



PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (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:		Robert Cordes		
(If applicable) Department Reference #:		Click or tap here to enter text.		
Amount: (Contract/Amendment/Grant)		\$ 47,460.94	Advantage CT / RQS #:	09A-20151006000000001438
CONTRACT	Proposed Start Date:	Click or tap to enter a date.	Proposed End Date:	Click or tap to enter a date.
AMENDMENT	Original Start Date:	09/28/2015	Effective Date:	09/28/2015
	Previous End Date:	12/31/2021	New End Date:	12/31/2022
GRANT	Project Start Date:	Click or tap to enter a date.	Grant Start Date:	Click or tap to enter a date.
	Project End Date:	Click or tap to enter a date.	Grant End Date:	Click or tap to enter a 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 for Shooting Range Coordination		

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 checked="" 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 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. The USFWS grant includes funding 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, helps administer 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. Reference the RFP number, if applicable.

The MDIFW shooting range project is outside of the normal scope of work of Department staff. 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. 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.

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

Does this request utilize ARPA/MJRP funds?

 Yes – If Yes, please attach the approved Business Case(s). No – If No, proceed to Part V.**PART V: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):		
Typed Name:	Judith Camuso	Date: 12/10/21
Signature of DAFS Procurement Official:	DocuSigned by: 	
Typed Name:	<small>1DFA565D481F42E...</small> Debbie Jacques	Date: 12/28/2021