



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE 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 Office of State 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 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:		Erynn Call and Diana Harper		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	12,815.00	Advantage CT / RQS #:	09A-20250618*3206	
CONTRACT	Proposed Start Date:	7/1/2025	Proposed End Date:	6/30/2026
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 St Louis, MO		
Brief Description of Goods/Services/Grant:		Capture of Short-eared Owls in Maine		

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 purpose of this Contract is to support the Maine Open Habitat Raptor Project through the live-capture of Short-eared Owls, a state-threatened species, to enable GPS transmitter deployment. These services contribute directly to Objective 2 of the project: "Address knowledge gaps in the breeding ecology of American Kestrels, habitat and movement ecology of Short-eared Owls in Maine, and update ETSC data for tracked open habitat raptor species." The target population includes Short-eared Owls that use airports, grasslands, wetlands, and agricultural landscapes across Maine.

Short-eared Owls are experiencing widespread population declines, yet their full annual cycle movements and habitat associations remain poorly understood, particularly in Maine. The information collected through this project will help identify habitat needs, seasonal movement patterns, and potential threats during breeding and overwintering periods. This work is particularly relevant given increasing concerns about habitat loss from land conversion and changes in agricultural practices.

GPS tracking data will inform local, state, and regional conservation actions by improving our understanding of this species' ecology. These data will also support verifying and enhancing state records in the Maine Endangered, Threatened, and Special Concern (ETSC) database and developing an updated ETSC factsheet for the species

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

USDA Wildlife Services (WS) staff bring decades of experience in the live-capture of raptors, including more recent experience with Short-eared Owls. Their personnel possess the specialized skills and field expertise necessary to support this project. They have previously captured Short-eared Owls at the Portland Jetport, providing valuable pilot testing for the current effort.

This work requires advanced technical capacity in safe raptor handling, translocation, and release, which WS is uniquely qualified to provide. MDIFW does not hold the permits to conduct these captures independently, making this partnership essential.

The project builds on a long-standing collaborative relationship between WS and MDIFW and aligns with broader regional efforts to monitor and manage Short-eared Owls across the Atlantic Flyway. No other Maine-based organization offers the same combination of raptor-specific field proficiency, permitting, and infrastructure. Given these qualifications, WS is the only provider capable of delivering the required services within the project's scope and timeframe.

PART III: SUPPLEMENTAL INFORMATION

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

The cost and rate proposed by USDA Wildlife Services (WS) are based on their extensive experience conducting live capture of raptors in Maine. These rates are consistent with industry standards for fieldwork requiring technical expertise, specialized equipment, and compliance with animal welfare and permitting requirements. Their familiarity with similar field protocols ensures cost efficiency and high success rates, making the negotiated rate fair and appropriate for this work.

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

This collaborative effort is uniquely suited to USDA WS due to their demonstrated expertise in safely and efficiently capturing Short-eared Owls and other sensitive bird species in Maine. Their existing infrastructure, trained personnel, and successful track record with raptor capture and handling provide critical capacity not readily available through other vendors. Given the specialized nature of the work and the strong existing partnership with MDIFW, future competition is not anticipated unless project needs or staffing circumstances change.

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.

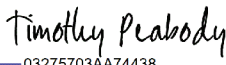
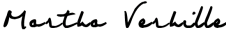
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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):	<div>Signed by:  03275703AA74438...</div>		
Typed Name:	Timothy Peabody	Date:	6/27/2025
Signature of DAFS Procurement Official:	<div>DocuSigned by:  891CE7A1493D45B...</div>		
Typed Name:	Martha verhille	Date:	7/11/2025

Certificate Of Completion

Envelope Id: 2A61480A-EC80-4250-9720-3AE0B96846A1		Status: Completed
Subject: PJF to sign: USDA APHIS 20250618_3206 short-eared owls PJF		
Source Envelope:		
Document Pages: 4	Signatures: 1	Envelope Originator:
Certificate Pages: 4	Initials: 0	Diana Harper
AutoNav: Enabled		353 Water Street
Envelopeld Stamping: Enabled		41 SHS
Time Zone: (UTC-08:00) Pacific Time (US & Canada)		Augusta, ME 04333-0041
		diana.harper@maine.gov
		IP Address: 198.182.163.126

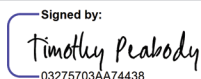
Record Tracking

Status: Original	Holder: Diana Harper	Location: DocuSign
6/18/2025 8:02:52 AM	diana.harper@maine.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Inland Fisheries and Wildlife	Location: Docusign

Signer Events

Timothy Peabody
timothy.e.peabody@maine.gov
Deputy Commissioner
Security Level: Email, Account Authentication (None)

Signature

Signed by:

03275703AA74438...
Signature Adoption: Pre-selected Style
Using IP Address: 198.182.163.113

Timestamp

Sent: 6/18/2025 8:04:30 AM
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Resent: 6/27/2025 7:54:45 AM
Viewed: 6/27/2025 7:57:22 AM
Signed: 6/27/2025 7:58:17 AM

Electronic Record and Signature Disclosure:
Accepted: 6/27/2025 7:57:22 AM
ID: ce6def09-b039-4726-b851-585c197f16a7

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
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Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure