

State of Maine Procurement Justification Form

This form must accompany ALL contract requests and sole source requisitions submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below.

PART I: OVERVIEW			
Department Office/Division/Program:	Inland Fisheries and Wildlife/Wildlife Resource Assessment Section		
Department Contract Administrator or Grant Coordinator:	Brenda Lord, Wildlife Secretary		
(If applicable) Department Reference #:	Craig McLaughlin, WRAS Supervisor		
Estimated Contract or Grant Amount:	\$ 71,584.68	Advantage CT / RQS #:	CT-09A-20200622*4051
AMENDMENT	Original Start Date:		New Start Date:
	Original End Date:		New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
ALL OTHER	Proposed Start Date:	11/01/2020	Proposed End Date: 10/31/2021
Vendor/Provider/Grantee Name, City, State:	Wildlife Management Institute 4426 VT Route 215N Cabot, VT 05647		
Brief Description of Goods/Services/Grant:	Contract Staffing Support		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request.			
	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL QUESTIONS
Please respond to ALL of the following questions.

**State of Maine
Procurement Justification Form**

PART III: SUPPLEMENTAL QUESTIONS

1. Provide a more detailed description of the goods, services or grant to supplement the response in Part I.

The Wildlife Research and Assessment Section (WRAS) in MDIFW undertook a number of new studies and monitoring programs several years ago (e.g., moose survival study, Breeding Bird Atlas, deer winter survival, snowshoe hare study, marten occupancy study, bat acoustical monitoring, and northern bog lemming monitoring). These projects are in addition to ongoing wildlife monitoring efforts conducted in WRAS; hence, there is a need for additional technical staff to assist the wildlife biologists overseeing these projects. The technical position sought requires unique experience in chemically immobilizing wildlife, leading field crews in deer winter capture work, conducting acoustical surveys for bats, interpreting acoustical recordings to determine the genus or species of bat detected, and operating snowmobiles and ATVs.

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

IFW is a member of the Northeast Association of Fish & Wildlife Agencies (Association), which is a nonprofit organization made up of the state and provincial wildlife agencies in the Northeastern North America. The Association has a cooperative agreement with WMI and through this agreement has agreed to allow WMI to administer contracts for regional projects. WMI is uniquely qualified to administer this contract because 1) it has considerable experience in administering similar contracts for state wildlife agencies; 2) the administrators at WMI are familiar with federal grant match and reporting requirements, such as the federal grant that will be used to fund proposed position; 3) the fee that WMI would charge has been negotiated with the Association (i.e., 44%), 4) WMI is willing to waive a portion of its negotiated fee, which in turn could be used by IFW to meet federal match requirements for IFW's federal Pitman Robertson Grant, and 6) the US Fish and Wildlife Service, who administers the Pitman Robertson Grant, has agreed that if WMI waves a portion of their administrative fee that it would meet IFW's match requirements for this grant. **This is the only contractor that the USFWS has authorized to this.**

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

The salary is based on equivalent positions in IFW. The contractor will be paid at the equivalent premium rate to provide adequate compensation for acquiring health insurance and making contributions towards a federally mandated 401K plan, for contractors working over 1000 hours/year. The total salary is considerably lower than an equivalent position in the federal government or in the private sector (e.g., Wildlife Management Institute [WMI]).

WMI will charge the fee that has been negotiated with the Association of Fish and Wildlife Agencies (i.e., 44%) and will waive a portion of its negotiated fee to cover the 25% match requirement for the federal Pitman and Robertson funds that the Department is using to fund this contract.

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

If the US Fish and Wildlife Service authorizes other vendors to provide the requested service in the future, the Department will use a competitive process to identify an appropriate vendor.

**State of Maine
Procurement Justification Form**

PART IV: APPROVALS			
Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
Printed Name:	<i>[Handwritten Signature]</i>	Date:	<i>6/18/20</i>
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Kathy Paquette</i>		
Printed Name:	<small>41C2BA36FAF44CD...</small> Kathy Paquette	Date:	7/6/2020

