



**PROCUREMENT JUSTIFICATION FORM (PJF)**

PART I: OVERVIEW			
Department Office/Division/Program:		Inland Fisheries and Wildlife/Resource Management/ Lands Program	
Department Contract Administrator or Grant Coordinator:		Leigh E. Hoar III, Lands Management Biologist	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 9,500.00	Advantage CT / RQS #:	09A-20221116000000001382
CONTRACT	Proposed Start Date:	11/30/2022	Proposed End Date: 8/31/2023
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:		Jeffrey J. Williams 2 Williams Dr., Mason Twp., Maine 04217	
Brief Description of Goods/Services/Grant:		Collection of forest inventory data and the development of a habitat management recommendations prescription	

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

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 Lands Program with the Department of Inland Fisheries and Wildlife is responsible for coordinating habitat management, in support of seven regions and seventeen wildlife biologists, throughout the entire state. The Department manages over 110,000 acres of land for the development, maintenance and enhancement of wildlife habitat. To facilitate the management of wildlife habitat, members of the Lands Program gather and process forest inventory data, coordinate with Regional Biologists regarding both general and specific habitat goals, communicate with species specialists for any esoteric insights they can provide, and develop a Habitat Management Recommendations Prescription for implementation. Prescriptions are peer-reviewed documents designed to describe management methods creating, enhancing and maintaining a variety of wildlife habitats including, but not limited to, deer wintering areas, mast production sites, fields and young forest. Species management includes deer, turkey, ruffed grouse, American woodcock, the state endangered New England cottontail, numerous avian species and a variety of herptiles to name a few. Currently, the program can only address the needs of a small portion of regional demands. Increased capacity would address some of the short comings the Lands Program currently suffers from. Jeffrey Williams has previously contracted for the Department on a number of other projects of the same scope and can provide a high level of service.

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

The landbase is large and staff is currently limited to one Lands Management Biologist, one Forester, one Deer Habitat Biologist and two term contractual employees through the Wildlife Management Institute. Prescription development for habitat operations of this specific scope is unique and would allow its staff to focus on implementation and a myriad of other projects necessary to habitat management.

In 2002, Jeffrey Williams initiated the Lands Program at the Department of Inland Fisheries and Wildlife as its Lands Management Biologist and began by consolidating statewide holdings into one administrative unit. In concert with Department leadership and staff, he created policies and procedures to develop and employ silvicultural strategies designed to enhance unique and diverse habitats for not only common, but also rare, threatened and endangered species throughout Maine on the Wildlife Management Areas (WMA). Since leaving the state, Jeffrey Williams gone on to author a detailed deer wintering area management plan for the US Forest Service, led a forestry program on the White Mountain National Forest and achieved certification as a Silviculturist. He now works nationwide advising silvicultural activities on several national forests. He is licensed as a Forester in Maine. Jeffrey Williams background and qualifications make him uniquely qualified to perform the required services.

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

Cost was based on a comparison of data collection and plan preparation costs performed by members of the Lands Program for projects in other Wildlife Management Areas, and consulting forester rates for less complex projects. The estimate was then extrapolated to account for a larger WMA acreage and more complex species management planning requirements.

**PART III: SUPPLEMENTAL INFORMATION**

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

Department members regularly interact with other wildlife and forestry professionals at professional conferences throughout New England which provides an opportunity to identify unique skill sets, methods, work regions and relationships with complimentary disciplines. Should another individual with demonstrable qualifications emerge the Department will either solicit quotes or engage in an RFP.

**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:	Nathan Webb	Date:	12/14/2022
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	891CE7A1493D45B... Martha Verhille	Date:	12/14/2022