



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)		\$ \$6,500	Advantage CT / RQS #:	09A-20240711000000000072
CONTRACT	Proposed Start Date:	8/12/2024	Proposed End Date:	10/31/2024
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:		N.E. Smith Corporation Groton, VT		
Brief Description of Goods/Services/Grant:		Reclaim approximately two acres of former log landings and prep them for planting to food plots in FY25		

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 Department recently acquired the 6,400-acre Macwahoc Stream WMA in T1R4 WELS. The focus of the work on the WMA will be deer wintering area (DWA) management. One aspect of the DWA management strategy will be to develop several food plots strategically located throughout the WMA. The WMA has a long history of industrial forest management prior to the Department's purchase. There are several log landings located alongside the many roads created. The management strategy is to reclaim several of these landings and convert them to food plots planted to an herbaceous seed mix. These food plots will benefit deer prior to wintering conditions, and post-winter when other food sources are still scarce.

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 for the same scope of work conducted on other WMAs in the Region and therefore has an intimate knowledge of the work that needs to be accomplished. 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. Vendor has years of experience working with food plot development 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 on 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). Savings are therefore passed on to the Department. The contractor is charging the Department an average of \$200.00 less per acre.

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.

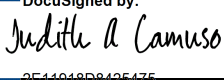

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
<input checked="" type="checkbox"/> 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:  2E11918D8425475...		
Typed Name:	Judith A Camuso	Date:	7/11/2024
Signature of DAFS Procurement Official:	DocuSigned by:  891CE7A1493D45B...		
Typed Name:	Martha Verhille	Date:	7/12/2024