



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 and Forestry		
Department Contract Administrator or Grant Coordinator:		Allison Kanoti		
(If applicable) Department Reference #:				
Agency Department Code:	01A	Advantage CT / RQS #:	CT 20260603000000002890	
Amount: (Contract/Amendment/Grant)		\$839,685.60		
CONTRACT	Proposed/Original Start Date:	3/27/2026	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:	3/27/2026
	Project End Date:		Grant End Date:	12/31/2026
Vendor/Provider/Grantee Name, City, State:		Seven Islands Land Co Bangor, ME		
Brief Description of Goods/Services/Grant:		Maine eastern spruce budworm early intervention strategy grant cost-share.		

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
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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 purpose of this contract is to partially reimburse 2026 insecticide treatments for the eastern spruce budworm (SBW) in Maine following an Early Intervention Strategy with the approved federal US Forest Service Spruce Budworm Grant. This program involves applying insecticide treatments on private forestland to reduce the economic and environmental damage from the SBW. The critical window of execution for treating the spruce budworm impacted areas is mostly May-June. It has become urgent to process the spruce budworm agreements/subawards right away in FY26 so we can reimburse the landowners needing to treat the impacted areas of their properties. We had a delay in the award of federal funds and approval of sub awardees which did not leave much time to prepare the agreements for the urgent window of spruce budworm treatments.
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.
	A total of \$11.18 million in federal funds is available for this grant program. As required in the grant application, applicants showed evidence of an existing contract with appropriately licensed companies for treatment of eastern spruce budworm following an early intervention strategy in areas under environmental review for the treatment.
3.	Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.
	Funding awarded is congruent with the underlying federal grant; covering 90% of direct treatment costs (product, application, related contractor costs) for treatment of eastern spruce budworm under Early Intervention Strategy. The application award amount was determined based on identified eligible acres planned for treatment and the anticipated cost per acre. Actual reimbursement of the cost of contracted treatment program work on private lands is capped at 90 percent. For example: Land ownership type: Private Anticipated Cost/Acre: \$104.00/acre Total Acreage Planned for Treatment: 5,000 acres Maximum Reimbursement Amount*: \$104.00/acre x 5,000 acres x 0.90 = \$468,000.00 *Actual reimbursement amount will be based on a review of final acres-treated figures.
4.	Describe the plan for future competition for the goods or services.
	If a balance is available for future distribution in the federal grant or from future state or federal resources to cover early intervention strategy then, given resources, MFS will endeavor to facilitate a reimbursement program across operable acres with building budworm populations across the landscape.

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):

DocuSigned by:
Nancy McBrady
9BB4B81276874FC...

Typed Name:

Nancy McBrady

Date:

6/8/2026

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):

DocuSigned by:
Nancy McBrady
9BB4B81276874FC...

Typed Name:

Nancy McBrady

Date:

6/8/2026

OSPS Section Only

Signature of DAFS
Procurement Official:

Signed by:
Michelle Knox
066BBD96EE5347F...

Typed Name:

Michelle Knox

Date:

6/9/2026

Certificate Of Completion

Envelope Id: 9ABB72CF-C218-88CD-805E-B92A54176A0F
 Subject: Complete with Docusign: 1.SILC_SBWEIS_PJF_2026.docx.pdf
 Lease #:
 Project Number:
 Contract Number:
 RFP Number:
 Source Envelope:
 Document Pages: 3
 Certificate Pages: 5
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed
 Envelope Originator:
 Sterling Doiron
 77 State House Station
 111 Sewall Street
 Augusta, ME 04333
 Sterling.Doiron@maine.gov
 IP Address: 198.182.163.113

Record Tracking

Status: Original
 6/9/2026 11:39:41 AM
 Holder: Sterling Doiron
 Sterling.Doiron@maine.gov
 Location: DocuSign

Signer Events

Michelle Knox
 michelle.fournier@maine.gov
 Senior Procurement Manager
 State of Maine - Office of State Procurement
 Services
 Security Level: Email, Account Authentication
 (None)

Signature

Signed by:

 066BBD96EE5347F...
 Signature Adoption: Pre-selected Style
 Using IP Address: 198.182.163.121

Timestamp

Sent: 6/9/2026 11:40:10 AM
 Viewed: 6/9/2026 2:05:57 PM
 Signed: 6/9/2026 2:06:42 PM

Electronic Record and Signature Disclosure:
 Accepted: 6/16/2025 2:58:49 PM
 ID: cc747848-9fcb-4b50-a652-3222b815ed4d
 Company Name: Bureau of General Services

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	6/9/2026 11:40:10 AM
Certified Delivered	Security Checked	6/9/2026 2:05:57 PM
Signing Complete	Security Checked	6/9/2026 2:06:42 PM
Completed	Security Checked	6/9/2026 2:06:42 PM

Payment Events

Status

Timestamps

ELECTRONIC RECORD AND SIGNATURE CONSENT DISCLOSURE

From time to time, the Department of Administrative and Financial Services' Bureau of General Services (BGS) may be required by law to provide you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. electronic signing system. Please read the following information carefully and thoroughly. If you can access this information electronically to your satisfaction, and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the end of this document.

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents BGS sends to you through the DocuSign system during and immediately after the signing session. If you elect to create a DocuSign signer account, you may access them for limited periods of time (usually 30 days) after their initial transmittal. If you need copies of executed documents after this period, you may request paper copies from BGS by contacting marsha.alexander@maine.gov.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described as follows.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper form, it will slow the speed at which BGS can complete certain steps in transactions with you. This hampers the delivery of services to you because BGS will need to first send the required notices or disclosures to you in paper form, and then wait until we receive back your acknowledgment of receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from BGS. You will no longer be able to use the DocuSign system to receive required notices and consents electronically or to sign electronically documents from the Bureau.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise, in accordance with the procedures described herein, BGS will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during your relationship with BGS. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described in the following. Please also see the preceding paragraph that describes the consequences of electing not to receive delivery of the notices and disclosures electronically from us.

How to contact BGS:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically.

To contact us by email send messages to: marsha.alexander@maine.gov

To advise BGS of your new e-mail address

To notify BGS of a change in your e-mail address for receiving electronic notices and disclosures, you must send an email message to marsha.alexander@maine.gov or your BGS project manager with your previous and updated e-mail address in the body of your request. We do not require any other information from you to change your email address. Additionally, if you have created a DocuSign account, you must update your email address in the DocuSign system by following the DocuSign process for changing an e-mail address. The State of Maine and BGS is unable to update your DocuSign credentials on your behalf.

To request paper copies from BGS

To request delivery from us of paper copies of the notices and disclosures previously provided by BGS to you electronically, you must send us an e-mail to marsha.alexander@maine.gov. In the body of such a request, you must provide your e-mail address, full name, United States postal address, and telephone number.

To withdraw your consent with BGS

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. Decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. Send us an e-mail and, in the body of such request, provide your e-mail address, full name, US Postal address, and telephone number. We do not need any other information from you to withdraw consent. Please be advised that withdrawing consent for electronic documents will be that transactions may take a longer time to process..

Minimum System Requirements Operating Systems

Most modern computers will work just fine with DocuSign. But just to be thorough, this topic provides the minimum system requirements needed to sign with DocuSign. Browsers

- Internet Explorer® (Windows only) 8.0 or above – compatibility mode is supported only for 9.0 and above; Windows Edge® current version, Mozilla Firefox™ current version; Safari™ 6.2 or above; Google Chrome™ current version.

Note: Pre-release (e.g., beta) versions of operating systems and browsers are not supported.

Mobile Signing

- Apple iOS® 7.0 or above; Android 4.0 or above Screen Resolution
- 1024 x 768 minimum (for desktops and laptops)

PDF Reader: Acrobat® or similar software may be required to view and print PDF files.

Security

- Allow per session cookies
- Users accessing the Internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection
- Firewall settings must allow access to the following server: <https://docucdn-a.akamaihd.net>. DocuSign leverages Akamai as a content delivery service to enhance our application's performance.

Acknowledging your access and consent to receive materials electronically

By checking the 'I agree' box, I confirm that:

- I can access and read this Electronic Record and Signature Consent Disclosure document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify BGS as described herein, I consent to receive all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by the Bureau exclusively through electronic means during the course of my relationship with BGS.