



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:		Maine Office of Community Affairs, Maine Coastal Program		
Department Contract Administrator or Grant Coordinator:		Tripp Henderson		
(If applicable) Department Reference #:				
Agency Department Code:	13A	Advantage CT / RQS #:	CT 07E 20260311*1892	
Amount: (Contract/Amendment/Grant)		\$20,000		
CONTRACT	Proposed/Original Start Date:	3/15/2026	Proposed/Most Recent End Date:	12/31/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:	Click or tap to enter a date.	Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Greater Portland Council of Governments		
Brief Description of Goods/Services/Grant:		Develop and provide outreach on bluff ordinance.		

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.

Greater Portland Council of Governments (GPCOG) is in the final phases of developing model ordinance language for towns to manage coastal bluffs. This ordinance needs additional refinement to ensure the language is clear and data-informed for interested municipalities to integrate into Shoreland Zoning or other governance mechanisms. It is important that MCP not duplicate existing work and instead build upon what GPCOG has accomplished with refinement and an outreach plan to help towns both within and outside the service region of GPCOG adapt and adopt model ordinance.

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.

GPCOG is uniquely qualified to deliver services of model ordinance completion and outreach to municipalities. The work of assisting municipalities in writing, adapting, and adopting model bluff management ordinance will be completed at a much reduced cost since it is building on an existing foundation of drafted model ordinance from GPCOG.

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

Costs are based on GPCOG's expenses for services which are reasonable as a Pre-Qualified Vendor with MOCA.

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

We will work with the Office of State Procurement Services to perform the most appropriate competitive procurement process to ensure we comply with the latest policies and procedures.

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:

Brian Ambrette

Date:

29/05/2026

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:



25E9374206CC41D...

Typed Name:

sherri Brooker

Date:

03 June 2026

PJF_REV 9.24.25_MCP_GPCOG (2)

Final Audit Report

2026-05-29

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