



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:		Corrections		
Department Contract Administrator or Grant Coordinator:		Conner McFarland		
(If applicable) Department Reference #:				
Agency Department Code:	03A	Advantage CT / RQS #:	20260219000000001751	
Amount: (Contract/Amendment/Grant)	\$ 72,650			
CONTRACT	Proposed/Original Start Date:	3/1/2026	Proposed/Most Recent End Date:	6/30/2028
AMENDMENT	New Effective Date:	7/1/2026	New End Date (if Applicable):	(unchanged)
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Encore Fire Protection Lewiston, Maine		
Brief Description of Goods/Services/Grant:		Fire suppression system testing and inspection		

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

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 Department operates multiple correctional facilities across the state, each of which relies on complex fire suppression and alarm systems to ensure the safety of incarcerated residents, staff, and property. These systems—ranging from wet and dry sprinkler systems to fire pumps and integrated fire/smoke alarms—require regular testing and inspection to remain compliant with life safety codes and to function reliably in emergency situations.

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.

Several new suppression systems were discovered which were not originally disclosed in the RFP, which are hereby added to the list of periodic inspections. Additionally, the parties agree that two technicians are required to conduct inspections at most facilities. These changes in scope and resulting cost increase are reflected on Amended Rider D, hereby attached and incorporated into this agreement.

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

In light of the additional devices added to the list of inspection items, as well as the additional technician required to conduct the testing and inspections, the Department considers the added cost to be fair and reasonable.

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

The base term of the contract goes through 6/30/2028 with three additional years of optional renewals available. Upon expiration of the renewal periods (pending satisfactory performance throughout), the Department will undergo a new RFP process.

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:
Scott Goulette
74A20E43E4BA469...

Typed Name:

Scott Goulette

Date:

7/13/2026

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:DocuSigned by:
Michael McNeil
7008796FB36A449...

Typed Name:

Michael McNeil

Date:

7/13/2026

NOI 07202600524 7/13-7/19