

## State of Maine Procurement Justification Form

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 website (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:		Brenda Lord, Wildlife Secretary			
(If applicable) Department Reference #:		N/A			
Amount: (Contract/Amendment/Grant)		\$ 13,869.75	Advantage CT / RQS #:		CT-09A-20201104*1411
CONTRACT	Proposed Start Date:	1/04/2021	Proposed End Date:	3/26/2021	
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 2 interns to perform surveys for cottontail rabbits in southern Maine.			

### PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

### PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

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### PART III: SUPPLEMENTAL INFORMATION

MDIFW has a need for two people 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.**

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 provide students pursuing careers in conservation outstanding work experience through their program. Using interns from SCA also provides matching funds to our federal grants, minimizing the amount of state funding required for this project. We are 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.**

SCA is able to provide interns at substantially lower costs than hiring contractors through a temporary staffing agency (e.g. \$14.45/hour vs. ~\$25/hour). In addition, SCA provides matching funds that are used in lieu of state funds for our federal grant, which is our primary funding source for this project.

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

If we become aware of another vendor that is able to provide interns at a similar cost to SCA that also generates matching funds for our federal grants, we will utilize a competitive process to select the most appropriate vendor.

### PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
<b>Printed Name:</b>	<i>Nathan Webb</i>	<b>Date:</b>	<i>12/10/20</i>
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>Debbie Jacques</i>		
<b>Printed Name:</b>	<small>1DFA565D481F42E...</small> Debbie Jacques	<b>Date:</b>	12/11/2020