

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, Bureau of Resource Management		
Department Contract Administrator or Grant Coordinator:	Robert Cordes		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 47,460.94	Advantage CT / RQS #:	09A-20151006000000001438
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	October 1, 2015	Effective Date:
	Previous End Date:	December 31, 2020	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Wildlife Management Institute 4426 VT Route 215N Cabot, VT 05647		
Brief Description of Goods/Services/Grant:	This contract is for a part-time Shooting Range Coordinator.		

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
X	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

The Maine Department of Inland Fisheries and Wildlife has received an award from the US Fish and Wildlife Service (USFWS) to enhance public access to shooting ranges in Maine. This project includes A) provision of small grants to improve safety, access, and environmental compliance at shooting ranges that offer public access, B) redesign and reconstruction of Department owned shooting ranges, and C) providing technical assistance to shooting ranges in order to address environmental issues, safety concerns, and noise mitigation. This is a multi-year project, with over \$2.5 million in federal funding. The USFWS grant includes \$290,000 to cover the costs of hiring a contractor to coordinate the project. This position oversees the development and implementation of the small grants program, coordinates the reconstruction of Department owned shooting ranges, administers the federal award, writes and submits interim and final project reports, and provides technical assistance to shooting ranges across the state. The shooting range coordinator position is required to successfully implement the program and meet the federal obligations for administering the grant.

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

The MDIFW shooting range project is outside of the normal scope of work of Department staff. To date, implementation of this project has been conducted as a collaborative effort by the MDIFW Special Projects Coordinator, Federal Aid Coordinator, Recreational Safety Coordinator, and a part-time (~10 hours/week) contractor. Current staff have other duties and cannot meet all the demands to successfully implement the project. Sharing the responsibilities between multiple Department staff is inefficient and creates confusion for the public when seeking information on the program. MDIFW must successfully complete all project tasks by September 30, 2021 or face the loss of federal funding. Hiring a contractor through a local Temporary Staffing agency is not cost-effective because these companies are not approved by the US Fish and Wildlife Service to use waived administrative costs as match for the federal grant. Therefore, using a local Staffing Agency would require MDIFW to provide 25% of the total cost using state funds. Using Wildlife Management Institute to provide this service will result in no direct cost to the State (all expenses will be paid using federal funds).

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

The salary for this position was based on equivalent positions in IFW. It is considerably lower than an equivalent position in the federal government or in the private sector (e.g., Wildlife Management Institute).

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

Currently, the Wildlife Management Institute (WMI) is the only contractor that the US Fish and Wildlife Service has authorized to use waived administrative fees to meet the requirement for match towards the Pitman Robertson Grant. If the US Fish and Wildlife Service authorizes additional contractors to provide this service in the future, MDIFW will consider using those providers.

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PART III: SUPPLEMENTAL INFORMATION

IFW is a member of the Northeast Association of Fish & Wildlife Agencies (Association), which is a nonprofit organization made up of the state and provincial wildlife agencies in the Northeastern North America. The Association has a cooperative agreement with WMI and through this agreement has agreed to allow WMI to administer contracts for regional projects. WMI is uniquely qualified to administer this contract because 1) it has considerable experience in administering similar contracts for state wildlife agencies; 2) the administrators at WMI are familiar with federal grant match and reporting requirements, such as the federal grant that will be used to fund the proposed position; 3) the fee that WMI would charge has been negotiated with the Association (i.e., 44%), 4) WMI is willing to waive a portion of its negotiated fee, which in turn could be used by IFW to meet federal match requirements for IFW's federal Pitman Robertson Grant, and 5) the US Fish and Wildlife Service, who administers the Pitman Robertson Grant, has undertaken a formal review of WMI's qualifications and business practices, and has agreed that if WMI waves a portion of their administrative fee that it would meet IFW's match requirements for this grant.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
Printed Name:	<i>Janh Camuso</i>	Date:	<i>12/18/20</i>
Signature of DAFS Procurement Official:	DocuSigned by: <i>Debbie Jacques</i>		
Printed Name:	1DFA565D481F42E... Debbie Jacques	Date:	12/15/2020