



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**OFFICE OF STATE PROCUREMENT SERVICES**  
 STATE OF MAINE

**PROCUREMENT JUSTIFICATION FORM (PJF)**

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.*

PART I: OVERVIEW			
Department Office/Division/Program:		Inland Fisheries and Wildlife/Wildlife Division/Wildlife Diversity Section	
Department Contract Administrator or Grant Coordinator:		Diana Harper	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$36,257.00	Advantage CT / RQS #:	RQS-09A-20241029*0630
CONTRACT	Proposed Start Date:		Proposed End Date:
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:		Maine Audubon Falmouth, Maine	
Brief Description of Goods/Services/Grant:		To monitor migrating shorebirds and manage endangered beach-nesting birds on both private and public beaches	

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.

<b>PART III: SUPPLEMENTAL INFORMATION</b>	
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.	<p>With oversight by MDIFW, Maine Audubon will play the lead role in monitoring shorebirds and nesting plovers on about 25 beaches, negotiating landowner agreements, erecting and moving fencing throughout the season, training volunteers, conducting core outreach activities, coordinating with municipalities and other partners (e.g., MDIFW, Bureau of Public Lands (BPL)/State Parks, USFWS, and RCNWR), maintaining weekly updates on Audubon’s website, and producing a final report.</p> <p>Maine Audubon will work with RCNWR staff to monitor and manage least tern populations. They will also continue to expand shorebird monitoring efforts. During the breeding season, Maine Audubon will take the lead to ensure all partners have the information needed to plan their management activities (beach cleaning, predator control, warden patrols).</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	<p>This work is part of the MDIFW ongoing recovery efforts for piping plovers and least terns in Maine. Since the mid-1980s, MDIFW has contracted with Maine Audubon to manage plover and tern breeding and nesting areas. Maine Audubon has a long contractual history with MDIFW, working with MDIFW to achieve state recovery goals for piping plovers and least terns for the last 37 years. Maine Audubon has expert knowledge of plover and tern biology, nesting requirements, locations of nesting areas, and information regarding ownership of nesting areas.</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>Maine Audubon has established a volunteer network and landowner outreach program that is an important component of plover and tern management. Dozens of volunteers work thousands of hours monitoring Maine’s plover and tern nesting beaches. Maine Audubon has developed over 150 landowner agreements to allow access to nesting areas. MDIFW worked closely with Maine Audubon to develop a budget, which includes the Maine Audubon staff time needed to accomplish the tasks outlined in the contract.</p>
4. Describe the plan for future competition for the goods or services.	<p>At present, this is a two-year project. We anticipate that a detailed strategic plan for future plover and tern management with updated goals and objectives for these species will be developed.</p>

<b>PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS &amp; RECOVERY PLAN (MJRP)</b>	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	

<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
<input checked="" type="checkbox"/> No – If No, proceed to Part V.

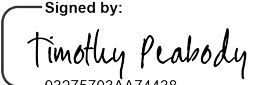
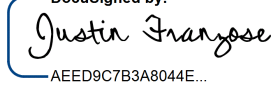
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

*Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS Title 5, §18 and §18-A, in harmony with MRS Title 17, §3104.*

<input checked="" type="checkbox"/> The requesting department signatory understands and acknowledges Maine’s Conflict of Interest statutes.
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**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):	Signed by:  <small>03275703AA74438...</small>		
Typed Name:	Timothy Peabody	Date:	11/4/2024
Signature of DAFS Procurement Official:	DocuSigned by:  <small>AEED9C7B3A8044E...</small>		
Typed Name:	Justin Franzose	Date:	11/8/2024

**Certificate Of Completion**

Envelope Id: B18C80BF7A524CF49BE2E77A901DFE42	Status: Completed
Subject: PJF to sign: Maine Audubon Inv 09.19.24 20200221_2331 PJF	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Diana Harper
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	353 Water Street
	41 SHS
	Augusta, ME 04333-0041
	diana.harper@maine.gov
	IP Address: 198.182.163.126


**Record Tracking**

Status: Original	Holder: Diana Harper	Location: DocuSign
10/29/2024 9:37:29 AM	diana.harper@maine.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Inland Fisheries and Wildlife	Location: DocuSign

**Signer Events**

Timothy Peabody  
 timothy.e.peabody@maine.gov  
 Deputy Commissioner  
 Security Level: Email, Account Authentication (None)

**Signature**

Signed by:  
  
03275703AA74438...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 198.182.163.113

**Timestamp**

Sent: 10/29/2024 9:39:44 AM  
 Resent: 11/4/2024 8:46:22 AM  
 Viewed: 11/4/2024 11:34:22 AM  
 Signed: 11/4/2024 11:34:41 AM

**Electronic Record and Signature Disclosure:**  
 Accepted: 11/4/2024 11:34:22 AM  
 ID: d8c40153-1a05-4b00-a408-119a1ab6944d

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	11/4/2024 11:34:22 AM
Signing Complete	Security Checked	11/4/2024 11:34:41 AM
Completed	Security Checked	11/4/2024 11:34:41 AM

Payment Events	Status	Timestamps
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**Electronic Record and Signature Disclosure**