

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:	Dept. of Inland Fisheries and Wildlife; Bureau of Resource Management, Wildlife Division		
Department Contract Administrator or Grant Coordinator:	Nathan Webb		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 152,907.58	Advantage CT / RQS #:	09A-20190611*3815
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	11/4/2019	Effective Date:
	Previous End Date:	12/31/2020	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:	Contract Staffing Support		

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 is mandated by statute to "preserve, protect and enhance the inland fisheries and wildlife resources of the State; to encourage the wise use of these resources; to ensure coordinated planning for the future use and preservation of these resources; and to provide for effective management of these resources". Currently, a large majority of Maine's citizens supports conservation of wildlife. However, most are unaware of the programs we have implemented to conserve these wildlife species, nor do they comprehend the complexities involved with solving many wildlife management issues. In order to continue to maintain fish and wildlife populations and their habitats for the state's citizens, MDIFW will need to invest in outreach efforts to increase the understanding of and support of wildlife-based activities. The Department must also provide the public with information about programs like hunter and trapper education and lands for public access that provide opportunities to participate in the conservation and use of wildlife resources.

The Department has received a federal grant to expand our reach to Maine citizens, with several specific, measurable objectives. However, we lack sufficient staff capacity to fully implement this project, putting the federal funds at risk. The USFWS has established a unique relationship with the Wildlife Management Institute (WMI) to allow use of federal grant funds to hire contract technicians to coordinate special programs and projects.

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

The Department 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 the Provider (WMI) and through this agreement allows 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 charges has been negotiated with the Association (i.e., 44%); 4) WMI is willing to waive a portion of its negotiated fee, which in turn will be used by the Department to meet federal match requirements; and 5) the US Fish and Wildlife Service, which provides the Department with federal funding for wildlife research and management, has agreed that if WMI waves a portion of their administrative fee, it would meet the Department's match requirements for the federal grant. This is the only contractor that the USFWS has authorized to do this.

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

The cost of this contract is determined by the salary paid to the technicians and a fee paid to the Provider (WMI) for administering the positions. Salary cost is based on equivalent positions in IFW, i.e., Promotional Coordinator, Range 24, Step 1, plus an additional payment in lieu of benefits. This allows the contractors to acquire health insurance and set money aside for retirement. The Provider recognizes that 401K benefits are federally required for technicians working more than 1000 hours per year. The total salary is considerably lower than an equivalent position in the federal government or in the private sector.

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PART III: SUPPLEMENTAL INFORMATION

The fee that the Provider charges was negotiated with the Northeast Association of Fish & Wildlife Agencies, of which the Department is a member. The Provider is willing to waive a portion of its negotiated fee, which in turn is used by IFW to meet federal match requirements. This allows the Department to cover the costs for the technicians and administration of the positions entirely with federal funds. No state funds are needed for this contract.

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

If the US Fish and Wildlife Service authorizes other vendors to provide the requested service in the future, the Department will use a competitive process to identify an appropriate vendor.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>Paul Cannon</i>		
Printed Name:	<i>Paul Cannon</i>	Date:	<i>12/8/20</i>
Signature of DAFS Procurement Official:	<i>Kathy Paquette</i>		
Printed Name:	41C2BA36FAF44CD... Kathy Paquette	Date:	12/15/2020