

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW

Department Office/Division/Program:		DACF/BAFRR		
Department Contract Administrator or Grant Coordinator:		Amanda E. Beal		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 23,300.00	Advantage CT / RQS #:	RQS 01A 20200908*0289	
CONTRACT	Proposed Start Date:	10/01/2019	Proposed End Date:	09/30/2020
AMENDMENT	Original Start Date:		Effective Date:	
	Previous End Date:		New End Date:	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		NASS Harrisburg, PA		
Brief Description of Goods/Services/Grant:		4 End-of-Season Surveys for Berries, Grapes, Tree Fruits, and Vegetables		

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

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

The United States Dept. of Agriculture, National Agricultural Statistics Services (USDA, NASS) is the federal agency responsible for conducting hundreds of surveys across the country and preparing reports that cover every aspect of U.S. agriculture. Each year, NASS enters into multiple cooperator agreements with the State of Maine to conduct surveys of Maine growers of tree fruits, berries, grapes, and vegetables to collect data and estimate prices and yields of various commodities. This information is then published for use by growers to

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PART III: SUPPLEMENTAL INFORMATION

make planting and marketing decisions, and by government agencies to formulate sound policies that affect the agricultural industry. The USDA Farm Service Agency may also use this date for the administration of disaster payments to Maine farmers. The Agreements are normally sent in the spring/summer while the invoices for the surveys are sent in the Fall. This year there was staff turn over in both agencies, which delayed the normal process. Once both agencies were staffed, the process was delayed yet again with COVID-19.

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

NASS is a federal agency providing the staffing and other resources necessary to conduct the surveys and publish the data in accordance with the Cooperator Agreements, found attached to this RQS document. The Department does not have the available staffing and other resources to perform the state-wide surveys, data compilation, and reporting. NASS performs these duties on a national scale, and therefore the methods of data collection and reporting are consistent across the country.

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

NASS determines the cost of staffing, materials, publication costs, and other expenses needed to conduct these surveys, as defined in the budget sections of the attached Cooperator Agreements. Upon review and approval of the Agreements, the Department finds these costs to be fair and reasonable.

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

NASS is the only agency that conducts these surveys on a national scale, and is the primary source of data regarding U.S. Agriculture. Therefore it is the only agency available to perform these services to meet its core mission of providing timely, accurate, and useful statistics regarding U.S. Agriculture.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<small>DocuSigned by:</small> <i>Randy Charette</i>	<small>DocuSigned by:</small> <i>Amanda E. Beal</i>	
Printed Name:	8F3DD450C23241F...	20AF3A2882BB4AA...	Date: 9/14/2020 9/18/2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>William Allen</i>		
Printed Name:	2D5B8E39F57E44A... William Allen	Date:	9/24/2020

NOI 0920200906 09/24/2020 - 09/30/2020