



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 #:	RQS 01A 202607080*043	
Amount: (Contract/Amendment/Grant)		\$16,000.00		
CONTRACT	Proposed/Original Start Date:	9/1/2026	Proposed/Most Recent End Date:	11/30/2026
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:		Cavendish Farms Inc., Cincinnati, OH		
Brief Description of Goods/Services/Grant:		Rental Space for Collection Storage and Processing of Seed Potatoes for Post-Harvest Test		

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.

Post-harvest testing is one of the major components of the Maine Seed Potato Certification Program. All seed potato lots that pass field inspections must also pass post-harvest testing before they can be certified as Maine Seed Potatoes. During the past three years, an average of about 70 growers planting nearly 9,000 acres participated annually in the certification program, and similar participation is expected in 2026.

The post-harvest testing process requires collection, storage, and laboratory testing of approximately 900 seed potato samples each year. Each sample contains 200 to 300 potato tubers collected from growers. To prepare the potatoes for testing, staff treat the tubers with specialized chemicals that help break dormancy and stimulate sprout growth so they can be tested for important potato viruses. Conducting this work requires a large, well-organized facility with adequate space and appropriate equipment to accomplish the collection, storage, and processing of seed potato samples for lab testing.

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 Cavendish Farms Inc. building in Presque Isle, Maine was selected through a single-source process based on several important operational and logistical factors:

1. There are very few vacant commercial buildings in the region that meet the program's operational requirements.
2. The building was previously used for potato storage and packing and already contains important infrastructure, including proper insulation and temperature-controlled space needed for storing potato tubers and preparing plant samples for laboratory testing.
3. The facility can accommodate large trucks used to transport potatoes and include a loading dock that supports efficient loading and unloading activities.
4. The building has an upgraded electrical system capable of supporting laboratory-related equipment, along with available water and restroom facilities for staff operations.
5. The facility is located approximately half a mile from the laboratory, allowing efficient transportation and handling of samples between the storage and testing locations.

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

Before securing the current Cavendish facility in 2017, the department leased a smaller and less-equipped building in Mapleton for approximately six weeks each fall at a cost of \$3,500 annually. That facility lacked adequate infrastructure, was located about seven miles from the laboratory, and limited the efficient preparation and handling of seed potato samples.

In comparison, the current Cavendish facility provides significantly improved operational capacity. The building is larger, includes upgraded electrical and water systems, and contains a temperature-controlled room that is essential for storing and preparing potato samples for laboratory testing. The

PART III: SUPPLEMENTAL INFORMATION

facility is also centrally located, making it more convenient for growers to deliver seed potato samples.

In recent years, the rental period has been expanded from one and half months to three months to accommodate increased sample volume and additional program activities, including collection, storage and processing of soil samples for the Pale Cyst Nematode Survey. In addition, the rental cost for this year remained the same as in 2025. Considering the facility's infrastructure, location, operational benefits, and expanded program use, the negotiated rental cost is considered fair and reasonable.

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

At this time, there are very few, if any, alternative facilities in the area that can meet the program's operational needs for storing seed potatoes and preparing samples for laboratory testing during the approximately three-month testing period each year. The current facility is well suited for the program because it provides the necessary space, infrastructure, accessibility, and close proximity to the laboratory.

If another suitable facility becomes available in the future, the Maine Department of Agriculture, Conservation and Forestry (DACF) will review its cost, condition, and operational suitability to determine whether it could meet the program's needs.

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.

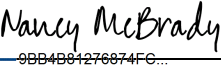
☒ No – If No, proceed to Part V.

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

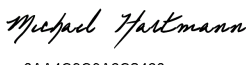
Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

☒ 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:  9BB4B84276874FC...		
Typed Name:	Nancy McBrady	Date:	7/14/2026
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 <u>designee specifically authorized to approve emergency procurement requests.</u>			
Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	

****OSPS Section Only****

Signature of DAFS Procurement Official:	Signed by:  0AA4C3C8A6C2460...		
Typed Name:	Michael Hartmann	Date:	8/3/2026