



## 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.*

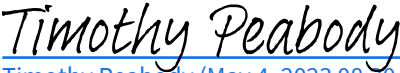

PART I: OVERVIEW			
Department Office/Division/Program:	Maine Department of Inland Fisheries and Wildlife, Wildlife Division, WRAS, Mammal Group, Black Bear Study		
Department Contract Administrator or Grant Coordinator:	Jennifer Vashon, MDIFW Senior Wildlife Resource Biologist		
(If applicable) Department Reference #:	Click or tap here to enter text.		
Amount: (Contract/Amendment/Grant)	\$ 6,500.00	Advantage CT / RQS #:	CT-09A-20230410*2617
<b>CONTRACT</b>	Proposed Start Date:	<b>5/16/2023</b>	Proposed End Date: 6/27/2023
<b>AMENDMENT</b>	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Matt and Lisa Whitegiver, Eagle Mountain Guide Service, 48 Bunker Drive, Otis, Maine 04605		
Brief Description of Goods/Services/Grant:	Provide field housing for bear field study spring field season and generator propane fuel (up to \$500 (included in above grant amount)).		

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 Department monitors black bears on 3 study areas in remote portions of the State of Maine. In order to maintain an adequate sample size, we run a 6-week field season each spring/summer to capture and mark black bears. Our field staff work at a remote field site and locating housing options near the study area allows for more efficient use of staff time and reduce travel costs.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	Housing options are very limited near our Downeast black bear study site. We were able to find a sporting camp in our study site. Securing this housing option will significantly reduce our travel time and cost (mileage and gas) significantly due to the proximity to our field activities.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	We compared the cost of this facility with the weekly lodging rates and per diem rates for a field staff of 6. This rate is more than 50% below that rate.
4. Describe the plan for future competition for the goods or services.	We will continue to identify potential temporary housing options for field staff and work with each available facility to provide a bid.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<input checked="" type="checkbox"/> 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):	 Timothy Peabody (May 4, 2023 08:20 EDT)		
Typed Name:	Timothy Peabody enter text.	Date:	May 4, 2023
Signature of DAFS Procurement Official:	DocuSigned by:  891CE7A1493D45B...		
Typed Name:	Martha verhille	Date:	5/11/2023







# Lisa Whitegiver Contract\_Bear Housing\_20230410-2617\_PJF

Final Audit Report

2023-05-04

Created:	2023-05-02
By:	Diana Harper (diana.harper@maine.gov)
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## "Lisa Whitegiver Contract\_Bear Housing\_20230410-2617\_PJF" History

-  Document created by Diana Harper (diana.harper@maine.gov)  
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