



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:		Office of the State Treasurer		
Department Contract Administrator or Grant Coordinator:		Amber Griffin		
(If applicable) Department Reference #:				
Agency Department Code:	28A	Advantage CT / RQS #:	20260803000000000245	
Amount: (Contract/Amendment/Grant)		\$150,000.00		
CONTRACT	Proposed/Original Start Date:	8/17/2026	Proposed/Most Recent End Date:	12/31/2027
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:		PFM Group Consulting LLC Philadelphia PA		
Brief Description of Goods/Services/Grant:		Consultant for Merchant Services RFP		

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 Office of the State Treasurer is seeking a Provider to serve as a treasury services consultant to assist Department staff in the solicitation process, drafting of the RFP through the award process. The Provider will also be responsible for reviewing all proposals submitted because of this RFP and compiling data to be shared with the RFP Selection Committee. We need an outside consultant with expert knowledge of the industry to help us set up the most efficient structure and get the most competitive bids for merchant services.

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.

Treasury considered available treasury consulting resources, including firms identified through the National Association of State Treasurers. PFM Group Consulting LLC has direct, recent knowledge of the State's banking structure, existing banking relationships, procurement requirements, and financial-service needs as a result of its work on the State's Comprehensive Banking RFP. This existing institutional and technical knowledge is directly applicable to the Merchant Services procurement and avoids the need for another consultant to duplicate the extensive discovery and assessment already completed. Based on Treasury's review of available providers and the specialized knowledge required for this engagement, PFMGC was determined to be uniquely qualified to perform these services.

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

This contract represents consulting services spanning a 15-month timeline representing hundreds of hours preparing the State of Maine's credit card processing services RFP, vetting bidders. Every credit card and many ACH Debit payments accepted by state government (more than \$163 Million in calendar year 2025), require the use of merchant services.

The state of Ohio recently contracted with the vendor for the same Scope of Work for their Merchant Services RFP for \$300,000. The State of Rhode Island contracted the vendor for a comprehensive assessment for \$120,000 followed by consulting a banking RFP for an additional \$140,000.

OST needs to have the RFP released as early as possible. We expect the RFP process to take close to a year and need four to six months for the complex transition if a new vendor is awarded.

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

The Department does not currently anticipate an ongoing need for these consulting services following completion of this project. If similar consulting services are required in the future, the Department will use an appropriate competitive procurement process prior to contracting for those services.

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):*Laura Hudson*

Typed Name:

Laura Hudson

Date:

08/10/2026

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):*Laura Hudson*

Typed Name:

Laura Hudson

Date:

08/10/2026

****OSPS Section Only****Signature of DAFS
Procurement Official:

Signed by:

Sterling Doiron

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Typed Name:

Sterling Doiron

Date:

8/12/2026

Certificate Of Completion

Envelope Id: 50394E57-E31E-837E-8356-DB81034B2480

Status: Completed

Subject: Complete with Docusign: 2026 PFMGC-Merch Services PJF (part 1) - signed (1).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

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Augusta, ME 04333

Sterling.Doiron@maine.gov

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Sterling Doiron

Security Level: Email, Account Authentication
(None)

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Sterling Doiron

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Signature Adoption: Pre-selected Style

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Viewed: 8/12/2026 12:17:55 PM

Signed: 8/12/2026 12:18:07 PM

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

8/12/2026 12:17:50 PM

Certified Delivered

Security Checked

8/12/2026 12:17:55 PM

Signing Complete

Security Checked

8/12/2026 12:18:07 PM

Completed

Security Checked

8/12/2026 12:18:07 PM

Payment Events

Status

Timestamps