



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:	Wildlife Division/Wildlife Management Section		
Department Contract Administrator or Grant Coordinator:	Ryan Robicheau		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 20,000.00	Advantage CT / RQS #:	09A-20220928000000000927
CONTRACT	Proposed Start Date:	10/1/2022	Proposed End Date: 12/30/2022
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:	N.E. Smith Corporation Groton, VT		
Brief Description of Goods/Services/Grant:	Vegetation control and supplemental nutrient additions, invasive species control, and maintenance of food plots at Mercer Bog, Chesterville and Fahi Pond WMAs, and the development of a management plan for upland habitat management at The Fahi Pond WMA.		

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
<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.

The scope of work includes development of a management plan for upland habitat and public access, invasive species control, vegetation management and supplemental nutrient additions for habitat improvements at the Hancock Pond unit of the Fahi Pond WMA. Additional vegetation management, invasive species control and nutrient additions will occur at Chesterville and Mercer Bog WMA's. It is most efficient to have one vendor overseeing the work as opposed to several contractors and several contracts. N.E. Smith was contracted to establish wildlife plantings in Region D last year. As part of previous work, invasive species have been identified which need to be addressed through mechanical and herbicide treatments. Soil nutrient testing and amendments are planned for a wildlife planting and grassland bird habitat previously established. The contractor will also develop a management plan for an upland habitat management regime for the Hancock Pond unit of the Fahi Pond WMA.

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

The Department is, as directed by Title 12 in Maine Statute, to protect and enhance the fish and wildlife resources; provide for effective management of these resources; and to ensure coordinated planning for the future use and preservation of these resources. This contract will allow the Department to execute its habitat management objectives for the areas covered under this contract.

Recent habitat management efforts at the Fahi Pond WMA have included the planting of apple trees and creation of herbaceous plantings in old log landings to improve habitat conditions. This contract will provide for soil amendments to maintain both. This contract will also entail the development of an upland habitat management regime for various habitat characteristics. This management plan will provide the basis for ongoing management and maintenance of habitat conditions for birds and mammals.

The Department does not own the equipment needed to conduct the work. Personnel have limited knowledge of the methods required but does not work within the specifics necessary on a regular basis. No other state or government agency conducts the scope of work necessary.

The Department is not aware of another vendor that provides all the required services included within the scope of work. Unique qualifications include:

Soil micronutrient management: matching the soil needs as determined by soil tests to specific herbaceous forage mixture and including site preparation and seeding rates. Selection of suitable apple species for the growing site, preparing the soil and supplementing nutrients as needed.

N.E. Smith has years of experience working with food plot development and maintenance, apple tree establishment and habitat work in a variety of northeastern states and various habitat types for a wide variety of clients.

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

PART III: SUPPLEMENTAL INFORMATION

The vendor (contractor) when completing wildlife habitat work for the Department considers it as an officially subsidized NRCS (Natural Resource Conservation Service) practice. Rates are based on ¾ of current fair market value which equals 25% savings. Savings are passed on to the Department.

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

The Department is not aware of any other vendor that can do all the work required at the reduced cost available. Should other vendors become available and can be competitive in cost, quality/knowledge of the work, the Department would consider their services.

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


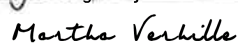
Does this request utilize ARPA/MJRP funds?

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):			
Typed Name:	Jonathan Canuso	Date:	9/27/22
Signature of DAFS Procurement Official:			
Typed Name:	Martha Verhille	Date:	10/14/2022