



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

DIVISION OF PROCUREMENT SERVICES

STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

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 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:		Eric Hitchcock, Manager		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 11,500	Advantage CT / RQS #:	RQS 01A 2023*0366
CONTRACT	Proposed Start Date:	9/15/2023	Proposed End Date:	11/15/2023
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:		Cavendish Farms Presque Isle, Maine		
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 type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University 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 Cavendish Farms storage building was procured due to a number of factors, the most crucial was its availability in an area with limited unoccupied commercial space. Another factor was since the building was used previously as a potato storage and packing facility it has the needed infrastructure already in place to be used for the storage of seed potatoes being prepped for post-harvest testing. The facility is able to unload large trucks with features such as a loading dock and also an insulated room that is used to warm the potatoes prior to testing. The building has upgraded electricity for use of our equipment along with water and bathroom facilities for the staff.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

Cavendish farms was selected since the Department has rented storage space from them before in Mapleton and has a working relationship already established with the company. As mentioned earlier there is practically no alternative for a facility that has the needed infrastructure to accommodate temporary potato storage. Cavendish Farms is no longer farming but has maintained its commercial buildings with the intent of leasing them to other agricultural entities.

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

Prior to securing the current Cavendish facility, the department leased for a period of approximately 6 weeks for several falls a Cavendish facility in Mapleton. This facility cost \$3,500 for the duration of time and was significantly smaller than the current facility which somewhat hindered the seed potato preparation for testing process. The current facility is much larger, has better infrastructure, including electricity and water. It is more centrally located for farmers to drop off their samples. The period of rental has also been extended to 8 weeks due to changes resulting from not sending seed samples to Florida for winter grow out.

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

In this case, there is not much in the way of competition or alternative facilities at this time in the area that can accommodate the storage of seed potatoes and the preparation process for the time period specified. If an alternative facility is identified in the future the department can look at the cost and the infrastructure to see if it can accommodate our needs.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

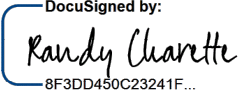
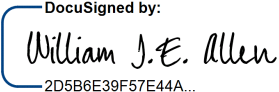
Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	 DocuSigned by: <i>Randy Charette</i> 8F3DD450C23241F...		
Typed Name:	Randy Charette	Date:	9/11/2023
Signature of DAFS Procurement Official:	 DocuSigned by: <i>William J.E. Allen</i> 2D5B6E39F57E44A...		
Typed Name:	william J.E. Allen	Date:	9/12/2023

NOI 0920230996 09/12/2023 - 09/18/2023