



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:		Department of Defense, Veterans & Emergency Management – <i>Military Bureau</i>	
Department Contract Administrator or Grant Coordinator:		Tanya L Schaub – Procurement Manager	
(If applicable) Department Reference #:		26-008	
Agency Department Code:	15A	Advantage CT / RQS #:	CT20251010*0792
Amount: (Contract/Amendment/Grant)		\$51,000.00 (NTE)	
CONTRACT	Proposed/Original Start Date:	10/15/2025	Proposed/Most Recent End Date: 12/30/2025
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:		Haley Ward, Bangor, Maine	
Brief Description of Goods/Services/Grant:		Environmental investigation/study for specific metals and pollution prevention work.	

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 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.	A FY24 study of MEARNG wastewater discharges revealed lead and cadmium above regulatory discharge thresholds at Camp Keyes & Auburn whose sources could not be identified. This contract serves to (1) identify the sources of metals and (2) eliminate them. In a related wastewater compliance issue, the contract will investigate methods and products to prevent petroleum pass-through in vehicle repair shop oil-water separators. This is specialized work which is outside of the mission of the department.
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.	Project was originally sent out to 4 bidders as two different bid requests. One was called FMS#2, Auburn, Lead/Cadmium Source Study and Camp Keyes Pollution Prevention Study. Both projects were sent to the same vendors (TRC Companies, Seeve & Mahr, Haley Ward, and Ransom Environmental). No vendors submitted questions or bids for either project. Based on this we then approached one of the vendors to see if they could provide us the product within in the timeline needed, and at what cost. This Sole Source request is the result of this timeline & price.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	The cost proposal reflects known/competitive market rates for ENV consulting from recent MEARNG bids and MEDEP PQVL rate sheets (i.e., on the order of \$125/hr) and a reasonable number of hours estimated to perform the work (i.e., on the order of 4 weeks per site). Certain costs, like lab work, are higher than normal to meet DVEM's "rush" timeline.
4. Describe the plan for future competition for the goods or services.	We will follow all needed SOM rules and procurement procedures.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) or (026) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE	
<i>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.</i>	

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):	Signed by:  <small>F3A3608E0A33464...</small>		
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Typed Name:	Michelle Lenihan, Deputy Commissioner	Date:	14 October 2025
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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):			
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Typed Name:		Date:	
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****OSPS Section Only****

Signature of DAFS Procurement Official:	Signed by:  <small>4C537C52B506437...</small>		
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Typed Name:	Sterling Doiron	Date:	10/16/2025
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Certificate Of Completion

Envelope Id: 632132E9-2759-4A1B-BAA7-2FB46F6DFC81	Status: Completed
Subject: Complete with Docusign: signed pjf 20251010-0792.docx.pdf	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Disabled	Envelope Originator:
Envelopeld Stamping: Disabled	Sterling Doiron
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	77 State House Station
	111 Sewall Street
	Augusta, ME 04333
	Sterling.Doiron@maine.gov
	IP Address: 71.169.188.88


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10/16/2025 15:40	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: 10/16/2025 | 15:40
 Viewed: 10/16/2025 | 15:40
 Signed: 10/16/2025 | 15:41
 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	10/16/2025 15:40
Certified Delivered	Security Checked	10/16/2025 15:40
Signing Complete	Security Checked	10/16/2025 15:41
Completed	Security Checked	10/16/2025 15:41
Payment Events	Status	Timestamps