

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:		DACF/ARD		
Department Contract Administrator or Grant Coordinator:		Leigh Hallett		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 19,900.00	Advantage CT / RQS #:	20200520*3415	
CONTRACT	Proposed Start Date:	06/15/2020	Proposed End Date:	06/30/2021
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:		MOFGA Unity, ME		
Brief Description of Goods/Services/Grant:		To help Maine farmers scale up and increase sales, particularly to local institutions.		

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

State of Maine Procurement Justification Form

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.

In order to assist the Maine Department of Agriculture, Conservation and Forestry meet its local foods procurement program goals pursuant to 7 MRS §220, including during the current COVID-19 pandemic, Provider will work to help Maine farmers scale up and increase sales, particularly to local institutions.

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

The Local Foods Procurement Program under 7 MRS § 220 requires the Department to provide education and outreach to support local food providers, including farms, that in turn support sales to institutions. Contracting with this vendor allows the Department to directly meet this requirement. The vendor is a very well established agricultural service provider with a proven track record of providing technical assistance to the agricultural community in Maine.

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

The Department believes that the vendor's costs are fair and reasonable given their performance of a number of different, impactful activities that directly and positively benefit a broad audience. The vendor will visit 20 farms to provide in-person consulting services, issue \$8,000 in direct grants to farmers, and author timely market condition reporting for \$19,900.

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

This project is for a set duration only; upon the completion of the vendor's work, the Department does not anticipate continuing to contract for this service at that time.

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>	
	DocuSigned by: <i>Amanda E. Beal</i>	DocuSigned by: <i>Amanda E. Beal</i>
Printed Name:	20AF3A2882BB4AA... 20AF3A2882BB4AA...	Date: 5/29/2020 6/1/2020
Signature of DAFS Procurement Official:	<i>Kathy Paquette</i>	
	DocuSigned by: <i>Kathy Paquette</i>	
Printed Name:	41C2BA36FAF44CD...	Date: 6/3/2020