for services to state, federal, and private conservation agencies that are not available from other consultants of the same caliber and experience. The American Goshawk bioregional monitoring team, of which MDIFW is a part, has compared estimates for similar projects to the average billing rate of other well-respected environmental consulting companies offering services in Maine to confirm this discounted rate.

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

PART III: SUPPLEMENTAL INFORMATION

Surveying species like the American Goshawk across extensive forested regions and multiple states requires significant time for field coordination, survey development, and data analysis. MDIFW's staff resources and capacity are limited due to current workloads and priorities. Additionally, no other in-state governmental agency possesses the necessary expertise for this work. Unless local biological or environmental consulting companies or private contractors adjust their capacity and cost estimates for such projects, opportunities for future competition will remain limited.

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):	DocuSigned by:  <small>2E11918D8425475...</small>		
Typed Name:	Judith A. Camuso	Date:	3/11/2025
Signature of DAFS Procurement Official:	DocuSigned by:  <small>891CE7A1493D45B...</small>		
Typed Name:	Martha verhille	Date:	3/13/2025

Certificate Of Completion

Envelope Id: 3DC9D810-0497-45EE-81EE-E589BB84D483	Status: Completed
Subject: Complete with Docusign: PJF 20250204-1854 - Goshawk.docx	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Karen Estabrook
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	353 Water Street
	41 SHS
	Augusta, ME 04333-0041
	Karen.Estabrook@maine.gov
	IP Address: 198.182.163.113

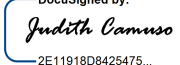
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Signer Events

Judith Camuso
 judy.camuso@maine.gov
 Commissioner
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 2E11918D8425475...
 Signature Adoption: Pre-selected Style
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Sent: 3/5/2025 7:58:37 AM
 Resent: 3/6/2025 11:44:44 AM
 Viewed: 3/11/2025 8:43:19 AM
 Signed: 3/11/2025 8:43:28 AM

Electronic Record and Signature Disclosure:

Accepted: 10/19/2020 7:28:05 AM
 ID: 24d64f2e-00cf-46c0-b117-54ad17a1fc59

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	3/5/2025 7:58:37 AM
Certified Delivered	Security Checked	3/11/2025 8:43:19 AM
Signing Complete	Security Checked	3/11/2025 8:43:28 AM
Completed	Security Checked	3/11/2025 8:43:28 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Inland Fisheries and Wildlife:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: heather.rodrique@maine.gov

To advise Inland Fisheries and Wildlife of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at heather.rodrique@maine.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to heather.rodrique@maine.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Inland Fisheries and Wildlife

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to heather.rodrique@maine.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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- Until or unless you notify Inland Fisheries and Wildlife as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Inland Fisheries and Wildlife during the course of your relationship with Inland Fisheries and Wildlife.