



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:		DOL/BRS/DVR		
Department Contract Administrator or Grant Coordinator:		Sean Keegan		
(If applicable) Department Reference #:		N/A		
Agency Department Code:	12A	Advantage CT / RQS #:	20260708*0057	
Amount: (Contract/Amendment/Grant)	\$45,600			
CONTRACT	Proposed/Original Start Date:	7/28/2026	Proposed/Most Recent End Date:	7/29/2027
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:		Transfr Inc		
Brief Description of Goods/Services/Grant:		The Provider will provide 16 headsets and Transfr Trek career exploration software for each device		

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.

Maine DVR has an obligation to expend 15% of Federal grant for the Delivery of Pre Employment Transition Services to youth 14-21. One of the 5 core services to be offered to students before graduation is Job Exploration Counseling.

Transfr inc offers a way to demonstrate to students a variety well-paying careers in high-demand fields, facilitated by immersive, hands-on Virtual Reality training. The platform assists with engaging learners with career assessments and VR simulations that spark curiosity and let them explore careers based on their interests.

Transfr Trek (name of software) has no limit on how many students we can enroll in each headset. Maine DVR plans to lease 16 headsets.

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.

N/A

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

There are no other entities offering career exploration activities in a virtual reality experience currently.

With positive feedback provided by Wyoming DVR and after a demonstration provided by Transfr in Maine, the department believes we can implement the program effectively and increase access for students to career exploration activities in Maine.

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

If other entities begin to implement the same product we will solicit bids.

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.

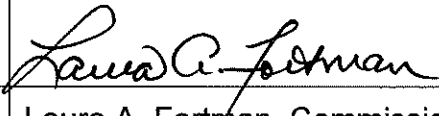
☒ The requesting department's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

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:

Laura A. Fortman, Commissioner

Date:

8/5/2026

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:

DocuSigned by:
Thomas Paquette
249502C7B71A49A...

Typed Name:

Thomas Paquette

Date:

8/17/2026