

State of Maine Procurement Justification Form

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of 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 Division of Procurement Services website (Forms page) for additional instructions.

PART I: OVERVIEW

Department Office/Division/Program:		DACF, Commissioner's Office		
Department Contract Administrator or Grant Coordinator:		Claire Eaton		
(If applicable) Department Reference #:		n/a		
Amount: (Contract/Amendment/Grant)	\$ 500,000	Advantage CT / RQS #:	CT 01A 20201112*1468	
CONTRACT	Proposed Start Date:	11/4/2020	Proposed End Date:	12/30/2020
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:		VC1000017413 Coastal Enterprises Inc (CEI) 30 Federal Street, Suite 100 Brunswick, ME 04011		
Brief Description of Goods/Services/Grant:		MOU to Administer and Distribute CRF E-Commerce Funds due to COVID-19		

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process	<input checked="" type="checkbox"/>	G. Grant
	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified
<input checked="" type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

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PART III: SUPPLEMENTAL INFORMATION

Many agricultural producers have been forced to rapidly and radically shift their business practices in order to survive the loss of regular markets due to COVID-19. In particular, many have had to switch to or drastically upgrade their direct-to-consumer offerings to generate income. DACF proposes using CARES Act funding to provide the economic support needed by these producers to transition from face-to-face transactions to online sales and order fulfillment through grants for e-commerce infrastructure. Farm businesses need access to the tools, products, and platforms required in order to adapt to changes in consumer habits and demands for safe shopping experiences.

DACF was approved for \$500K in funding for E-Commerce grant funds to assist industry with costs associated with shifting to different delivery/E-Commerce methods due to COVID.

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

DACF is comfortable with this vendor as they have a history of strong relationships with the agriculture community and as well as having current resources in place to establish the grant program in short time period.

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

DACF finds their fees associated are fair and reasonable in relation to other grant distribution programs.

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

DACF does not plan to RFP this in the future as the time frame to spend grant funds is limited and this is for an urgent need specific to the COVID-19 pandemic.

If time permits and funding were available again, we would search out other entities for formal bids.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<small>DocuSigned by:</small> <i>Amanda E. Beal</i>		
Printed Name:	Amanda Beal, Commissioner	Date:	11/18/2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Jaime Schorr</i>		
	<small>6D6437754DD0459...</small>		
Printed Name:	Jaime Schorr	Date:	11/18/2020

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