



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:	Professional Financial Regulation/BOI			
Department Contract Administrator or Grant Coordinator:	Sandra Darby			
(If applicable) Department Reference #:				
Agency Department Code:		Advantage CT / RQS #:	20260914 0612	
Amount: (Contract/Amendment/Grant)	\$100,000			
CONTRACT	Proposed/Original Start Date:	9/21/2026	Proposed/Most Recent End Date:	6/30/2027
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:	Bob's Consulting Shack PC 40 Covered Bridge Road Windham ME 04062			
Brief Description of Goods/Services/Grant:	Insurance regulatory oversight and strategic consulting			

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.

This arrangement is necessary in order to provide specialized skill sets, beyond that of Maine Bureau of Insurance ("MBOI") staff which is crucial in the delivery of insurance company regulatory oversight. The frequency of the need for these services is not possible to predict. As such, it is not economically feasible nor is it practical for the MBOI to maintain staff with these skill sets.

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.

Bob's Consulting Shack PC ("BCS") employs an individual with unique qualifications and experience not easily replicated, namely Robert A. Wake. Mr. Wake is a National Association of Insurance Commissioners Robert Dineen Award recipient and nationally recognized Affordable Care Act expert with 30 years of regulatory oversight experience. Together with expertise in regulatory oversight practices, BCS is expected to provide efficient and effective consultation services to MBOI.

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

The MBOI engages numerous professional services vendors. While hourly rates for these vendors vary, \$200 per hour is within the historic and current range for these types of services and are competitive in the marketplace. Because BCS will provide efficient consultation services due to specialized knowledge and expertise in insurance regulation, together with expertise with regulatory oversight practices, \$200 per hour is fair and reasonable for the work to be performed.

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

None. This contract is an insurance regulatory consultation contract. It is anticipated that BCS's specialized work will not be needed at the conclusion of the contract term.

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):*Joan Cohen*

Typed Name:

Joan Cohen, Commissioner

Date:

Sep 17, 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:
Thomas Paquette
249502C7B71A49A

Typed Name:

Thomas Paquette

Date:

9/18/2026

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Final Audit Report

2026-09-17

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-  Document created by William Bourne (William.A.Bourne@maine.gov)
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