



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:		Inland Fisheries & Wildlife/Wildlife/Moose	
Department Contract Administrator or Grant Coordinator:		Jennifer Vashon, Game Section Supervisor	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ \$99,989	Advantage CT / RQS #:	CT-09A-20240325*2581
CONTRACT	Proposed Start Date:	4/1/2024	Proposed End Date: 12/31/2024
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:		Responsive Management 130 Franklin Street Harrisonburg, VA 22801	
Brief Description of Goods/Services/Grant:		Survey Maine Landowners, Hunters, and Outdoor Businesses's attitudes toward Maine's Moose Hunt's Season Timing and Structure	

### 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.

Maine's moose season structure has remained unchanged for roughly 20 years. Recently, however, there has been renewed interest in revisiting the moose season structure and timing to determine whether changes would help to better meet the preferences of hunters, nonconsumptive recreationists such as tourists and wildlife viewers, and other groups. Following the recommendation of a stakeholder group established by a Legislative resolve, the Department is seeking to implement scientific research to determine the extent of potential dissatisfaction with the current moose season structure and timing as well as support for various alternative options under consideration. The research will assist in decision-making that may impact changes to the 2025 moose season.

Responsive Management will conduct a quantitative (survey) and qualitative (online public forum) study of licensed Maine hunters, Maine residents, licensed Maine guides, Maine tourism-oriented businesses, and large industrial landowners to assess attitudes towards Maine's moose hunt's season timing and length and potential conflicts among outdoor users. This includes a multi-modal survey approach where participants are contacted by phone, mail, and/or email to improve response rate and limit survey bias. Survey data are collected over the phone or via an online platform. The survey will be programmed to skip and/or substitute phrases based on the response to previous surveys with survey response immediately input into the database by trained staff handling the call.

Responsive Management will also design, host, and maintain an online public input forum (i.e., a virtual "Town Hall") through which residents may submit comments regarding the study topics to generate qualitative input and feedback from residents regarding their opinions on and attitudes toward Maine's current moose season and associated issues.

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

Responsive Management was selected to conduct MDIFW's Big Game Survey in 2016 using a competitive process. Responsive Management has 32 years of experience with human dimension research on natural resource issues for state fish and wildlife agency in the US which makes Responsive Management a highly qualified vendor for collecting scientific data on public opinions to help inform agency management decisions.

Additionally, we have worked closely with this vendor to complete a variety of surveys since 2016. Working with this vendor adds additional efficiency to meet an aggressive timeline for completing this effort by September 30, 2024 to report back to the Maine Legislature and inform potential regulatory changes in 2025.

**PART III: SUPPLEMENTAL INFORMATION**

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

The costs are based on those from the 2016 Big Game Survey, the 2019 Furbearer Management Survey and updated project sample sizes, the addition of a quantitative survey (design and host online public input forum), and adjustments due to inflation. The cost of the survey is comparable to prior survey efforts awarded through a competitive process.

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

Responsive Management was selected to conduct the 2016 Big Game Survey through a competitive process. RFPs will be conducted periodically to ensure a competitive process for this service.

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

Does this request utilize ARPA/MJRP funds?

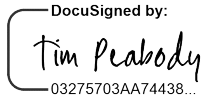
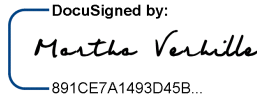
Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

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: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Tim Peabody	Date:	3/26/2024
Signature of DAFS Procurement Official:			
Typed Name:	Martha Verhille	Date:	4/10/2024

**Certificate Of Completion**

Envelope Id: 7187429F1564409FB838E3BB0DEE4E28	Status: Completed
Subject: PJF to sign: Responsive Management 20240325_2581	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Diana Harper
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	353 Water Street
	41 SHS
	Augusta, ME 04333-0041
	diana.harper@maine.gov
	IP Address: 198.182.163.126

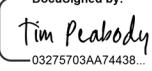
**Record Tracking**

Status: Original	Holder: Diana Harper	Location: DocuSign
3/26/2024 9:45:28 AM	diana.harper@maine.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Inland Fisheries and Wildlife	Location: DocuSign

**Signer Events**

Tim Peabody  
 timothy.e.peabody@maine.gov  
 Deputy Commissioner  
 Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
  
 03275703AA74438...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 198.182.163.113

**Timestamp**

Sent: 3/26/2024 9:51:57 AM  
 Viewed: 3/26/2024 10:10:58 AM  
 Signed: 3/26/2024 10:11:59 AM

**Electronic Record and Signature Disclosure:**

Accepted: 3/26/2024 10:10:58 AM  
 ID: b4fbb7a-1e42-4e20-890f-8970c6f4a695

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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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Signing Complete	Security Checked	3/26/2024 10:11:59 AM
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Payment Events	Status	Timestamps
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**Electronic Record and Signature Disclosure**