

## 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:		Leigh Hallett	
(If applicable) Department Reference #:			
Estimated Contract or Grant Amount:	\$ 46,555.00	Advantage CT / RQS #:	20191223*1920
AMENDMENT	Original Start Date:		New Start Date:
	Original End Date:		New End Date:
GRANT	Project Start Date:	1/31/2020	Grant Start Date: 09/30/2019
	Project End Date:	12/31/2020	Grant End Date: 09/29/2021
ALL OTHER	Proposed Start Date:		Proposed End Date:
Vendor/Provider/Grantee Name, City, State:		Daybreak Growers Alliance Knox, Maine	
Brief Description of Goods/Services/Grant:		Creating a replicable low-overhead aggregation and marketing model for Maine Grown Specialty Crops.	

### PART II: JUSTIFICATION FOR VENDOR SELECTION

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

	A. Competitive Process	X	G. Grant
	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor	X	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.**

The Maine DACF participates in the US Department of Agriculture's Specialty Crop Block Grant (SCBG) Program each year. The Department is allocated a prescribed amount of federal funding annually, then works under USDA guidelines to develop projects to utilize the funds and meet USDA and DACF goals. Typically, most of the Specialty Crop Block Grant annual budget is allocated through a competitive grant proposal process. This is a federal block grant program under DACF purview.

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### PART III: SUPPLEMENTAL QUESTIONS

The USDA expects that the full allotment of SCBG funds will be utilized by DACF and its sub awardees annually. Any funding not utilized is returned to the US Treasury. The USDA encourages the Department to proactively work with partners to developing projects and allocating the funds. This year the SCBG review committee met in March, and the full 2019 SCBG budget was allocated to projects through a review and negotiation process that included USDA staff.

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

Unexpectedly, in October 2019, AgMatters LLC, a recipient of two 2019 SCBG awards, notified DACF of its decision to cancel its two contracts for the 2019 grant cycle. Upon notification, the USDA requested that DACF promptly substitute other projects to utilize the funds. Specifically, USDA requested projects that had already been reviewed by the Department but had not been funded, and which would be eligible for SCBG funding. Two projects met those criteria, and "Creating a replicable low-overhead aggregation and marketing model for Maine Grown Specialty Crops" was one of them. This project meets all requirements for SCBG projects and diversifies DACF's portfolio of projects (which USDA had identified as a priority). The project has been approved by the USDA for inclusion in DACFs 2019 SCBG State Plan.

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

We had previously met with the vendor to discuss the project and projected costs. We compared the cost of this project to projects we have funded through SCBG and found the cost to be fair and reasonable. (SCBG awards can range up to \$100,000.)

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

DACF releases a competitive RFP for the SCBG program annually, and it is open to all applicants that meet the USDA's eligibility guidelines.

### PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<i>Amanda Beal</i>		
<b>Printed Name:</b>	<i>Amanda Beal</i>	<b>Date:</b>	<i>2/18/20</i>
<b>Signature of DAFS Procurement Official:</b>			
<b>Printed Name:</b>		<b>Date:</b>	