



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 Division, Wildlife Diversity Section	
Department Contract Administrator or Grant Coordinator:		Danielle D’Auria and Diana Harper	
(If applicable) Department Reference #:			
Agency Department Code:	09A	Advantage CT / RQS #:	09A 20260417*2163
Amount: (Contract/Amendment/Grant)	\$18,854.00		
CONTRACT	Proposed/Original Start Date:	4/20/2026	Proposed/Most Recent End Date: 9/30/2026
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:		Maine Natural History Observatory, Gouldsboro, ME	
Brief Description of Goods/Services/Grant:		Field data collection and monitoring services in support of MDIFW-led nightjar research.	

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 checked="" 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.

This contract supports MDIFW-led research on Eastern Whip-poor-will and Common Nighthawk populations in Maine. Services provided include field-based data collection, relocation of previously tagged individuals using telemetry, nest searching and monitoring, and collection of standardized ecological data on habitat use and reproductive activity. These services are necessary to recover time-sensitive data from individuals tagged in the previous field season, as well as to generate critical information on movement, habitat associations, and breeding success. The work requires specialized field expertise, coordination across multiple sites, and sufficient staffing capacity during a narrow breeding window. Contracting these services ensures that MDIFW can meet project objectives while maintaining full oversight of study design, data management, analysis, and reporting.

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.

The selected vendor, Maine Natural History Observatory, was chosen based on their demonstrated expertise in nightjar monitoring, telemetry, and field-based avian research in Maine. They have extensive experience working with these species and have the technical capacity, equipment, and trained personnel necessary to conduct the required work efficiently within a limited seasonal window. Their prior involvement in related monitoring efforts ensures continuity and increases the likelihood of successfully relocating tagged individuals and collecting high-quality data in support of MDIFW-led research objectives.

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

The negotiated hourly rate of \$29.00 is fair and reasonable given the specialized skills required for this work, including telemetry, nightjar survey methods, and nest monitoring. The rate is consistent with compensation for senior field technicians or individuals with demonstrated expertise in these skills for similar work in the region and reflects the seasonal, field-intensive nature of the project. The total cost is further constrained by a defined scope of work and limited field window, ensuring that funds are used efficiently to meet project objectives.

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

This procurement supports a time-sensitive, project-specific effort requiring specialized expertise and continuity with prior work. For future phases or expansion of this work, MDIFW will evaluate opportunities to pursue a competitive procurement process, depending on project scope, funding availability, and operational needs.

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

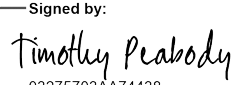
Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS Title 5, §18 and §18-A, in harmony with MRS Title 17, §3104.

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:  03275703AA74438...		
Typed Name:	Timothy Peabody	Date:	4/22/2026

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.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:		Date:	

****OSPS Section Only****

Signature of DAFS Procurement Official:	Signed by:  41C2BA36FAF44CD...		
Typed Name:	Kathy Blais	Date:	4/30/2026

Certificate Of Completion

Envelope Id: 182E794E-1E3A-8371-82C6-ABF14B7CF6D6

Status: Completed

Subject: PJFs to sign: MNHO 20260417_2162 Bank Swallows, MNHO 20260417_2163 Nightjars

Source Envelope:

Document Pages: 6

Signatures: 2

Envelope Originator:

Certificate Pages: 4

Initials: 0

Diana Harper

AutoNav: Enabled

353 Water Street

Envelopeld Stamping: Enabled

41 SHS

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Augusta, ME 04333-0041

diana.harper@maine.gov

IP Address: 198.182.163.121

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diana.harper@maine.gov

Security Appliance Status: Connected

Pool: StateLocal

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: 4/22/2026 8:21:10 AM

Viewed: 4/22/2026 10:37:18 AM

Signed: 4/22/2026 10:37:48 AM

Electronic Record and Signature Disclosure:

Accepted: 4/22/2026 10:37:18 AM

ID: 58ccfb08-1c32-4d32-87d9-cd65d9b510e6

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

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

4/22/2026 8:21:10 AM

Certified Delivered

Security Checked

4/22/2026 10:37:18 AM

Signing Complete

Security Checked

4/22/2026 10:37:48 AM

Completed

Security Checked

4/22/2026 10:37:48 AM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure