



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:	Diana Harper		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 5,633.62	Advantage CT / RQS #:	RQS-09A-20220726*144
CONTRACT	Proposed Start Date:	7/1/2022	Proposed End Date: 9/30/2022
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:	GeoTrak, Inc / Apex, NC		
Brief Description of Goods/Services/Grant:	2 GT-5GS satellite radio transmitters for upland sandpipers		

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 checked="" 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.	MDIFW staff members Brad Allen, Brad Zitske, and Bob Stratton and former employee Charlie Todd have all collaborated with researchers at BioDiversity Research Institute (BRI) to technically assist the direction of the investigation into how Upland Sandpipers are using man-impacted habitats, including blueberry barrens and proposed solar array sites. In short, we need to better understand how these birds use these sites so we can better review environmental permits and inform site specific management.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	The purchase of the satellite transmitters is a portion of the contribution by Maine Department of Inland Fisheries and Wildlife (MDIFW) on BRI's investigation to better understand the life history of the Upland Sandpiper, a state Threatened Species. BRI directed us to use GeoTrak, Inc. because they can produce a 5-gram solar radio. Few manufacturers make satellite transmitters as small as 5-grams. BRI has 2 decades of experience with this company and prefer them over other manufacturers because they have a reputation for high quality, excellent customer service, and quick order turnaround times.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	Satellite telemetry is an expensive yet efficient tool to collect data on small, rare birds. Little is known as to how upland sandpipers use Maine habitats or where they go on migration. BRI directed us to use GeoTrak, Inc. because they can produce a 5-gram solar radio. Very few manufacturers make satellite transmitters as small as 5-grams. Funding for the MDIFW portion of this project will come from previously approved Pittman Robertson funds. MDIFW will own the transmitters and BRI staff will deploy them.
4. Describe the plan for future competition for the goods or services.	This pilot investigation utilizing Maine Outdoor Heritage grant dollars and Pittman Robertson funds will not require additional goods and services beyond the payment of data downloads.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

PART V: APPROVALS			
The signatures below indicate approval of this procurement request.			
Signature of requesting Department's Commissioner (or designee):	 Judy Camuso (Jul 26, 2022 13:56 EDT)		
Typed Name:	Judy Camuso	Date:	Jul 26, 2022

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Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i> 2D5B6E39F57E44A...		
Typed Name:	william J.E. Allen	Date:	8/4/2022

NOI 0820220762 08/04/2022 - 08/10/2022







GeoTrak_RQS20220726-144_PJF

Final Audit Report

2022-07-26

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