



## 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                              |                              |
| Department Contract Administrator or Grant Coordinator: |                      | Karen Estabrook   |                              |
| (If applicable) Department Reference #:                 |                      |   |                              |
| Amount:<br>(Contract/Amendment/Grant)                   | \$ \$24,000          | Advantage CT / RQS #:   | 09A-2022042800000002656      |
| CONTRACT  | Proposed Start Date: | 5/9/2022  | Proposed End Date: 9/30/2022 |
| 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:              |                      | N.E. Smith Corporation<br>148 Old County Road<br>Groton, VT 05046 |                              |
| Brief Description of Goods/Services/Grant:              |                      | Food plot management on two WMAs 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. 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.

Three fields at the Page Farm WMA and one field at the Bud Leavitt WMA are managed as food plots. Work includes liming and fertilizing twice (late spring and late summer) and three mowing entries. Replanting is conducted as needed. Food plot establishment is a wildlife habitat practice that is growing in popularity with the public. They are extremely beneficial to a wide variety of wildlife species including pollinators, gamebirds, and large mammals. Department WMAs also serve as demonstration areas for the public.

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

The Department has contracted with the vendor for over ten years to conduct the necessary work. The Department is not aware of another vendor that provides all the required services included within the scope of work. Unique qualifications include:  
 Soil micronutrient management: matching the soil needs as determined by soil tests to specific herbaceous forage mixture and including site preparation and seeding rates.  
 Vendor has years of experience working with food plot development and maintenance in several northeastern states and various habitat types for a wide variety of clients.  
 The vendor has all the necessary equipment to conduct the work.

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 3/4 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). Savings are therefore passed on to the Department. The contractor is charging the Department an average of \$200.00 less per acre.

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 and at the reduced cost available. Should other vendors become available and can be competitive in cost, quality, and knowledge of the work, the Department would consider their services.

**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): |  Deputy Commissioner              |       |           |
| Typed Name:  | Timothy Peabody  | Date: | 4/28/2022 |
| Signature of DAFS Procurement Official:                          | DocuSigned by:<br> Debbie Jacques |       |           |
| Typed Name:  | 1DFA565D481F42E...<br>Debbie Jacques   | Date: | 4/29/2022 |