



PROCUREMENT JUSTIFICATION FORM (PJF)

PART I: OVERVIEW

Department Office/Division/Program:		MDIFW/Resource Management/Lands Program	
Department Contract Administrator or Grant Coordinator:		Leigh E. Hoar III – Lands Management Biologist	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$141,654.44	Advantage CT / RQS #:	09A-2016102500000001453
CONTRACT	Proposed Start Date:	10/30/2022	Proposed End Date: 10/30/2023
AMENDMENT	Original Start Date:	10/30/2016	Effective Date: 10/30/2022
	Previous End Date:	10/30/2022	New End Date: 10/30/2023
GRANT	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 and habitat management practices on state-owned Wildlife Management Areas.	

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 checked="" 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 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 with an unexpended balance of \$16,515.32 and an increase in pay to reflect current market rates. The additional \$141,654.44 coupled with the unexpended balance 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 marketplace 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:

PART III: SUPPLEMENTAL INFORMATION

**Salary and Compensation Itemization for WMI Lands Resource Manager Positions
Including Salary Increase 2022-2023**

		State Expense	WMI Total	Total Expense
Resource Manager 1	Salary (\$22.63* per hour @ 1924 hrs./year)	\$43,540.12	-----	\$43,540.12
	Self-Provision Benefit Allowance	\$18,221.00	-----	\$18,221.00
	Fixed Direct Costs Other Than Compensation	\$6,524.73	-----	\$6,524.73
	401K (8% of salary and benefit allowance)	\$4,940.89	-----	\$4,940.89
	Subtotal Personnel costs	\$73,226.74	-----	\$73,226.74
Resource Manager 2	Salary (\$22.63* per hour @ 1924 hrs./year)	\$43,540.12	-----	\$43,540.12
	Self-Provision Benefit Allowance	\$18,221.00	-----	\$18,221.00
	Fixed Direct Costs Other Than Compensation	\$6,524.73	-----	\$6,524.73
	401K (8% of salary and benefit allowance)	\$4,940.89	-----	\$4,940.89
	Subtotal Personnel costs	\$73,226.74	-----	\$73,226.74
	Total Personnel Costs	\$146,453.48	-----	\$146,453.48
Supplies		-----	-----	-----
Travel		-----	-----	-----
Subtotal		\$146,453.48	-----	\$146,453.48
Administration Costs	Charged at 44% of state total - see note below	\$11,716.28	\$52,723.25	\$64,439.53
Total		\$158,169.76	\$52,723.25	\$210,893.01

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 abilities to provide state match funds and services as described in #2 above.

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:	Joseph Camuso	Date:	10/14/22
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Typed Name:	<small>891CE7A1493D45B...</small> Martha Verhille	Date:	10/19/2022