



## PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 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:	Bureau of Motor Vehicles; Secretary of State			
Department Contract Administrator or Grant Coordinator:	Beverly Campbell			
(If applicable) Department Reference #:				
Agency Department Code:	29B	Advantage CT / RQS #:	20260212000000001289	
Amount: (Contract/Amendment/Grant)	\$53,200.00			
CONTRACT	Proposed/Original Start Date:	12/11/2025	Proposed/Most Recent End Date:	2/12/2026
AMENDMENT	New Effective Date:	1/23/2026	New End Date (if Applicable):	3/13/2026
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:	Adam Graphic Corporation • 16 Mason Ave Unit 4 • North Attleboro, MA 02760			
Brief Description of Goods/Services/Grant:	MVR3E Registration Forms			

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 checked="" type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice	

<input type="checkbox"/>	F. Higher Education Cooperative Project	<input type="checkbox"/>	L. Other Authorization
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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.
	MVR 3E Forms are the registrations forms issued to customers when they register their vehicles.
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.
	Adam's Graphic is a vendor that has printed these forms for us in the past. We currently have only 8 days of stock remaining and the normal lead time is 8 weeks. Adam Graphic has in the past turned other emergency requests around in an expedited fashion and will be able to turn this order around in a week.
3.	Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.
	Costs are fair and reasonable compared to prior purchases that were awarded through the bid process. It also factors in that this is an emergency order and for only 25% of the volume that is typical for an order.
4.	Describe the plan for future competition for the goods or services.
	We will put the MVR3E business out to bid to secure an MA for future purchases.

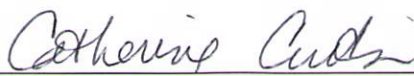
PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/>	Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).
<input type="checkbox"/>	Yes, ARPA funds (025) or (026) – If Yes, please be aware 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	
<i>Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS <a href="#">Title 5, §18</a> and <a href="#">§18-A</a>, in harmony with MRS <a href="#">Title 17, §3104</a>.</i>	
<input checked="" type="checkbox"/>	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):	
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Typed Name:		Date:	2/14/26
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2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department's Commissioner (or designee):	
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Typed Name:	Bruno Inacio	Date:	2/12/2026
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**\*\*OSPS Section Only\*\***

Signature of DAFS Procurement Official:	Signed by:  Sterling Doiron <small>4C537C52B586437...</small>
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Typed Name:	Sterling Doiron	Date:	2/19/2026
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## Certificate Of Completion

Envelope Id: 9F998A2E-60B4-4A97-AE80-BAA02ACC21F2

Status: Completed

Subject: Complete with Docusign: 02122026 PROCUREMENT JUSTIFICATION FORM (PJF) (1).pdf

Source Envelope:

Document Pages: 3

Signatures: 1

Envelope Originator:

Certificate Pages: 1

Initials: 0

Sterling Doiron

AutoNav: Disabled

77 State House Station

Envelopeld Stamping: Disabled

111 Sewall Street

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Augusta, ME 04333

Sterling.Doiron@maine.gov

IP Address: 71.169.188.88

## Record Tracking

Status: Original

Holder: Sterling Doiron

Location: DocuSign

2/19/2026 8:47:45 AM

Sterling.Doiron@maine.gov

## Signer Events

Sterling Doiron

Sterling.Doiron@maine.gov

Sterling Doiron

Security Level: Email, Account Authentication  
(None)

## Signature

Signed by:  
**Sterling Doiron**  
4C537C52B586437...

Signature Adoption: Pre-selected Style

Using IP Address: 71.169.188.88

## Timestamp

Sent: 2/19/2026 8:47:53 AM

Viewed: 2/19/2026 8:47:59 AM

Signed: 2/19/2026 8:48:46 AM

Freeform Signing

## Electronic Record and Signature Disclosure:

Not Offered via Docusign

## In Person Signer Events

## Signature

## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

## Status

## Timestamp

## Intermediary Delivery Events

## Status

## Timestamp

## Certified Delivery Events

## Status

## Timestamp

## Carbon Copy Events

## Status

## Timestamp

## Witness Events

## Signature

## Timestamp

## Notary Events

## Signature

## Timestamp

## Envelope Summary Events

## Status

## Timestamps

Envelope Sent

Hashed/Encrypted

2/19/2026 8:47:53 AM

Certified Delivered

Security Checked

2/19/2026 8:47:59 AM

Signing Complete

Security Checked

2/19/2026 8:48:46 AM

Completed

Security Checked

2/19/2026 8:48:46 AM

## Payment Events

## Status

## Timestamps