

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:	Department of Education/Child Nutrition			
Department Contract Administrator or Grant Coordinator:	Walter Beesley			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 20,000.00	Advantage CT / RQS #:	20210408*2686	
CONTRACT	Proposed Start Date:	May 10, 2021	Proposed End Date:	August 31, 2021
AMENDMENT	Original Start Date:		Effective Date:	
	Previous End Date:		New End Date:	
GRANT	Project Start Date:		Grant Start Date:	September 30, 2018
	Project End Date:		Grant End Date:	September 30, 2021
Vendor/Provider/Grantee Name, City, State:	The Creative Kitchen, LLC 79 Worth Street, #5R New York, NY 10013			
Brief Description of Goods/Services/Grant:	Culinary videos for Child Nutrition Programs, specifically the Child and Adult Care Food Program			

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		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 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

The purpose of this contract is to develop educational videos and culinary videos for the Child and Adult Care Food Program. The videos will showcase several topics to assist program coordinators in feeding the children in their care. Video topics could include: Cooking for picky eaters, Tips for introducing new foods, Encouraging healthy eating & vegetable consumption, Tips for successful taste tests with kids (younger kids; older kids & teens), Making meal- times fun, Menu planning tips for saving \$/Cooking for kids on a budget, Ideas/tips for making more items from scratch, Tips for transitioning kids to healthier foods, Tips for cooking for kids with disabilities and/or food allergies/intolerances, Navigating social/cultural differences in foods/menus/eating habits.

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

Prior to the COVID-19 pandemic, the Child Nutrition office worked with this company to plan an event for CACFP institutions in which Cricket Azima would have been the Keynote Speaker as well as conducting break-out sessions covering the above topics. As this program had to be canceled, due to the pandemic, our office has requested that The Creative Kitchen create videos based on these topics. Cricket is a dynamic professional chef who specializes in cooking for and with children, a kids cooking expert and cookbook author and founder of the Creative Kitchen kids cooking school and a kids food festival in NYC. She has experience as a spokesperson, teaching, family outreach, creating webinars, recipe development as well as recipe testing. Cricket has worked with national companies including Whole Foods Market, Foodnetwork.com and General Mills.

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

The cost of these videos is similar to other videos we have done and also reflects the skills and expertise of the presenter, Cricket Azima.

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



If similar services are required in the future, the RFP process will be used.

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PART III: SUPPLEMENTAL INFORMATION

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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:	Daniel A. Chuhta	Date:	4/13/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	<small>066BBD96EE5347F...</small> Michelle Fournier	Date:	4/15/2021


Certificate Of Completion

Envelope Id: 5477CE0E901B4C4E97E180CD4F58CAC4	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Daniel A. Chuhta
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	Daniel.Chuhta@maine.gov
	IP Address: 64.207.219.71

Record Tracking

Status: Original 4/13/2021 4:44:39 PM	Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Carahsoft OBO Maine Department of Education	Location: DocuSign

Signer Events

Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	Sent: 4/13/2021 4:44:40 PM Viewed: 4/13/2021 4:45:09 PM Signed: 4/13/2021 4:48:21 PM Freeform Signing
	
Signature Adoption: Uploaded Signature Image Using IP Address: 72.231.250.95	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

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	4/13/2021 4:44:40 PM
Certified Delivered	Security Checked	4/13/2021 4:45:09 PM
Signing Complete	Security Checked	4/13/2021 4:48:21 PM
Completed	Security Checked	4/13/2021 4:48:21 PM

Payment Events

Status

Timestamps