



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:		MDIFW – Wildlife Management	
Department Contract Administrator or Grant Coordinator:		Bethany Atkins	
(If applicable) Department Reference #:		Consulting services to assist MDIFW and BPL with conservation planning.	
Amount: (Contract/Amendment/Grant)	\$ 32,800.00	Advantage CT / RQS #:	2023052600000003414
CONTRACT	Proposed Start Date:	5/26/2023	Proposed End Date: 5/31/2024
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:		VC0000242301 32A Ruamoana Place Martin Anderson Omokoroa 3114 NZ	
Brief Description of Goods/Services/Grant:		Services to update and improve Maine IF&W and Maine BPL intra- and inter-agency conservation planning.	

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.

MDIFW and BPL are both charged with conserving land in Maine. Ambitious goals have been set at the local, state, and national levels. To reach the goal of conserving 30% of Maine's landscape by 2030, almost 290,000 acres must be protected annually. Furthermore, meeting these ambitious goals will require clear conservation priorities - informed by current data and analysis and supported through partnerships. While the agencies have conservation plans, many are out of date and there are no plans that address some species or all conservation priorities. The Provider will assist the agencies to update and improve their respective conservation planning efforts.

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

Providing the required services in a cost-efficient manner necessitates a deep knowledge of the conservation efforts in Maine to date, existing groups that focus on the conservation of specific species, federal conservation efforts and goals, and MDIFW and BPL capacities. The Provider has worked in the conservation field in Maine and, through his grant writing experience, has detailed knowledge of the conservation goals, tools, and plans of non-profits and state and federal agencies. Capitalizing on his experience and knowledge is the most efficient way to accomplish the goals of the project. Additionally, the Provider has excellent GIS skills and can combine the conservation planning knowledge and GIS skills together as needed to complete this project. We do not know of another individual who has as in-depth knowledge of the conservation planning completed to date and associated GIS skills to assist to the state.

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The quote from Martin Anderson is aligned with the rate he charges for his grant writing services, and is in line with or lower than the rates for other conservation consultants.

4. Describe the plan for future competition for the goods or services.

The Department will solicit quotes and timeframes for completion of services from multiple vendors.

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.

Procurement Justification Form (PJF)

Signature of requesting Department's Commissioner (or designee):	<p>DocuSigned by: <i>Judith A Camuso</i> 2E11918D8425475...</p>		
Typed Name:	Judith A Camuso	Date:	5/30/2023
Signature of DAFS Procurement Official:	<p>DocuSigned by: <i>Martha Verhille</i> 891CE7A1493D45B...</p>		
Typed Name:	Martha Verhille	Date:	6/13/2023