



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:		Office of the State Treasurer	
Department Contract Administrator or Grant Coordinator:			
(If applicable) Department Reference #:			
Agency Department Code:	28A	Advantage CT / RQS #:	20260128*1199
Amount: (Contract/Amendment/Grant)		\$45,552.00	
CONTRACT	Proposed/Original Start Date:	3/2/2026	Proposed/Most Recent End Date:
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:		NOVA Partners 204 State Street, PO Box 457, Gorham, ME	
Brief Description of Goods/Services/Grant:		Treasury #10 Custom Check Window Envelopes (E-100)	

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

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.

Beginning as early as April 2026, the Governor's Office will be issuing Relief Payments to be printed on paper checks to approximately 850,000 eligible Maine residents. Because of the unusually high number of checks being mailed we do not have enough envelopes on hand or on the current purchase order to accommodate this task. We do not feel comfortable sending this out to bid due to the amount of testing required when changing vendors.

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.

We have been using the current low bid vendor for AP envelopes since 2021 (including multiple relief payments with short runways) with no issues. They have been very accommodating to our requests and always respond quickly to any correspondence.

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

NOVA Partners submitted the lowest bid of \$94.90 per carton of 2500 envelopes when it last went out to bid in 2021. They have agreed to honor the price for this project.

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

In the late summer/early fall of 2026 we will submit a new RQS to Purchases.

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>laura hudson</i>		
Typed Name:	Laura Hudson	Date:	2/27/2026

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):	<i>laura hudson</i>		
Typed Name:	Laura Hudson	Date:	2/27/2026

****OSPS Section Only****

Signature of DAFS Procurement Official:	Signed by: Sterling Doiron <small>4C537C52B586437...</small>		
Typed Name:	Sterling Doiron	Date:	2/27/2026

Certificate Of Completion

Envelope Id: FD03572E-FCC2-4BA0-8B65-0EBEA2B019DE

Status: Completed

Subject: Complete with Docusign: PJF Treasury Envelopes Relief pmt 2026 (part 1) - signed.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

2/27/2026 2:45:26 PM

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: 2/27/2026 2:45:32 PM

Viewed: 2/27/2026 2:45:37 PM

Signed: 2/27/2026 2:46:13 PM

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

2/27/2026 2:45:32 PM

Certified Delivered

Security Checked

2/27/2026 2:45:37 PM

Signing Complete

Security Checked

2/27/2026 2:46:13 PM

Completed

Security Checked

2/27/2026 2:46:13 PM

Payment Events

Status

Timestamps