



**PROCUREMENT JUSTIFICATION FORM (PJF)**

**PART I: OVERVIEW**

Department Office/Division/Program:		Economic & Community Development Maine Film Office		
Department Contract Administrator or Grant Coordinator:		Steve Lyons, Director		
Agency Department Code:	19A	Advantage CT / RQS #:	20260106*1496	
Amount: (Contract/Amendment/Grant)		\$62,500.00		
CONTRACT	Proposed/Original Start Date:	1/9/2026	Proposed/Most Recent End Date:	6/30/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Maine Film Association Portland, ME		
Brief Description of Goods/Services/Grant:		Economic impact of the film and visual media production industry in Maine		

**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. Higher Education Cooperative Project	<input type="checkbox"/>	L. Other Authorization

**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 study provides for a comprehensive research initiative to assess the current and potential economic contributions of the film and media industry in Maine. The goal is to equip the Maine Film Association and industry stakeholders with rigorous data and case-based insights to guide future decision-making. For Maine, the opportunity to attract greater levels of film and media production presents several potential benefits, including economic stimulus, job creation and workforce diversification, infrastructure development,

**PART III: SUPPLEMENTAL INFORMATION**

tourism and state branding, student and graduate retention, and competitive positioning. The study will provide evidence-based insights to inform discussions around revising current incentives or implementing new programs, to further develop local production capacity and attract outside film production to the state.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

As the only statewide organization representing the film and visual media production industry in Maine, the Maine Film Association's mission is to advance the art, craft, and business of filmmaking in Maine. The Maine Film Association brings together media professionals, students, and production companies working to create better business, educational, and networking opportunities for people working in the film and media industries in Maine.

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

Through discussions with industry members and staff, the Maine Film Office is confident the costs and rates for a study of this size and scope are fair and reasonable.

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

This study will be used for 5 years, if over time more of these services are needed, MFO will create an RFP.

**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) or (026) – 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**

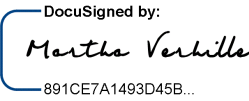
*Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).*

The requesting department's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

**PART VI: APPROVALS**

Governor/Department Commissioner or Designee			
1. The signature below indicates approval of this procurement request.			
Signature of requesting Department's Commissioner (or designee):	<i>Michael A. Duguay</i>		
Typed Name:	Michael A. Duguay, Commissioner	Date:	01/06/26
2. Additional signature required <b>ONLY if box E (Emergency) is selected in PART II</b> . The signature below indicates approval by the Department's Commissioner, or the <u>designee specifically authorized to approve emergency procurement requests</u> .			
Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	

**\*\*OSPS Section Only\*\***

Signature of DAFS Procurement Official:	 <small>891CE7A1493D45B...</small>		
Typed Name:	Martha verhille	Date:	1/15/2026






# 2025 MFO Procurement Justification Form (PJF)\_REV 9.24.25

Final Audit Report

2026-01-06

Created:	2026-01-06
By:	Kimbalie Lawrence (Kimbalie.Lawrence@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA6XMs4h5TCRYasgxmV7OugiQJL8PPQpT

## "2025 MFO Procurement Justification Form (PJF)\_REV 9.24.25" History

-  Document created by Kimbalie Lawrence (Kimbalie.Lawrence@maine.gov)  
2026-01-06 - 6:47:21 PM GMT
-  Document emailed to Cheryl Breault (cheryl.breault@maine.gov) for signature  
2026-01-06 - 6:47:25 PM GMT
-  Email viewed by Cheryl Breault (cheryl.breault@maine.gov)  
2026-01-06 - 6:50:31 PM GMT
-  Document e-signed by Cheryl Breault (cheryl.breault@maine.gov)  
Signature Date: 2026-01-06 - 6:56:56 PM GMT - Time Source: server
-  Agreement completed.  
2026-01-06 - 6:56:56 PM GMT