



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF PROCUREMENT SERVICES
 STATE OF MAINE

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 / Wildlife Division		
Department Contract Administrator or Grant Coordinator:		Derek Yorks and Diana Harper		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 10,000.00	Advantage CT / RQS #:	CT-09A-20230802*0250
CONTRACT	Proposed Start Date:	9/11/2023	Proposed End Date:	3/30/2024
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:		Trevor Persons Norridgewock, ME		
Brief Description of Goods/Services/Grant:		Amphibian and Reptile surveys, including: 1) Identifying and targeting species distribution needs, with an emphasis on Species of Greatest Conservation Need; 2) Providing a final report which summarizes findings, documents voucher specimens, and maps survey areas and results; 3) Prepares new township records for upload to the MARAP database and prepare specimens collected for deposition at Yale Peabody Museum; and 4) the contractor will write and edit content for the forthcoming 3 rd edition of "Maine Amphibians and Reptiles" (co-sponsored by MDIFW) to be published by University of Maine Press.		

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
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<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 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 maintains a comprehensive MARAP database on the distribution of Maine's amphibian and reptile species, and encourages members of the public to share their observations and photographs for inclusion in this database which currently houses almost 19,000 records. A long-overdue revision of *Maine Amphibians and Reptiles* is underway and will be published in 2024. With that in mind, MDIFW is conducting targeted field surveys in an attempt to fill important data gaps in the distribution of Maine's amphibians and reptiles. In addition to more common species, significant data gaps exist for several Species of Greatest Conservation Need (SGCN) identified in Maine's Wildlife Action Plan, including Blue-spotted Salamander (priority 2; Special Concern), Spring Salamander (priority 2; Special Concern), Northern Leopard Frog (priority 2; Special Concern), Mink Frog (priority 3), and Eastern Ribbonsnake (priority 2; Special Concern). Improved knowledge of these species' distributions will inform efforts towards their conservation.

There is also considerable work to be done writing species accounts and editing content for the forthcoming edition of *Maine Amphibians and Reptiles*. In particular, assistance is needed to write descriptions of species distributions, edit accounts for consistency, and verify data that is used to inform written accounts and species maps. Completing this highly specialized work in a timely manner is critical to MDIFW's efforts to provide the best available information about these species to both the public and the scientific community.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

Trevor Persons has extensive experience surveying for reptiles and amphibians in Maine and other parts of North America. He is also a reputable scientist with probably more peer-reviewed herpetofauna-related publications (available upon request) than any other contracting herpetologist in Maine today.

MDIFW has contracted previously with Trevor on numerous occasions to conduct reptile and amphibian surveys, because of his specialized skill and experience and his history of delivering consistently high-quality products, from databases to final reports. In MDIFW's estimation, no other consulting herpetologist in the Northeast has Trevor's level of field experience with Maine herpetofauna and his knowledge of their biogeography.

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

PART III: SUPPLEMENTAL INFORMATION

MDIFW has precedent of initiating smaller (<\$5K) contracts and agreements with Trevor Persons, in which he is usually compensated at a rate equivalent to \$18-20/hour. Private consulting firms and academic experts generally charge at least 2-3 X this rate in our experience. Trevor charges MDIFW a reduced rate because of his affinity for working with our Department on a regular basis and because of his strong commitment to the science and conservation of Maine's herpetofauna.

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

Unless other local biological or environmental consulting companies or private contractors hire staff who specialize in amphibian and reptile identification, survey and conservation, and demonstrate a similar or higher level of proficiency, there will be few reliable or desirable options available for future competition.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

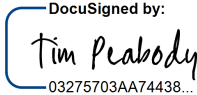
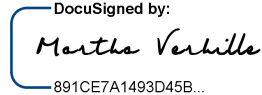
Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

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):	 03275703AA74438...		
Typed Name:	Tim Peabody	Date:	9/1/2023
Signature of DAFS Procurement Official:	 891CE7A1493D45B...		
Typed Name:	Martha Verhille	Date:	9/7/2023