



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
OFFICE OF STATE PROCUREMENT SERVICES  
STATE OF MAINE

## 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:                     |                               | Secretary of State/Division of Elections                                                            |                                |
| Department Contract Administrator or Grant Coordinator: |                               | Julie L. Flynn<br>Deputy Secretary of State                                                         |                                |
| (If applicable) Department Reference #:                 |                               | N/A                                                                                                 |                                |
| Agency Department Code:                                 | 29A                           | Advantage CT / RQS #:                                                                               | 20260911000000000407           |
| Amount:<br>(Contract/Amendment/Grant)                   |                               | \$ 791,106.00                                                                                       |                                |
| CONTRACT                                                | Proposed/Original Start Date: | 8/14/2026                                                                                           | Proposed/Most Recent End 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:              |                               | Election Systems & Software (ES&S)<br>Omaha, NE 68137                                               |                                |
| Brief Description of Goods/Services/Grant:              |                               | Printing, packaging and delivery of official ballots for the 11/3/26 State/Federal General Election |                                |

### 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 checked="" type="checkbox"/> | E. Emergency                            | <input type="checkbox"/> | K. Client Choice                 |
| <input type="checkbox"/>            | F. Higher Education Cooperative Project | <input type="checkbox"/> | 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 Secretary of State/ Division of Elections (Division) is charged by law with centrally printing and distributing to municipalities, the ballots for state/federal elections. This printing job is for official and sample ballots for the State/Federal General Election on 11/3/26.

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.

This vendor was the successful bidder on RFP # 202602020 for a new ballot tabulation and accessible voting system and was awarded contract #20260714000000000103. The Division must use printed ballots that can be tabulated by the new system. Contract section III Deliverables, subsection 3(K) State and Municipal Ballot Printing provides that ballots compatible with the voting system can be printed by the Provider, Election Systems and Software, working with their local partner printer, J.S. McCarthy Printers in Augusta, Maine.

This section further provides that "Although the Provider will provide guidelines and specifications for ballot paper and printing to printers other than the Provider's Partner Printers, if the Department or a municipality has ballots printed by a non-Provider's Partner Printer, the Department or the municipality will be responsible for all costs associated with diagnosing ballot printing problems resulting from the use of non-Provider Partner Printers, as specified in Attachment 2 to this Contract, entitled *Provider Hardware Maintenance Services Provided by Provider Under this Schedule E1*. Therefore, the Department will use the Provider's Partner Printer J.S. McCarthy in Augusta, Maine, to print ballots for statewide elections."

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

As noted in item 2, an RFP to lease a new ballot tabulation system and accessible voting system was issued and awarded. This vendor is a sole source for printing compatible ballots that can be accurately read and tabulated by the tabulation equipment.

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

We will go out to bid for a new ballot tabulation system and accessible voting system at the end of this contract, which extends through 12/31/34.

### 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**

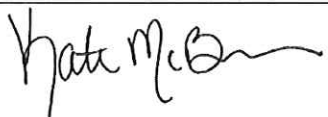
*Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS Title 5, §18 and §18-A, in harmony with MRS Title 17, §3104.*

☒ 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.

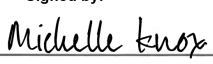
**PART VI: APPROVALS**

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:                                                                                                                                                                                                                                                  | Julie L. Flynn, Deputy Secretary of State                                           | Date: | 9/25/2026 |
| 2. Additional signature required <b>ONLY if box E (Emergency) is selected in PART II.</b> The signature below indicates approval by the Department's Commissioner, or the <u>designee specifically authorized to approve emergency procurement requests.</u> |                                                                                     |       |           |
| Signature of requesting Department's Commissioner (or designee):                                                                                                                                                                                             |  |       |           |
| Typed Name:                                                                                                                                                                                                                                                  | Katherine McBrien, Chief Deputy Secretary of State                                  | Date: | 9/25/2026 |

**\*\*OSPS Section Only\*\***

|                                         |                                                                                                   |       |           |
|-----------------------------------------|---------------------------------------------------------------------------------------------------|-------|-----------|
| Signature of DAFS Procurement Official: | Signed by:<br> |       |           |
| Typed Name:                             | 066BBD96EE5347F...<br>Michelle Knox                                                               | Date: | 9/28/2026 |

## Certificate Of Completion

Envelope Id: 8F60D51F-D7F1-8E8C-8297-7C273D296580

Status: Completed

Subject: Complete with Docusign: PJF ESS Ballot Printing November 2026.pdf

Lease #:

Project Number:

Contract Number:

RFP Number:

Source Envelope:

Document Pages: 3

Signatures: 1

Envelope Originator:

Certificate Pages: 5

Initials: 0

Sterling Doiron

AutoNav: Enabled

77 State House Station

Envelopeld Stamping: Enabled

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

9/28/2026 8:54:26 AM

Sterling.Doiron@maine.gov

## Signer Events

Michelle Knox

michelle.fournier@maine.gov

Senior Procurement Manager

State of Maine - Office of State Procurement  
Services

Security Level: Email, Account Authentication  
(None)

### Electronic Record and Signature Disclosure:

Accepted: 6/16/2025 2:58:49 PM

ID: cc747848-9fcb-4b50-a652-3222b815ed4d

Company Name: Bureau of General Services

## Signature

Signed by:

*Michelle Knox*

066BBD96EE5347F...

Signature Adoption: Pre-selected Style

Using IP Address: 76.37.130.1

## Timestamp

Sent: 9/28/2026 8:55:03 AM

Viewed: 9/28/2026 8:55:44 AM

Signed: 9/28/2026 8:57:09 AM

## 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

9/28/2026 8:55:03 AM

Certified Delivered

Security Checked

9/28/2026 8:55:44 AM

Signing Complete

Security Checked

9/28/2026 8:57:09 AM

Completed

Security Checked

9/28/2026 8:57:09 AM

## Payment Events

## Status

## Timestamps



## **ELECTRONIC RECORD AND SIGNATURE CONSENT DISCLOSURE**

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described as follows.

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### **How to contact BGS:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically.

To contact us by email send messages to: [marsha.alexander@maine.gov](mailto:marsha.alexander@maine.gov)

#### **To advise BGS of your new e-mail address**

To notify BGS of a change in your e-mail address for receiving electronic notices and disclosures, you must send an email message to [marsha.alexander@maine.gov](mailto:marsha.alexander@maine.gov) or your BGS project manager with your previous and updated e-mail address in the body of your request. We do not require any other information from you to change your email address. Additionally, if you have created a DocuSign account, you must update your email address in the DocuSign system by following the DocuSign process for changing an e-mail address. The State of Maine and BGS is unable to update your DocuSign credentials on your behalf.

#### **To request paper copies from BGS**

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#### **Minimum System Requirements Operating Systems**

Most modern computers will work just fine with DocuSign. But just to be thorough, this topic provides the minimum system requirements needed to sign with DocuSign. Browsers

- Internet Explorer® (Windows only) 8.0 or above – compatibility mode is supported only for 9.0 and above; Windows Edge® current version, Mozilla Firefox™ current version; Safari™ 6.2 or above; Google Chrome™ current version.

Note: Pre-release (e.g., beta) versions of operating systems and browsers are not supported.

#### **Mobile Signing**

- Apple iOS® 7.0 or above; Android 4.0 or above Screen Resolution
- 1024 x 768 minimum (for desktops and laptops)

PDF Reader: Acrobat® or similar software may be required to view and print PDF files.

#### **Security**

- Allow per session cookies
- Users accessing the Internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection
- Firewall settings must allow access to the following server: <https://docucdn-a.akamaihd.net>. DocuSign leverages Akamai as a content delivery service to enhance our application's performance.

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