



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 Energy Resources		
Department Contract Administrator or Grant Coordinator:		Ethan Tremblay		
(If applicable) Department Reference #:		N/A		
Agency Department Code:	50A	Advantage CT / RQS #:	20260526*2728	
Amount: (Contract/Amendment/Grant)		\$100,000		
CONTRACT	Proposed/Original Start Date:	5/13/2026	Proposed/Most Recent End Date:	5/30/2027
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:		Verrill Dana, LLP VC1000094267		
Brief Description of Goods/Services/Grant:		Legal services		

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.

To provide the Department of Energy Resources with specialized legal services with regard to competitive solicitation matters, including regulatory approval, pursuant to 35-A MRS §10313.

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 of Energy Resources, in coordination with the Office of the Attorney General, have determined that the selected vendor has unique expertise to assist the state with the specialized legal services required. The selected vendor has strong subject matter expertise and has previously represented the Department. Furthermore, the retaining of outside counsel is permitted under M.R.S. Title 5, Ch. 9 §191. 3. B.

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

The rates paid to the selected vendor are reasonable given the unique nature of the services required and the expertise of the firm. The rates have been reviewed and approved by the Office of the Attorney General.

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

The retaining of outside counsel is permitted under M.R.S. Title 5, Ch. 9 §191. 3. B. Any future needs related to these services will be subject to the above-referenced statute and will not be competitively bid.

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:

Celina Cunningham

Date:

Jun 3, 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_Verrill_May 13 2026

Final Audit Report

2026-06-03

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