

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW

Department Office/Division/Program:		Inland Fisheries and Wildlife/Wildlife Resource Assessment Section			
Department Contract Administrator or Grant Coordinator:		Cory Stearns, Wildlife Biologist Brenda Lord, Wildlife Secretary			
(If applicable) Department Reference #:		N/A			
Amount: (Contract/Amendment/Grant)	\$151,605.01	Advantage CT / RQS #:	CT-09A-20210406*2667		
CONTRACT	Proposed Start Date:	04/12/2021	Proposed End Date:	09/30/2023	
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 4426 VT Route 215N Cabot, VT 04547			
Brief Description of Goods/Services/Grant:		Technical and Administrative Support (NEC Survey)			

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

- a. The New England cottontail (NEC) is a state endangered species in Maine and is a former candidate for listing under the federal Endangered Species Act. It is MDIFW's responsibility to try to recover NEC populations in Maine to the point where they are no longer threatened or endangered. MDIFW is a member of the New England Cottontail Range-wide Initiative, whose members represent five New England states and New York, the US Fish and Wildlife Service (USFWS), and the Natural Resources

State of Maine Procurement Justification Form

PART III: SUPPLEMENTAL INFORMATION

Conservation Service. The states of Connecticut, Rhode Island, New York, and Maine agreed to use federal funds (known as Pittman-Robertson funds [PR funds]), which are granted to each state by the US Fish and Wildlife Service's Wildlife and Sport Fish Restoration Program, for joint NEC restoration efforts. Funds from this PR grant will be used to contract with the Wildlife Management Institute (WMI) to provide technical guidance and administrative help in carrying out the objectives of the Range-wide Conservation Strategy for NEC. The overall purpose of the Range-wide Conservation Strategy is to restore NEC populations and preclude the need to list the species under the federal Endangered Species Act by providing a management and monitoring framework.

- b. The primary mission of our agency is to ensure that wildlife populations in Maine are maintained for future generations of Maine citizens and visitors to enjoy. As such, the recovery of state endangered species, like the NEC, is a high priority for our Department. Maine law gives the Commissioner of MDIFW authority to establish programs to recover the population of endangered species to the point where they are no longer endangered.
- c. Although MDIFW staff are heavily involved in NEC recovery efforts, these staff have other duties and cannot meet all the demands of NEC recovery. MDIFW determined in 2010 that additional staff was needed to implement the recovery plans for NEC. Therefore, MDIFW works closely with other agencies, including contractors from WMI, to meet NEC restoration goals. WMI is the only contractor that the USFWS has authorized to carry out this project.

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

MDIFW is a member of the Northeast Association of Fish and Wildlife Agencies (Association), which is a nonprofit organization made up of the state and provincial wildlife agencies in Northeastern North America. The Association has a cooperative agreement with WMI (attached) and through this agreement has agreed to allow WMI to administer contracts for regional projects. WMI is uniquely qualified to administer this contract because 1) it has considerable experience in administering similar contracts for state wildlife agencies, 2) the administrators at WMI are familiar with federal grant match and reporting requirements, such as the federal grant that will fund this work, 3) WMI was the contract administrator for a previous grant performing this work, 4) the fee that WMI would charge has been negotiated with the Association (i.e., 44%), 5) WMI is willing to waive a portion of its negotiated fee, which in turn can be used by MDIFW to meet federal match requirements for MDIFW's PR grant, and 6) MDIFW will utilize the Department's Loon Plate funds as match requirements for this grant. This is the only contractor that the USFWS has authorized to do this.

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

Costs were negotiated with WMI by the Association of Fish and Wildlife Agencies. WMI circulated an RFP to determine the costs associated with genetic analyses.

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

State of Maine Procurement Justification Form

PART III: SUPPLEMENTAL INFORMATION

MDIFW participates in the Association of Fish and Wildlife Agencies, which oversees and approved the terms of WMI's contract. If at some point the Association wishes to choose a different contractor, or renegotiate the terms, MDIFW will be part of that decision-making process.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<i>[Signature]</i> Deputy Commissioner		
Printed Name:	<i>Timothy Peabody</i>	Date:	<i>4/15/2021</i>
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Kathy Paquette</i>		
Printed Name:	<small>41C2BA36FAF44CD...</small> kathy Paquette	Date:	4/20/2021

