



PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (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:	Adriane Ackroyd		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 47,000	Advantage CT #:	20210409*2710
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	7/1/2021	Effective Date:
	Previous End Date:	6/30/2022	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Brighton Training Group, Lewisburg, PA		
Brief Description of Goods/Services/Grant:	Online Summer Food Service Program (SFSP) trainings		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input checked="" type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified
<input type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	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.

Due to the ongoing COVID-19 pandemic, there continues to be a need for online Summer Food Service Program (SFSP) trainings. Online training modules are needed to 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. Reference the RFP number, if applicable.

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.

We will continue to research the SFSP training market in the future to determine if other vendors become available. We will plan to follow the competitive bid process if other vendors enter the SFSP training market.

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

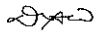
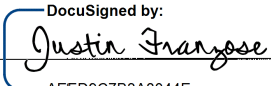
Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Daniel A. Chuhta	Date:	8/4/2022
Signature of DAFS Procurement Official:			
Typed Name:	Justin Franzose	Date:	8/9/2022