



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/Admin			
Department Contract Administrator or Grant Coordinator:	Jeanne St. Pierre			
Agency Department Code:	DECD-19A GOPIF-07A MOCA-07E	Advantage CT / RQS #:	19A: CT19A20260616*3040 07A: CT07A20260617*3063 07E: CT07E20260616*3047	
Amount: (Contract/Amendment/Grant)	Total=\$105,000.00 DECD=\$10,000; GOPIF=\$70,000; MOCA= \$25,000			
CONTRACT	Proposed/Original Start Date:	7/1/2026	Proposed/Most Recent End Date:	3/1/2027
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:	Maine State Housing Authority Augusta ME			
Brief Description of Goods/Services/Grant:	Continuation of efforts to achieve Maine's statewide housing production goals.			

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.

This work is to continue the Memorandum of Understanding (MOU) between DECD, GOPIF, MOCA and MSHA, which was first initiated in 2023 after an RFP was issued by MaineHousing and awarded funds to HR&A Advisors, Inc., requiring the multi-agency oversight of a three-year project to create Maine's housing production goals and roadmap. Through the exceptional work of MSHA and HR&A Advisors, Inc., this work will continue with the establishment of a State of Maine Housing Affordability Strategy, which will prioritize action items and be presented to the Governor-Elect and 133rd Maine State Legislature.

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.

Maine State Housing Authority is Maine's leading expert on Maine housing and the continued contractual arrangement with HR&A Advisors, Inc. will ensure that their exceptional knowledge and expertise will help achieve successful solutions to Maine's housing production and affordability goals.

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

The continuation of work ensures a continuity of progress consistent with the MOU. The funding is considered reasonable and split among the participating entities.

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

None anticipated at this time.

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

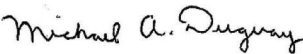
Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

☒ 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:	Michael A. Duguay	Date:	6/17/2026
Signature of requesting Department's Commissioner (or designee):	 Sarah Curran (Jun 23, 2026 11:03:06 EDT)		
Typed Name:	Sarah Curran	Date:	6/17/2026
Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Samantah Horn	Date:	6/17/2026

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: Sterling Doiron 4C537C52B586437...		
Typed Name:	Sterling Doiron	Date:	6/24/2026

PJF - DECD - MSHA

Final Audit Report

2026-06-23

Created:	2026-06-18
By:	Kimbalie Lawrence (Kimbalie.Lawrence@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAkzyB9tuJZRQhNEoaMFrGI44TrqM8N9C_

"PJF - DECD - MSHA" History

-  Document created by Kimbalie Lawrence (Kimbalie.Lawrence@maine.gov)
2026-06-18 - 1:54:45 PM GMT
-  Document emailed to Sarah Curran (Sarah.Curran@maine.gov) for signature
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Certificate Of Completion

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Source Envelope:

Document Pages: 4

Signatures: 1

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Sterling Doiron

AutoNav: Disabled

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111 Sewall Street

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Augusta, ME 04333

Sterling.Doiron@maine.gov

IP Address: 71.169.188.88

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Holder: Sterling Doiron

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6/24/2026 10:34:12 AM

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Signer Events

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Sterling.Doiron@maine.gov

Sterling Doiron

Security Level: Email, Account Authentication
(None)

Signature

Signed by:

Sterling Doiron

4C537C52B586437...

Signature Adoption: Pre-selected Style

Using IP Address: 71.169.188.88

Timestamp

Sent: 6/24/2026 10:34:33 AM

Viewed: 6/24/2026 10:34:40 AM

Signed: 6/24/2026 10:35:09 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

6/24/2026 10:34:33 AM

Certified Delivered

Security Checked

6/24/2026 10:34:40 AM

Signing Complete

Security Checked

6/24/2026 10:35:09 AM

Completed

Security Checked

6/24/2026 10:35:09 AM

Payment Events

Status

Timestamps