



## PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 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:		Department of Economic and Community Development, Office of Business Development		
Department Contract Administrator or Grant Coordinator:		Charlotte Mace		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 26,000	Advantage CT / RQS #:	CT19A20241029000000001112
CONTRACT	Proposed Start Date:	10/15/2024	Proposed End Date:	11/30/2024
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:		Maine Center for Entrepreneurs, Portland, ME		
Brief Description of Goods/Services/Grant:		Promotion and support of seafood business-to-business activities		

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.

**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.

This specialized activity was identified in early discussions with stakeholders in the seafood industry. This business-to-business opportunity is a one-time activity that has important information to inform the development of other seafood product marketing efforts and economic development.

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

The Maine Center for Entrepreneurs (MCE) is a key leader in developing seafood business capacity for sales. Their Food Producer Showcase is an annual event that convenes regional buyers for Maine food products. MCE maintains a key relationship with the Department of Marine Resources (DMR) relating to the SeafoodfromMaine.com website, which features Maine’s licensed dealers and the Seafood Economic Accelerator for Maine program, an industry coalition dedicated to economic growth within the industry to generate and expand market data for seafood. MCE has existing relationships, skill sets, and capacity to execute on this effort and fulfills a unique role in the business development landscape in seafood.

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

The Office of Business Development reviewed the costs and determined that they were reasonable.

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

This is intended as a one-time investment; there is no plan for further competition.

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

Does this request utilize ARPA/MJRP funds?

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

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

No – If No, proceed to Part V.


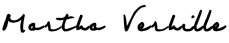
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

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 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:	Heather Johnson	Date:	10/24/2024
Signature of DAFS Procurement Official:	DocuSigned by:  891CE7A1493D45B...		
Typed Name:	Martha Verhille	Date:	10/30/2024