



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:		Agricultural Resource Development	
Department Contract Administrator or Grant Coordinator:		Brittany Peats	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 25,000	Advantage CT / RQS #:	20240815*341
<b>CONTRACT</b>	Proposed Start Date:	<b>9/1/2024</b>	Proposed End Date: 6/30/2025
<b>AMENDMENT</b>	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Healthy Community of the Capital Area 11 Mechanic St Suite 101 Gardiner, Maine 04345	
Brief Description of Goods/Services/Grant:		Healthy Communities of the Capital Area's Maine Farm to Institution Network Coordinator will work closely with DACF's Local Foods Procurement Planning and Research Associate on a range of activities to increase farm to institution in the state, including a work group, site tours, and an event.	

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.

<b>PART III: SUPPLEMENTAL INFORMATION</b>	
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.	<p>Healthy Communities of the Capital Area’s Maine Farm to Institution Network Coordinator will work closely with DACF’s Local Foods Procurement Planning and Research Associate on a range of activities to increase farm to institution in the state. HCCA will facilitate the Institutional Buying and Selling Workgroup; the goal of the workgroup is to encourage more local food producers to connect with and sell to institutional buyers The work group will tour site(s) of food producers, processors, aggregators, distributors, and buyers to strengthen understanding of the Maine institutional food supply chain. HCCA will also co-host an in person Connecting Buyers and Sellers event to bring together food producers and institutional buyers to strengthen relationships and increase local sales.</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	<p>Healthy Communities of the Capital Area has led the Maine Farm to Institution Network since 2015. It has brought farmers, producers, fishermen, schools, colleges, hospitals, and prisons together to share information and identify challenges and opportunities. They have also leveraged funds and hosted events to strengthen farm to institution. The goals of this network are to focus on farm to institution in Maine to help build a healthy and sustainable regional food system and align very closely with the state goal to support state funded institutions to purchase 20% local food by 2025. Healthy Communities of the Capital Area has expertise in farm to institution as well as an established network.</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>\$10,000 is allocated for co-facilitating the Institutional Buying and Selling Workgroup. \$5,000 is allocated for site visits of producers and institutional buyers. \$10,000 is allocated to host an in-person event to connect local food producers and institutional buyers.</p>
4. Describe the plan for future competition for the goods or services.	<p>Healthy Communities of the Capital Area is uniquely qualified to collaborate with DACF to expand farm to institution.</p>

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

Does this request utilize ARPA/MJRP funds?
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
<input checked="" type="checkbox"/> No – If No, proceed to Part V.

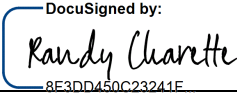
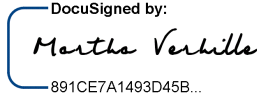
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

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 signatory understands and acknowledges Maine’s Conflict of Interest statutes.

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:	Randy Charette	Date:	8/28/2024
Signature of DAFS Procurement Official:			
Typed Name:	Martha verhille	Date:	9/5/2024