



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:		Department of the Secretary of State, Division of Elections		
Department Contract Administrator or Grant Coordinator:		Julie L. Flynn, Deputy Secretary of State		
(If applicable) Department Reference #:				
Agency Department Code:	29A	Advantage CT / RQS #:	20260714000000000079	
Amount: (Contract/Amendment/Grant)	\$11,250.00			
CONTRACT	Proposed/Original Start Date:	6/11/2026	Proposed/Most Recent End Date:	6/30/2026
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:		Election Systems & Software, LLC 11208 John Galt Boulevard Omaha, NE 68137		
Brief Description of Goods/Services/Grant:		Project Management Day - Tabulation		

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
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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 had 6 contests on the June Primary Election ballots that had 3 or more candidates running; making them subject to the Ranked-choice voting (RCV) method. Of those, all but one had no candidate that received more than 50% of the votes cast, requiring the Department to conduct a central Ranked-choice voting tabulation for 5 contests. The RCV central count required 1 set-up day, plus 5 ½ days to conduct. ESS provided 2 technical staff to assist us with scanning ballots, uploading election results, troubleshooting issues that arose, and ensuring the Cast Vote Records were properly created and saved before running the RCV software to determine the final winners.

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.

Election Systems and Software is the vendor for the Department's statewide ballot scanning and tabulation system and is the only vendor with expertise on the system to provide the necessary support for this work.

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

The daily rate charged for the 6.5 days of the engagement was \$865.00 per person, which is far less than the allowable rate provided for in the prior voting systems lease agreement which expired on 6-30-26.

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

The Department competed an RFP and selected ESS as the vendor for the new statewide Ballot Scanning and Tabulation System and Accessible Voting System. The bid included a daily rate for this type of post-election support in the future.

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.

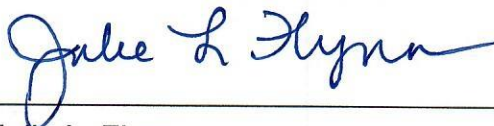
☒ The requesting department's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

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: Julie L. Flynn

Date: 7/24/2026

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:

8/20/2026