



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:	IFW Bureau of Warden Service			
Department Contract Administrator or Grant Coordinator:	Cynthia Rego			
(If applicable) Department Reference #:				
Agency Department Code:	09A	Advantage CT / RQS #:		
Amount: (Contract/Amendment/Grant)	\$13572.00			
CONTRACT	Proposed/Original Start Date:	Click or tap to enter a date.	Proposed/Most Recent End Date:	Click or tap to enter a date.
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:		Cross Insurance Center 515 Main Street, Bangor ME 04401		
Brief Description of Goods/Services/Grant:		Venue for Game Warden Pilot funeral service		

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.

Warden Service needed a large venue to hold a funeral for our Pilot Josh Tibbetts who died in a plane crash in the line of duty.

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.

We had a very limited timeframe to secure a venue for the funeral. We reached out to the Augusta Civic Center, the Cross Center in Portland, and the Cross Center in Bangor. The Cross Center in Bangor was the only venue available for the timeframe that we needed. It is also centrally located in the state, making it a preferred choice for the family of the Fallen Warden.

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

The original cost of the venue was \$23,572.00

Private donations were made towards funeral services; therefore, we were able to apply those funds to lower our cost for the venue.

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

Ideally, we will never need to go through the process of planning a funeral for a fallen Warden again. But if the situation ever arises, we will follow the same protocol we did for this. Reach out to multiple vendors and follow the appropriate 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.

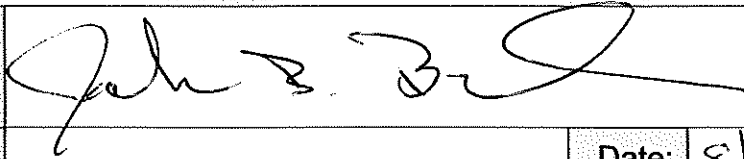
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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**

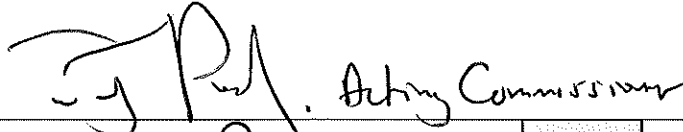
1. The signature below indicates approval of this procurement request.

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

Typed Name:

Date:

8/10/26

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:

Timothy P. Acting Commissioner

Date:

8/12/26

****OSPS Section Only****Signature of DAFS
Procurement Official:

Signed by:

Sterling Doiron

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Typed Name:

Sterling Doiron

Date:

9/2/2026

Certificate Of Completion

Envelope Id: AF42D2F2-7331-8AC3-80FA-3E8887E2E404

Status: Completed

Subject: Complete with Docusign: PJF (6).pdf

Source Envelope:

Document Pages: 3

Signatures: 1

Envelope Originator:

Certificate Pages: 1

Initials: 0

Sterling Doiron

AutoNav: Disabled

77 State House Station

Envelopeld Stamping: Disabled

111 Sewall Street

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Augusta, ME 04333

Sterling.Doiron@maine.gov

IP Address: 71.169.188.88

Record Tracking

Status: Original

Holder: Sterling Doiron

Location: DocuSign

9/2/2026 1:32:56 PM

Sterling.Doiron@maine.gov

Signer Events

Sterling Doiron

Sterling.Doiron@maine.gov

Sterling Doiron

Security Level: Email, Account Authentication
(None)

Signature

Signed by:

Sterling Doiron

4C537C52B586437...

Signature Adoption: Pre-selected Style

Using IP Address: 71.169.188.88

Timestamp

Sent: 9/2/2026 1:33:01 PM

Viewed: 9/2/2026 1:33:06 PM

Signed: 9/2/2026 1:33:22 PM

Freeform Signing

Electronic Record and Signature Disclosure:

Not Offered via Docusign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

9/2/2026 1:33:01 PM

Certified Delivered

Security Checked

9/2/2026 1:33:06 PM

Signing Complete

Security Checked

9/2/2026 1:33:22 PM

Completed

Security Checked

9/2/2026 1:33:22 PM

Payment Events

Status

Timestamps