



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 \$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: | | Department of Public Safety, Bureau of Highway Safety | |
| Department Contract Administrator or Grant Coordinator: | | Kristen Morin | |
| (If applicable) Department Reference #: | | | |
| Agency Department Code: | 16A | Advantage CT / RQS #: | 20251106*1103 |
| Amount: (Contract/Amendment/Grant) | \$120,000.00 | | |
| CONTRACT | Proposed/Original Start Date: | 3/1/2026 | Proposed/Most Recent End Date: 9/30/2026 |
| AMENDMENT | New Effective Date: | | New End Date (if Applicable): |
| GRANT | Project Start Date: | | Grant Start Date: 3/1/2026 |
| | Project End Date: | | Grant End Date: 9/30/2026 |
| Vendor/Provider/Grantee Name, City, State: | | VC0000137892 Virginia Polytechnic Institute & State University DBA VA Tech University Sponsored Programs 300Turner St, NW, STE 4200 Blacksburg, VA 24061 | |
| Brief Description of Goods/Services/Grant: | | Share the Road with Trucks Program – Commercial Motor Vehicle Safety Education and Awareness | |

| 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 checked="" 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 |

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 program is essential to raise awareness and provide education to everyday drivers on how to navigate around commercial motor vehicles safely. Over the past year, commercial motor vehicle (CMV) crashes in Maine have increased and Maine Bureau of Highway Safety aims to take a more proactive approach to prevent this upward trend from continuing. By partnering with Virginia Tech, MeBHS is looking to decrease the number of serious injuries and fatal crashes involving CMVs involving passenger vehicles. The goal of Virginia Tech’s program, Sharing the Road with Trucks, is to increase drivers’ knowledge of safe driving practices related to sharing the road (STR) with tractor-trailers and other CMVs and therefore decrease crashes and fatalities involving CMVs and passenger 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.

Virginia Tech was approved for NHTSA federal funding in the FFY2026 Maine Annual Grant Application. The vendor brings substantial experience with their Share the Road program. Since its inception in 2017, the program has reached nearly 78,000 teen drivers through 551 high school visits and over 21,000 community members through and held 80 events across 20 states and Washington, D.C. Virginia Tech has partnered with other State Highway Safety Offices throughout the United States. At this time there is not another program like STR. The project period runs from 3/1/2026 through 9/30/2026.

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

Based on market research and review of contracts with other State Highway Safety Offices, the proposed rate is considered fair and reasonable.

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

The Maine Bureau of Highway Safety (MeBHS) will evaluate the success of this pilot program in Maine. If the vendor fails to provide a beneficial program, the State will issue an RFP for future services.

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) 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


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): |  | | |
| | Michael Sauschuck (Feb 19, 2026 09:08:44 EST) | | |
| Typed Name: | Michael J. Sauschuck | Date: | Feb 19, 2026 |

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): | | | |
| Typed Name: | | Date: | |

****OSPS Section Only****

| | | | |
|---|---|-------|-----------|
| Signature of DAFS Procurement Official: | DocuSigned by:  | | |
| | <small>7008796FB36A449...</small> | | |
| Typed Name: | Michael McNeil | Date: | 2/20/2026 |

NOI 0220260114 2/20-2/26



FFY2026 Virginia Tech (PJF)

Final Audit Report

2026-02-19

| | |
|-----------------|--|
| Created: | 2026-02-19 |
| By: | jaime.l pelotte (Jaime.L.Pelotte@maine.gov) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAADZuy39pbMXGQdn9Edk1Y3znS3wGVpYOD |

"FFY2026 Virginia Tech (PJF)" History

-  Document created by jaime.l pelotte (Jaime.L.Pelotte@maine.gov)
2026-02-19 - 2:06:14 PM GMT
-  Document emailed to Michael Sauschuck (michael.sauschuck@maine.gov) for signature
2026-02-19 - 2:07:02 PM GMT
-  Email viewed by Michael Sauschuck (michael.sauschuck@maine.gov)
2026-02-19 - 2:08:25 PM GMT
-  Document e-signed by Michael Sauschuck (michael.sauschuck@maine.gov)
Signature Date: 2026-02-19 - 2:08:44 PM GMT - Time Source: server
-  Agreement completed.
2026-02-19 - 2:08:44 PM GMT