



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:		Bethany Atkins, Habitat Section Supervisor	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$83,493.76	Advantage CT / RQS #:	09A-2019110700000001499
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	1/1/2020	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 – landowner outreach	

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 Maine Department of Inland Fisheries and Wildlife (MDIFW) 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”. As part of this mandate, the Department’s Beginning with Habitat Program (BwH) provides fisheries and wildlife habitat information and technical support to local decision makers across the state. Given limited BwH staff, this outreach and planning support efforts are currently delivered to only a small portion of users, primarily municipal organizations undertaking comprehensive planning. However, 94% of Maine is privately owned and many at-risk fish and wildlife species identified in Maine’s 2015-2025 State Wildlife Action Plan (SWAP) are dependent upon privately managed habitats for their survival and recovery. Enhanced landowner engagement and technical assistance was identified as a priority action in the 2015-2025 SWAP and Maine’s Climate Action Plan, but the Department does not have staff available to address this need. Continuation of this contracted position allows MDIFW’s BwH Program to implement landowner engagement strategies to conserve at-risk species and their habitats.

The Department’s BwH staff are working at full capacity and do not have sufficient time to effectively engage landowner user groups. Other MDIFW staff also have full workloads and cannot address this need. Other governmental agencies do not have the resources or expertise to communicate MDIFW programs to landowners. We are not aware of other services or individuals that can perform the service more efficiently.

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. The contractor 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

PART III: SUPPLEMENTAL INFORMATION

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 negotiated fee, which in turn is used by MDIFW 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: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

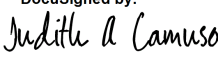

Does this request utilize ARPA/MJRP funds?

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):	DocuSigned by:  <small>2E11918D8425475</small>		
Typed Name:	Judith Camuso	Date:	12/11/2023
Signature of DAFS Procurement Official:	DocuSigned by:  <small>891CE7A1493D45B...</small>		
Typed Name:	Martha Verhille	Date:	12/14/2023