



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 \$10,000 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:		Sue-Ann Brann, Management Analyst		
(If applicable) Department Reference #:				
Agency Department Code:	09A	Advantage CT / RQS #:	09A-20251114000000001174	
Amount: (Contract/Amendment/Grant)	\$68,892.22			
CONTRACT	Proposed/Original Start Date:	1/1/2026	Proposed/Most Recent End Date:	12/31/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
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:		Identify, assess, and potentially remove predators at key piping plover and least tern nesting beaches in Maine.		

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. Higher Education 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.	<p>In 1986, the piping plover and least tern were listed as “State Endangered” under the Maine Endangered Species Act. Conservation of piping plovers and least terns is a cooperative partnership of MDIFW, Maine Audubon, Bureau of Public Lands/State Parks, USFWS and Rachel Carson National Wildlife Refuge, and USDA APHIS Wildlife Services. Both plovers and terns require intensive management and protection measures to nest successfully on Maine’s southern beaches, and ultimately to prevent State extirpation.</p> <p>Despite extensive protection and management efforts, predators continue to be an issue on all piping plover and least tern nesting areas. Predation, coupled with habitat loss, have resulted in Maine’s piping plover population declining from a high of 66 pairs in 2002 to only 22 pairs in 2008. Predator control conducted on beaches during 2008-2025 resulted in improved piping plover productivity and helped increase the population to a total pair count of 174 in 2025. The Piping Plover and Least Tern Recovery Group have identified predator control as the top need to improve productivity and sustain or increase piping plover and least tern populations, and ultimately prevent extirpation.</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.	<p>MDIFW does not have staff capacity or specialized equipment to complete this task.</p> <p>USDA APHIS Wildlife Services is uniquely qualified to provide program support, equipment, traps, etc. as well as their expertise working with endangered species on 25 beaches between Ogunquit and Georgetown, Maine. They have the knowledge on how best to efficiently remove all the various predators. We have hired trappers and Animal Damage Control agents in the past, but they generally only deal with certain species of predators in certain locations; and thus, we would need to hire several of them to complete the job. Predator control requires a diverse set of specialized skills and considerable tact to keep the activity a low profile and continue to be effective. Considering the entire diverse need, USDA APHIS Wildlife Services is the most feasible entity to work with especially given their proven track record of success.</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>As stated previously, we believe that USDA APHIS Wildlife Services has the total all-around experience with working with predators and endangered species in populated urban areas. They have provided us with a reasonable budget of personnel compensation, vehicle costs, supplies and equipment to conduct predator control at predetermined high profile nesting sites. Previous results working with Wildlife Services has led to considerable gains in the status of both the piping plover and least tern populations. Their efforts and track record indicate that the program is working and that accomplishments are considerable.</p>
4. Describe the plan for future competition for the goods or services.	

PART III: SUPPLEMENTAL INFORMATION

We have discussed predator control issues and the ramifications of the loss of either of these two species from Maine with other Fish and Wildlife agencies and we are working towards a long-term plan that will better protect these endangered species and be cost effective. We strive to be as thorough and efficient as possible. Recent results clearly indicate that the program is a success.

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) or (026) – 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’s signatory affirms, understands, and acknowledges Maine’s Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):	Signed by:  <small>2E11918D8425475...</small>		
Typed Name:	Judy Camuso	Date:	11/20/2025

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department’s Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Procurement Justification Form (PJF)

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Judith A. Camuso	Date:	

****OSPS Section Only****

Signature of DAFS Procurement Official:	<small>Signed by:</small> Sterling Doiron <small>4C557C52B588437...</small>		
Typed Name:	sterling doiron	Date:	12/8/2025

Certificate Of Completion

Envelope Id: 97A23AE6-8C7C-4FE5-A4EB-60AA95217B1C	Status: Completed
Subject: Complete with Docusign: PJF USDA APHIS 2026 Plovers 09A-20251114-1174.docx	
Source Envelope:	
Document Pages: 4	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Karen Estabrook
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	353 Water Street
	41 SHS
	Augusta, ME 04333-0041
	Karen.Estabrook@maine.gov
	IP Address: 198.182.163.113

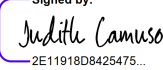
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Signer Events

Judith Camuso
 judy.camuso@maine.gov
 Commissioner
 Security Level: Email, Account Authentication (None)

Signature

Signed by:

 2E11918D8425475...
 Signature Adoption: Pre-selected Style
 Using IP Address: 198.182.163.113

Timestamp

Sent: 11/20/2025 5:57:55 AM
 Viewed: 11/20/2025 9:30:10 AM
 Signed: 11/20/2025 9:30:49 AM

Electronic Record and Signature Disclosure:

Accepted: 10/19/2020 7:28:05 AM
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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	11/20/2025 5:57:55 AM
Certified Delivered	Security Checked	11/20/2025 9:30:10 AM
Signing Complete	Security Checked	11/20/2025 9:30:49 AM
Completed	Security Checked	11/20/2025 9:30:49 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Inland Fisheries and Wildlife (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Inland Fisheries and Wildlife:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: heather.rodrique@maine.gov

To advise Inland Fisheries and Wildlife of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at heather.rodrique@maine.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Inland Fisheries and Wildlife

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to heather.rodrique@maine.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Inland Fisheries and Wildlife

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to heather.rodrique@maine.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Inland Fisheries and Wildlife as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Inland Fisheries and Wildlife during the course of your relationship with Inland Fisheries and Wildlife.

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