



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:		Economic and Community Development		
Department Contract Administrator or Grant Coordinator:		Jeanne St. Pierre		
(If applicable) Department Reference #:				
Agency Department Code:	19A	Advantage CT / RQS #:	CT19A20250925*0639	
Amount: (Contract/Amendment/Grant)		\$20,000		
CONTRACT	Proposed/Original Start Date:	10/6/2025	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:		SHL Enterprise Solutions Greenville, ME		
Brief Description of Goods/Services/Grant:		Oversee Maine Space Corporation related work at Loring, Limestone and MRRA, Brunswick during leadership transition.		

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 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.

The Executive Director of the Maine Space Corporation is retiring and funding to continue the work is expiring. To maintain momentum for the space-related work underway at the former military installations in Brunswick and Limestone, it is necessary to implement a transition plan. During the transition, the vendor will pursue short-term and long-term funding opportunities to support the Maine Space Corporation's management and operations.

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 selected vendor has knowledge of both Loring and Limestone capabilities to assist the Maine Space Corporation. The vendor has represented both locations at trade shows, events and meetings to explore opportunities to advance business ventures that will support the Maine Space Corporation and create new business opportunities in Maine. The vendor has a proven track record of working with businesses and attracting funding to maintain operations of various entities.

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

Several entities have committed funds for this effort: Maine Technology Institute, Mid-coast Regional Redevelopment Authority and Loring Development Authority. This project is supported by the department by providing funds to assist with this continued work.

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

No future competition or funds are anticipated. This contract will assist in attracting grant funds to sustain this program and recruit a new Executive Director.

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

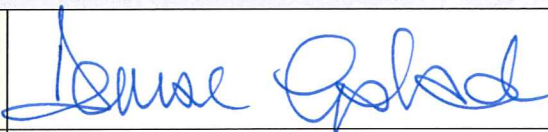
Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

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:	Denise Garland	Date:	9/25/2025

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:	<small>DocuSigned by:</small>  <small>891CE7A1493D45B...</small>		
Typed Name:	Martha verhille	Date:	9/29/2025