

## 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:		Agriculture, Conservation and Forestry/Animal & Plant Health/CAPS			
Department Contract Administrator or Grant Coordinator:		Karen Coluzzi			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 6,100	Advantage CT / RQS #:	CT 01A 2021043*3010		
CONTRACT	Proposed Start Date:	6/1/2021	Proposed End Date:	4/30/2022	
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 5741 Libby Hall, Rm 105, Orono, ME 04469-5741			
Brief Description of Goods/Services/Grant:		Assist in conducting exotic pest detection surveys for a Farm Bill Funded Cooperative Agreement, which is administered through the Maine Dept. of Agriculture, Conservation and Forestry			

### 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
<b>X</b>	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

With two federal cooperative agreements (AP21PPQFO000C064 and AP21PPQFO000C140), the Department of Agriculture, Conservation and Forestry, through the CAPS Program, will conduct exotic pest surveys in grape vineyards and on 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 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 2021, 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.

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.

#### 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 (\$6,100) 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: 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>		
	<small>DocuSigned by:</small> <i>Amanda E. Beal</i>		
<b>Printed Name:</b>	Amanda Beal	<b>Date:</b>	6/7/2021
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>Debbie Jacques</i>		
<b>Printed Name:</b>	<small>1DFA565D481F42E...</small> Debbie Jacques	<b>Date:</b>	6/8/2021