



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, Plant Health, Seed Potato Certification	
Department Contract Administrator or Grant Coordinator:		Sita Ghimire, Program Manager	
(If applicable) Department Reference #:			
Agency Department Code:	01A	Advantage CT / RQS # :	RQS 01A 20250813*0260
Amount: (Contract/Amendment/Grant)	\$16,000		
CONTRACT	Proposed/Original Start Date:	9/1/2025	Proposed/Most Recent End Date: 11/30/2025
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:		Cavendish Farms, Presque Isle, ME	
Brief Description of Goods/Services/Grant:		Rental of storage space for seed potatoes	

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 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 checked="" 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.	
<p>Seventy-three growers, covering approximately 8,800 acres, are registered for certified seed potato production in Maine for FY25. To achieve certification, all seed lots must pass a postharvest laboratory test. This requires collecting potato tubers from each registered grower and preparing them for lab analysis. The process involves storing a large quantity of seed potatoes, treating them with plant hormones to promote sprout growth, and sprouts test for regulated plant pathogens. Therefore, an appropriate tuber storage and tuber sample processing facility is essential for postharvest test and ensuring seed certification on time.</p>	
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.	
<p>The Cavendish Farm Storage Building was selected for single sourcing based on the following key factors:</p> <ol style="list-style-type: none"> 1. Limited availability of suitable space: The region has very few unoccupied commercial buildings that meet the necessary requirements. 2. Existing infrastructure: This building was previously used for potato storage and packing, so it already has the necessary setup including proper insulation and a temperature-controlled room for storing tubers and preparing plant tissue for laboratory testing. 3. Truck accessibility: The facility can accommodate large trucks used to transport potatoes and is equipped with a loading dock for efficient handling. 4. Utility upgrades: The building includes an upgraded electrical system to support lab-related equipment, as well as water and restroom facilities for staff. 5. Proximity to the laboratory: The facility is located just half a mile from the laboratory, allowing for quick and efficient transfer of samples. 	
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	
<p>Before securing the current Cavendish facility in 2017, the department leased a smaller, less-equipped facility in Mapleton for about six weeks each fall at a cost of \$3,500. That space lacked sufficient infrastructure, was located seven miles from the lab, and hindered efficient seed potato sample preparation. In contrast, the current facility is larger, has upgraded electricity and water access, and includes a temperature-controlled room essential for preparing samples for lab testing. It is also centrally located, making it more accessible for growers to drop off seed tubers. The rental period has been extended to 12 weeks to handle increased sample volume and to accommodate sample collection and storage of soil sample for another activity (i.e., Pale Cyst Nematode Survey). Given these operational improvements and expanded use, the negotiated rental cost is considered fair and reasonable. The facility's proximity, infrastructure, and capacity ensure effective processing and testing of seed potato samples.</p>	
4. Describe the plan for future competition for the goods or services.	

PART III: SUPPLEMENTAL INFORMATION

At this time, there are very few, if any, alternative facilities in the area that can meet the specific needs of storing seed potatoes and processing samples for laboratory testing during the required three-month period each year. The current facility is uniquely suited in terms of infrastructure, space, accessibility, and proximity to the lab. However, if a suitable alternative becomes available, DACF will review its cost and features to see if it meets the program’s needs and could be considered in the future.

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):			
Typed Name:	Aimee Carlton	Date:	8/18/2025

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:	Aimee Carlton	Date:	8/18/2025

Procurement Justification Form (PJF)

Signature of DAFS Procurement Official:	Signed by: <i>William J.E. Allen</i> 2D5B6E39F57E44A...		
Typed Name:	william J.E. Allen	Date:	8/19/2025