



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 Economic and Community Development	
Department Contract Administrator or Grant Coordinator:		Jeanne St. Pierre	
(If applicable) Department Reference #:			
Agency Department Code:	19A	Advantage CT / RQS #:	CT19A20260429*2278
Amount: (Contract/Amendment/Grant)	\$150,000		
CONTRACT	Proposed/Original Start Date:	Proposed/Most Recent End Date:	
AMENDMENT	New Effective Date:	New End Date (if Applicable):	
GRANT	Project Start Date:	5/25/2026	Grant Start Date: 5/25/2026
	Project End Date:	5/28/2027	Grant End Date: 5/28/2027
Vendor/Provider/Grantee Name, City, State:		Maine Technology Institute Portland, ME	
Brief Description of Goods/Services/Grant:		Oversee Maine Space Corporation funding and project administration	

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

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.

The Maine Technology Institute (MTI) has assumed the temporary leadership role of the Maine Space Corporation and will serve as the fiscal agent. The executive director retired and permanent funding will be obtained through grant acquisition. During this transition, funds are provided to maintain momentum for the space-related work underway at the former military installations in Brunswick and Limestone. Consistent with the State's 10-Year Economic Development Strategy, these funds will identify business attraction and investment opportunities not currently explored.

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.

MTI is a statutorily created nonprofit corporation with the specific purpose of providing funds for research and development activities that lead to the commercialization of new products and services in Maine's technology-oriented sectors and the successful development of technology-oriented business clusters, 5 M.R.S. § 15302. The MTI director is a DECD employee and also serves on the Maine Space Corporation's Board of Directors.

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

Identified funding will support this program from the monies provided to implement the Statewide Strategic Plan and funding from the Office of Business Development.

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

No future competition or funds are anticipated. These funds will provide support that will garner permanent grant funding for future operations.

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):			
Typed Name:	Denise Garland	Date:	4/28/2026

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:	Signed by:  41C2BA36FAF44CD...		
Typed Name:	Kathy Blais	Date:	5/4/2026