



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

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:		Transportation / Project Development / MTE		
Department Contract Administrator or Grant Coordinator:		James Robinson		
(If applicable) Department Reference #:				
Agency Department Code:	17A	Advantage CT / RQS #:	20260814000000000272	
Amount: (Contract/Amendment/Grant)		\$33,430		
CONTRACT	Proposed/Original Start Date:	8/1/2026	Proposed/Most Recent End Date:	7/31/2026
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:		ASTM International, PO Box 45758, Baltimore, MD 21297-5758		
Brief Description of Goods/Services/Grant:		1-year subscription to ASTM COMPASS online portal, including Material and Welding Standards		

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.

MaineDOT Standard Specifications reference numerous ASTM and AWS standards, specifications, and test methods. Current versions of these standards must be accessible to Department engineers and technicians in order to comply with applicable design requirements and laboratory accreditation requirements. MaineDOT no longer maintains current hard copies of these standards. Subscribing to the online portal will facilitate ready access to the most current versions of these standards.

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.

As the organization that develops, publishes, and owns the copyright to these standards, ASTM International is uniquely qualified to provide digital access to them through an online portal. Other vendors would need to pay licensing fees to ASTM in addition to the cost of the portal itself.

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

MaineDOT has previously negotiated reduced rates for the 1-year subscription. The list price has been quoted for over \$40,000; MaineDOT has been offered a price of \$33430.00. A single set of the print version costs over \$15,000. Access to the print version would be limited to Augusta HQ; other users around the state would not have access, requiring them to purchase additional copies as needed.

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

Although ASTM has been terminating relationships with service providers like Accuris, market research will be conducted prior to the end of the subscription period to determine if additional vendors have entered the market. If so, future subscriptions will be procured using a competitive bidding process.

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):

Andrew T. Bickmore, C.O.O.

Typed Name:

ANDREW T. BICKMORE

Date:

8/12/2026

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:

8/26/2026