



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/ARD	
Department Contract Administrator or Grant Coordinator:		Brittany Peats	
(If applicable) Department Reference #:			
Agency Department Code:	01A	Advantage CT / RQS # :	#: 20240820*0377
Amount: (Contract/Amendment/Grant)	\$16,000		
CONTRACT	Proposed/Original Start Date:	<b>9/1/2024</b>	Proposed/Most Recent End Date: 6/30/2025
AMENDMENT	New Effective Date:	<b>7/20/2025</b>	New End Date (if Applicable): 6/30/26
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Third Sector New England on behalf of Maine Food Convergence Project Boston, MA	
Brief Description of Goods/Services/Grant:		The Convergence works to develop deeper relationships and greater trust to co-create an equitable and thriving food system for Maine. It will continue to represent the perspectives of five statewide food system organizations at the New England Food System Planners Partnership (NEFSPP) meetings and host a one-day, in-person biannual Maine Food Convergence	

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. Higher Education 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.

The Maine Food Convergence Project will continue to represent Maine, along with the Maine Department of Agriculture, Conservation and Forestry, at regular meetings of the New England Food System Planners Partnership, which is working to ensure that 30% of the food consumed in New England is from New England. Their participation will ensure that these regional conversations are better connected to work happening in communities throughout Maine. In addition, they will host a one-day, in-person biannual Maine Food Convergence. The last Convergence saw almost 200 participants, several topic-specific breakout groups, equity-focused panel discussions, and goal setting to strengthen the Maine food system.

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

The Maine Food Convergence Project is supported by five statewide food system organizations: The Maine Network of Community Food Councils, Full Plates Full Potential, Maine Gleaning Network, Maine Youth for Climate Justice, and Maine Farm to Institution. Because of these strong ties to various parts of the Maine food system, they are well-positioned to bring on-the-ground knowledge and concerns to statewide and regional conversations and to convene people around food system change.

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

\$5,000 is allocated to lead the Processing Workgroup, which will host presentations about food distribution infrastructure, procurement of seconds, cold storage infrastructure, and a presentation from RFSI awardees; \$10,000 is allocated to lead Local Food Switchboard activities including the research and creation of a report about the food supply chain assets and gaps; \$1,000 is allocated to attend New England Food System Planners Partnership meetings

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

The Maine Food Convergence Project is uniquely qualified to represent the grassroots of Maine's food system at the New England Food System Planners Partnership and to host a statewide food system convening.

**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) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

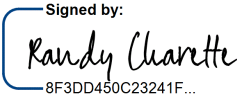
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

*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 signatory understands and acknowledges Maine’s Conflict of Interest statutes.

**PART VI: APPROVALS**

The signature below indicates approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):	Signed by:  8F3DD450C23241F...		
Typed Name:	Randy Charette	Date:	7/29/2025

**PART VII: EMERGENCY – Required only if selecting E. Emergency Justification**

The signature below indicates approval by the Commissioner or designee of this procurement request.

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

Signature of DAFS Procurement Official:	DocuSigned by:  891CE7A1493D45B...		
Typed Name:	Martha Verhille	Date:	8/4/2025