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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:		Agriculture, Conservation and Forestry/Animal & Plant Health/CAPS	
Department Contract Administrator or Grant Coordinator:		Karen Coluzzi	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 9,390.00	Advantage CT / RQS #:	CT 01A 20220428*2662
CONTRACT	Proposed Start Date:	5/25/2022	Proposed End Date: 5/20/2023
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:		University of Maine System acting through the University of Maine Cooperative Extension, Orono, ME 04469-5741	
Brief Description of Goods/Services/Grant:		Assist with conducting exotic pest detection surveys for a federally-funded Cooperative Agreement, which is administered through the Maine Dept. of Agriculture, Conservation and Forestry	

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.

With two federal cooperative agreements (AP22PPQFO000C045 and AP22PPQFO000C044), the Department of Agriculture, Conservation and Forestry, through the CAPS Program, will conduct exotic pest surveys in grape vineyards, berry farms, and mixed vegetable farms. Because of limited resources in DACF, CAPS surveys can be more efficiently achieved when staff at the University of Maine Cooperative Extension Highmoor Farm help set up and service insect traps at farms they are already visiting for their IPM monitoring. The USDA has agreed to pay for all survey activities proposed for 2022, and DACF will transfer funds to the University of Maine Cooperative Extension for assisting with survey efforts. The services are not mandated by Maine statute.

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

The Cooperative Extension at Highmoor Farm has infrastructure in place to assist with the insect survey of fruits and vegetables that will make the project more efficient. Based on DACF's knowledge of available resources in the state given specific plant pest expertise, no other government agency in the state has the resources and connections to perform this survey more effectively than the Cooperative Extension's Highmoor Farm staff. The Cooperative Extension at Highmoor Farm has been assisting us with these surveys since 2014.

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

The IPM Specialist at Highmoor Farm provided a financial plan for the work outlined in the workplan submitted to the federal funding agency. The approved federal dollars (\$9,390) would primarily be used to support IPM scouts who will help deploy and service insect traps. The majority of the costs incurred by the scouts will be the responsibility of the Cooperative Extension, and the additional income from our contract will help defray some of the costs.

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

Should another agency or organization, with the proper expertise, resources, infrastructure, and contacts become available, the Department will employ a competitive process, such as an RFP, to obtain the appropriate services.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

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: <i>Amanda E. Beal</i> 20AE3A2882BB4AA		
	Typed Name:	Amanda E. Beal	Date: 5/11/2022
Signature of DAFS Procurement Official:	DocuSigned by: <i>Debbie Jacques</i> 1DFA565D481F42E...		
	Typed Name:	Debbie Jacques	Date: 5/12/2022