



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF 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 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 intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		Dept. of Inland Fisheries and Wildlife/Bureau of Resource Mgmt./Wildlife Division/Mammal Group	
Department Contract Administrator or Grant Coordinator:		Jennifer Vashon, IFW Senior Resource Biologist	
(If applicable) Department Reference #:		Click or tap here to enter text.	
Amount: (Contract/Amendment/Grant)	\$ 8,310.00	Advantage CT / RQS #:	20230405000000001228
CONTRACT	Proposed Start Date:	3/30/2023	Proposed End Date: 3/30/2024
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:		Lotek Wireless, Chris Seed, 115 Pony Drive, Newmarket, Ontario, Canada L3Y 7B5	
Brief Description of Goods/Services/Grant:		VHF radio collar to monitor black bears	

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 primary mission of our agency is to ensure that wildlife populations in Maine and the public's enjoyment of these species, are maintained for current and future generations of Maine citizens and visitors. As such, the Department monitors black bears to document population change to inform regulated hunting activities and the persistence of healthy black bear populations. Equipping black bears with radio collars allows us to effectively monitor the survival, productivity, and movements of black bears to inform population models and regulatory processes.

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

This purchase has already occurred. Due to supply chain issues with another vendor (Vectronics), we reached out to Lotek Wireless, a past vendor, to see if they could provide collars in time for our winter field season. Lotek Wireless indicated that they could provide us with our complete VHF collars needs in two separate shipments. We received the first shipment in December and the second shipment in February.

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

The Department has had a master agreement with Lotek Wireless for identical collars in previous years. The current cost of the VHF collars is similar to previous master agreement quotes with this provider.

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

After the completion of the current bear studies, the Department will seek competitive bids through the RQS process for new research efforts.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

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

Procurement Justification Form (PJF)

Typed Name:	Nathan Webb	Date:	4/4/2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i>		
Typed Name:	William J.E. Allen	Date:	4/19/2023