

## State of Maine Procurement Justification Form

This form must accompany ALL contract requests and sole source requisitions submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below.

### PART I: OVERVIEW

Department Office/Division/Program:		DACF/ARD	
Department Contract Administrator or Grant Coordinator:		Melissa Jordan, Agricultural Promotional Coordinator	
(If applicable) Department Reference #:			
Estimated Contract or Grant Amount:	\$10,500	Advantage CT / RQS #:	RQS 01A 20210706*0012
AMENDMENT	Original Start Date:		New Start Date:
	Original End Date:		New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
ALL OTHER	Proposed Start Date:	9/29/21	Proposed End Date: 10/1/21
Vendor/Provider/Grantee Name, City, State:		New England Produce Council INC 7 Gloria Circle Burlington, MA 01830	
Brief Description of Goods/Services/Grant:		2021 New England Produce Show & Conference space rental. Providing space for multiple Maine agricultural producers.	

### PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request.

	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 QUESTIONS

Please respond to ALL of the following questions.

#### 1. Provide a more detailed description of the goods, services or grant to supplement the response in Part I.

The DACF is looking to participate in the New England Produce Show and Conference in September, with a State of Maine pavilion where the Department promotes agricultural goods. The booth fees are a requirement of this participation to have space reserved for promotion efforts. The show is part of a greater effort to market Maine products.

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### PART III: SUPPLEMENTAL QUESTIONS

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

This is the only organization which can rent out space for this event. The full payment needs to be submitted to the organization upon receipt or the State of Maine's reservation will be forfeited.

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

The same fee is offered for other, similar agencies and states which exhibit at this event.

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

N/A – This is the only organization which oversees the New England Produce Show and Conference. We choose specific events based on current marketing goal/strategy to maximize exposure for Maine producers.

### 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>	<small>DocuSigned by:</small> <i>Amanda E. Beal</i>	
<b>Printed Name:</b>	<small>20AF3A2882BB4AA...</small> Amanda E. Beal	<small>20AF3A2882BB4AA...</small> Amanda E. Beal	<b>Date:</b> 7/13/2021      7/13/2021
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>Justin Franzose</i>		
<b>Printed Name:</b>	<small>AEED9C7B3A8044E...</small> Justin Franzose	<b>Date:</b>	7/20/2021