



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/Wildlife Diversity Section		
Department Contract Administrator or Grant Coordinator:		Cory Stearns and Diana Harper		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 78,170.00	Advantage CT / RQS #:	09A-20250207*1887
CONTRACT	Proposed Start Date:	3/3/2025	Proposed End Date:	10/2/2028
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:		University of New Hampshire Adrienne Kovach Durham, NH		
Brief Description of Goods/Services/Grant:		Genetic analysis of fecal sampling for cottontail rabbit monitoring.		

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 checked="" 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.

The New England cottontail (*Sylvilagus transitionalis*; referred to as NEC) is a State Endangered species occurring in only 7 towns in southern Maine. MDIFW has an extensive recovery effort including habitat management, land acquisition, a captive breeding and translocation program, and monitoring. Monitoring is an important component of the effort so that we can evaluate the success of our conservation actions and make informed management decisions. We conduct monitoring of our New England cottontail population each winter by searching transects in suitable habitat (i.e., thickets) to collect rabbit fecal pellets. By their appearance alone, pellets from NEC, eastern cottontail, and snowshoe hare can't be differentiated. Therefore, pellets need to be genetically analyzed to determine their species of origin.

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

The University of New Hampshire (UNH) has been conducting research on New England cottontails in Maine for decades, was very influential in developing our survey methodology, and pioneered the genetic techniques used to identify individual rabbits. They have a catalogue of previously identified rabbits that is critical for analyzing genetic pedigrees and monitoring genetic health of our populations. For all of these reasons, it is critical to continue to work with Adrienne Kovach at the University of New Hampshire.

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

We've compared the rate to another genetics laboratory (at the University of Rhode Island) that does similar work and the cost of the genetic analysis is similar. The cost of the proposed contract includes supplies, staff time to conduct and interpret the genetic analysis and report writing. UNH has an extensive catalogue of previous genetic work which allows for more detailed and informed genetic information and reports than what other vendors could provide.

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

MDIFW will consider other alternatives taking into account the qualifications and costs of other vendors.

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.

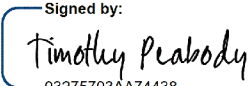

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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: 03275703AA74438...		
Typed Name:	Timothy Peabody Deputy Commissioner	Date:	2/12/2025
Signature of DAFS Procurement Official:	 DocuSigned by: 891CE7A1493D45B...		
Typed Name:	Martha verhille	Date:	4/22/2025

Certificate Of Completion

Envelope Id: DF80F210-C379-4231-B8A7-6C37B5A128A6	Status: Completed
Subject: PJF to sign: UNH 20250207_1887 Pellet Analysis PJF	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Diana Harper
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	353 Water Street
	41 SHS
	Augusta, ME 04333-0041
	diana.harper@maine.gov
	IP Address: 198.182.163.126

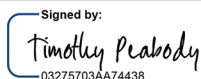
Record Tracking

Status: Original	Holder: Diana Harper	Location: DocuSign
2/12/2025 7:26:28 AM	diana.harper@maine.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Inland Fisheries and Wildlife	Location: DocuSign

Signer Events

Timothy Peabody
timothy.e.peabody@maine.gov
Deputy Commissioner
Security Level: Email, Account Authentication (None)

Signature

Signed by:

03275703AA74438...
Signature Adoption: Pre-selected Style
Using IP Address: 198.182.163.113

Timestamp

Sent: 2/12/2025 7:30:35 AM
Viewed: 2/12/2025 7:34:58 AM
Signed: 2/12/2025 7:35:50 AM

Electronic Record and Signature Disclosure:
Accepted: 2/12/2025 7:34:58 AM
ID: 0406027d-10e3-4d8a-aa90-71a2cc40603d

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
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Certified Delivered	Security Checked	2/12/2025 7:34:58 AM
Signing Complete	Security Checked	2/12/2025 7:35:50 AM
Completed	Security Checked	2/12/2025 7:35:50 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		