

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, Summer Food Service Program			
Department Contract Administrator or Grant Coordinator:		Walter Beesley, Adriane Ackroyd			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)		\$47,000.00	Advantage CT / RQS #:		CT 20210409*2710
CONTRACT	Proposed Start Date:	7/1/2021	Proposed End Date:	6/30/2022	
AMENDMENT	Original Start Date:		Effective Date:		
	Previous End Date:		New End Date:		
GRANT	Project Start Date:		Grant Start Date:	7/1/2021	
	Project End Date:		Grant End Date:	9/30/2021	
Vendor/Provider/Grantee Name, City, State:		Brighton Training Group - 434 Market St. Suite 301, Lewisburg, PA 17837			
Brief Description of Goods/Services/Grant:		Training			

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:

- 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

Due to the ongoing COVID-19 pandemic, there continues to be a need for online Summer Food Service Program (SFSP) trainings. Online training modules will be provided for New SFSP Sponsors and Returning SFSP Sponsors to meet the annual requirement. Additional training modules will also be included for continued education for the field on topics such as Recordkeeping, Purchasing, Budgeting, Food Safety, Menu Appeal, and Promotion for the SFSP. Tracking for Department use of training course completion, as well as back-end technical assistance is provided along with the training modules. After the public health emergency, online trainings will still be beneficial to ensure the mandatory trainings are accessible by all.

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

Brighton Training Group was selected as they specialize in providing online training to State Agencies administering the Child and Adult Care Food Program (CACFP) and the SFSP. Brighton's "Bright Track" is an online training and tracking system that automates compliance training for State Agencies administering child nutrition programs, which enables states to deliver the compliance training online and helps to automate the entire training program. No other related or comparable SFSP training software products are available on the market presently. Due to the uniqueness of the product, the limited procurement time, and the lack of availability for substitute products, this vendor is a Single Source/Unique Vendor.

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

This is a Sole Source Contract. Extensive research was done to determine SFSP training software usability. It was found that "Bright Track" is a sole source product, created, distributed, and sold exclusively by Brighton Training Group. No other company makes a similar or competing product. This product must be purchased directly by State Agencies from Brighton Training Group. There are no dealers or agents authorized to represent this product. (Brighton's full Sole Source Procurement Statement available on the annual licensing quote.)

A quote was requested and received, with annual licensing rate based on the size of the state of Maine. Training course modules may be altered and/or removed per their effectiveness, if deemed necessary for subsequent years use. The maximum annual licensing fee is \$47,000.00. This contract will be paid with federal funding.

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

Contract with Brighton Training Group for one licensing year, occurring during Spring/Summer 2022 and evaluate post SFSP 2022 on the training modules efficacy from field response for future years use. Annual licensing fee and contract is required through Brighton and would be renewed if deemed a valuable ongoing resource. Currently, Brighton Training Group is the Sole Source for SFSP specific online training and tracking.

PART IV: APPROVALS

**Signature of requesting
Department's Commissioner
(or designee):**

By signing below, I signify that I approve of this procurement request.



Printed Name:

Daniel A. Chuhta

Date:

6/1/2021

**Signature of DAFS
Procurement Official:**

DocuSigned by:



Printed Name:

066BBD96EE5347F...
Michelle Fournier

Date:

6/11/2021