



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:		DECD/Admin		
Department Contract Administrator or Grant Coordinator:		Jeanne St. Pierre		
(If applicable) Department Reference #:				
Agency Department Code:	19A	Advantage CT / RQS #:	CT19A20260708*0056	
Amount: (Contract/Amendment/Grant)		\$75,000		
CONTRACT	Proposed/Original Start Date:	8/3/2026	Proposed/Most Recent End Date:	2/3/2027
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:		SHL Enterprise Solutions Greenville, ME		
Brief Description of Goods/Services/Grant:		SHL Enterprise Solutions will conduct a third-party review of the Loring Commerce Centre's real estate assets, infrastructure, organizational capacity, and business-development needs. The Provider will assess existing structures and land available for sale or lease; evaluate staffing, roads, airport operations, water and sewer infrastructure, and related operational needs; identify funding opportunities; and recommend organizational protocols, procedures, and solutions intended to support Loring's short- and long-term redevelopment and sustainability.		

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
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☐	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.

DECD requires an independent assessment of the Loring Commerce Centre to support decisions regarding future revenues, asset management, organizational capacity, infrastructure needs, and business growth.

SHL Enterprise Solutions (SHL) will review existing structures and land that may be sold or leased and assess the Loring Development Authority's staffing and organizational needs. The Provider will also review roads, real estate assets, airport operations, water and sewer infrastructure, and related operational requirements.

The Provider will recommend solutions based on redevelopment practices and lessons learned from comparable former military installations. SHL will also assist DECD and Loring leadership in establishing protocols and procedures intended to improve short- and long-term sustainability, support business attraction and maximize available revenues.

During the contract period, the Provider will communicate regularly with DECD and the Loring Development Authority, provide monthly progress updates, identify potential funding opportunities, and provide updates to Loring leadership as directed.

The contract is intended to provide DECD and Loring leadership with an independent review and recommendations to inform future decisions concerning property utilization, infrastructure investment, organizational structure, funding, and redevelopment.

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.

SHL Enterprise Solutions has direct prior experience with the redevelopment and operation of a former military installation in Maine and has specialized knowledge regarding the conversion of former military property for commercial and economic-development purposes.

SHL previously worked with DECD and Loring on business attraction and redevelopment activities and has developed a working knowledge of Loring's existing assets, infrastructure, operational challenges, property inventory, stakeholder relationships, and prospective business opportunities. This extensive knowledge will allow the Provider to begin the six-month assessment without repeating

substantial background research and organizational discovery previously completed.

DECD determined that continuity is important because the work requires the Provider to evaluate Loring's assets and infrastructure in the context of prior redevelopment activities, current commercial opportunities, and operational lessons learned from another former military installation.

PART III: SUPPLEMENTAL INFORMATION

Only two former military sites exist in the State of Maine: Brunswick Naval Air Station (BNAS) and Loring Air Force Base (Loring). The BNAS is managed by the Midcoast Regional Redevelopment Authority (MRRA) and Loring is managed by the Loring Development Authority (LDA). The executive director of SHL Enterprise Solutions is MRRA's former executive director and served in that capacity from the BNAS closure to its successful redevelopment and up to his retirement. Based on this knowledge and expertise, DECD did not identify another provider with the same combination of:

- Direct operational experience redeveloping a former military installation in Maine;
- Existing knowledge of Loring's assets and redevelopment history;
- Experience with commercial leasing and business attraction;
- Familiarity with airport, utility, road, and real estate considerations at former military facilities; and,
- Ability to begin and complete the assessment within the six-month contract period without significant duplicative discovery work.

For these reasons, DECD determined that SHL Enterprise Solutions is uniquely qualified to perform this limited engagement.

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

The total contract price is \$75,000 for the six-month period from August 3, 2026 through February 3, 2027.

DECD evaluated the proposed cost against the scope of work, anticipated level of effort, length of the engagement, assigned personnel, required meetings and travel, monthly reporting obligations, infrastructure and asset review, organizational assessment, funding research, and recommendations to DECD and Loring leadership.

DECD compared the proposed cost with the Provider's prior competitively established rates and determined the costs favorable due to the Provider's existing knowledge.

The Provider's proposed pricing consists of a \$5,000 for Project Management and Administration; \$55,000 for Program implementation/fulfillment; \$10,000 for technical subcontractors and \$5,000 for travel and miscellaneous expenses.

Based on these anticipated expenses, DECD determined that the \$75,000 price is consistent with the anticipated level of effort and comparable professional consulting services and represents a fair and reasonable cost to the State.

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

This contract is intended as a one-time, six-month assessment. DECD does not currently anticipate extending this engagement or procuring recurring services from the Provider after the contracted review is completed.

If DECD identifies a need for similar assessments, implementation assistance, infrastructure planning, redevelopment consulting, property marketing, organizational consulting, or business-attraction services after completion of this contract, DECD will evaluate the scope and conduct a competitive procurement in accordance with applicable procurement requirements.

The findings and recommendations produced through this engagement may be used to develop specifications, deliverables, performance measures, and evaluation criteria for any future competitive solicitation. No follow-on work is guaranteed to SHL Enterprise Solutions under this contract.

PART III: SUPPLEMENTAL INFORMATION

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:

Denise Garland

Date:

7/22/2026

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:	7/24/2026

Certificate Of Completion

Envelope Id: D5F58EBA-4DBE-8A9A-8080-2EA110157AD5

Status: Completed

Subject: Complete with Docusign: DECD-SHL PJF.pdf

Source Envelope:

Document Pages: 5

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

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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: 7/24/2026 2:41:16 PM

Viewed: 7/24/2026 2:41:22 PM

Signed: 7/24/2026 2:41:45 PM

Freeform Signing

Electronic Record and Signature Disclosure:

Not Offered via Docusign

In Person Signer Events

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Timestamp

Editor Delivery Events

Status

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Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

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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

7/24/2026 2:41:16 PM

Certified Delivered

Security Checked

7/24/2026 2:41:22 PM

Signing Complete

Security Checked

7/24/2026 2:41:45 PM

Completed

Security Checked

7/24/2026 2:41:45 PM

Payment Events

Status

Timestamps