

## State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

### PART I: OVERVIEW

Department Office/Division/Program:		Department of Inland Fisheries and Wildlife, Bureau of Resource Management, Wildlife Division			
Department Contract Administrator or Grant Coordinator:		Amanda Cross			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)		\$ 8,000	Advantage CT / RQS #:		
CONTRACT	Proposed Start Date:	08/15/20	Proposed End Date:	09/30/2021	
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:		Maine Coast Heritage Trust, Topsham, Maine			
Brief Description of Goods/Services/Grant:		Focus Area revision partner engagement facilitation			

### PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	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	X	J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

### PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

**1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.**

Maine's 140 Focus Areas ('Focus Areas') of Statewide Ecological Significance are delineated areas containing unusually high concentrations of natural resources (e.g., rare fish and wildlife habitats, rare plants and natural communities, and intact large habitat blocks). Focus Areas were developed by the Beginning with Habitat (BwH) program (a partnership among public and non-profit organizations housed at the Maine Department of Inland Fisheries and Wildlife) to help guide wildlife conservation priorities and funding programs across the state. However, Focus Areas have not been revised in over ten years and lack updated information and new datasets

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**PART III: SUPPLEMENTAL INFORMATION**

required by the U.S. Fish and Wildlife Service for fulfillment of our State Wildlife Action Plan (SWAP). In order to prepare for the upcoming SWAP revision (to begin in 2022), we will be working with our BwH partners to review and re-delineate the existing Focus Areas over the next year. Funds for this project are provided by State Wildlife Grants and must be spent by September 30, 2021.

Because Focus Areas are used by diverse public, non-profit, and private organizations across the state, we will use a collaborative process with our BwH partners to identify key datasets and delineation considerations for the revision. We will be asking for periodic feedback from partners throughout the revision to ensure the final Focus Area design appropriately addresses their needs and is broadly supported. Meaningful partner engagement in this process requires periodic and well-facilitated (virtual) meetings, surveys, and close coordination with GIS experts performing the actual re-delineation of Focus Areas. Due to staffing shortages, we do not have capacity to lead the stakeholder engagement portion of this effort within the grant time period. Furthermore, to ensure broad and meaningful partner participation, we require a skilled facilitator with extensive experience in Maine's conservation community, GIS techniques, statewide natural resource planning, and Focus Areas.

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

In order to complete this project by the end of the grant period, we require a facilitator already closely familiar with the BwH partnership, Focus Area delineation standards, GIS processes, and our statewide conservation network. Maine Coast Heritage Trust (MCHT) is immediately available to facilitate the partner engagement portion of the Focus Area revision. MCHT is a key BwH partner with extensive experience in Focus Area delineation and application, conservation planning, and meeting facilitation. Given their extensive work with public, private, and non-profit partners, MCHT brings an already established communication network to immediately engage organizations in the Focus Area revision. Furthermore, because MCHT routinely uses Focus Areas in their own work, they can better facilitate informed partner conversations to identify desired outcomes of this project. Furthermore, the vendor will be able to provide the full match amount (35%; see #3 below for more information) required by the funding source (State Wildlife Grants), which eliminates our need to dedicate any state match for the vendor's work on this project.

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


The negotiated cost (\$8000, fully burdened) reflects approximately 10% (or 5.2 weeks) of MCHT's staff time needed to complete this project. MCHT has agreed to waive their typical 25% charge for indirect costs (valued at \$2000) and will donate at least \$800 of professional services in order to fully meet the 35% match rate required by the federal grant funding this work.

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

We do not expect to update Focus Areas again for at least five to ten years.

**PART IV: APPROVALS**

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<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
<b>Printed Name:</b>	James M Connolly	<b>Date:</b>	7/31/2020
<b>Signature of DAFS Procurement Official:</b>	<small>Docusigned by:</small> <i>Sue H. Garcia</i>		
<b>Printed Name:</b>	<small>E5DB92AC0F8D490...</small> Sue H. Garcia	<b>Date:</b>	8/5/2020

