

**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:		Wildlife Division		
Department Contract Administrator or Grant Coordinator:		Ryan Robicheau		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 18,415.00	Advantage CT / RQS #:	09A-20220428000000002657	
CONTRACT	Proposed Start Date:	5/9/2022	Proposed End Date:	6/30/2022
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 148 Old County Road Groton, VT 05046		
Brief Description of Goods/Services/Grant:		Site preparation, food plot creation, wildlife planting, apple tree planting, nutrient soil testing and soil amendment on four WMA's.		

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 scope of work proposed under the contract includes site preparation for food plots, wildlife plantings, apple tree establishment, soil testing and amendment for grassland bird and wildlife plantings. The work will occur in four Wildlife Management Areas (WMA) in one Administrative region.

It is most efficient to have one vendor overseeing the work as opposed to several contractors and several contracts. N.E. Smith was contracted to establish wildlife plantings in Region D last year. Food plot and planting establishment and ongoing maintenance is a large part of the services they provide. They stand by their work and spot seed as needed at no additional charge to the Department. The three planting areas on the Hancock Pond parcel are currently stagnant log landings and will require a fair amount of site preparation to ensure planting thrive. Both the Chesterville and Strong WMA food plots are new plants and will require experience to prepare the planting area and add suitable nutrients to establish a productive food plot. Soil nutrient testing and amendments are planned for a wildlife planting and grassland bird habitat. The work underway at the Strong WMA is demonstration of N.E. Smith commitment to high quality wildlife habitat projects.

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

The Department is, as directed by Title 12 in Maine Statute, to protect and enhance the fish and wildlife resources; provide for effective management of these resources; and to ensure coordinated planning for the future use and preservation of these resources. This contract will allow the Department to execute its habitat management objectives for the areas covered under this contract.

Food plot establishment is a wildlife habitat practice that is growing in popularity with the public. They provide a high-quality food source for wildlife. The Hancock Pond parcel was once a cider orchard and offers good growing conditions to establish an area of apple trees as a mast crop for a variety of wildlife species. Apple mast provides both a late season food source as well as a food source through the winter. The proximity to the Hancock Pond boat access also makes the apple planting a suitable wildlife watching and easy access site for hunters with mobility challenges. The wildlife food plot will revert a stagnant log landing into productive wildlife habitat, including a mix of seeds intended to bloom throughout the growing season. The Chesterville and Strong Wildlife Management Areas receives heavy hunting pressure during deer season. Establishing food plots internal to the WMAs will increase high quality forage for deer and turkey and enhance hunting opportunities for the public during deer and turkey season as well as enhancing wildlife watching opportunities for non-consumptive wildlife users. Together, the projects will diversify wildlife habitat for a variety of wildlife species and serve as habitat management demonstration areas for the public.

The Department does not own the equipment needed to conduct the work. Personnel have limited knowledge of the methods required but does not work within the specifics necessary on a regular basis. No other state or government agency conducts the scope of work necessary.

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. Selection of suitable apple species for the growing site, preparing the soil and supplementing nutrients as needed.

PART III: SUPPLEMENTAL INFORMATION

N.E. Smith has years of experience working with food plot development and maintenance, apple tree establishment and habitat work in a variety of northeastern states and various habitat types for a wide variety of clients.

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 is able to purchase seed at 65% of cost (this was the seed that was used to establish the food plots and should continue to be used). Savings are passed on to the Department. The contractor is charging the Department an average of \$200.00 less per acre of work.

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 at the reduced cost available. Should other vendors become available and can be competitive in cost, quality/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):			
Typed Name:	Timothy Peabody	Date:	7/28/2022
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	1DFA565D481F42E... Debbie Jacques	Date:	5/6/2022