



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 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:	Governor's Office of Policy Innovation and the Future		
Department Contract Administrator or Grant Coordinator:	Elizabeth Gattine		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 22,084.00	Advantage CT / RQS #:	20250707*17
CONTRACT	Proposed Start Date:	7/1/2025	Proposed End Date: 9/30/2025
AMENDMENT	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	University of Maine System acting through the University of Southern Maine		
Brief Description of Goods/Services/Grant:	Updating the Elder Justice Roadmap , created by Maine's Elder Justice Coordinating Partnership pursuant to an Executive Order of Governor Mills.		

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 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 type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University 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 Governor's Office of Policy Innovation and the Future (GOPIF) supports the work of Maine's Elder Justice Partnership, a public/private partnership established by Executive Order of Governor Mills that developed the Maine Elder Justice Roadmap (Roadmap) published in 2021. The Governor's Cabinet on Aging, housed in GOPIF, successfully applied for a grant to help implement and update the Roadmap's recommendations. This grant ends 9/30/2025 and until recently, there was a reasonable expectation of a no cost extension (NCE) but a NCE is no longer anticipated due to changes at the federal level. Activities that are part of this grant include updating and revising the Roadmap before the end of the grant period to reflect progress made and developing new recommendations to guide future work of the EJCP.

The services that are needed by GOPIF include compiling, drafting, and formatting the revised Roadmap document, including background material on elder abuse, risk factors, the impact elder abuse on individuals and families, progress on current Roadmap recommendations, and updated recommendations guiding EJCP activities moving forward. GOPIF does not have the capacity to undertake these activities directly and funding is available from the grant to support this needed expertise and capacity.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

The Catherine Cutler Institute (Cutler Institute) at the University of Southern Maine is solely and uniquely positioned to complete these activities in a timely and efficient manner as this vendor has specialized subject matter expertise in the area of elder abuse policy and assisted in developing the original Roadmap with the EJCP. This vendor designed, implemented, and reported on a series of surveys that guided the EJCP in their development of actionable recommendations to prevent and address elder abuse in Maine. Because of their prior role, this vendor is uniquely qualified to revise and update the Elder Justice Roadmap within the time and resource constraints to complete this work. This vendor also develops the annual report on abuse and neglect data for Maine DHHS and has extensive experience in this field.

This grant ends 9/30/2025 and until just recently, there was a reasonable expectation of a no cost extension but a NCE is no longer anticipated (funds originate through the Department of Justice) due to changes at the federal level. In addition to the grant end date, EJCP members represent leadership of key public and private entities and due to uncertainty at the federal level affecting programming and funding, have limited capacity and resources to dedicate to this process so contracting with an experienced and qualified vendor will reduce the burden on multiple organizations who are part of the EJCP.

PART III: SUPPLEMENTAL INFORMATION

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

The rates are considered fair and reasonable. This conclusion was reached through contacting others who have purchased similar services and confirming that the rates and costs offered by the Vendor are consistent and appropriate. This vendor provides similar services for Maine DHHS.

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

When services and expertise are available via multiple vendors for more extended services, GOPIF will obtain these services by the most appropriate means, including a competitive process such as releasing an RFP.

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.


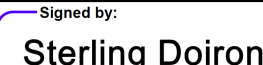
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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 signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:	Sarah Curran	Date:	7/1/2025
Signature of DAFS Procurement Official:	Signed by:  Sterling Doiron		

Typed Name:	sterling doiron	Date:	7/30/2025

Certificate Of Completion

Envelope Id: EFC6F71E-3669-445E-960F-537655FF9DE3

Status: Completed

Subject: Complete with Docusign: USM PJF.pdf

Source Envelope:

Document Pages: 4

Signatures: 1

Envelope Originator:

Certificate Pages: 1

Initials: 0

Sterling Doiron

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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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Status: Original

Holder: Sterling Doiron

Location: DocuSign

07/30/2025 | 16:23

Sterling.Doiron@maine.gov

Signer Events

Sterling Doiron

Sterling.Doiron@maine.gov

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: 07/30/2025 | 16:23

Viewed: 07/30/2025 | 16:23

Signed: 07/30/2025 | 16:24

Freeform Signing

Electronic Record and Signature Disclosure:

Not Offered via Docusign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

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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

07/30/2025 | 16:23

Certified Delivered

Security Checked

07/30/2025 | 16:23

Signing Complete

Security Checked

07/30/2025 | 16:24

Completed

Security Checked

07/30/2025 | 16:24

Payment Events

Status

Timestamps