

## 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:		DOE – Child Nutrition		
Department Contract Administrator or Grant Coordinator:		Walter Beesley		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	154,166.00	Advantage CT / RQS #:	RQS 20210504*1019	
CONTRACT	Proposed Start Date:	September 1, 2021	Proposed End Date:	June 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:		Nutri-Link – 281 Mavericks Run, Martin, GA 30557		
Brief Description of Goods/Services/Grant:		3rd Year payment - Software for school districts to provide and allow parents to enter confidential information.		

### 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.**

This on-line internet system allows parents to go to one website, choose their child's school, and apply for meal benefits. It also allows SAU staff to retrieve that application data, process and export in any way they need it. This makes the process as simplified and uniformed as possible for both parents and the school.

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### PART III: SUPPLEMENTAL INFORMATION

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

The State Office of Information Technology manages technology needs for the Department of Education. OIT does not have the resources to create an online system; to obtain those resources would require funds in excess of the cost of the NutriLink Systems and the time for development of the system would be in excess of the statutory requirement. Funding was an issue and when corrected and RFP started there was not enough time to complete process and meet Maine Statue 20-A 6601.


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

In response to the request for a fiscal note for the bill which was enacted in the form of this law, the Department gathered quotes from vendors from which the required system would be available. The cost of NutriLink is the lowest.

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

The market is currently limited to a very few companies and market presence is decreasing as companies are merging. The market for these programs does expand due to the finite number of states and school administrative units within those states. The Department will continue to review market offerings and should more become available, a future RFP will be completed for future years.

### 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>		
			
<b>Printed Name:</b>	Daniel A. Chuhta	<b>Date:</b>	6/10/2021
<b>Signature of DAFS Procurement Official:</b>	<i>Michelle Fournier</i>		
	<small>DocuSigned by: 066BBD06EE6347F...</small>		
<b>Printed Name:</b>	Michelle Fournier	<b>Date:</b>	6/11/2021


**Certificate Of Completion**

Envelope Id: 791EE8EB0D2044A6B3BF9433A3A26846	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 2	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelope Stamping: Disabled	IP Address: 64.207.219.135
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

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Storage Appliance Status: Connected	Pool: Carahsoft OBO Maine Department of Education	Location: DocuSign

**Signer Events**

Signer Events	Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	  Signature Adoption: Uploaded Signature Image Using IP Address: 72.231.250.95	Sent: 6/10/2021 9:35:47 AM Viewed: 6/10/2021 9:36:25 AM Signed: 6/10/2021 9:37:14 AM Freeform Signing

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Envelope Sent	Hashed/Encrypted	6/10/2021 9:35:47 AM
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Completed	Security Checked	6/10/2021 9:37:14 AM

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