

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/Animal and Plant Health			
Department Contract Administrator or Grant Coordinator:		Ann Gibbs			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 31,500.00	Advantage CT / RQS #:	CT 01A 20210804*271		
CONTRACT	Proposed Start Date:	10/15/21	Proposed End Date:	6/30/24	
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:		Maine Potato Board Presque Isle, Maine			
Brief Description of Goods/Services/Grant:		Annual funding to support the Maine Potato Disease Testing Laboratory in Presque Isle for FY22, FY23 and FY24.			

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

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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.

These contract funds are utilized to help maintain the availability of a USDA/APHIS certified plant disease diagnostician in the state laboratory that is operated by the Maine Potato Board. The laboratory is necessary to perform testing of potato foliage and tubers so Maine potato growers can meet North American Seed Certification Standards for the major potato diseases such as Potato Virus Y, Leafroll Virus, Late Blight and Bacterial Ring Rot.

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

The lab was previously operated by the State, but due to fiscal constraints the Department now contracts with the Maine Potato Board to operate the laboratory as a requirement of the transfer of management and operation of the laboratory. This is the only lab in the state available to do this testing.

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

A \$5,000 payment was negotiated in the original agreement in 2010 between the Department of Agriculture, Conservation and Forestry and the Maine Potato Board. The payment was increased to \$10,500/year in 2016 to cover the costs of additional space that is needed to accommodate the increased volume of testing and the added expenses to run the facility.

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

This is the only lab certified as a Potato Disease Testing Laboratory in the state. The lab is operated by the Maine Potato Board for the state of Maine.

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>Amanda E. Beal</i> <small>20AF3A2002BD4AA...</small>		
Printed Name:	Amanda E. Beal	Date:	9/24/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Debbie Jacques</i> <small>1DFA665D481F42E...</small>		
	Printed Name:	Debbie Jacques	Date: