

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:		MCDC/Division of Disease Prevention/WIC		
Department Contract Administrator or Grant Coordinator:		Chris Moiles/Lisa Munster		
(If applicable) Department Reference #:		CD0-22-4681		
Amount: (Contract/Amendment/Grant)	\$ 7,500.00	Advantage CT / RQS #:	10A CT 20210929000000000876	
CONTRACT	Proposed Start Date:	9/1/2021	Proposed End Date:	11/30/2021
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:		Peapod Nutrition		
Brief Description of Goods/Services/Grant:		WIC Speaker Fees		

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

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.
WIC is responsible for providing an annual educational event for the contracted Local Agencies. Continuing Education is a requirement of the Local Agencies. This contract is for a Keynote speaker for this year's conference on October 1, 2021. This contract will cover both the morning and the afternoon key notes.

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PART III: SUPPLEMENTAL INFORMATION

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

Alicia Simpson is the proprietor of PeaPod Nutrition in Atlanta; she is qualified in both nutrition and breastfeeding education. Her presentation will be tailored to Maine's needs including offering staff exposure to a diverse background. Alicia will be doing both Keynote presentations, one on nutrition and one on breastfeeding.

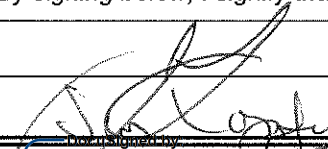
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

WIC Admin will cover the costs, Alicia's fee is 7,500.00 for both presentations which is similar to the price WIC paid for Jill Castle in 2019, who did an ¾ day presentation at Maple Hill Farm. Speaker expenses are set aside in each year's budget for the annual conference. This year there will be no facility rental as we will be virtual.

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

Each year WIC will be providing an annual educational conference for staff, we solicit/seek new speakers each year to continue learning about new topics.

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>		
Printed Name:		Date:	27 - Oct - 21
Signature of DAFS Procurement Official:	<i>Kathy Paquette</i>		
Printed Name:	41C2BA36FAF44CD... Kathy Paquette	Date:	10/29/2021