



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:		DEP, Water Bureau, Division of Water Quality Management		
Department Contract Administrator or Grant Coordinator:		Robert Hartley		
(If applicable) Department Reference #:				
Agency Department Code:	06A	Advantage CT / RQS #:	20231109*1361	
Amount: (Contract/Amendment/Grant)		\$25,000		
CONTRACT	Proposed/Original Start Date:	1/6/2022	Proposed/Most Recent End Date:	10/2/2026
AMENDMENT	New Effective Date:	8/13/2026	New End Date (if Applicable):	10/2/2026
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Town of Washburn, Washburn, ME		
Brief Description of Goods/Services/Grant:		Design/Construction/Installation of Installation of Septic Systems projects funded under MJRP Business Case S.70.1.		

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.

The DEP administers the Wastewater Construction Grant Program (CG) as authorized under MRS Title 38, Ch. 3, §411 and §412, that is funded through periodic bond issues approved by voters and in this case by the American Recovery and Reinvestment Act (ARPA). This program is essential to the Department's responsibilities to protect and improve the waters of the State, as mandated by Maine statute.

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.

These grants are given to municipalities or quasi-municipal organizations for projects (repair or replacement of septic systems) to protect and improve the waters of the State, as authorized under MRS Title 38, Ch. 3, §411 and §412. The grantees are selected through a competitive process. The Department notifies municipalities via e-mail of the available grant funding for these projects and posts the announcement on the Department's website and the Maine Municipal Association's website. Municipalities submit potential projects that can be funded. The projects are reviewed by Department staff and ranked for environmental importance/benefit in accordance with Department Rules, Chapter 592. Grant awards are based on this process.

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

The Department awards the grant to the Grantee based on an estimated cost of the project(s) (repair or replacement of septic system(s)). The projects are competitively bid by the Grantee. As these projects are typically failing septic systems, they are considered emergency funding needs.

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

State grants for this funding is awarded as in Section 2. Projects will continue to be competitively bid by the Grantee.

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):

David R. Madore for Melanie Loyzim

09/02/2026

Typed Name:

Melanie Loyzim, Commissioner

Date:

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):

Sherrie Kelley

09/01/2026

Typed Name:

Sherrie Kelley

Date:

****OSPS Section Only****

Signature of DAFS
Procurement Official:

Signed by:

Sterling Doiron

Typed Name:

4C537C52B586437...
Sterling Doiron

Date:

9/8/2026

Certificate Of Completion

Envelope Id: 05B4C27F-564A-815F-82DB-BDAFAAD7F89E
 Subject: Complete with Docusign: Washburn SCG ARPA Amend_PJF.pdf
 Source Envelope:
 Document Pages: 3
 Certificate Pages: 1
 AutoNav: Disabled
 Envelopeld Stamping: Disabled
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

 Envelope Originator:
 Sterling Doiron
 77 State House Station
 111 Sewall Street
 Augusta, ME 04333
 Sterling.Doiron@maine.gov
 IP Address: 198.182.163.113

Record Tracking

Status: Original
 9/8/2026 7:52:26 AM
 Holder: Sterling Doiron
 Sterling.Doiron@maine.gov
 Location: DocuSign

Signer Events

Sterling Doiron
 Sterling.Doiron@maine.gov
 Sterling Doiron
 Security Level: Email, Account Authentication
 (None)

Signature

Signed by:

 4C537C52B586437...
 Signature Adoption: Pre-selected Style
 Using IP Address: 198.182.163.113

Timestamp

Sent: 9/8/2026 7:52:39 AM
 Viewed: 9/8/2026 7:52:44 AM
 Signed: 9/8/2026 7:53:03 AM
 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	9/8/2026 7:52:39 AM
Certified Delivered	Security Checked	9/8/2026 7:52:44 AM
Signing Complete	Security Checked	9/8/2026 7:53:03 AM
Completed	Security Checked	9/8/2026 7:53:03 AM

Payment Events

Status

Timestamps