



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:		DHHS/OFI/SNAP-Ed		
Department Contract Administrator or Grant Coordinator:		Althea Harris / Matt Galletta		
(If applicable) Department Reference #:		OFI-24-351		
Amount: (Contract/Amendment/Grant)	\$5,410,366.00	Advantage CT / RQS #:	CT 10A 20230802000000000244	
CONTRACT	Proposed Start Date:	10/01/2023	Proposed End Date:	9/30/2024
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:		University of New England Biddeford, Maine		
Brief Description of Goods/Services/Grant:		Implementing agency of Maine SNAP-Ed program		

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before 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 checked="" type="checkbox"/>	L. Other Authorization – RFP Extended

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 Maine SNAP-Ed Implementing Agency will continue to implement a Statewide nutrition education program called Maine SNAP-Ed, as detailed in a federal plan approved and funded by USDA-Food and Nutrition Services, for one additional year.

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

The provider was selected through competitive bidding RFP 201709158. This procurement ended on 9/30/2023.

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

In the annual allocation of SNAP-Ed funds, USDA Food and Nutrition Services makes funds available to Maine, which the Department has determined will benefit SNAP-Ed programming for SNAP eligible Mainers experiencing food insecurity. The Department contracts with UNE to deliver this programming, which includes multiple sub-recipient contracts in all sixteen (16) counties. The Department found the costs to be consistent with prior programming years and within the amount available from federal funding.

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

The Department intends to RFP these services (CADB# OFI20224) for a 10/1/2024 contract start date.

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>Debra Downer</i> 5DC6307B8558482...		
Typed Name:	Debra Downer, Deputy Director for Competitive Procurement	Date:	Aug-14-2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>David Morris</i> 2A644AF5681F482...		
Typed Name:	David Morris	Date:	10/10/2023