

**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 / Wildlife Resource Assessment Section	
Department Contract Administrator or Grant Coordinator:		Diana Harper Cory Stearns	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)		\$ 10,631.59	Advantage CT / RQS #: CT-09A-20220922*882
CONTRACT	Proposed Start Date:	11/14/2022	Proposed End Date: 4/7/2023
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 two interns to perform surveys for cottontail rabbits in southern Maine	

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.

MDIFW has a need for interns 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. Reference the RFP number, if applicable.

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 also provide students pursuing careers in conservation outstanding work experience through their program. I am not aware of another organization that can provide the recruiting services offered by the Student Conservation Association.

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 \$15-16 per hour, which would be \$19.65/hour with overhead. The Student Conservation Association is proposing to charge IFW \$10,631.59 for two interns for 19 weeks. This amounts to an hourly rate of \$6.99 per hour per intern, and thus is less expensive than hiring a contractor through Project Staffing. Interns working for the Student Conservation Association are considered volunteers by the USFWS Federal Aid Office. As volunteers, they still can be paid for travel expenses and modest living expenses. Each intern will receive \$250/week from SCA as a living allowance. If a MDIFW technician level position were to do the same work, the total cost would be \$25,178.80 (\$33.13 x 40 x 19). Federal Aid allows the difference between the cost of interns and what IFW would have had to pay equivalent staff to be used as in-kind match for projects funded with federal funds. Therefore, we would generate a substantial amount of federal match. In addition, the students will receive valuable work experience that may help them find career employment and an AmeriCorps award that can be used to cover education expenses.

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

We will continue to look for other vendors that provide interns for outdoor conservation work.

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):	 Judith Camuso (Oct 25, 2022 16:32 EDT)		
Typed Name:	Judith Camuso	Date:	Oct 25, 2022
Signature of DAFS Procurement Official:	DocuSigned by:  891CE7A1493D45B...		
Typed Name:	Martha Verhille	Date:	11/15/2022







PJF to sign for SCA Contract_NECinterns_20220922-882

Final Audit Report

2022-10-25

Created:	2022-10-25
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"PJF to sign for SCA Contract_NECinterns_20220922-882" History

-  Document created by Diana Harper (diana.harper@maine.gov)
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