



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE PROCUREMENT SERVICES
STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		DACF/ARD/RFSI		
Department Contract Administrator or Grant Coordinator:		Michelle Webb		
(If applicable) Department Reference #:				
Agency Department Code:		Advantage CT / RQS #:	CT 20240820*0377	
Amount: (Contract/Amendment/Grant)	\$76,000			
CONTRACT	Proposed/Original Start Date:	0A	Proposed/Most Recent End Date:	6/30/2026
AMENDMENT	New Effective Date:	7/1/2026	New End Date (if Applicable):	12/31/2026
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Third Sector New England on behalf of Maine Food Convergence Project Boston, MA		
Brief Description of Goods/Services/Grant:		Develop deeper relationships and greater trust to co-create an equitable and thriving food system for Maine and to invest in supply chain coordination efforts that aim to build resilience in the middle of Maine's food supply chain.		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
☐	A. Competitive Process	☒	G. Grant
☒	B. Amendment	☐	H. State Statute/Agency Directed

☒	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed
☐	D. Proprietary/Copyright/Patents	☐	J. Willing and Qualified
☐	E. Emergency	☐	K. Client Choice
☐	F. Higher Education Cooperative Project	☐	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 Provider will continue to represent Maine, along with the Maine Department of Agriculture, Conservation and Forestry, at regular meetings of the New England Food System Planners Partnership, which is working to ensure that 30% of the food consumed in New England is from New England. Their participation will ensure that these regional conversations are better connected to work happening in communities throughout Maine. Additionally, the USDA AMS RFSI team required states with unspent grant funds to contract with entities to facilitate supply chain coordination activities. The funds added will continue to support the planning, coordination, delivery, and follow-up of supply chain activities.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

Third Sector New England on behalf of Maine Food Convergence Project is supported by five statewide food system organizations: The Maine Network of Community Food Councils, Full Plates Full Potential, Maine Gleaning Network, Maine Youth for Climate Justice, and Maine Farm to Institution. Because of these strong ties to various parts of the Maine food system, they are well-positioned to bring on-the-ground knowledge and concerns to statewide and regional conversations and to convene people around food system change.

The Maine Food Convergence is already working with RFSI recipients through the New England Feeding New England State Planner's partnership and is approved by the USDA AMS to conduct this supply chain coordination work.

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

The \$76,000 amendment amount was allocated in accordance with USDA AMS RFSI guidance and approvals. The funding is distributed among the supply-chain coordination objectives and activities identified in the attached Scope of Work and budget. The funds will be used for eligible RFSI supply-chain coordination activities in accordance with the applicable grant requirements.

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

The additional funds added are from a one-time grant program. If funding becomes available again a RFA process will be initiated with the USDA AMS RFSI program.

Does this request utilize ARPA/MJRP funds?

☐ Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

☒ Yes, ARPA funds (025) or (026) – If Yes, please be aware of the requirements from awarding federal agencies.

☐ 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's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):

DocuSigned by:

9BB4B81276874FC...

Typed Name:

Nancy McBrady

Date:

9/1/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting
Department's Commissioner
(or designee):

Typed Name:

Date:

****OSPS Section Only****

Signature of DAFS Procurement Official:	Signed by: Sterling Doiron 4C537C52B586437...		
Typed Name:	sterling doiron	Date:	9/8/2026

Certificate Of Completion

Envelope Id: FFF73DA2-0C8C-84DC-813D-3EC6BAE98E73

Status: Completed

Subject: Complete with Docusign: MFC PJF.pdf

Source Envelope:

Document Pages: 4

Signatures: 1

Envelope Originator:

Certificate Pages: 1

Initials: 0

Sterling Doiron

AutoNav: Disabled

77 State House Station

Envelopeld Stamping: Disabled

111 Sewall Street

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Augusta, ME 04333

Sterling.Doiron@maine.gov

IP Address: 198.182.163.113

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Status: Original

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9/8/2026 7:20:59 AM

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Signer Events

Sterling Doiron

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Sterling Doiron

Security Level: Email, Account Authentication
(None)

Signature

Signed by:

Sterling Doiron

4C537C52B586437...

Signature Adoption: Pre-selected Style

Using IP Address: 198.182.163.113

Timestamp

Sent: 9/8/2026 7:21:05 AM

Viewed: 9/8/2026 7:21:10 AM

Signed: 9/8/2026 7:21:29 AM

Freeform Signing

Electronic Record and Signature Disclosure:

Not Offered via Docusign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

9/8/2026 7:21:05 AM

Certified Delivered

Security Checked

9/8/2026 7:21:10 AM

Signing Complete

Security Checked

9/8/2026 7:21:29 AM

Completed

Security Checked

9/8/2026 7:21:29 AM

Payment Events

Status

Timestamps