



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:		MDIFW	
Department Contract Administrator or Grant Coordinator:		Sue-Ann Brann	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 17,500	Advantage CT / RQS #:	09A-20241106000000001178
CONTRACT	Proposed Start Date:	<b>11/15/2024</b>	Proposed End Date: 11/15/2025
AMENDMENT	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
GRANT	Project Start Date:	Click or tap to enter a date.	Grant Start Date:
	Project End Date:	Click or tap to enter a date.	Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Maine Woodland Owners, Augusta, ME	
Brief Description of Goods/Services/Grant:		The purpose of this contract is for Maine Woodland Owners and MDIFW to coordinate delivery of private landowner technical assistance across Maine for the conservation and management of Species of Greatest Conservation Need.	

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 Maine Department of Inland Fisheries and Wildlife is tasked with the conservation and management of all wildlife in Maine. Maine Woodland Owners is an organization that supports stewardship of private woodlands in Maine. The purpose of this contract is to recruit and hire a Maine Woodland Owners Private Lands Wildlife Biologist to provide private landowners with technical assistance and information and resources regarding financial incentives available for the conservation and management of Species of Greatest Conservation Need as articulated in the MDIFW's 2015 and forthcoming 2025 State Wildlife Action Plan. The Provider shall match contracted funds from MDIFW with \$73,250/year financial contribution from NRCS-acquired funds or other funding sources.

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

Maine Woodland Owners is the only organization in Maine that provides support to small and medium sized landowners for the stewardship of their lands. They are uniquely positioned to connect with a wide variety of landowners.

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

Maine Woodland Owners is matching contracted funds with \$73,250 of other funds. Services contracted by MDIFW are leveraged at over a 4:1 ratio.

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

MDIFW will explore opportunities for future competition for goods and services if other organizations supporting private landowner land stewardship are established in Maine, and if these organizations bring forward significant matching funds for services.

Click or tap here to enter text.

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

Does this request utilize ARPA/MJRP funds?

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.

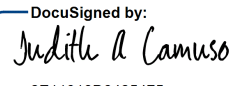
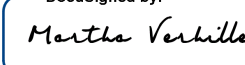
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

*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):	DocuSigned by:  <small>2E11948D9425475...</small>			
Typed Name:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Judith A. Camuso</td> <td style="width: 20%; text-align: center;">Date:</td> <td style="width: 20%;">11/7/2024</td> </tr> </table>	Judith A. Camuso	Date:	11/7/2024
Judith A. Camuso	Date:	11/7/2024		
Signature of DAFS Procurement Official:	DocuSigned by:  <small>891CE7A1493D45B...</small>			
Typed Name:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Martha Verhille</td> <td style="width: 20%; text-align: center;">Date:</td> <td style="width: 20%;">11/13/2024</td> </tr> </table>	Martha Verhille	Date:	11/13/2024
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