



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:		Office of the Public Advocate		
Department Contract Administrator or Grant Coordinator:		Andrew Landry, Deputy Public Advocate		
(If applicable) Department Reference #:		Sole-Source re CMP TOU, Docket No. 2025-00176		
Agency Department Code:	07H	Advantage CT / RQS # :	20250710000000000037	
Amount: (Contract/Amendment/Grant		\$49,950.00		
CONTRACT	Proposed/Original Start Date:	7/14/2025	Proposed/Most Recent End Date:	7/31/2026
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:		Synapse Energy Economics, Inc. Cambridge, MA		
Brief Description of Goods/Services/Grant:		Expert consultant services to assist the Office of the Public Advocate (OPA) in an investigation proceeding before the Maine Public Utilities Commission, Docket No. 2025-00176.		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input checked="" type="checkbox"/>	H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified
<input checked="" type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. Higher Education Cooperative Project	<input type="checkbox"/>	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.

The purpose of this Sole-source contract is to provide consulting services to assist with a Maine Public Utilities Commission (MPUC) investigation into potential changes in transmission and distribution rate design to implement time of use rates for delivery service and standard offer service.

Because the staff of the Office of the Public Advocate is composed primarily of attorneys, we rely on a consultant to provide expert advice and testimony on utility rate matters. This advice and testimony are critical to allowing the Office to effectively represent ratepayer interests in proceedings before the MPUC.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number and the date of award notification, if applicable.

The OPA is authorized by statute ([35-A M.R.S. ch. 17 §1702, §1706](#)) to represent the interests of Maine utility ratepayers in proceedings before the Maine Public Utilities Commission (PUC); and may employ expert witnesses and pay appropriate compensation and expenses to employ the witnesses.

Time is of the essence in engaging a consultant. Per Procedural Order dated June 27, 2025, The Commission held its initial case conference on July 9th and set litigation schedule with data requests due to MPUC by July 30, 2025. Therefore, an expert consultant is needed to begin immediately.

The selected vendor has unique expert experience in utility regulation and rate design, particularly in response to fundamental changes in the electricity industry spurred by electrification and adoption of distributed energy resources.

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

The vendor’s hourly rates compare favorably to other expert witness consultants that the Office has engaged in similar cases.

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


The Office of the Public Advocate routinely puts contracts for expert consulting services for proceedings before the Maine PUC out to bid through the competitive RFP solicitation process. In this instance, the experience of the vendor, the reasonable price offered by the vendor, the lack of availability of other vendors contracted by the OPA, and the need to retain the consultant quickly supported the use of an emergency single source contract.

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) – 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 signatory understands and acknowledges Maine's Conflict of Interest statutes.**PART VI: APPROVALS**

The signature below indicates approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):
[Heather Sanborn \(Jul 10, 2025 13:44 EDT\)](#)

Typed Name:


Heather Sanborn, Public Advocate

Date:

7/10/2025

PART VII: EMERGENCY – Required only if selecting E. Emergency Justification

The signature below indicates approval by the Commissioner or designee of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):
[Heather Sanborn \(Jul 10, 2025 13:44 EDT\)](#)

Typed Name:

Heather Sanborn, Public Advocate

Date:

7/10/2025

Signature of DAFS
Procurement Official:Signed by:
Sterling Doiron

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Typed Name:

Sterling Doiron

Date:

7/16/2025

Procurement Justification Form for Sole-Source CT with Synapse re CMP TOU Case

Final Audit Report


2025-07-10

Created:	2025-07-10
By:	SHAREEN THOMPSON (SHAREEN.G.THOMPSON@MAINE.GOV)
Status:	Signed
Transaction ID:	CBJCHBCAABAA6QQPa92f86lcBg6PeSrWOx7-4RQYblyx


"Procurement Justification Form for Sole-Source CT with Synapse re CMP TOU Case" History

 Document created by SHAREEN THOMPSON (SHAREEN.G.THOMPSON@MAINE.GOV)


2025-07-10 - 4:34:21 PM GMT

 Document emailed to Heather Sanborn (Heather.B.Sanborn@maine.gov) for signature

2025-07-10 - 4:34:25 PM GMT

 Email viewed by Heather Sanborn (Heather.B.Sanborn@maine.gov)

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 Document e-signed by Heather Sanborn (Heather.B.Sanborn@maine.gov)

Signature Date: 2025-07-10 - 5:44:23 PM GMT - Time Source: server

 Agreement completed.

2025-07-10 - 5:44:23 PM GMT

Certificate Of Completion

Envelope Id: EC866151-401F-44BA-AB1F-EE771FD38F3F

Status: Completed

Subject: Complete with Docusign: 2025-07-10_PJF Initial CT20250710-0037_Synapse_TOU-SO.pdf

Source Envelope:

Document Pages: 4

Signatures: 1

Envelope Originator:

Certificate Pages: 1

Initials: 0

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

IP Address: 71.169.188.88

Record Tracking

Status: Original

Holder: Sterling Doiron

Location: DocuSign

07/16/2025 | 07:40

Sterling.Doiron@maine.gov

Signer Events

Signature

Timestamp

Sterling Doiron

Signed by:

Sterling Doiron

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Sent: 07/16/2025 | 07:40

Sterling.Doiron@maine.gov

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Security Level: Email, Account Authentication (None)

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Freeform Signing

Signature Adoption: Pre-selected Style

Using IP Address: 71.169.188.88

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

07/16/2025 | 07:40

Certified Delivered

Security Checked

07/16/2025 | 07:40

Signing Complete

Security Checked

07/16/2025 | 07:41

Completed

Security Checked

07/16/2025 | 07:41

Payment Events

Status

Timestamps