



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 Diversity Section		
Department Contract Administrator or Grant Coordinator:		Adrienne Leppold, Project Director Karen Estabrook, Division Secretary		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)		\$ 54,290	Advantage CT / RQS #:	09A-20241218000000001582
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:		Glen Mittelhauser, Maine Natural History Observatory (MNHO), 317 Guzzle Road, Gouldsboro, Maine 04607		
Brief Description of Goods/Services/Grant:		Glen and the Maine Natural History Observatory shall be responsible for overseeing all aspects of organizing, reviewing, and publishing a statewide atlas effort to document the distribution and abundance of breeding and wintering birds.		

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.

State Wildlife Action Plans (SWAPs) provide the foundation for wildlife conservation in states and Maine’s 2015 Wildlife Action Plan identified a contemporary bird atlas as a priority “Conservation Action”. More than 420 species of birds occur in Maine during some point of their annual life cycle. In addition, of the 225 species of birds that nest in Maine, 150 of them are considered Species of Greatest Conservation Need (SGCN) (MDIFW 2015). To address the Department’s mission to preserve, protect, and enhance bird populations for use and enjoyment by current and future generations, we must improve our understanding of the abundance and distribution of Maine’s birds. This bird atlas project will be invaluable for collecting data using “state-of-the-art” science to inform future wildlife action plans, both for common species and SGCN.

We anticipate a Maine Breeding and Wintering Bird Atlas will reveal changes in the distribution of breeding birds from the first atlas and systematically measuring breeding bird abundances will be invaluable in guiding future species status assessments and wildlife action plans. Furthermore, there has never been a systematic statewide effort to document the distribution of wintering birds, which can vary drastically from the composition of avifauna other times of the year. Given changes across our landscape that result in the loss or alteration of habitat, the abundance data collected as part of this atlas will provide critical baseline information for evaluating population changes of Maine’s birds in the future.

Now that the data collection portion of this project is complete, the need is for continued management of databases organizing over 6 million individual observations, regular communication with the analytical team to produce print-quality graphics of project results, and production of an over 700-page book publication. Having an individual whose job and sole responsibility is the coordination of project staff is essential to ensuring completion of the project accurately, efficiently, and on schedule.

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

The contractor (hereafter, MNHO) has over 30 years of experience and local knowledge of Maine’s avifauna and over 25 years of experience specifically conducting coastal winter and breeding bird surveys throughout Maine. This includes running species-specific trapping in various habitats throughout Maine, conducting point counts of breeding birds, completing targeted population surveys, and mapping abundance and distribution of birds in portions of the state. These projects were run through a network of collaborations with other individuals and organizations in Maine with Glen and the Maine Natural History Observatory fostering and overseeing the collaborations. Similar collaborations with entities such as Acadia National Park, U.S. Fish and Wildlife Service, Baxter State Park, Maine Natural Areas Program, Maine Appalachian Trail Club, Maine Coast Heritage Trust, University of Maine, Stantec Consulting, and The Nature Conservancy have been, and will continue to be, essential to the success of the Maine Bird Atlas project.

In addition, MNHO has a proven track record for organizing and completing large survey projects with specific sampling and publication goals. These include the flora of Acadia National Park (5 year collaborative effort culminating in a published field guide), flora of Baxter State Park (6 year collaborative effort of field surveys culminating in a published field guide), an atlas of breeding seabirds in Maine since 1960 (3 year collaborative effort to produce a database and published atlas), field guide to the sedges of Maine (6 year collaborative effort culminating in a published field guide), field guide to the grasses and rushes of Maine (6 year collaborative effort culminating in a published field guide), and

PART III: SUPPLEMENTAL INFORMATION

20 years of collaboration with the U.S. Fish and Wildlife Service and Acadia National Park to conduct population surveys, organize and publish historic records, and produce GIS maps and relational databases. MNHO has also been the managing editor for 2 scientific journals (Northeastern Naturalist and Southeastern Naturalist) for 18 years, which involved overseeing more than 200 manuscript submissions per year and managing the editorial workload of 100 researchers on the Board of Editors for both journals.

The skills and experience MNHO has gained and demonstrated in organizing and publishing on large collaborative projects over the past 30 years in Maine, managing the workload of technicians and volunteers, and proven track record for completion of projects and publications on time and on budget will be essential to the success of the Maine Bird Atlas project. In addition, MNHO possesses the knowledge and experience with large relational databases, GIS, historic bird survey data from Maine, avian research field methods, and publishing to see this through to completion. MNHO also has a contractual history with the department. This trusted and reliable relationship is invaluable for accomplishing a project of this scale, size, and significance. Furthermore, contributed work by this contractor during the planning stages and past eight years is largely the reason for its success to date.

The Bird Atlas is a collaborative effort involving multiple partners from across the birding community in Maine. Successful completion of the project is dependent on maintaining continuity among project partners, contractors, and MDIFW staff. This provider has been involved with the Bird Atlas since the project was initiated, serving as the primary day-to-day coordinator. He is the only individual with the skills, historical knowledge, and intimate experience with the project to-date to ensure successful and timely completion.

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

The Department concluded the negotiated costs are fair and reasonable based a comparison of a Resource Biologist salary at the fully burdened rate. Over the life of the project, this is a much more cost-effective approach than seeking to hire an additional staff position to complete this project. In addition, Maine Natural History Observatory is a nonprofit 501(c)(3) organization, with assurances that all funding will be directed to the Maine Bird Atlas project.

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

Recruitment of volunteers to guest author some of the components of the final publication or serve as a volunteer peer reviewer is ongoing. We anticipate this will be the final year with need for contract work related to this project.

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.


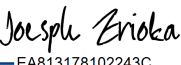
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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):	Signed by:  <small>2E41618D8425475...</small>		
Typed Name:	Judith A. Camuso	Date:	12/18/2024
Signature of DAFS Procurement Official:	DocuSigned by:  <small>EA813178102243C...</small>		
Typed Name:	Joseph Zrioka, IT Procurement Director	Date:	12/26/2024