



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:		Wildlife Division	
Department Contract Administrator or Grant Coordinator:		Karen Estabrook	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 96,998.96	Advantage CT / RQS #:	09A-20191107000000001499
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	1/1/2020	Effective Date:
	Previous End Date:	12/31/2024	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 (WMI) 4426 VT Route 215N Cabot, VT 05647	
Brief Description of Goods/Services/Grant:		Contractual services for staffing to support the Department's Beginning with Habitat Program	

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
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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 (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. Enhanced municipal 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 fully address this need. Continuation of this contracted position allows MDIFW’s BwH Program to implement municipal 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 meet the demand for technical assistance to municipalities. 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 municipalities. 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 vendor has been authorized by the United States Fish and Wildlife Service for contract administration to be used as state funding match for the Department’s Pittman-Robertson Grants. In effect, this provides the 25% state funding obligation to match 75% federal funds dedicated towards this effort, eliminating the state funds would be utilized under this contract. We know of no other vendors that provide state matching funds.

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 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.

**PART III: SUPPLEMENTAL INFORMATION**

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

If the U.S. 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.

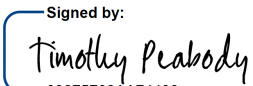
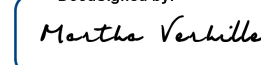
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

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](#).

The requesting department signatory understands and acknowledges Maine’s Conflict of Interest statutes.

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):	 <small>Signed by: 03275763AA74436...</small>		
Typed Name:	Timothy Peabody	Date:	12/10/2024
Signature of DAFS Procurement Official:	 <small>DocuSigned by: 891CE7A1493D45B...</small>		
Typed Name:	Martha Verhille	Date:	12/12/2024