



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:		Department of Public Safety, Bureau of Highway Safety		
Department Contract Administrator or Grant Coordinator:		Kristen Morin		
(If applicable) Department Reference #:		N/A		
Agency Department Code:	16A	Advantage CT / RQS #:	CT 16A 20260723*0167	
Amount: (Contract/Amendment/Grant)	\$115,000.00			
CONTRACT	Proposed/Original Start Date:	10/1/2026	Proposed/Most Recent End Date:	9/30/2027
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:	10/1/2026	Grant Start Date:	10/1/2026
	Project End Date:	9/30/2027	Grant End Date:	9/30/2027
Vendor/Provider/Grantee Name, City, State:		VC0000277923 Oakley Grant Management 24 Woodcrest Drive Hudson, NH 30051		
Brief Description of Goods/Services/Grant:		Grant Management Consultant Services for Federal Programs		

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
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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 Bureau of Highway Safety has a need for experienced grant management support from a vendor with specialized National Highway Traffic Safety Administration (NHTSA) expertise. Oakley Grant Management Consulting, LLC will provide comprehensive grant management services throughout the entire grant lifecycle, helping to ensure compliance, efficiency, and successful program outcomes. The complexity and regulatory requirements associated with NHTSA grants – including e-Grants, subrecipient (share-to-local) expenditures, planning and administration cost management, management review preparation, and SAM.gov reporting – require specialized knowledge and extensive practical experience. Oakley Grant Management Consulting, LLC is uniquely qualified to provide these services based on its deep expertise in NHTSA grant administration, comprehensive understanding of federal grant requirements, and proven track record of successfully managing all phases of the grant lifecycle while maintaining compliance with federal regulations.
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 Bureau of Highway Safety administers federal grant funds awarded by the National Highway Traffic Safety Administration (NHTSA). As a condition of these federal awards, the Bureau is required to use NHTSA's specialized e-Grants system for grant applications, financial management, reporting, and program tracking. This system is unique to NHTSA and requires specialized knowledge and experience. Outside of State Highway Safety Offices, the only individuals formally trained to use these systems are NHTSA employees. The owner of Oakley Grant Management Consulting, LLC is a former NHTSA employee with more than 15 years of direct experience in NHTSA grant administration, federal grant compliance, fiscal oversight, and public sector operations, including extensive experience with financial tracking in their previous Grants Tracking System (GTS). The firm has demonstrated expertise in implementing and supporting e-Grants system for State Highway Safety Offices and possesses comprehensive knowledge of 2 CFR Part 200, NHTSA grant requirements, federal transportation safety programs, and NHTSA fiscal and compliance standards. A market search for vendors with demonstrated experience in NHTSA-specific grant management and hands-on expertise with the GTS and e-Grants systems did not identify any other vendors with comparable qualifications or specialized experience.
3.	Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee. The Bureau of Highway Safety determined that the proposed consultant rate is fair and reasonable based on a comparison with prevailing rates for consultants providing similar services with comparable expertise in support of other highway safety programs and projects. In addition,

PART III: SUPPLEMENTAL INFORMATION

consistent with the cost principles outlined in 2 CFR § 200.404, the Bureau determined that the proposed hourly rate is reasonable, necessary, and prudent under the circumstances. The proposed rate is considered acceptable, and funding for these services has been included in the FFY 2027 Highway Safety Grant Application. Subject to NHTSA approval of the grant award, the project is anticipated to be funded for the performance period of October 1, 2026, through September 30, 2027.

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

Upon the completion of this contact term the Department would seek to identify other vendor options to provide this service; if at that time it is discovered that there is more than this one vendor that could provide the service then we would issue an RFP to seek a new vendor.

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

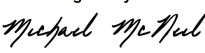
The signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	<i>Michael Sauschuck</i>		
Typed Name:	Michael J. Sauschuck	Date:	Jul 24, 2026

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):			
Typed Name:		Date:	

Signature of DAFS Procurement Official:	DocuSigned by:  7006790FB30A449...		
Typed Name:	Michael McNeil	Date:	7/30/2026

NOI 0720260563 7/30-8/5

FFY27 Oakley Grant Management -SOLE SOURCE -PJF

Final Audit Report

2026-07-24

Created:	2026-07-24
By:	Lauren Stewart (lauren.v.stewart@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA3J8mQFaUb_T9TSkeTvVD2zDXcqAnJT3k

"FFY27 Oakley Grant Management -SOLE SOURCE -PJF" History



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Document e-signed by Michael Sauschuck (michael.sauschuck@maine.gov)

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Agreement completed.

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