



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-20241210000000001502 |                               |
| CONTRACT  | Proposed Start Date: | 1/1/2025   | Proposed End Date:       | 12/31/2025                    |
| AMENDMENT   | Original Start Date: | Click or tap to enter a date.  | Effective Date:          | Click or tap to enter a date. |
|   | Previous End Date:   | Click or tap to enter a date.  | New End Date:            | Click or tap to enter a date. |
| GRANT   | Project Start Date:  |  | Grant Start Date:        |                               |
|   | Project End Date:    |  | Grant End Date:          |                               |
| Vendor/Provider/Grantee Name, City, State:              |                      | Wildlife Management Institute (WMI)<br>4426 VT Route 215N<br>Cabot, VT 05647                       |                          |                               |
| Brief Description of Goods/Services/Grant:              |                      | Contractual services for staffing to support the Department's Game Research and Management Section |                          |                               |

| 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.

| <b>PART III: SUPPLEMENTAL INFORMATION</b>  |  |
|--|--|
| 1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.       | <p>The Wildlife Division in MDIFW has undertaken several new studies and monitoring efforts over the past few years (e.g., adaptive moose research project, 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 capturing black bears, ducks, geese, and turkeys; answering calls and providing technical support to our on-line game registration system; collecting biological data from harvested deer, moose, and furbearers; entering data, database maintenance, and supporting data analysis and reporting; and operating snowmobiles, ATVs, and boats.</p> |
| 2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable. | <p>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.</p>  |
| 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.                       | <p>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]).</p> <p>The fee that the Provider charges was negotiated with the Northeast Association of Fish &amp; 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.</p>  |
| 4. Describe the plan for future competition for the goods or services.   | <p>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.</p>   |

**PART III: SUPPLEMENTAL INFORMATION**

**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.

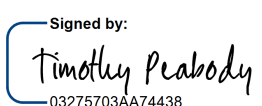
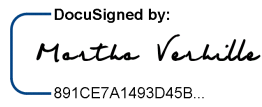
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

*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): |  <p>Signed by:<br/>Timothy Peabody<br/>03275703AA74438...</p>     |       |            |
| Typed Name:  | Timothy Peabody  | Date: | 12/10/2024 |
| Signature of DAFS Procurement Official:                          |  <p>DocuSigned by:<br/>Martha Verhille<br/>891CE7A1493D45B...</p> |       |            |
| Typed Name:  | Martha verhille  | Date: | 12/16/2024 |