



## 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		
Department Contract Administrator or Grant Coordinator:		Karen Estabrook		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 46,600.00	Advantage CT / RQS #:	09A-20240717000000000115
CONTRACT	Proposed Start Date:	7/28/2024	Proposed End Date:	12/20/2024
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:		Food Plot and field maintenance, early successional habitat creation, soft mast planting at four WMA's in one Administrative region.		

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.

Initiate Phase 1 of a ten-year plan, creating early successional habitat to support diverse wildlife species within the Hancock Pond compartment of the Fahi Pond Wildlife Management Area (WMA). The first phase involves cutting five acres in stand one to begin creating a mosaic of early successional habitat and removing woody vegetation along access routes through Stands #1 and #2. Additionally, maintenance activities for food plots and wildlife plantings will be conducted across four WMAs: Chesterville, the Hancock Pond area of the Fahi Pond, Strong, and Mercer. This includes establishing new plots to enhance wildlife habitat in Chesterville and Hancock Pond areas. Tasks involve clearing plots, amending soil with lime and fertilizer, and planting a mix of seed beneficial for wildlife. Soft mast plantings will consist of various species to cater to a wide range of wildlife. In Chesterville, apple tree plantings and selective release of oak, beech, and other mast-producing trees will be carried out to further diversify food sources. Ongoing maintenance, such as mowing, soil testing, and amending soil nutrients, will be performed at food plots in Strong, Hancock, and Chesterville WMAs. Food plot establishment is increasingly popular and greatly benefits numerous wildlife species, including pollinators, gamebirds, and large mammals. In Mercer WMA, soil testing and application of lime and fertilizer will be conducted as needed in grassland bird fields. Furthermore, WMAs serve as demonstration areas for the public, showcasing various habitat practices and expanding hunting opportunities.

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 since the beginning of the project over ten years ago. Therefore, he has an intimate knowledge of the work done to date. 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, herbicide applicators license and licensed forester. Vendor has years of experience working with food plot development apple tree and soft mast plantings 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 upon 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 ¾ 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). The contractor is charging the Department an average of \$200.00 less per acre. The contractor also purchases apple trees and soft mast trees in bulk, resulting in an additional discount passed on to the Department.

**PART III: SUPPLEMENTAL INFORMATION**

**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.

The contract timeline is intended to accommodate time of year tree clearing restrictions to avoid Endangered Species impacts.

**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.

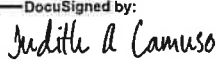

**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

Does the requesting Department signatory understand and acknowledge Maine’s COI Statute?

Yes, the requesting Department understands and acknowledges MRS Title 5, §18-A, 2.

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

<b>Signature of requesting Department’s Commissioner (or designee):</b>	DocuSigned by:  <small>2E11918DB425475</small>		
<b>Typed Name:</b>	Judith A Camuso	<b>Date:</b>	7/17/2024
<b>Signature of DAFS Procurement Official:</b>	DocuSigned by:  <small>891CE7A1493D45B...</small>		

Typed Name:	Martha Verhille	Date:	7/31/2024
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