



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF PROCUREMENT SERVICES
 STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		DACF/Agricultural Resource Development Division	
Department Contract Administrator or Grant Coordinator:		Craig Lapine	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 20,500	Advantage CT / RQS #:	CT 20240118*1990
CONTRACT	Proposed Start Date:	2/1/2024	Proposed End Date: 5/31/2024
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:		Cumberland County Soil and Water Conservation District; Windham, ME	
Brief Description of Goods/Services/Grant:		Update and enhance DACF 2005 Irrigation Guide as a technical resource for Maine's agricultural community.	

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 type="checkbox"/>	J. Willing and Qualified
<input type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University 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.

Chapter 729 of the Public Laws of 2022 (LD 1998) establishes the Farmers' Drought Relief Program within the Department of Agriculture, Conservation & Forestry to provide grants (contingent upon availability of funding) for farmers to establish sustainable, environmentally sound, and affordable water supplies for irrigation of crops. To assist the farmers in successfully reaching these goals, technical guidance is also needed to provide them with relevant and updated information on water-source development and irrigation practices. The last Maine-specific Irrigation Guide was published nearly 20 years ago. It is a valuable resource but needs to be updated to provide modern, timely, and accurate information to Maine's agricultural producers as they approach water source and irrigation development projects.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

The vendor is uniquely qualified for this project. Soil and Water Conservation Districts exist across the United States and were created in response to the Dust Bowl catastrophe of the 1930s. The vendor organization was created in 1946 with the aim of meeting the soil and water conservation needs of urban and rural partners. The vendor brings significant experience and expertise on local and regional soil and water conservation issues, including stormwater, agriculture, soil health, watershed management, and invasive species. Its professional staff have engineering, management, outreach, and design skills that make them uniquely able to update and enhance the Maine Irrigation Guide successfully. They regularly provide education outreach to stakeholders and publish guidance, annual reports, case studies, and community agriculture plans. They have the current staff, availability, and skill set to complete this project quickly and affordably.

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

The rates are fair and reasonable for the number of needs it meets for the Department.
Other options reviewed:
Contracting with the University of Maine. Discussions were held with Dr. Sumon Data, ag engineering faculty, in 2023. However, Dr. Data left the University in mid-2023, and no other faculty member with agricultural irrigation knowledge is available at the University to do the work.
Contract with Maine engineering firms. Conversations with environmental engineering firms for an ancillary Department effort in 2023 (ag water irrigation source development projects for PFAS-impacted farms) only resulted in one response to an RFP. However, that outreach effort demonstrated an overall lack of interest by environmental engineering firms to work on small scale agricultural projects under \$50,000-\$100,000.

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

The Department plans on launching the Farmer Drought Relief grant program in mid-2024. Technical resources like the updated Maine Irrigation Guide are critically needed to assist farmers in preparing and applying for these grants. There is an urgent need to develop the Guide in tandem with the grant program. In the future, when we have more time and determine other needs for the program, we could implement an RFP process for affiliated necessary services.

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) – If Yes, please be aware of the requirements from awarding federal agencies. No – If No, proceed to Part V.**PART V: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):DocuSigned by:
Randy Charette
8F3DD480C23241F...

Typed Name:

Randy charette

Date:

2/6/2024

Signature of DAFS
Procurement Official:DocuSigned by:
Martha Verhille
891CE7A1493D45B...

Typed Name:

Martha verhille

Date:

2/8/2024