



## 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:		DOL/BRS/DBVI		
Department Contract Administrator or Grant Coordinator:		Diane Frigon		
(If applicable) Department Reference #:		Click or tap here to enter text.		
Amount: (Contract/Amendment/Grant)		\$ 6,775	Advantage CT / RQS #:	RQS 12A 20211110000000000538
CONTRACT	Proposed Start Date:	<b>11/4/2021</b>	Proposed End Date:	3/1/2022
AMENDMENT	Original Start Date:	Click or tap to enter a date.	Effective Date:	Click or tap to enter a date.
	Previous End Date:	Click or tap to enter a date.	New End Date:	Click or tap to enter a date.
GRANT	Project Start Date:	Click or tap to enter a date.	Grant Start Date:	Click or tap to enter a date.
	Project End Date:	Click or tap to enter a date.	Grant End Date:	Click or tap to enter a date.
Vendor/Provider/Grantee Name, City, State:		Avanti Markets, Inc., Renton WA		
Brief Description of Goods/Services/Grant:		Self-contained/Self-service Micro Market set up		

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.

The Division for the Blind and Visually Impaired, Business Enterprise Program (DBVI BEP) is setting up a new self-contained and self-service Micro Markets on a Community College campus. Over 10 years ago, DBVI BEP entered into a "User Agreement" with "Avanti" to furnish equipment and provide technical support to the Business Enterprise Program (BEP) Managers who run the Markets as well as the BEP staff. BEP Managers of Micro Markets are self-employed and may or may not hire employees to assist with various aspects of the business. By State and Federal law, the BEP is allowed and mandated to set up food and beverage services i.e. through Micro Markets, Snack Bars, Cafeterias and Vending operations in State, Federal and Municipal locations.

Equipment essential to the success and operation of this Market include, coolers, freezers, security cameras and Kiosks. Having this equipment helps to provide customers with 24-7 access to food, beverages and other commodities. The first Avanti Micro Market was set up in 2008 and the BEP continues to work with this company to maximize its investment (time and training for managers and SLA staff as well as initial and replacement equipment) and to provide consistency throughout the State of Maine for all potential BEP managers interested in Micro Market operations. The Community College Campus that we are targeting for this Micro Market has students, faculty and visitors who will use this facility on a daily basis. The BEP places a high priority on being responsive to requests for food and beverage services and being committed to blind and visually impaired individuals who desire to be successfully self-employed.

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

DBVI BEP entered into a "User Agreement" with "Avanti" (the manufacturer) over a decade ago to furnish equipment and provide technical support to the Business Enterprise Program (BEP) Managers who run the Markets as well as the BEP staff. This information, software for self-checkout Kiosks and other equipment is proprietary and not available through other companies and sources. The first Avanti Micro Market was set up in 2008 and the BEP continues to work with this company to maximize its investment (time and training for managers and SLA staff as well as initial and replacement equipment) and to provide consistency throughout the State of Maine for all potential BEP managers interested in Micro Market operations.

In this situation with the Avanti Micro Market, obtaining bids from other companies would result in added costs to change a whole system of Kiosks, cameras, DVR's and other proprietary equipment throughout the State. The BEP currently has 7 Micro Markets in place.

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

**PART III: SUPPLEMENTAL INFORMATION**

There are no government entities (local, other state or federal agencies) that can provide this item and service. BEP Administrator met with Procurement services on November 4, 2021 to discuss the unique aspects of ordering Micro Market equipment for facility set up. Approval to proceed with the PJF and RQS was given.

The first Avanti Micro Market was set up in 2008 and the BEP continues to work with this company to maximize its investment (time and training for managers and SLA staff as well as initial and replacement equipment) and to provide consistency throughout the State of Maine for all potential BEP managers interested in Micro Market operations.

The Micro Market Industry is growing rapidly, particularly in a world that has changed during the pandemic. In order to remain competitive, Avanti (trademark and company name) must have competitive rates that are fair and reasonable to attract new customers and retain existing customers.

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

The DBVI BEP continuously evaluates its acquisition of equipment and services. Factors not only include cost of equipment but warranties, service and technical assistance provided. In this situation with the Avanti Micro Market, obtaining bids from other companies may result in added costs to change a whole system of Kiosks, cameras, DVR's and other proprietary equipment throughout the State. The BEP currently has 7 Micro Markets in place.

**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):			11/16/2021
Typed Name:	Kimberly A Smith, Deputy Commissioner	Date:	Click or tap to enter a date.
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	1DFA565D481F42E... Debbie Jacques	Date:	Click or tap to enter a date. 11/17/2021