



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:		Inland Fisheries and Wildlife		
Department Contract Administrator or Grant Coordinator:		Karen Estabrook		
(If applicable) Department Reference #:				
Agency Department Code:	09A	Advantage CT / RQS #:	20260427000000002254	
Amount: (Contract/Amendment/Grant)		\$30,250.00		
CONTRACT	Proposed/Original Start Date:	5/5/2026	Proposed/Most Recent End Date:	9/30/2026
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:		N.E. Smith Corporation, Groton, VT		
Brief Description of Goods/Services/Grant:		Food Plot and field maintenance, herbaceous habitat creation at four WMA's in one Administrative region.		

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
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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.

Initiate Phase 3 of a ten-year plan, creating herbaceous habitat to support diverse wildlife species within the Hancock Pond compartment of the Fahi Pond Wildlife Management Area (WMA). The second phase involves creating a .5 acre herbaceous field in Stand 4 to continue building on the mosaic of early-successional habitat. A Maine Forest Service Harvest Plan will be written by Nick Smith, a licensed forester, to ensure harvest efforts on the Hancock Pond property will meet Maine’s clear-cut rules. Additionally, maintenance activities for food plots and wildlife plantings will be conducted across four WMAs: Chesterville, the Hancock Pond area of the Fahi Pond, Strong, and Mercer. This includes revitalizing an existing plot to enhance wildlife habitat in Chesterville. Maintenance tasks involve herbicide application for woody growth and invasive plant species, amending soil with lime and fertilizer, and an early and late-season mow. Apple trees, crab apples, and high bush blueberries will be fertilized at Hancock Pond, Chesterville, and Mercer WMAs. Food plots and wildlife plantings are increasingly popular and greatly benefit numerous wildlife species, including pollinators, gamebirds, and large mammals. In Mercer WMA, soil testing and application of lime and fertilizer will be conducted as needed in grassland bird fields. The result of several years of work on that property yielded several pairs of nesting Bobolink, a species of special concern, at risk from declining habitat availability. This success points to the ongoing importance of this habitat work. Furthermore, wildlife habitat projects on WMAs serve as demonstration areas for the public, showcasing various habitat practices and expanding hunting opportunities. The first MDIFW public walk and talk is planned for May 2026 to highlight habitat work and species benefits at Hancock Pond.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

The Department has contracted with the vendor with the Department for over ten years. Therefore, he has an intimate knowledge of our properties, habitats, and species objectives, and we have a high degree of trust in the quality of his work. This long-term working relationship is a valuable asset to have. Beyond delivering efficient and high-quality implementation, we gain the added benefit of his ongoing expert species and habitat management guidance at no additional cost. Through this partnership, staff also build knowledge and capacity by learning from his extensive experience across the Northeast and applying this learning to ongoing habitat project planning on WMAs, continuing to grow the benefit to Maine’s wildlife species across the landscape. The vendor’s input also helps ensure our projects meet Maine Forest Service forestry standards. Unique qualifications include:
 Soil micronutrient management: matching the soil needs to specific herbaceous forage mixture and including site preparation and seeding rates, herbicide applicators license and licensed forester. The vendor has all the necessary equipment including several types of tractors and related tractor implements. A specific list of equipment is available upon request.

 Vendor has years of experience working with food plot development apple tree and soft mast plantings and maintenance in several northeastern states and a wide variety of habitat types.

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 vendor (contractor) when completing wildlife habitat work for the Department considers it as an officially subsidized NRCS (Natural Resource Conservation Service) practice. Rates are based on ¾ of current fair market value which equals 25% savings. The contractor is also a Whitetail Institute dealer and can purchase seed at 65% of cost (this is the seed that was used to establish the food plots and should continue to be used). The contractor is charging the Department an average of \$200.00 less per acre. The contractor also purchases apple trees and soft mast trees in bulk, resulting in an additional discount passed on to the Department.

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

The Department is not aware of any other vendor that can do all the work required and in all the locations at the reduced cost available and has all the equipment necessary. Should other vendors become available and can be competitive in cost, quality, and knowledge of the work, the Department would consider their services.

The contract timeline is intended to accommodate time of year tree clearing restrictions to avoid Endangered Species impacts.

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) or (026) – 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’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):	Signed by:  <small>03275703AA74438...</small>		
Typed Name:	Timothy E. Peabody	Date:	4/27/2026

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:	Signed by:  <small>41C2BA36FAF44CD...</small>		
Typed Name:	Kathy Blais	Date:	4/29/2026

Certificate Of Completion

Envelope Id: 94AE7AA6-8463-822F-8364-ACF7A28E1BAD	Status: Completed
Subject: Complete with Docusign: N.E. Smith 20260427-2254 - PJF.docx	
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Document Pages: 4	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
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Time Zone: (UTC-08:00) Pacific Time (US & Canada)	353 Water Street
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	Augusta, ME 04333-0041
	Karen.Estabrook@maine.gov
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Timothy Peabody
 timothy.e.peabody@maine.gov
 Deputy Commissioner
 Security Level: Email, Account Authentication (None)

Signature

Signed by:

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In Person Signer Events	Signature	Timestamp
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Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/27/2026 10:25:55 AM
Certified Delivered	Security Checked	4/27/2026 10:29:26 AM
Signing Complete	Security Checked	4/27/2026 10:30:22 AM
Completed	Security Checked	4/27/2026 10:30:22 AM
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Withdrawing your consent

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 paper copies from Inland Fisheries and Wildlife

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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- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- 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.