



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:		Department of Public Safety, Bureau of Highway Safety		
Department Contract Administrator or Grant Coordinator:		Kristen Morin		
(If applicable) Department Reference #:		N/A		
Agency Department Code:	16A	Advantage CT / RQS # :	20250905*0381	
Amount: (Contract/Amendment/Grant)	\$125,000.00			
CONTRACT	Proposed/Original Start Date:	10/1/2025	Proposed/Most Recent End Date:	9/30/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:	10/1/2025	Grant Start Date:	10/1/2025
	Project End Date:	9/30/2026	Grant End Date:	9/30/2026
Vendor/Provider/Grantee Name, City, State:		VC0000277923 Oakley Grant Management 24 Woodcrest Drive Hudson, NH 30051		
Brief Description of Goods/Services/Grant:		Grant Management Consultant Services for Federal Programs		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input type="checkbox"/>	A. Competitive Process	<input checked="" type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified
<input type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice

<input type="checkbox"/>	F. Higher Education Cooperative Project	<input type="checkbox"/>	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.
	<p>The Bureau of Highway Safety has immediate need for experienced grant management assistance specifically from a vendor with NHTSA experience. Oakley Grant Management Consulting, LLC will provide services to assist with all stages of the grant lifecycle, ensuring compliant, efficient, and successful grant outcomes. The complexity and regulatory burden associated with the grant lifecycle, especially in high-compliance areas such as GTS (Grant Tracking Systems), e-Grants, share to local expenditure, planning and administration costs, management review preparation, and SAM.gov reporting, require specialized knowledge and a proven track record. Oakley Grant Management Consulting LLC stands uniquely positioned to meet these needs based on its specialized expertise, breadth of experience, and demonstrated ability to deliver results across the full grant management spectrum.</p>
2.	Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number and the date of award notification, if applicable.
	<p>The Bureau of Highway Safety receives federal grant funds from the National Highway Traffic Safety Administration (NHTSA). NHTSA uses a specialized Grants Tracking System (GTS) and new e-Grants systems both with specific and unique organizational needs in federal application, finance, reporting, and tracking. Use of the system(s) is a requirement of the federal award. Other than State Highway Safety Offices, the only other personnel trained to use the system(s) is NHTSA federal employees. The owner and operator of Oakley Grant Management Consulting, LLC, as a former NHTSA federal employee, has 15 years of direct experience in federal National Highway Transportation Safety Administration, grant compliance, management, and public sector operations including the GTS. Oakley Grant Management Consulting, LLC has the proven ability to implement and support Grants Tracking System (GTS) and e-Grants systems tailored to State Highway Safety Offices, as well as in-depth knowledge of 2 CFR 200 Standards, Federal Transportation Safety Programs, NHTSA fiscal oversight and compliance. A vendor search for NHTSA specific grant management and GTS experience did not net other results.</p>
3.	Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.
	<p>The Bureau of Highway Safety determined the consultant rate to be fair and reasonable based on industry comparisons to consultant fees for similar services with similar experience supporting other highway safety program and projects. Additionally, following OMB guidance 200.404, we determined that the per hour activity cost is reasonable and prudent in similar circumstances. This proposed rate is acceptable and were identified and approved for the FFY2026 grant period 10/01/2025-09/30/2026.</p>
4.	Describe the plan for future competition for the goods or services.
	<p>Upon the completion of this contact term the Department would seek to identify other vendor options to provide this service; if at that time it is discovered that there is more than this one vendor that could provide the service then we would issue an RFP to seek a new vendor.</p>

PART III: SUPPLEMENTAL INFORMATION**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) – 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 signatory understands and acknowledges Maine's Conflict of Interest statutes.**PART VI: APPROVALS**

The signature below indicates approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):
[Michael Sauschuck \(Sep 16, 2025 13:33:56 EDT\)](#)

Typed Name:

Michael J. Sauschuck

Date:

Sep 16, 2025

PART VII: EMERGENCY – Required only if selecting E. Emergency Justification

The signature below indicates approval by the Commissioner or designee of this procurement request.

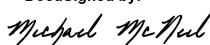
Signature of requesting
Department's Commissioner
(or designee):

Typed Name:

Date:

Signature of DAFS
Procurement Official:

DocuSigned by:



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Procurement Justification Form (PJF)

Typed Name:	Michael McNeil	Date:	9/17/2025
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Oakley GM PJF

Final Audit Report

2025-09-16

Created:	2025-09-16
By:	Lauren Stewart (lauren.v.stewart@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAZ7kUDbYSIAMAUAuLu7DLFubbZz5uljtOY

"Oakley GM PJF" History

-  Document created by Lauren Stewart (lauren.v.stewart@maine.gov)
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-  Email viewed by Michael Sauschuck (michael.sauschuck@maine.gov)
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-  Document e-signed by Michael Sauschuck (michael.sauschuck@maine.gov)
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