

State of Maine Procurement Justification Form

This form must accompany ALL contract requests and sole source requisitions submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below.

PART I: OVERVIEW

Department Office/Division/Program:		DACF/ARD	
Department Contract Administrator or Grant Coordinator:		Melissa Jordan, Agricultural Promotional Coordinator	
(If applicable) Department Reference #:			
Estimated Contract or Grant Amount:	\$ 18,625.00	Advantage CT / RQS #:	20200103*0780
AMENDMENT	Original Start Date:		New Start Date:
	Original End Date:		New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
ALL OTHER	Proposed Start Date:	05/16/2020	Proposed End Date: 05/19/2020
Vendor/Provider/Grantee Name, City, State:		National Association of State Departments of Agriculture (NASDA) Arlington, VA	
Brief Description of Goods/Services/Grant:		State pavilion at American Food Fair – National Restaurant Association Show. Providing space for multiple Maine agricultural producers	

PART II: JUSTIFICATION FOR VENDOR SELECTION

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

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

PART III: SUPPLEMENTAL QUESTIONS

Please respond to ALL of the following questions.

1. Provide a more detailed description of the goods, services or grant to supplement the response in Part I.

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PART III: SUPPLEMENTAL QUESTIONS

The DACF is seeking to rent booth space at the 2020 American Food Fair – National Restaurant Association (NRA) show in Chicago, IL. DACF is providing space for multiple Maine agricultural producers. Booth space is only available to State Departments of Agriculture. Attendance at this event is critical for the Department and the Maine producers to market their Maine-made products and network with industry participants from all over the country.

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

This is a national marketing opportunity offered through NASDA to state departments of agriculture that is not offered in other locations.

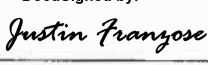
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Cost and fees are in keeping with other national marketing trades shows and are being offered at a special rate only available to state departments of agriculture.

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

This is the only show that offers this special opportunity. We choose specific events based on current marketing goal/strategy to maximize exposure for Maine producers.

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>		
Printed Name:	<i>Amanda Beal</i>	Date:	<i>1/22/20</i>
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	<small>AEED9C7B3A8044E...</small> Justin Franzose	Date:	2/10/2020