

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:		Maine Department of Inland Fisheries and Wildlife, Fisheries and Hatcheries Division			
Department Contract Administrator or Grant Coordinator:		Francis Brautigam			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)		\$ 46,353.56	Advantage CT / RQS #:	CT-09A-20200818*507	
CONTRACT	Proposed Start Date:	10/1/2020	Proposed End Date:	9/30/2021	
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:		Wildlife Management Institute 4426 VT Route 215N Cabot, VT 05647			
Brief Description of Goods/Services/Grant:		Lake Whitefish Research Technician and payroll services			

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 Maine Department of Inland Fisheries and Wildlife's Division of Fisheries and Hatcheries is continuing a pilot study to better understand the impact that Rainbow Smelt have on Lake Whitefish populations. The technical position sought requires: unique experience conducting remote sampling; collecting fishes in a variety of habitats while using a variety of gears; familiarity with environmental and land access rules and laws; GIS and data management skills; cataloguing and archiving of age structures; and operating snowmobiles, ATVs, and boats.

In addition to day-to-day supervision of the contractor, the biological staff in the Fisheries Division must attend to a variety of tasks associated with the projects the contractor will work on (e.g., data analysis, field logistics, and report writing). These biologists have a full work load and cannot devote additional time to the duties that will be covered by this position. We often use short-term contractors to assist with various projects. However, we would like to retain the contractor for more than 1000 hours for this project to make full use of the contractor's experience and skill set. By employing one contractor for longer than 1000 hours we should realize a number of efficiencies over hiring a number of contractors in succession. These efficiencies may include reduced training time, better and more consistent field observations, and skill (reduced time) in performing tasks.

The primary mission of our agency is to ensure that fishery populations in Maine are maintained for future generations of Maine citizens and visitors to enjoy. As such, determining the degree that various environmental factors affect Lake Whitefish is necessary to prevent further collapse of the species in Maine. This technical position will assist with the necessary surveys and data analysis to enhance Lake Whitefish management and research.

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

The Wildlife Management Institute will provide 25% of the matching funds for this project; we know of no other vendors that provide a 25% match. These matching funds will reduce the overall cost to the State for the work being performed by the individual hired (no General Fund dollars will be needed to support this position).

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

The salary was based on a Biologist I's pay (Pay Grade 23, Step 1, Professional/Technical, Maine Bureau of Human Resources). We were informed by the Wildlife Management Institute that a 401K benefit is federally required for contractors working more than 1000 hours per year. The total salary is considerably lower than an equivalent position in the federal government or in the private sector (e.g., Wildlife Management Institute). In addition, the Wildlife Management Institute provides 25% of the matching funds for the project which significantly reduces the overall cost for the State of Maine (no General Fund dollars will be needed to support this position).

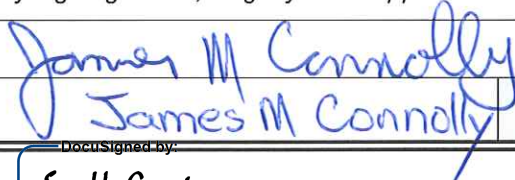
4. Describe the plan for future competition for the goods or services.

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PART III: SUPPLEMENTAL INFORMATION

If the candidate does not take this position it will be advertised nationwide to recruit a replacement.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	James M Connolly	Date:	8/19/2020
Signature of DAFS Procurement Official:	<i>Sue H. Garcia</i>		
	<small>DocuSigned by: E5DB92AC0F0D490...</small>		
Printed Name:	Sue H. Garcia	Date:	8/24/2020