



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF PROCUREMENT SERVICES
 STATE OF MAINE

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:		Nathan Webb, Wildlife Director	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 250,482.79	Advantage CT / RQS #:	CT-09A-20221117*1393
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	1/1/2023	Effective Date:
	Previous End Date:	12/31/2023	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			
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

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 Wildlife Division in MDIFW has undertaken several new studies and monitoring efforts over the past few years (e.g., adaptive moose research project, statewide bat monitoring, furbearer monitoring, turkey mark-recapture, PFAS monitoring). These projects are in addition to ongoing wildlife monitoring efforts; hence, there is a need for additional technical staff to assist the wildlife biologists overseeing these projects. These technical positions require unique experience in chemically immobilizing bears in their winter dens, keeping track of chemical immobilization records, trapping bears, taking biological measurements on bears, collecting tissue samples for chronic wasting disease, chemically immobilizing lynx and releasing them from traps, sectioning moose and deer teeth, conducting a variety of bird surveys, operating snowmobiles, ATVs, and boats; and experience in using GIS and Microsoft Access for data entry.

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

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 salary is based on equivalent positions in MDIFW (IF&W Fish and Wildlife Resource Technician). The contractors will be paid at the equivalent premium rate to provide adequate compensation for acquiring health insurance and making contributions towards a federally mandated 401K plan, for contractors working over 1000 hours/year. The total salary is considerably lower than an equivalent position in the federal government or in the private sector (e.g., Wildlife Management Institute [WMI]).

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

PART III: SUPPLEMENTAL INFORMATION

negotiated fee, which in turn is used by MDIFW to meet federal match requirements. This allows the Department to cover nearly all of the costs for the technicians and administration of the positions with federal funds.

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: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

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):	DocuSigned by: <i>Tim Peabody</i> 03275703AA74438...		
Typed Name:	Tim Peabody	Date:	12/7/2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>Martha Verhille</i> 891CE7A1493D45B...		
Typed Name:	Martha verhille	Date:	12/11/2023