



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			
Department Contract Administrator or Grant Coordinator:		Nathan Webb, Wildlife Director			
(If applicable) Department Reference #:		24-7223-9009			
Amount: (Contract/Amendment/Grant)		\$ 20,000.00	Advantage CT / RQS #:	09A-20240215000000002248	
CONTRACT	Proposed Start Date:	1/8/2024	Proposed End Date:	12/31/2024	
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:		USDA APHIS Wildlife Services PO Box 979043, St. Louis, MO 63197			
Brief Description of Goods/Services/Grant:		Rabies vector species sample preparation and submission			

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
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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 responsible for responding to human-wildlife conflicts and is mandated to submit rabies vector species (RVS) for testing at the Maine Health and Environmental Testing Laboratory (HETL) when RVS have a potentially exposed people or animals to the rabies virus. Recent changes at HETL have required that all RVS are euthanized and decapitated prior to arriving at the lab for rabies testing. This work must be conducted on Short notice in response to emerging public health risks and requires specialized training, expertise and equipment that is not widely available within the Department. Therefore, the MDIFW requires contracted services to prepare and submit RVS specimens following human and animal rabies virus exposures.

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

MDIFW does not have state-wide staff capacity or specialized equipment to complete this task.

USDA APHIS Wildlife Services (Wildlife Services) is uniquely qualified to provide program support, equipment and staffing. They have specialized expertise working with and capturing RVS throughout the state. Wildlife Services has rabies-vaccinated staff that are trained in euthanasia and decapitation, and they have a safe laboratory space to conduct this work. Considering the entire diverse need, Wildlife Services is the most feasible entity to work with.

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

As stated previously, we believe that Wildlife Services has total all-around experience with working with Maine's wildlife, including RVS that require laboratory submission. They have provided us with a reasonable budget of personnel compensation, vehicle costs, supplies and equipment to conduct RVS euthanasia, decapitation and submission to HETL.

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

If we become aware of another vendor with the expertise and equipment to complete the required work, we will establish a competitive process to select the most qualified vendor and competitive pricing.

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

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.

The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	DocuSigned by: <i>Judith A Camuso</i> <small>2E11918D8425475...</small>	
	Typed Name: Judith A. Camuso	Date: 11/13/2024
Signature of DAFS Procurement Official:	DocuSigned by: <i>Martha Verhille</i> <small>891CE7A1493D45B...</small>	
	Typed Name: Martha Verhille	Date: 11/14/2024