



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE PROCUREMENT SERVICES
STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

PART I: OVERVIEW

Department Office/Division/Program:		Department of Economic & Community Development Maine Office of Tourism		
Department Contract Administrator or Grant Coordinator:		Hannah Collins, Deputy Director Kimbalie Lawrence, Contract Admin		
Agency Department Code:	19A	Advantage CT / RQS #:	20260720*0134	
Amount: (Contract/Amendment/Grant)		\$200,000.00		
CONTRACT	Proposed/Original Start Date:	7/1/2026	Proposed/Most Recent End Date:	6/30/2028
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:		Maine Development Foundation Augusta ME		
Brief Description of Goods/Services/Grant:		Community Tourism Experience Development and Maine Downtown Center Services		

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

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 Maine Office of Tourism (MOT), within the Department of Economic & Community Development (DECD), is entering into a two-year contract with the Maine Development Foundation (MDF), through its Maine Downtown Center (MDC) program, for a Phase II continuation of

PART III: SUPPLEMENTAL INFORMATION

community tourism development in Maine's historic downtowns. This contract is funded with MOT FY2027 non-lapsing State funds; it is not supported by federal funds.

From November 2023 through August 2025, MDF/MDC successfully administered a federally funded grant titled "Developing Community Tourism Experiences in Maine's Downtowns," engaging 10 of Maine's 11 Nationally Accredited Main Street organizations. That project met all of its deliverables, launched five Community Tourism Experiences, and produced professional photo and video assets and platform improvements for MainStreetMaine.org. This contract builds on that foundation by sustaining and strengthening the five existing Community Tourism Experiences, continuing investment in the MainStreetMaine.org platform and content (including new photo and video assets in five additional Main Street communities), developing a replicable "Maine Model" of community tourism, and beginning integration of community tourism into MDF's Thriving Communities Model. The total contract amount is \$200,000 over the two-year period.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFAQ) number if applicable.

MDF is the only organization in Maine able to perform this work, for both statutory and practical reasons. The Maine Development Foundation is a unique entity created by the Legislature (10 M.R.S. c. 107, originally PL 1977, c. 548) as a not-for-profit corporation with a public purpose, and its enabling statute provides that the exercise by the foundation of its powers "shall be deemed and held to be an essential governmental function" (10 M.R.S. §916). MDF is further empowered to provide economic development services to public or private entities and to enter into contracts for those services (10 M.R.S. §920(3) and (9)). This statutory framework allows a State agency to contract with MDF for a service much as it would with another agency of State Government. There is only one Maine Development Foundation, and no comparable statutory entity exists. In addition, through its Maine Downtown Center, MDF is the sole statewide coordinating program for Maine's Main Street America network and is the only organization in the State tasked with administering the Main Street program for these Nationally Accredited Main Street communities. MDF/MDC also designed, built, and operates the MainStreetMaine.org platform and developed and launched the five existing Community Tourism Experiences under the prior phase of this work. As the originator of this initiative and the holder of the statutory authority, relationships, methodology, and digital assets on which it depends, MDF is the single source able to sustain and expand this work without duplicative cost or loss of continuity.

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

The contract is priced using a blended labor rate of \$150 per hour across MDF/MDC staff classifications, with the remaining funds covering direct project costs, including professional photography and videography assets, a marketing and analytics subcontract with Bonneville Consulting, and travel and supplies. The total of \$200,000 over two years reflects the level of effort and direct costs necessary to deliver the five workstreams described in the Scope of Work. These rates are consistent with the rates MDF applied under the prior phase of this work and are fair and reasonable for the specialized, statewide services provided.

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

There is no plan for future competition for these services. MDF, through its Maine Downtown Center, is the only organization in Maine tasked with administering the Main Street program for these communities and is the single source for this work. Any future continuation is expected to be procured from MDF on the same single-source basis.

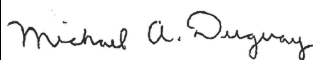
PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

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:

Michael A. Duguay Commissioner

Date:

Jul 20, 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

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Typed Name:

Sterling Doiron

Date:

8/3/2026

PJF- MDF-MOT-2026

Final Audit Report

2026-07-20

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Freeform Signing

Electronic Record and Signature Disclosure:

Not Offered via Docusign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

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

8/3/2026 10:30:32 AM

Certified Delivered

Security Checked

8/3/2026 10:30:37 AM

Signing Complete

Security Checked

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Completed

Security Checked

8/3/2026 10:30:50 AM

Payment Events

Status

Timestamps