

**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/Resource Management/Land Program	
Department Contract Administrator or Grant Coordinator:		Leigh E. Hoar III – Lands Management Biologist	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$154,882.02	Advantage CT / RQS #:	09A-20161025*1453
<b>CONTRACT</b>	Proposed Start Date:		Proposed End Date:
<b>AMENDMENT</b>	Original Start Date:	30 Oct. 2016	Effective Date:
	Previous End Date:	30 Oct. 2021	New End Date:
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Wildlife Management Institute (WMI) 4426 VT Route 215N Cabot, VT 05647	
Brief Description of Goods/Services/Grant:		Contractual services for stewardship of habitat management practices on state-owned Wildlife Management Areas	

**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
X	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

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.

The Department of Inland Fisheries and Wildlife is charged with management of state-owned Wildlife Management Areas to be managed for upland and wetland wildlife habitat and public access for traditional recreational opportunities. Management of these areas are coordinated through the Lands Management Program and cooperatively managed with Regional Wildlife staff within the Wildlife Management Section. The contract for Resource Managers increases the Department's ability to effectively manage for resource values identified and improve the ability to plan, implement and oversee management on Wildlife Management Areas.

The Department has concluded that optimizing the planning and implementation of increased habitat management on Wildlife Management Areas is effectively and efficiently accomplished by having contractors that are dedicated toward those specific activities. Retaining the services of contractors allows maximizing work hours towards these tasks. Engaging contractors focused on the activities within the contract will provide the greatest benefit to the sportsmen and women using the Wildlife Management Areas for hunting and trapping opportunities.

The amendment reflects an extension of an existing contract which will cover the Department's two WMI Resource Managers for an additional year.

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

The vendor has been authorized by the United States Fish and Wildlife Service for contract administration to be used as state funding match for the Department's Pittman-Robertson Grant. In effect, this provides the 25% state funding obligation to match 75% federal funds dedicated towards this effort, meaning that no state funds would be utilized under this contract. We know of no other vendors that provide 25% state matching funds.

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

Costs associated with the procurement of these services are fair and reasonable based on the required qualifications, experience and expertise identified in the contract. These services are professional forest and wildlife management activities that require expertise in natural resources management including timber harvesting activities, wildlife habitat identification and prescription development.

Compensation associated with this contract is commensurate with required qualifications and was in part developed based on similar positions within the Department. The professional nature of the positions, the level of education required, and competition within the market-place result in the necessity for an increase in compensation in order to maintain the Department's competitiveness and retain experienced personnel for a consistent quality of service to the public.

See a chart of cost accounting below:

### Salary and Compensation Itemization for WMI Resource Manager Positions

		State Expense	WMI Total	Total Expense
Resource Manager 1	Salary (\$21.95* per hour @ 1924 hrs./year)	\$42,224.00	-----	\$42,224.00
	Self-Provision Benefit Allowance	\$18,221.00	-----	\$18,221.00
	Fixed Direct Costs Other Than Compensation	\$6,424.04	-----	\$6,424.04
	401K (8% of salary and benefit allowance)	\$4,835.60	-----	\$4,835.60
	Subtotal Personnel costs	\$71,704.64	-----	\$71,704.64
Resource Manager 2	Salary (\$21.95* per hour @ 1924 hrs./year)	\$42,224.00	-----	\$42,224.00
	Self-Provision Benefit Allowance	\$18,221.00	-----	\$18,221.00
	Fixed Direct Costs Other Than Compensation	\$6,424.04	-----	\$6,424.04
	401K (8% of salary and benefit allowance)	\$4,835.60	-----	\$4,835.60
	Subtotal Personnel costs	\$71,704.64	-----	\$71,704.64
	Total Personnel Costs	\$143,409.28	-----	\$143,409.28
Supplies		-----	-----	-----
Travel		-----	-----	-----
Subtotal		\$143,409.28	-----	\$143,409.28
Administration Costs	Charged at 44% of state total	\$11,472.74	\$51,627.34	\$63,100.08
Total	*Actual hourly rate calculates at \$21.946	\$154,882.02	\$51,627.34	\$206,509.36

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

Future competitive bids may be sought if additional opportunities exist that meet the identified vendor's unique ability to provide state matching funds and services as described in #2 above.

#### PART IV: VENDOR STATUS

Is the vendor currently working?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No (although currently working under existing contract)
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#### PART V: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARP/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 VI

**PART VI: 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:	<i>Paul Canino</i>	Date:	<i>10/12/21</i>
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Debbie Jacques</i>		
Printed Name:	<small>1DFA565D481F42E...</small> Debbie Jacques	Date:	10/15/2021