



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 \$10,000 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:		Agriculture, Conservation and Forestry	
Department Contract Administrator or Grant Coordinator:		Ashlee Boughton	
(If applicable) Department Reference #:			
Agency Department Code:	01A	Advantage CT / RQS #:	CT20260212*1698
Amount: (Contract/Amendment/Grant)		\$13,500.00	
CONTRACT	Proposed/Original Start Date:	7/1/2026	Proposed/Most Recent End Date: 7/1/2029
AMENDMENT	New Effective Date:		New End Date (if Applicable):
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		USDA APHIS, St. Louis, MO	
Brief Description of Goods/Services/Grant:		Beaver removal from Eastern Region Public Lands units.	

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. Higher Education 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.	Beavers cause expensive repairs when they dam culverts and other water control devices along Eastern Region Public Lands’ roads. They must be removed and relocated to allow beaver control devices to be installed. If left unaddressed, the repairs can run into the thousands of dollars when roads are washed out.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	Beavers are protected under Maine laws. Any interference to their activities must be approved by the Dept. of Inland Fisheries and Wildlife (IFW) and carried out by approved agencies. The USDA is the approved agency for management activities in this area. USDA APHIS has statutory authority (under the Acts of March 2, 1931, 46 Stat. 1468-69, 7 U.S.C. §§ 8351-8352, as amended, and December 22, 1983, Public Law No. 100-202, § 101(k), 101 Stat. 1329*331, 7 U.S.C. § 8353, to cooperate with states while conducting a program of wildlife service’s involving mammals... that are a nuisance to forestry, wildlife, human health and safety. USDA APHIS utilizes Integrated Pest Management practices that are in agreement with the Maine Department of Inland Fisheries and Wildlife’s (IFW) Administrative Policy Regarding Nuisance Wildlife and actively works with IFW Regional Biologist to ensure regulation compliance.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	Cost was determined by the USDA APHIS based on standardized rates set by the federal agency. Costs are aligned with previous contracts for these services, and are the same rates provided to local government jurisdictions, private organizations, and individuals under the Wildlife Services Program.
4. Describe the plan for future competition for the goods or services.	N/A - The USDA is the approved agency for beaver management in the area.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) or (026) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

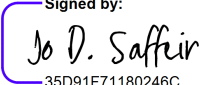
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE	
<i>Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS Title 5, §18 and §18-A, in harmony with MRS Title 17, §3104.</i>	
<input checked="" type="checkbox"/> The requesting department’s signatory affirms, understands, and acknowledges Maine’s Conflict of Interest statutes and, in accordance with those statutes and to the best of their	

knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee


1. The signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	 <small>Signed by: 35D91E71180246C</small>		
Typed Name:	Jo D. Saffair	Date:	3/17/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	

****OSPS Section Only****

Signature of DAFS Procurement Official:	 <small>DocuSigned by: 41C2BA36FAF44CD...</small>		
Typed Name:	Kathy Paquette	Date:	3/20/2026