



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 Professional and Financial Regulation, Office of Professional and Occupational Regulation (OPOR)		
Department Contract Administrator or Grant Coordinator:		Penny Vaillancourt, OPOR Director		
(If applicable) Department Reference #:				
Agency Department Code:	02A	Advantage CT / RQS #:	20260909000000000579	
Amount: (Contract/Amendment/Grant)		\$125,000.00		
CONTRACT	Proposed/Original Start Date:	9/2/2026	Proposed/Most Recent End Date:	8/31/2028
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:		Elizabeth J. Wyman, Esq.		
Brief Description of Goods/Services/Grant:		To serve as Presiding Officer in adjudicatory matters across 37 separate licensing boards and programs within OPOR.		

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
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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. OPOR is a state administrative umbrella agency established by the Legislature to administer 37 separate regulatory boards and programs (licensing entities). The sole purpose of OPOR and its licensing entities is to protect the public health and welfare by ensuring that the public is served by competent and honest practitioners, and by establishing minimum standards of proficiency in the regulated professions by examining, licensing, regulating and disciplining practitioners of those regulated professions The services provided by the Provider are critical to OPOR meeting its statutory obligation to provide the resources necessary to support licensing entities when adjudicating matters involving consumer complaints and administrative procedures. There are more than 60 cases that need to be scheduled for hearing immediately and requires an experienced vendor, who is familiar with serving as a presiding officer in adjudicatory matters involving the regulated community. The scope of work requires that the Provider be uniquely qualified and experienced to conduct pre-hearing conferences, consider pre-hearing motions and render rulings with appropriate consultation with each licensing entity. The Provider would preside over adjudicatory hearings, which includes ruling on the admissibility of evidence, administering oaths, rulings on motions, and regulate the course of the hearing. In an adjudicatory proceeding, the Provider also serves as the legal advisor on process matters.
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 Provider is uniquely qualified to serve in the capacity of a hearing officer presiding over adjudicatory matters related to professional licensing entities. Her education, experience and contract work with other state agencies set her apart.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee. OPOR has concluded that the cost of the services is fair and reasonable based on viewing other contracts for similar services.
4. Describe the plan for future competition for the goods or services. The potential opportunity to foster competition in the future depends on the number of adjudicatory hearings to be scheduled.

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:

Joan Cohen

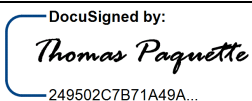
Date:

Sep 8, 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:

Date:

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

249502C7B71A49A...

Typed Name:

Thomas Paquette

Date:

9/11/2026

PJF Form Wyman HO Contract 2026

Final Audit Report

2026-09-08

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