



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:		Education / Office of Innovation	
Department Contract Administrator or Grant Coordinator:		Beth Lambert	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 5,391.75	Advantage CT / RQS #:	RQS 05A 20230913000000000429
CONTRACT	Proposed Start Date:	7/17/2023	Proposed End Date: 7/28/2023
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:		Richard Desjardin, Lewiston, Maine	
Brief Description of Goods/Services/Grant:		Catering Services	

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.

Breakfast and lunch service for up to 72 people per day over four days in support of Learning Standards Writing Team all-day collaborative work session at the Cross Office building.

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

Vendor provided various catering options, including accommodation for specific dietary needs. Supplied additional services at no charge, including timely delivery, set-up and tear down. This allowed staff to maintain a high-level of engagement in their work.

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

Costs were determined as fair and reasonable as they were within per diem rate, funding allocated through General Funds.

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

As necessary and possible in the future, we will use one of the providers under the catering PQVL or the competitive process.

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):



Typed Name:

Daniel A. Chuhta

Date:

9/19/2023

Signature of DAFS
Procurement Official:

DocuSigned by:



066BBD96EE5347F...

Typed Name:	Michelle Fournier	Date:	9/21/2023
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Daniel.Chuhta@maine.gov
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Maine Department of Education
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