



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:		Secretary of State; Bureau of Motor Vehicle	
Department Contract Administrator or Grant Coordinator:		Beverly Campbell	
(If applicable) Department Reference #:			
Agency Department Code:	29B	Advantage CT / RQS #:	20260508*1466
Amount: (Contract/Amendment/Grant)		\$20,279.93	
CONTRACT	Proposed/Original Start Date:	Click or tap to enter a date.	Proposed/Most Recent End Date:
AMENDMENT	New Effective Date:	8/25/2026	New End Date (if Applicable): 9/25/2026
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Steel Summit Holdings Inc COLLEGE PARK, GA 30349	
Brief Description of Goods/Services/Grant:		Aluminum for making license plates	

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.

Aluminum is used to make license plates for motor vehicles in the state of Maine. The plate shop in Warren manufactures plates every day to keep up with the demand from municipalities and branches throughout the state.

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.

The need for aluminum was put out to bid. The vendor awarded the bid sources their aluminum from China. We were concerned the order would not arrive before we ran out. Thus, we created an emergency order from Steel Summit.

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

Steel Summit has bid on and has been awarded bids for aluminum in the past. They are generally very competitive.

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

The need for aluminum in the future will go out to bid. We will submit requests for bids earlier to factor in the additional lead time if in the future the awarded bidder sources their aluminum from overseas.

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):

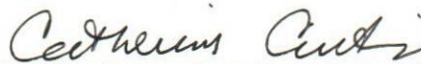


Typed Name: Bruno Inacio

Date: 8/26/2026

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):

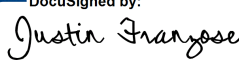


Typed Name: Catherine Curtis

Date: 8/26/2026

****OSPS Section Only****

Signature of DAFS
Procurement Official:

DocuSigned by:

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Typed Name: Justin Franzose

Date: 8/26/2026