



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE 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 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:		Agriculture, Conservation and Forestry	
Department Contract Administrator or Grant Coordinator:		Brooklyn Bolduc	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 647,985	Advantage CT / RQS #:	CT 01A 20240423*2912
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT	Original Start Date:	5/1/2024	Effective Date: Click or tap to enter a date.
	Previous End Date:	4/30/2025	New End Date: 6/30/2026
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Maine Federation of Farmers' Markets Freeport, Maine	
Brief Description of Goods/Services/Grant:		Nutrition Incentives	

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 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 RFP results from *LD 568, An Act to Provide Funding for the Fund to Address Food Insecurity and Provide Nutrition Incentives*, which establishes ongoing General Fund appropriations of up to \$600,000 to the Fund to Address Food Insecurity and Provide Nutrition Incentives within the Department of Agriculture, Conservation and Forestry. LD 568 directs the Department to select and contract with an organization based in the State that supports local food producers, local food production, or low-income individuals receiving food and nutrition assistance.

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

MFFM has been implementing nutrition incentive programs with several other local food organizations for a decade. This contract represents a coalition of these food security organizations. The reach of these funds extends to all 16 Maine counties, building on and increasing access to existing nutrition incentive programs. MFFM also has a demonstrated ability to leverage funds received through State channels to receive additional funds from local, federal, or private sources. By representing a broad coalition of partners who implement a range of strategies, this proposal will ensure that participants in federal nutrition assistance programs spend more of their nutrition assistance benefits on local food. The associate RFP is #202312250.

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

MFFM described a work plan that will allow them to leverage additional funding from other sources as a result of being awarded this funding. Their budget demonstrated a diversity of impactful uses of these state funds from direct nutrition incentives to participants of federal food and nutrition assistance programs as well as the outreach and administration needed to promote and implement these programs. The Review Committee identified that the budget presented an efficient and responsible use of funds to meet the Department’s desired outcome. Additionally, the Department’s RFP Review Process included a Resource Administrator who reviewed the budget for completeness and accuracy.

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

This RFP and the accompanying contract allow for contract renewal if there are additional funds available.

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).

<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
<input checked="" type="checkbox"/> No – If No, proceed to Part V.

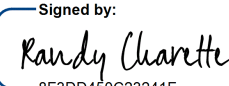

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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](#).

<input checked="" type="checkbox"/> 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):	Signed by:  <small>8E3DD450C23241F</small>		
Typed Name:	Randy Charette	Date:	12/11/2024
Signature of DAFS Procurement Official:	DocuSigned by:  <small>2939B60E4826405...</small>		
Typed Name:	Michelle Fournier	Date:	12/23/2024