



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:	Dept. of Administrative & Financial Services			
Department Contract Administrator or Grant Coordinator:	Jennifer Merrow			
(If applicable) Department Reference #:				
Agency Department Code:	18F	Advantage CT / RQS #:	CT 18F 20260810000000000353	
Amount: (Contract/Amendment/Grant)	\$ 55,443.00			
CONTRACT	Proposed/Original Start Date:	8/1/2026	Proposed/Most Recent End Date:	7/31/2027
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:	United Way of Kennebec Valley Augusta, Maine			
Brief Description of Goods/Services/Grant:	Administer the 2026 Maine State Employee's Combined Charitable Appeal (MSECCA Campaign)			

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.

MSECCA was established to allow a single, coordinated campaign to encourage financial support from State employees and retirees for various qualifying charitable agencies. MSECCA ensures public accountability to contributing State employees and retirees and provides them with the opportunity to support a variety of organizations with a single charitable monetary gift spread over an entire year, if desired.

The administration of this campaign requires a significant time commitment and has always been administered for the State of Maine by an outside firm.

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.

Per the Revised 1999 MSECCA policy manual, the vendor is required to have a staffed physical presence in the Augusta area with a demonstrated capacity to conduct a campaign of the magnitude and complexity of the MSECCA campaign, and the demonstrated administrative capacity to handle the receipt and distribution of large sums of money. United Way of Kennebec Valley is the only entity in the Augusta area that conforms to MSECCA policy requirements. DAFS plans to review the MSECCA program and to make appropriate updates before the end of the one-year contract.

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

Funds for this contract will be unencumbered as the Provider will draw the needed funds directly from the 2026 MSECCA donations.

The Department has determined the above rate is fair and reasonable. This year's campaign is reduced in scope and cost, requiring less outreach and no printed brochures or promotional items. As such, the contract amount has been reduced accordingly from the previous year.

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

We will continue to research other entities that could provide this service according to the MSECCA Policy Manual requirements. At the present time the United Way is the only entity that provides this type of service. An RFP will be conducted in the Spring of 2027 if the program continues.

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:

Elaine Clark, Commissioner

Date:

8/4/2026

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:

8/19/2026

Certificate Of Completion

Envelope Id: 38E24CF2-24C9-8A69-8338-615611DF485C

Status: Completed

Subject: Complete with Docusign: 2026 MSECCA PJF 2.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

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8/19/2026 10:16:14 AM

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Signer Events

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Sterling Doiron

Security Level: Email, Account Authentication
(None)

Signature

Signed by:

Sterling Doiron

4C537C52B586437...

Signature Adoption: Pre-selected Style

Using IP Address: 71.169.188.88

Timestamp

Sent: 8/19/2026 10:16:31 AM

Viewed: 8/19/2026 10:16:36 AM

Signed: 8/19/2026 10:17:00 AM

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

8/19/2026 10:16:31 AM

Certified Delivered

Security Checked

8/19/2026 10:16:36 AM

Signing Complete

Security Checked

8/19/2026 10:17:00 AM

Completed

Security Checked

8/19/2026 10:17:00 AM

Payment Events

Status

Timestamps