

**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, Wildlife Division, Wildlife Resource Assessment Section	
Department Contract Administrator or Grant Coordinator:		Beth Swartz, Wildlife Biologist Diana Harper, Office Assoc. II	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$7,000.00	Advantage CT / RQS #:	CT-09A-20230517*3266
CONTRACT	Proposed Start Date:	6/15/2023	Proposed End Date: 11/30/2023
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:		Mark Ward, Consulting Ecologist 28 Poor Farm Road Bristol, ME 04539	
Brief Description of Goods/Services/Grant:		Bumble bee surveys in southern, mid-coast, and Downeast Maine targeting federally Endangered Rusty Patched Bumble Bee.	

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.

Maine statute mandates it is the policy of the State to conserve all species of fish and wildlife found in Maine, and to maintain and enhance the numbers of species at risk of extirpation. The Rusty Patched Bumble Bee is a federally listed Endangered Species that historically occurred in Maine but has not been observed in the state since 2009. The U.S. Fish & Wildlife Service (USFWS) has partnered with Maine Dept. Inland Fisheries & Wildlife (MDIFW) via annual Section 6 grant awards to conduct targeted surveys for this extremely rare species to document any remaining populations. Surveys also focus on searching for state-listed bumble bee species and documenting all species of bumble bees observed to augment statewide data on diversity, distribution, and status. To meet the State's mandate, MDIFW needs to obtain current data on the occurrence of Maine's rare bumble bee species. This contract would continue three previous years of targeted surveys by intensifying field visits to previously surveyed high-quality foraging sites.

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

Mark Ward is a Consulting Ecologist who MDIFW contracted to conduct targeted surveys for Rusty Patched and other rare bumble bee species in several mid-coast and southern counties during 2020, 2021, and 2022. This contract would continue and expand upon these prior surveys, using the same MDIFW and USFWS protocols and methodologies. While there are a few other independent contractors potentially available in the state who are qualified to survey and identify Maine's bumble bees, Mark's expertise and familiarity with conducting the previous years' surveys are invaluable assets to implementing the current contract, requiring no training or oversight by agency staff.

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

The hourly rate negotiated for both field and office labor (\$24/hr), as well as expense reimbursement levels allocated for this contract, are equal to other contracts procured by MDIFW for similar work and expertise and are far more competitive than the rates typically charged by most professional consultants qualified to conduct this work.

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

Competently surveying and identifying bumble bee species in the field, particularly rare species such as the Rusty Patched, requires extensive experience that is not widely available in Maine. Because MDIFW staff time and resources are limited, and this expertise is not available from any other in-state governmental agency, conducting this work necessitates contracting outside professional expertise. Unless other local biological or environmental consulting companies or private contractors hire staff who specialize in bumble bee surveys and field identification, the pool of in-state qualified contractors will remain very small and there will be limited opportunities for future competition.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

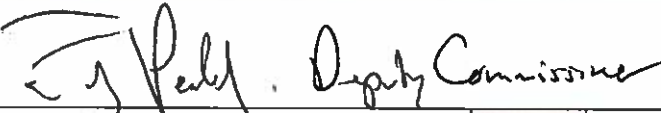

Does this request utilize ARPA/MJRP funds?

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:	6/12/2023
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>891CE7A1493D45B...</small>		
Typed Name:	Martha verhille	Date:	6/13/2023

