



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.

PART I: OVERVIEW

Department Office/Division/Program:	Defense, Veterans and Emergency Management		
Department Contract Administrator or Grant Coordinator:	Katherine St. Peter-Gunn		
(If applicable) Department Reference #:			
Agency Department Code:	15A	Advantage CT / RQS #:	RQS 15A 20250814*0278
Amount: (Contract/Amendment/Grant)	\$ 33,698.00		
CONTRACT	Proposed/Original Start Date:		Proposed/Most Recent End Date:
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:	Dean & Allyn Inc. 116 Lewiston Rd. Gray, ME 04039		
Brief Description of Goods/Services/Grant:	Fire Suppression System Inspection and Service		

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. 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.

Annual inspections of the fire alarm and fire suppression systems are a critical part of maintaining fire safety and are mandated specifically by AFI 32-2001. This vendor had the previous contract. CT# 15A 20190531*3629 was the result of an RFP# 201902026. The vendor was contacted with the assumption there was another renewal and funding. The annual services were performed on 09/12/2024. After services were rendered, it was determined when the invoice was processed that there was no funding left on the contract and that the final year of the contract had already been exercised with the 2023 inspections, though there was time, there was no funding left.

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.

RFP 2019020026 BID 19-028 This project was put out to bid. There were two bids. It was awarded to the vendor who met the Departments requirements and had the highest score in the RFP evaluation.

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

Cost was determined by the winning bidder having the highest score overall in the RFP Process for the previous contract. Note the \$33,698.00 for 2024 work was in line with the previous year's costs.

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

The Department will follow all State of Maine rules and regulations for procurement. A new RFP is in process and will be issued for the 2025-2030 time frame.

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's signatory understands and acknowledges Maine's Conflict of Interest statutes and, in accordance with statute, 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):	 <p>Signed by: F3A3608E0A33464...</p>		
Typed Name:	Michelle Lenihan Deputy Commissioner	Date:	8/15/2025

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:	 <p>Signed by: 4C537C52B586437...</p>		
Typed Name:	Sterling Doiron	Date:	8/28/2025

Certificate Of Completion

Envelope Id: BCEFCB4C-5197-407B-858D-351AB8EB1BC9		Status: Completed
Subject: Complete with Docusign: PJF FOR RQS 15A 20250814-0278 DEAN & ALLYN.pdf		
Source Envelope:		
Document Pages: 3	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
08/28/2025 09:58	Sterling.Doiron@maine.gov	

Signer Events

Signature	Timestamp
<div><div>Signed by:</div><div>Sterling Doiron</div><div>4C537C52B586437...</div></div> <div>Signature Adoption: Pre-selected Style</div> <div>Using IP Address: 71.169.188.88</div>	<div>Sent: 08/28/2025 09:58</div> <div>Viewed: 08/28/2025 09:59</div> <div>Signed: 08/28/2025 10:00</div> <div>Freeform Signing</div>
<div>Sterling Doiron</div> <div>Sterling.Doiron@maine.gov</div> <div>Sterling Doiron</div> <div>Security Level: Email, Account Authentication (None)</div>	

Electronic Record and Signature Disclosure:
Not Offered via Docusign

In Person Signer Events

Signature	Timestamp
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Editor Delivery Events

Status	Timestamp
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Agent Delivery Events

Status	Timestamp
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Intermediary Delivery Events

Status	Timestamp
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Certified Delivery Events

Status	Timestamp
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Carbon Copy Events

Status	Timestamp
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Witness Events

Signature	Timestamp
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Notary Events

Signature	Timestamp
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Envelope Summary Events

Status	Timestamps
Envelope Sent	08/28/2025 09:58
Certified Delivered	08/28/2025 09:59
Signing Complete	08/28/2025 10:00
Completed	08/28/2025 10:00

Payment Events

Status	Timestamps
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