



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:		Department of Agriculture, Conservation & Forestry/Quality Assurance & Regulations/FSMA		
Department Contract Administrator or Grant Coordinator:		Michelle Newbegin		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 17,500.00	Advantage CT / RQS #:	20210917*713
CONTRACT	Proposed Start Date:		Proposed End Date:	
AMENDMENT	Original Start Date:	11/8/2021	Effective Date:	7/1/2023
	Previous End Date:	6/30/2023	New End Date:	6/30/2024
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		University of Maine System acting through the University of Maine, Orono, ME		
Brief Description of Goods/Services/Grant:		Provide Produce Safety Rule Trainings and On Farm Readiness Reviews in support of the Food Safety Modernization Act (FSMA)		

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 checked="" 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 checked="" 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.

MDACF has been awarded a grant from FDA to implement the Produce Safety Rule (PSR) of the Food Safety Modernization Act (FSMA). Successful implementation of FSMA's new produce safety standards is especially dependent on partnership between FDA and the states, both to deliver education and technical assistance as well as provide on-going compliance support and oversight.

FDA is committed to developing training and technical assistance. Food industry training is an essential component of successful implementation of FSMA. The FDA has been working with the US Dept of Agriculture (USDA), state agriculture departments, the Produce Safety Alliance and the Sprouts Safety Alliance, as well as others, to make sure there are numerous resources available for training, education and technical assistance to aid farmers with implementation of the Produce Safety Rule. The agency is planning to use a number of approaches, including guidance documents to give farmers the tools they need to comply with the new regulations. The agency released a training strategy to support compliance with the FSMA rules. On-Farm Readiness Reviews are designed to help produce growers prepare for on farm inspections conducted under the FSMA PSR. OFRR reviewers are needed to conduct the on-farm assessments.

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

The unique nature of this training and the farmers it needs to reach necessitates DACF utilizing University of Maine's Cooperative Extension. The Extension works closely with agricultural organizations and regulatory agencies to assist farmers. This will enable them to successfully reach the intended agricultural community who will be the most affected by FSMA. Only those who have attended the necessary trainings can perform the required services of this contract. UMCE staff have successfully attended the necessary trainings which makes them uniquely qualified to perform these services.

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

Costs are based on staff time for a documented registration program, coordination of meeting space, associated activities as well as teaching the Produce Safety Alliance's approved curriculum. Costs are also based on contractor time to perform On-Farm Readiness reviews, answer questions, and provide guidance after the reviews to ensure compliance as well as travel time and expenses. The costs are well within industry norms and therefore are fair and reasonable.

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

DACF will continue to look for service providers that can provide the same services at an affordable price.

**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>Amanda E. Beal</i> <small>20AF3A2882BB4AA...</small>		
Typed Name:	Amanda E. Beal	Date:	10/12/2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>Martha Verhille</i> <small>891CE7A1493D45B...</small>		
Typed Name:	Martha Verhille	Date:	10/16/2023