

State of Maine Procurement Justification Form

This form must accompany ALL contract requests and sole source requisitions submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below.

PART I: OVERVIEW			
Department Office/Division/Program:	Inland Fisheries and Wildlife/Wildlife Resource Assessment Section		
Department Contract Administrator or Grant Coordinator:	Brenda Lord, Wildlife Secretary		
(If applicable) Department Reference #:			
Estimated Contract or Grant Amount:	\$ 10,000	Advantage CT / RQS #:	
AMENDMENT	Original Start Date:		New Start Date:
	Original End Date:		New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
ALL OTHER	Proposed Start Date:	Nov 1, 2020	Proposed End Date: June 30, 2022
Vendor/Provider/Grantee Name, City, State:	Lindsay Tudor, Dover-Foxcroft, ME		
Brief Description of Goods/Services/Grant:	Review Shorebird Area plans for oil spill response		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request.			
	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 QUESTIONS
Please respond to ALL of the following questions.
1. Provide a more detailed description of the goods, services or grant to supplement the response in Part I.
<p>The Department is responsible for responding to oil spills that impact wildlife. Oil spill preparedness includes pre-planning the objectives and methods that will be used during a response. The Department already has a general Oiled Wildlife Response Plan. However, recent training identified a need for specific plans related to migrating shorebirds. Specifically, the Department is developed detailed, individual plans for over 900 different feeding/staging/roosting sites ("Shorebird Areas") along Maine's coast. For each Shorebird Area Plan, the grantee will identify/review (a) its current regulatory/protection status, (b) shorebird species that use the area, (c) best tide level for making observations, (d) accessibility by motorized/non-motorized boat or ATV, (e)</p>

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PART III: SUPPLEMENTAL QUESTIONS

potential capture methods, (f) cellular coverage, (g) private/public ownership, (h) best location(s) for making observations/capturing wildlife, (i) nearby sites for parking/staging vehicles/equipment, and (j) any previous relations with landowner(s).

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

The information needed for these plans is used by the Department's Shorebird Biologist to conduct regular surveys of Shorebird Areas. Unfortunately, this position currently is vacant. Prior to her retirement, Lindsay Tudor was the MDIFW Shorebird Biologist for several decades. Her extensive familiarity with these Shorebird Areas greatly exceeds that of any other potential vendor. Further, many of the details of interest are captured on paper maps and field notes that Lindsay Tudor created during her long tenure with MDIFW. She therefore would be the most efficient person to sift through these documents and extract this information.


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

The funds will be allocated to the grantee based on the standard hourly rate used by the Department for a contractor with this level of skills and experience. The contract amount of \$10,000 was allocated in the Department's proposed work plan for oil spill response for FY2020. These funds originate from the Maine Department of Environmental Protection's "Ground and Surface Waters Clean-up and Response Fund," which funds MDIFW's oil spill response program. The "not to exceed" contract amount is the percentage of total oil spill funding received by MDIFW for FY2020 that could be made available for this project. If all of the Shorebird Areas can be reviewed at the standard hourly rate without expending the full contract amount, the remaining funds will be reallocated to other oil spill response work. If not, the Department will seek additional funds from the Maine DEP for FY2021 and amend the contract with the current grantee.

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

This is a one-time need to review this pre-identified set of Shorebird Area plans. We do not anticipate a future need for these services.

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:	8/25/2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> Sue H. Garcia		
Printed Name:	<small>E5DB92AC0F8D490...</small> Sue H. Garcia	Date:	9/1/2020