



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*2162
Amount: (Contract/Amendment/Grant)		\$17,252.00	
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 Bank Swallow 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 efforts to develop and implement a pilot monitoring program for Bank Swallow populations in Maine, with a focus on identifying and assessing active colonies along river systems. Services provided include field-based surveys of riverbanks, documentation of colony presence and status, estimation of occupied burrows and colony size, and collection of standardized habitat and threat data. These services are necessary to address critical data gaps for this state-listed Threatened species, in riverine systems where colony locations are dynamic and poorly documented. The work requires extensive field effort across remote and logistically challenging waterways within a limited seasonal window. Contracting these services provides the capacity and specialized field expertise needed to complete surveys at an appropriate spatial scale, while allowing MDIFW to retain full oversight of study design, data management, analysis, and development of a statewide monitoring framework.

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 was chosen based on their demonstrated expertise in aerial insectivore monitoring, river-based survey methods, and field implementation of large-scale avian monitoring efforts in Maine. They have the technical capacity, trained personnel, and logistical experience necessary to conduct surveys across remote river systems within a limited seasonal window. Their familiarity with Bank Swallow ecology and prior involvement in related work ensures efficient data collection and high-quality results in support of MDIFW-led monitoring and program development.

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 level of expertise required for this work, including river-based survey methods, colony identification, and standardized data collection for a state-listed species. The rate is consistent with compensation for senior field technicians or individuals with demonstrated expertise conducting similar field-intensive avian monitoring in the region. The overall cost is further constrained by a defined scope of work and seasonal field window, ensuring funds are used efficiently to achieve project objectives.

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

This procurement supports a pilot effort to develop and implement a statewide Bank Swallow monitoring framework. For future phases of the project, including expansion to additional river systems or long-term monitoring, MDIFW will evaluate opportunities to pursue a competitive procurement process based on project scope, funding availability, and program 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:
Timothy Peabody
03275703AA74438...

Typed Name:

Timothy Peabody

Date:

□ □ □ □ □ □ □ □

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:
Kathy Blais
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
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: 198.182.163.121


Record Tracking

Status: Original	Holder: Diana Harper	Location: DocuSign
4/22/2026 8:19:09 AM	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
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Electronic Record and Signature Disclosure