



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE PROCUREMENT SERVICES
STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

PART I: OVERVIEW

Department Office/Division/Program:	DECD – Maine Office of Tourism			
Department Contract Administrator or Grant Coordinator:	Kimbalie Lawrence			
Agency Department Code:	19A	Advantage CT / RQS #:	20260602*2880	
Amount: (Contract/Amendment/Grant)	\$68,000.00			
CONTRACT	Proposed/Original Start Date:	7/1/2026	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:	Shop Maine Craft Gardiner ME			
Brief Description of Goods/Services/Grant:	Provide visitor services at the visitor information center within the Maine Crafts Center operating in the Maine Turnpike Authority Services Plaza in West Gardiner			

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

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.

Tourism is essential to the Maine economy. According to research conducted annually by the Maine Office of Tourism, total expenditures for tourism in 2025 equaled more than \$9.3 billion and supported nearly 108,800 jobs. With 85% of visitors to Maine driving to the state, part of an overriding strategic economic plan to move visitors throughout the state is to provide easily

PART III: SUPPLEMENTAL INFORMATION

accessed information exchange service centers along major travel corridors within the state. The Maine Office of Tourism (MOT) was mandated in 1983 by the State legislature to provide visitor services in state owned Visitor Information Centers.

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 Center for Maine Crafts is operated by the Shop Maine Craft non-profit to promote Maine craftsmanship and to encourage visitors to explore the back roads of the state to meet the artisans and craftspeople at studios and shops. The staff of Shop Maine Craft are familiar with their suppliers and operations. The Maine Turnpike Authority owns the Center for Maine Crafts facility in West Gardiner. Shop Maine Craft provides all the display fixtures for information distribution and storage racks at the visitor center. Shop Maine Craft collects and distributes statewide travel information through the Maine Tourism Association warehouse.

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

Shop Maine Craft has been required through contract to furnish all qualified personnel, equipment, materials, and services necessary to operate and manage, in consultation and cooperation with the Department, the information station located in the Center for Maine Crafts in the West Gardiner, Maine service plaza owned by the Maine Turnpike Authority. The base contract dollar amount has remained stable based on staffing operations required to fulfill the scope of work required by this contract. The Department receives monthly invoices from the Maine Crafts Association as part of the "Scope of Services". These costs are considered fair and reasonable from the DECD viewpoint.

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

The information desk in the Center for Maine Crafts is a unique operation and represents an effort to collaborate with the Maine Turnpike Authority, Shop Maine Craft, and the Department to reach visitors.

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):

Michael A. Duguay

Typed Name:

Michael A. Duguay, Commissioner

Date:

06/02/26

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:

Sterling Doiron

Typed Name:

Sterling Doiron

Date:

6/5/2026

PJF-Shop Maine Craft FY27

Final Audit Report

2026-06-02

Created:	2026-06-02
By:	Kimbalie Lawrence (Kimbalie.Lawrence@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAbXCmypMG9VmkzYQjIL2dY9UXmgV3EXeb

"PJF-Shop Maine Craft FY27" History

-  Document created by Kimbalie Lawrence (Kimbalie.Lawrence@maine.gov)
2026-06-02 - 5:06:59 PM GMT
-  Document emailed to Cheryl Breault (cheryl.breault@maine.gov) for signature
2026-06-02 - 5:07:03 PM GMT
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-  Document e-signed by Cheryl Breault (cheryl.breault@maine.gov)
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Document Pages: 4

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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

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Status: Original

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6/5/2026 8:17:37 AM

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(None)

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Electronic Record and Signature Disclosure:

Not Offered via Docusign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

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Agent Delivery Events

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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

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Timestamps

Envelope Sent

Hashed/Encrypted

6/5/2026 8:17:41 AM

Envelope Updated

Security Checked

6/5/2026 8:47:14 AM

Envelope Updated

Security Checked

6/5/2026 8:47:14 AM

Certified Delivered

Security Checked

6/5/2026 8:17:46 AM

Signing Complete

Security Checked

6/5/2026 8:47:30 AM

Completed

Security Checked

6/5/2026 8:47:30 AM

Payment Events

Status

Timestamps