



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE PROCUREMENT SERVICES
STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		DACF/Animal and Plant Health/Seed Certification		
Department Contract Administrator or Grant Coordinator:		Sita Ghimire, Program Manager		
(If applicable) Department Reference #:				
Agency Department Code:	01A	Advantage CT / RQS #:	20260717*106	
Amount: (Contract/Amendment/Grant)		\$12,034.99		
CONTRACT	Proposed/Original Start Date:	1/1/2026	Proposed/Most Recent End Date:	6/30/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Maine Potato Board, 744 Main St., Suite 1, Presque Isle, ME 04769		
Brief Description of Goods/Services/Grant:		Seed Potato Import Samples Testing for PVY and PLRV		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
☐	A. Competitive Process	☐	G. Grant
☐	B. Amendment	☐	H. State Statute/Agency Directed
☒	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed
☐	D. Proprietary/Copyright/Patents	☐	J. Willing and Qualified
☐	E. Emergency	☐	K. Client Choice
☐	F. Higher Education Cooperative Project	☐	L. Other Authorization

Please respond to ALL of the questions in the following sections.

PART III: SUPPLEMENTAL INFORMATION

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

Importation of seed potatoes has long been an important practice for Maine growers. It allows them to introduce new potato varieties, replace aging seed stocks, improve resistance to pests and diseases, adapt to changing environmental conditions, and meet market and consumer demands. To help maintain the quality of imported seed, the Maine Seed Potato Certification Program has traditionally evaluated representative samples before they are planted on a larger scale. In the past, this was done by growing samples in small test plots (microplots) at the University of Maine's Aroostook Research Farm, where inspectors evaluated varietal purity and tested for regulated diseases, including Potato virus Y (PVY) and Potato leafroll virus (PLRV). Following the COVID-19 pandemic, the microplot testing program at the Aroostook Research Farm was discontinued. To ensure this important quality assurance activity continued, the Seed Certification Program has been evaluating imported seed potato samples at Maine Potato Disease Testing Laboratory for PVY and PLRV.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

The Maine Potato Disease Testing Laboratory, managed by the Maine Potato Board, is the only laboratory in the region with the expertise, facilities, and technical capacity to perform the required testing of seed potatoes samples for the Maine Seed Potato Certification Program. The laboratory is strategically located within Maine's primary seed potato production region, allowing samples to be received, processed, and reported in a timely manner during the planting season. Rapid turnaround of test results is essential so that growers can make informed decisions about whether to continue planting imported seed lots and implement any necessary disease management practices early in the growing season. No other laboratory in the region provides the same combination of specialized seed potato diagnostic capabilities, proximity to Maine's seed potato industry, and ability to deliver results within the timeframes required to support the State's certification and regulatory programs. For these reasons, the Maine Potato Disease Testing Laboratory is the only source capable of meeting the program's technical and operational requirements.

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

Import sample testing and post-harvest sample testing are identical tests conducted on different seed lot at different times of the year. The cost of laboratory-based post-harvest testing was determined in 2018 at **\$130** for a ≤ 200 -tuber sample and **\$150** for a 250-tuber sample. These same rates have also been applied to import sample testing, which typically involves samples of 200 tubers or fewer. Although the cost of laboratory testing has increased over time due to higher prices for laboratory supplies and other operating expenses, the testing fees have remained unchanged. Since laboratory-based import sample testing began in 2024, the established rates have not been changed.

PART III: SUPPLEMENTAL INFORMATION**4. Describe the plan for future competition for the goods or services.**

The Maine Department of Agriculture, Conservation and Forestry is committed to promoting competition whenever practical. The Department will continue to monitor the availability of laboratories and other service providers with the technical expertise, facilities, and quality assurance systems necessary to perform import seed potato testing. Future procurement opportunities will be evaluated periodically to determine whether additional qualified providers are available and capable of delivering equivalent or superior services at a competitive price while meeting the program's quality standards, turnaround time, and regulatory requirements. If such providers become available, the Department will consider using a competitive procurement process for future testing services.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

☐ Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

☐ Yes, ARPA funds (025) or (026) – If Yes, please be aware of the requirements from awarding federal agencies.

☒ No – If No, proceed to Part V.

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

☒ The requesting department's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

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

DocuSigned by:
Nancy McBrady
9BB4BR1276874EC

Typed Name:

Nancy McBrady

Date:

7/20/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II.** The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	

****OSPS Section Only****

Signature of DAFS Procurement Official:	DocuSigned by: <i>Michael McNeil</i> 7008790FB30A449...		
Typed Name:	Michael McNeil	Date:	7/28/2026

NOI 0720260552 7/28-8/3