



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 Corrections		
Department Contract Administrator or Grant Coordinator:		Joseph Couture		
(If applicable) Department Reference #:				
Agency Department Code:	03A	Advantage CT / RQS #:	03A 20260312*1905	
Amount: (Contract/Amendment/Grant)		\$59,614.25		
CONTRACT	Proposed/Original Start Date:	3/9/2026	Proposed/Most Recent End Date:	3/31/2027
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:		Syntech Systems, Inc. Tallahassee, FL		
Brief Description of Goods/Services/Grant:		Fuel Management Solution		

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.	An aboveground fuel storage management solution is needed to control, monitor, and document fuel usage for the Department of Corrections' vehicle operations, including a fleet of more than 100 vehicles used to transport incarcerated residents and staff. The solution supports secure dispensing, vehicle and user identification, transaction tracking, fuel inventory control, and centralized system management across correctional facilities. A new solution is needed to modernize and support fuel management operations at Maine Correctional Center, Mountain View Correctional Facility, and Maine State Prison.
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.	The Department justified selection of Syntech because FuelMaster is the incumbent fuel management system currently deployed at the affected facilities, and the Department became aware of an urgent need to upgrade the existing 2004-era fuel management hardware and software within 30 days to prevent the system from no longer functioning. Syntech is the provider of the existing FuelMaster solution and the source for the compatible FuelMaster Live upgrade, associated FMU hardware upgrades, cloud services, setup, activation, and database conversion required to maintain continuity of fuel management operations at Maine Correctional Center, Mountain View Correctional Facility, and Maine State Prison.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	The Department determined the negotiated rates to be fair and reasonable because Syntech's quote is consistent with the pricing structure available under Sourcewell Master Agreement #081524 for fuel management hardware, software, and related services. Although the State of Maine did not participate in that cooperative contract, the Sourcewell agreement reflects a competitively awarded purchasing vehicle and provides that Syn-Tech may not exceed the pricing on file with Sourcewell for included solutions. Syntech's quote to the Department is itemized and aligns with that contract structure by separately identifying hardware, one-time implementation services, and annual FMLive subscription services for the three facility upgrades.
4. Describe the plan for future competition for the goods or services.	The Department will seek competitive bids for this service after the initial one year service period, if applicable.

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


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):			
Typed Name:	Conner McFarland	Date:	4/1/2026

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:	Anthony Cantillo	Date:	4/1/2026

****OSPS Section Only****

Signature of DAFS Procurement Official:			
Typed Name:	Lauren Mournouris, IT Procurement Systems Analyst	Date:	4/2/2026