



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/Wildlife/Wildlife Diversity		
Department Contract Administrator or Grant Coordinator:		Sue-Ann Brann		
(If applicable) Department Reference #:				
Agency Department Code:	09A	Advantage CT / RQS #:	09A 20260428*2268	
Amount: (Contract/Amendment/Grant)		\$167,882.00		
CONTRACT	Proposed/Original Start Date:	4/1/2026	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:		Maine Audubon Society/Falmouth, ME		
Brief Description of Goods/Services/Grant:		To manage endangered beach-nesting birds on both private and public beaches for 2026 spring-summer-fall season and monitor migrating shorebirds		

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

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.	<p>With oversight by MDIFW, Maine Audubon (MA) will play the lead role in monitoring shorebirds and nesting plovers on about 30 beaches, negotiating landowner agreements, erecting and moving fencing throughout the season, training volunteers, conducting core outreach activities, coordinating with municipalities and other partners (e.g. MDIFW, Bureau of Public Lands (BPL) / State Parks, USFWS, and RCNWR), maintaining weekly updates on Maine Audubon’s website, and producing a final report. Maine Audubon will work with Rachel Carson NWR staff to monitor and manage Least Tern populations. They will also continue to expand shorebird monitoring efforts. During the breeding season, MA will take the lead to ensure all partners have the information needed to plan their management activities (beach cleaning, predator control, warden patrols). Please see the attached Maine Coastal Birds proposal for 2026 for additional detail.</p>
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.	<p>This work is part of the MDIFW ‘s ongoing recovery efforts for Piping Plovers and Least Terns in Maine. Since the mid-1980s MDIFW has contracted with Maine Audubon to manage plover and tern breeding and nesting areas. Maine Audubon has a long contractual history with MDIFW, working with MDIFW to achieve state recovery goals for Piping Plovers and Least Terns for the last 40+ years. Maine Audubon has expert knowledge of plover and tern biology, nesting requirements, locations of nesting areas, information regarding ownership of nesting areas, and considerable outreach capabilities. Considerable match is accumulated and documented during each field season as several municipalities offer services for piping plover management and dozens of private individuals coordinate with MA staff to assist MDIFW to document time and monitor the beach nesting birds on nearly a daily basis. These volunteer activities (time and mileage) are thoroughly documented and annually generate over \$130K of match used to acquire appropriate federal dollars.</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>Maine Audubon has established a volunteer network and landowner outreach program that is an important component of plover, tern, and shorebird management. Dozens of volunteers work thousands of hours monitoring Maine’s plover and tern nesting beaches. Maine Audubon has developed over 150 landowner agreements to allow access to nesting areas. MDIFW worked closely with Maine Audubon to develop and submit a detailed proposal and budget including the Maine Audubon staff time needed to accomplish the tasks outlined in the attached proposal. With increasing plover populations the past six years, and birds nesting in areas not previously occupied, the scope of management has increased, resulting in a need for additional staff and equipment needs. This is a one-year proposal for the field season 2026.</p>
4. Describe the plan for future competition for the goods or services.	<p>The project described here is a one-year proposal. We anticipate that a detailed strategic plan for future plover and tern management with updated goals and objectives for these species will be developed in 2026. These updated goals and objectives may change the future direction of some of the beach-nesting bird management activities.</p>

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

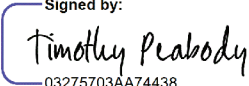
Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

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:  03275703AA74438...		
Typed Name:	Timothy E. Peabody	Date:	5/8/2026

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:  41C2BA36FAF44CD...		
Typed Name:	Kathy Blais	Date:	5/20/2026

Certificate Of Completion

Envelope Id: 72582ECA-1B6C-8C14-8307-BF1FCCE7D2AB	Status: Completed
Subject: PJF to sign: Maine Audubon 20260428_2268 Coastal Birds PJF	
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
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	Augusta, ME 04333-0041
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4/30/2026 10:49:21 AM	diana.harper@maine.gov	
Security Appliance Status: Connected	Pool: StateLocal	

Signer Events

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

Signature

Signed by:

 03275703AA74438...
 Signature Adoption: Pre-selected Style
 Using IP Address: 72.169.80.31
 Signed using mobile

Timestamp

Sent: 4/30/2026 10:54:36 AM
 Resent: 5/4/2026 7:13:55 AM
 Resent: 5/6/2026 6:27:49 AM
 Resent: 5/8/2026 4:50:20 AM
 Viewed: 5/8/2026 5:01:24 AM
 Signed: 5/8/2026 5:03:13 AM

Electronic Record and Signature Disclosure:
 Accepted: 5/8/2026 5:01:24 AM
 ID: 2360eca1-3898-49d0-a279-1adc2534610c

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
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	4/30/2026 10:54:36 AM
Certified Delivered	Security Checked	5/8/2026 5:01:24 AM
Signing Complete	Security Checked	5/8/2026 5:03:13 AM
Completed	Security Checked	5/8/2026 5:03:13 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		