



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**OFFICE OF STATE 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 Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.*

PART I: OVERVIEW			
Department Office/Division/Program:		Inland Fisheries and Wildlife/Wildlife Division	
Department Contract Administrator or Grant Coordinator:		Nathan Webb, Wildlife Director	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 50,000.38	Advantage CT / RQS #:	09A-2024120200000001405
CONTRACT	Proposed Start Date:	1/1/2025	Proposed End Date: 12/31/2025
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:		USDA APHIS Wildlife Services PO Box 979043, St. Louis, MO 63197	
Brief Description of Goods/Services/Grant:		Wildlife Damage Management and Wildlife Disease Response	

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 Maine Department of Inland Fisheries and Wildlife was established to 'preserve, protect and enhance the inland fisheries and wildlife resources of the state'. Occasionally, this requires capture and/or removal of native, exotic, or invasive wildlife species in order to aid species recovery programs, protect public safety, prevent property damage, monitor zoonotic diseases, and prevent damage to sensitive habitats. This work must sometimes be conducted on short notice in response to emerging situations and may require specialized expertise or equipment that is not available within the Department. Therefore, the MDIFW requires contracted services to provide specialized wildlife damage management, capture services, and sample processing.

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

MDIFW does not have staff capacity or specialized equipment to complete this task.

USDA APHIS Wildlife Services is uniquely qualified to provide program support, equipment, traps, and staffing. They have specialized expertise working with endangered species and extensive knowledge of capturing wildlife and mitigating wildlife damage in urban settings. They have access to a nationwide network of specialists with experience working on a variety of invasive species. Wildlife damage management requires a diverse set of specialized skills and considerable tact to keep the activity a low profile and continue to be effective. USDA APHIS Wildlife Services also has specific expertise and facilities for processing and disposing of diseased wildlife. Considering the entire diverse need, USDA APHIS Wildlife Services is the most feasible entity to work with.

[Click or tap here to enter text.](#)

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

As stated previously, we believe that USDA APHIS Wildlife Services has the total all-around experience with working with Maine's wildlife and invasive species, including in populated urban areas. They have provided us with a reasonable budget of personnel compensation, vehicle costs, supplies and equipment to conduct wildlife capture services and damage management.

[Click or tap here to enter text.](#)

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

If we become aware of another vendor with the expertise and equipment to complete the required work, we will establish a competitive process to select the most qualified vendor and competitive pricing.

**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).

<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
<input checked="" type="checkbox"/> No – If No, proceed to Part V.

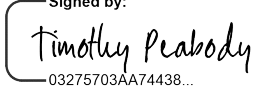
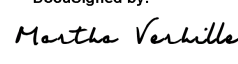
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

*Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS Title 5, §18 and §18-A, in harmony with MRS Title 17, §3104.*

<input checked="" type="checkbox"/> The requesting department signatory understands and acknowledges Maine’s Conflict of Interest statutes.
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**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):	Signed by:  <small>03275703AA74438...</small>		
Typed Name:	Timothy Peabody	Date:	12/3/2024
Signature of DAFS Procurement Official:	DocuSigned by:  <small>891CE7A1493D45B...</small>		
Typed Name:	Martha Verhille	Date:	12/11/2024

### Certificate Of Completion

Envelope Id: 4306F0A7D14442F4B0A7F9B06C0A5BD8	Status: Completed
Subject: PJFs to sign: USDA Piping Plovers Least Terns, USDA Wildlife Management	
Source Envelope:	
Document Pages: 6	Signatures: 2
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Diana Harper
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	353 Water Street
	41 SHS
	Augusta, ME 04333-0041
	diana.harper@maine.gov
	IP Address: 198.182.163.126

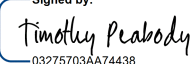
### Record Tracking

Status: Original	Holder: Diana Harper	Location: DocuSign
12/3/2024 12:43:03 PM	diana.harper@maine.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Inland Fisheries and Wildlife	Location: DocuSign

### Signer Events

Timothy Peabody  
 timothy.e.peabody@maine.gov  
 Deputy Commissioner  
 Security Level: Email, Account Authentication (None)

### Signature

Signed by:  
  
 03275703AA74438...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 198.182.163.113

### Timestamp

Sent: 12/3/2024 12:44:59 PM  
 Viewed: 12/3/2024 1:48:11 PM  
 Signed: 12/3/2024 1:48:38 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 12/3/2024 1:48:11 PM  
 ID: 3f591a10-a75a-4c67-95d5-1bb562301898

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/3/2024 12:44:59 PM
Certified Delivered	Security Checked	12/3/2024 1:48:11 PM
Signing Complete	Security Checked	12/3/2024 1:48:38 PM
Completed	Security Checked	12/3/2024 1:48:38 PM

Payment Events	Status	Timestamps
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### Electronic Record and Signature Disclosure