



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:		Maine Department of Inland Fisheries and Wildlife Maine Warden Service	
Department Contract Administrator or Grant Coordinator:		Cynthia Rego	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 12000.00	Advantage CT / RQS #:	20241217-0870
CONTRACT	Proposed Start Date:	8/26/2024	Proposed End Date: 12/31/2024
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:		Working Dogs for Conservation Foundation PO Box 280 Bozeman, MT 59771	
Brief Description of Goods/Services/Grant:		Advanced tactics for training dog teams	

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.

Specialized training in tactical K9 tracking applications to advance current skill sets of all Warden Service K9 team handlers. Implementation of new methods and tactics in K9 tracking training to make Warden Service K9's and handlers more effective.

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

Jay Crafter and training staff of Working dogs for Conservation have specific experience and advanced knowledge in K9 tracking and tactical applications. Unique skill set and knowledge base in scenario-based training is unique in the conservation law enforcement K9 field. There is limited availability of training available to meet the specific needs of Warden Service K9 applications. Jay Crafter and staff have the experience and knowledge base to tailor training to meet specific needs and goals of training objectives.

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

Cost and rates were compared to several other K9 training vendors that travel to provide K9 training seminars. Travel and daily expenses were billed to the comparable standard federal per-diem rates.

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

This is unique training opportunity to advance Warden Service staff and K9's. If future advancement is needed rates will be compared to other vendors offering comparable services.

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.

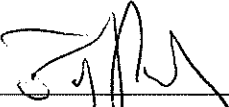
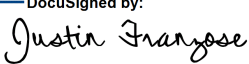
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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):			
Typed Name:	Timothy Peabody, Deputy Commissioner	Date:	12/12/24
Signature of DAFS Procurement Official:	DocuSigned by:  AEED9C7B3A8044E...		
Typed Name:	Justin Franzose	Date:	12/27/2024