



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:		DAFS/CFM		
Department Contract Administrator or Grant Coordinator:		Donny Crockett		
(If applicable) Department Reference #:		PO#962254		
Agency Department Code:	18P	Advantage CT / RQS #:	RQS18P20260917*460	
Amount: (Contract/Amendment/Grant)		\$ 15,170.89		
CONTRACT	Proposed/Original Start Date:	7/14/2026	Proposed/Most Recent End Date:	9/14/2026
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:		O'Connor GMC Inc, Augusta, ME VC1000069483		
Brief Description of Goods/Services/Grant:		Off Road Damage Repair		

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 vehicle was incapacitated due to being damaged while being operated off road and towed to the nearest GMC vendor for a full damage assessment.

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 vendor is the closest authorized GMC dealership. It would be cost-prohibitive to tow to other vendors for additional estimates, as the vehicle was totally incapacitated. Other vendors will not travel to a competitor for additional estimates.

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

Choosing this vendor includes factors such as location & proximity to the vehicle, reputation, past pricing and experience, and vendor's ability to repair in a timely manner to avoid costly downtime for the State Agency.

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

N/A-this is for an accident repair that is not planned. CFM always seeks multiple estimates when available and prudent in the close proximity to the vehicle's location.

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):

DocuSigned by:

David Morris

2A644AE5681F482

Typed Name:

David Morris

Date:

9/17/2026

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:

Signed by:

Sterling Doiron

4G537C52D586437...

Typed Name:

Sterling Doiron

Date:

9/29/2026

Certificate Of Completion

Envelope Id: 10212965-C62E-872E-828B-1F2137762645

Status: Completed

Subject: Complete with Docusign: 164-091 Off Road Damage Repair PJF-Signed.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

9/29/2026 10:46:34 AM

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: 9/29/2026 10:46:42 AM

Viewed: 9/29/2026 10:46:47 AM

Signed: 9/29/2026 10:47:03 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

9/29/2026 10:46:42 AM

Certified Delivered

Security Checked

9/29/2026 10:46:47 AM

Signing Complete

Security Checked

9/29/2026 10:47:03 AM

Completed

Security Checked

9/29/2026 10:47:03 AM

Payment Events

Status

Timestamps