



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 and Wildlife/Wildlife Division	
Department Contract Administrator or Grant Coordinator:		Nathan Webb, Wildlife Director	
(If applicable) Department Reference #:		CSA No. 24-7223-9009	
Amount: (Contract/Amendment/Grant)		\$ 20,000	Advantage CT / RQS #: 09A-20240215000000002248
CONTRACT	Proposed Start Date:		Proposed End Date:
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:		USDA APHIS Wildlife Services PO Box 979043, St. Louis, MO 63197	
Brief Description of Goods/Services/Grant:		Wildlife Damage Management	

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 Maine Department of Inland Fisheries and Wildlife was established to 'preserve, protect and enhance the inland fisheries and wildlife resources of the state'. Occasionally, this requires capture and/or removal of native, exotic, or invasive wildlife species in order to aid species recovery programs, protect public safety, prevent property damage, and prevent damage to sensitive habitats. This work must sometimes be conducted on short notice in response to emerging situations and may require specialized expertise or equipment that is not available within the Department. Therefore, the MDIFW requires contracted services to provide specialized wildlife damage management, capture services, and sample processing.

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

MDIFW does not have staff capacity or specialized equipment to complete this task.

USDA APHIS Wildlife Services is uniquely qualified to provide program support, equipment, traps, and staffing. They have specialized expertise working with endangered species on 22 Maine beaches and extensive knowledge of capturing wildlife and mitigating wildlife damage in urban settings. They have access to a nationwide network of specialists with experience working on a variety of invasive species. Wildlife damage management requires a diverse set of specialized skills and considerable tact to keep the activity a low profile and continue to be effective. USDA APHIS Wildlife Services also has specific expertise and facilities for processing and disposing of diseased wildlife. Considering the entire diverse need, USDA APHIS Wildlife Services is the most feasible entity to work with.

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

As stated previously, we believe that USDA APHIS Wildlife Services has the total all-around experience with working with Maine's wildlife and invasive species, including in populated urban areas. They have provided us with a reasonable budget of personnel compensation, vehicle costs, supplies and equipment to conduct wildlife capture services and damage management.

Click or tap here to enter text.

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

If we become aware of another vendor with the expertise and equipment to complete the required work, we will establish a competitive process to select the most qualified vendor and competitive pricing.

### 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) – 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 signatory understands and acknowledges Maine's Conflict of Interest statutes.

### PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	DocuSigned by:  <small>2E11918D8425475...</small>		
Typed Name:	Judith A. Camuso	Date:	6/3/2024
Signature of DAFS Procurement Official:	DocuSigned by:  <small>41C2BA36FAF44CD...</small>		
Typed Name:	Kathy Paquette	Date:	6/7/2024