

## 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:		Wildlife Division		
Department Contract Administrator or Grant Coordinator:		Ryan Robicheau		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 7,000	Advantage CT / RQS #:	2020071400000000184	
CONTRACT	Proposed Start Date:	July 31, 2020	Proposed End Date:	September 30, 2020
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 management on three Wildlife Management Areas in Administrative Region F		

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		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.

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**PART III: SUPPLEMENTAL INFORMATION**

The scope of work proposed under the contract includes food plot management on three different Wildlife Management Areas (WMAs) in one Administrative region.

It is most efficient to have one vendor overseeing the work as opposed to several contractors and several contracts. N.E. Smith was contracted to establish the food plots in Region F seven years ago. Food plot establishment and ongoing maintenance is a large part of the services they provide. They stand by their work and spot seed as needed at no additional charge to the Department. One food plot requires significant additional work due to poor soils. N.E. Smith has made great strides in bringing that food plot on line and is committed to continuing the work. Two additional food plots are scheduled for replanting.

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

The Department is, as directed by Title 12 in Maine Statute, to protect and enhance the fish and wildlife resources; provide for effective management of these resources; and to ensure coordinated planning for the future use and preservation of these resources. This contract will allow the Department to execute its habitat management objectives for the areas covered under this contract.

Food plot establishment is a wildlife habitat practice that is growing in popularity with the public. They are extremely beneficial to wildlife. Department WMAs also serve as demonstration areas for the public.

The Department does not own most of the equipment needed to conduct the work. Personnel have a general knowledge of the work required but does not work within the specifics necessary on a regular basis. No other state or government agency conducts the scope of work necessary.

The Department is not aware of another vendor that provides all the required services included within the scope of work. Unique qualifications include:

Soil micronutrient management: matching the soil needs as determined by soil tests to specific herbaceous forage mixture and including site preparation and seeding rates.

Years of experience working with food plot development and maintenance in a variety of northeastern states and various habitat types for a wide variety of clients.

The vendor has all the equipment necessary to conduct the work.

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

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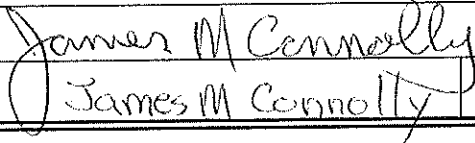
**PART III: SUPPLEMENTAL INFORMATION**

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 is able to purchase seed at 65% of cost (this was the seed that was used to establish the food plots and should continue to be used). Savings are passed on to the Department. The contractor is charging the Department an average of \$200.00 less per acre of work.

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 and at the reduced cost available. Should other vendors become available and can be competitive in cost, quality / knowledge of the work, the Department would consider their services.

**PART IV: APPROVALS**

<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>	7/9/2020
<b>Signature of DAFS Procurement Official:</b>			
<b>Printed Name:</b>		<b>Date:</b>	