

## 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:		Inland Fisheries and Wildlife/Wildlife Resource Assessment Section			
Department Contract Administrator or Grant Coordinator:		Dr. Craig McLaughlin, WRAS Supervisor Brenda Lord, Wildlife Secretary			
(If applicable) Department Reference #:		N/A			
Amount: (Contract/Amendment/Grant)		\$ 18,000.00	Advantage CT / RQS #:	CT-09A-20201006*1174	
CONTRACT	Proposed Start Date:	10/19/2020	Proposed End Date:	03/31/2021	
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:		Global Wildlife Resources 2075 Silver Ridge Road, PO Box 1319 Hamilton, MT 59840			
Brief Description of Goods/Services/Grant:		Training in Wildlife Chemical Immobilization			

### 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
<b>X</b>	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:

- Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.**

All wildlife biologists who handle and administer chemical immobilization drugs to wildlife must receive specialized training every three years, as federally required.

# State of Maine Procurement Justification Form

## PART III: SUPPLEMENTAL INFORMATION

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

An RFP was done in 2017 (RFP#201703060) and Global Wildlife Resources was awarded the contract with the option of renewal in 2020, with an expected training date of June or July 2020. State of Maine responses to the COVID-19 pandemic included elimination of any in-person meetings including group training sessions, which has been the standard approach to delivering this training to IFW personnel.

During the summer of 2020, Global Wildlife Resources restructured its delivery of chemical immobilization training to allow for online delivery; the new approach will be available about November 1, 2020. IFW needs to have employees receive this training in 2020, to meet the three-year training schedule required by federal regulations governing the handling and administration of pharmaceuticals to wildlife. Therefore, we are requesting an extension of the timeline through March 31, 2021.

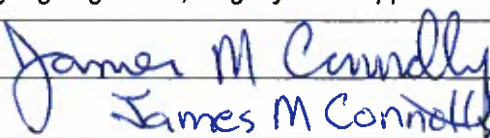
### 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Best costs were determined during the RFP process in 2017. Global Wildlife Resources has adjusted training costs from \$510/person in 2017 to \$580/person in 2020, but has also added additional material including two 1-hour sessions of individualized training for each employee within the online course.

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

The next scheduled requirement for specialized training will occur in 2023. We will develop another RFP to provide an opportunity for the few companies that offer this training service to provide competitive bids.

## 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>	10/15/2020
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>Debbie Jacques</i>		
<b>Printed Name:</b>	<small>1DFA565D481F42E...</small> Debbie Jacques	<b>Date:</b>	10/23/2020