



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:		Agriculture, Conservation & Forestry Public Lands, Eastern Region		
Department Contract Administrator or Grant Coordinator:		Ashlee Boughton		
(If applicable) Department Reference #:				
Agency Department Code:	01A	Advantage CT / RQS #:	CT20260528*2819	
Amount: (Contract/Amendment/Grant)		\$53,550.00		
CONTRACT	Proposed/Original Start Date:	6/11/2026	Proposed/Most Recent End Date:	6/30/2027
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:		PRT USA, Inc. Ontario, CA		
Brief Description of Goods/Services/Grant:		White pine and red spruce seedlings		

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.

The red spruce and white pine seedlings are needed for a restoration planting project in Eastern Region Public Lands. The following are specifications of the seedlings that are needed for the project:

- 180,000 seedlings (90,000 red spruce, 90,000 white pine) for delivery in May 2027
- Seedling provenance for red spruce and white pine needs to be from a source that corresponds with local provenance. Crucial for BPL's SFI and FSC certifications.
- Seedling size 1+0, height range between 10 – 28 cm. Critical for method of planting and survivability.
- Seedlings must be delivered in plug (i.e., no bare root seedlings). Critical for dibble method of planting utilized.
- Delivered in frozen condition. Critical due to operation limitations (i.e., no ability to keep unfrozen containerized seedlings alive until planting).

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.

PRT USA Inc. is the only company who can supply the seedling product by our May 2027 delivery date that meets all the required specifications.

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

PRT USA, Inc. seedling price of red spruce (\$0.295/seedling) and white pine (\$0.30/seedling) are the same rates charged to every large private landowner in Maine for these species in 2026-2027, in these quantities who order from PRT with the same specification needs as BPL. In addition, prices from other companies for this commodity are as follows: Somerville Seedlings (Canadian - based) charge \$0.70/seedling, however, do not carry the species we require, nor the correct size. Irving Nurseries (Canadian-based) charge \$0.35/seedling, however, these seedlings are only sold when there is overrun after internal use, and do not meet specifications, such as frozen delivery.

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

Future seedling procurement will once again consider the full range of seedling providers and either issue an RFP if multiple providers exist or follow a sole-source path again if there are not multiple suppliers available.

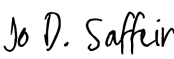
PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

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.

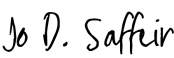
Signature of requesting
Department's Commissioner
(or designee):Signed by:

35D91F71180246C...

Typed Name:

Jo D. Saffair

Date:

5/30/2026

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):Signed by:

35D91F71180246C...

Typed Name:

Jo D. Saffair

Date:

5/30/2026

****OSPS Section Only****Signature of DAFS
Procurement Official:Signed by:
Sterling Doiron
4C537C52B586437...

Typed Name:

Sterling Doiron

Date:

6/2/2026

Certificate Of Completion

Envelope Id: 236C551A-6516-8F22-81C2-12912341B35D

Status: Completed

Subject: Complete with Docusign: PJF.CT20260528.2819.PRT.docx.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: 198.182.163.113

Record Tracking

Status: Original

Holder: Sterling Doiron

Location: DocuSign

6/2/2026 8:24:24 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

4C537C52B586437...

Signature Adoption: Pre-selected Style

Using IP Address: 198.182.163.113

Sent: 6/2/2026 8:24:37 AM

Viewed: 6/2/2026 8:24:43 AM

Signed: 6/2/2026 8:25:05 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

6/2/2026 8:24:37 AM

Certified Delivered

Security Checked

6/2/2026 8:24:43 AM

Signing Complete

Security Checked

6/2/2026 8:25:05 AM

Completed

Security Checked

6/2/2026 8:25:05 AM

Payment Events

Status

Timestamps