



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 Defense, Veterans, and Emergency Management/Maine Emergency Management Agency	
Department Contract Administrator or Grant Coordinator:		Tammy Thayer-Hardman, Contract Grant Specialist	
(If applicable) Department Reference #:			
Agency Department Code:	15A	Advantage CT / RQS #:	20260512000000001722
Amount: (Contract/Amendment/Grant)		\$ 14,706.15	
CONTRACT	Proposed/Original Start Date:	5/12/2026	Proposed/Most Recent End Date: 6/30/2026
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:		QuickSeries Publishing Inc.-VS0000009741 5100 NW 33rd Ave Ste 247, Ft Lauderdale FL 33309	
Brief Description of Goods/Services/Grant:		Government outreach printing for Emergency Preparedness	

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
☐	A. Competitive Process	☐	G. Grant
☐	B. Amendment	☐	H. State Statute/Agency Directed
☒	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed
☐	D. Proprietary/Copyright/Patents	☐	J. Willing and Qualified
☐	E. Emergency	☐	K. Client Choice
☐	F. Higher Education Cooperative Project	☐	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.

MEMA uses the printed material for outreach spanning the divisions within the agency. Materials are provided to Maine people engaging in citizen preparedness training and conference events. Content provides guided instruction in developing preparedness plans and improving personal and family resilience. This program is central to the agency's mission in preparing the State of Maine and its people for potentially devastating disasters.

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.

PO 15A 25041600000000004901-was the last purchase of outreach material. This company is used for printing Emergency management publications and is reputable and vetted. This information is not available for the agency to duplicate by another vendor. The Vendor provides weather-proof documents, which are critical in a disaster situation. The Vendor's products are credibly recognized by a variety of Agencies, including FEMA, the National CERT Association, the Department of Defense, and a number of other Federal Agencies

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

Pricing reflects longstanding, pre-established pricing already in place with public sector organizations nationwide. MEMA is making a bulk purchase to leverage significant volume discounts available in the pre-established pricing model

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

In the future, we will assess purchases to identify the best procurement option for each specific item.

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

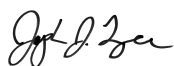
knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

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:

Joe Legee, Deputy Director

Date:

05/12/2026

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:

Sterling Doiron

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Typed Name:

Sterling Doiron

Date:

6/1/2026

RQS 15A 20260512000000001722

Final Audit Report

2026-05-12

Created:	2026-05-12
By:	tammy thayer-hardman (tammy.thayer-hardman@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAC9_hZxgc2THDO2A6E7uhbf0Q8A83Xd9V

"RQS 15A 20260512000000001722" History

-  Document created by tammy thayer-hardman (tammy.thayer-hardman@maine.gov)
2026-05-12 - 5:03:46 PM GMT
-  Document emailed to Joe Legee (joe.legee@maine.gov) for signature
2026-05-12 - 5:03:50 PM GMT
-  Email viewed by Joe Legee (joe.legee@maine.gov)
2026-05-12 - 5:04:08 PM GMT
-  Document e-signed by Joe Legee (joe.legee@maine.gov)
Signature Date: 2026-05-12 - 5:05:14 PM GMT - Time Source: server - Signature Appearance Selected: IMAGE
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Certificate Of Completion

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Source Envelope:

Document Pages: 4

Signatures: 1

Envelope Originator:

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Initials: 0

Sterling Doiron

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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

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6/1/2026 10:47:00 AM

Sterling.Doiron@maine.gov

Signer Events

Signature

Timestamp

Sterling Doiron

Sterling.Doiron@maine.gov

Sterling Doiron

Security Level: Email, Account Authentication
(None)

Signed by:

Sterling Doiron

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Signature Adoption: Pre-selected Style

Using IP Address: 71.169.188.88

Sent: 6/1/2026 10:47:09 AM

Viewed: 6/1/2026 10:47:14 AM

Signed: 6/1/2026 10:47:27 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

6/1/2026 10:47:09 AM

Certified Delivered

Security Checked

6/1/2026 10:47:14 AM

Signing Complete

Security Checked

6/1/2026 10:47:27 AM

Completed

Security Checked

6/1/2026 10:47:27 AM

Payment Events

Status

Timestamps