

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:		Brenda Lord, Wildlife Secretary Cory Stearns, Wildlife Biologist			
(If applicable) Department Reference #:		N/A			
Amount: (Contract/Amendment/Grant)		\$ 9,930.00	Advantage CT / RQS #:	CT-09A-20210930*901	
CONTRACT	Proposed Start Date:	11/08/2021	Proposed End Date:	3/27/2022	
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:		The Student Conservation Association, Inc. 689 River Road Charlestown, NH 03603			
Brief Description of Goods/Services/Grant:		Providing intern to perform surveys for cottontail rabbits in southern Maine.			

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

MDIFW has a need for an intern to assist the Department with surveys for cottontail rabbits in southern Maine. This work will meet our obligations for the range-wide New England cottontail (NEC) monitoring program, as we search for currently unknown NEC populations, and investigate possible occurrences of the non-native eastern cottontail.

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

The Student Conservation Association offers a comprehensive recruiting and administrative services for agencies using their interns. They not only offer excellent service to agencies, but provide students pursuing careers in conservation, outstanding work experience through their program. We are not aware of another organization that can provide the recruiting services offered by the Student Conservation Association. We anticipate that \$20,742 in matching funds will be generated for the federal grants that will be used to fund this work. In addition, the student will receive valuable work experience that may help him/her find career employment and an AmeriCorps award that can be used to cover education expenses.


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

If temporary service contractors were used to do this work, they would be paid between \$20 and \$24.23 per hour. Currently, IFW's temporary services contractor-- Project Staffing – charges a multiple of 1.31% overhead rate on hourly pay for fieldwork, making the hourly cost to IFW between \$26.20 and \$31.74 per hour. The Student Conservation Association is proposing to charge IFW \$9,930 for one intern for 20 weeks. This amounts to an hourly rate of \$12.41 per hour, which is less expensive than hiring a contractor through Project Staffing.

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

If we identify other vendors that are able to provide the comprehensive recruiting process for interns and generate matching funds for the federal grants used to support the project, we will utilize a competitive process to identify the most appropriate vendor.

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:	Nathan Webb	Date:	10/3/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Debbie Jacques</i>		
Printed Name:	<small>1DFA565D481F42E...</small> Debbie Jacques	Date:	10/15/2021