



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF PROCUREMENT SERVICES
 STATE OF MAINE

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 | | |
| Department Contract Administrator or Grant Coordinator: | | Karen Estabrook | | |
| (If applicable) Department Reference #: | | | | |
| Amount: (Contract/Amendment/Grant) | | \$ \$33,900 | Advantage CT / RQS #: | 09A- 20230518000000003292 |
| CONTRACT | Proposed Start Date: | 6/1/2023 | Proposed End Date: | 9/30/2023 |
| 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 Groton, VT | | |
| Brief Description of Goods/Services/Grant: | | Food plot and soft mast plantings, field maintenance, and crop tree release at four 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.

Food plots and soft mast plantings will be established at the Chesterville WMA and the Hancock Pond compartment of the Fahi Pond WMAs, which includes clearing the plot, liming and fertilizing soils and planting a wildlife seed mix. Soft mast plantings will include a mix of crabapple and other soft mast species beneficial to a wide variety of wildlife species. Chesterville projects will also include apple tree plantings and crop tree release of oak, beech and other mast producing species. The plantings and crop tree release help diversify food sources available to a variety of wildlife species. Food plot maintenance will be completed at food plots at the Strong, Hancock and Chesterville WMA food plots, which includes two mowing entries, soil tests, and liming, fertilizing and replating 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. The Mercer WMA will include soil tests and liming and fertilization of grassland bird fields as needed as well as reclaiming a log landing with soil preparation, nutrients and seeding. The Chesterville boat launch will include herbicide treatment to remove invasive species including bittersweet and honeysuckle.

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 since the beginning of the project over ten years ago. Therefore, he has an intimate knowledge of the work done to date. This long-term working relationship is a valuable asset to have. 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. Vendor has years of experience working with food plot development apple tree plantings and maintenance in several northeastern states and a wide variety of habitat types. 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.

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 $\frac{3}{4}$ 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). 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.

PART III: SUPPLEMENTAL INFORMATION**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.

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): | DocuSigned by: <i>Judith A Camuso</i> 2E11918D8425475... | | |
| Typed Name: | | Date: | 5/22/2023 |
| Signature of DAFS Procurement Official: | DocuSigned by: <i>Martha Verhille</i> 891CE7A1493D45B... | | |
| Typed Name: | Martha Verhille | Date: | 6/6/2023 |