



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:		Maine Dept of Inland Fisheries and Wildlife		
Department Contract Administrator or Grant Coordinator:		Emily MacCabe		
(If applicable) Department Reference #:				
Agency Department Code:	09A	Advantage CT / RQS #:	09A- 20260904000000000561	
Amount: (Contract/Amendment/Grant)		\$15,800		
CONTRACT	Proposed/Original Start Date:	10/5/2026	Proposed/Most Recent End Date:	2/28/2027
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:		Patra Company, Brunswick, ME		
Brief Description of Goods/Services/Grant:		Produce an updated Fallen Officers film		

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.

Maine Warden Service maintains a Fallen Officers tribute film honoring Maine Game Wardens who died in the line of duty. The Department must update and modernize the film to include Game Warden Pilot Josh Tibbetts and enhance several existing profiles with additional footage of locations and landmarks connected to the officers' stories.

The completed film will recognize 16 fallen Maine Game Wardens and will be used at future Maine Warden Service memorial and recognition events. The Department intends to complete the project in time for the spring 2027 annual Warden Service meeting, where Josh Tibbetts will be honored.

The work includes project planning and research; development of the updated script, shot list, and production plan; filming a new tribute sequence; filming relevant landmarks and locations throughout Maine; incorporating photographs, video, graphics, music, voiceover, and on-screen text; Department review and revisions; and delivery of the completed film and associated production materials.

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.

Patra Company is recommended as the Single Source/Unique Vendor for this project because Patra produced the existing Maine Warden Service Fallen Officers tribute film and possesses unique, project-specific knowledge necessary to efficiently and appropriately revise that work. During the original production, Patra conducted the historical and biographical research, reviewed sensitive source material, developed the film's narrative and visual approach, and worked closely with Maine Warden Service personnel regarding the appropriate presentation of each fallen officer's story.

The current project is a continuation and revision of Patra's existing production rather than a new, independent video project. Patra's direct knowledge of the underlying research, source materials, narrative structure, production decisions, and intended tone allows the Department to update the film while maintaining continuity, accuracy, and sensitivity.

Transitioning the project to a new production team would require substantial reconstruction of work already completed, including review of the histories and circumstances of the previously featured officers, evaluation of existing footage and production materials, redevelopment of the established narrative and visual framework, and additional involvement from Warden Service personnel. This would duplicate prior work, increase project costs and staff time, and create unnecessary risk of inconsistency in a memorial project requiring particular care and accuracy.

Based on these project-specific circumstances, the Department has determined that Patra Company is uniquely positioned to perform this revision and is the only practical source for completing the update without duplicating substantial portions of the original production effort. Patra is also available to complete the work within the required timeframe for the spring 2027 Warden Service meeting.

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

The Department determined that this price is fair and reasonable based on its experience obtaining proposals and contracting for comparable videography and video-production services through the State's Prequalified Vendor List. Patra's pricing has consistently been among the least expensive options available to the Department for comparable work. The proposal also represents a fixed project price covering pre-production, five days of production activity, post-production, voiceover, and music licensing.

Patra's prior involvement provides additional value because its existing research, subject-matter familiarity, and established creative framework eliminate much of the transition, research, and redevelopment work that would be necessary for a new vendor. A new vendor would need to spend additional billable time reviewing the histories of the previously featured officers, reconstructing the narrative framework, assessing existing material, and developing an appropriate visual and editorial approach before beginning the new production work.

PART III: SUPPLEMENTAL INFORMATION

Based on the scope, the Department's experience with comparable video-production pricing, Patra's established cost competitiveness, and the avoided cost of transferring this sensitive project to a new production team, the Department has determined that the negotiated price provides fair and reasonable value to the State.

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

If another update to the Fallen Officers film is required in the future, the Department will assess the availability of qualified vendors and the practicability of competition before initiating any future contract or amendment and sufficiently in advance of the required production schedule to allow use of the applicable Prequalified Vendor List process. Possession of the raw footage and editable/source project files produced under this contract will help preserve the Department's ability to competitively procure future revisions.

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):*Timothy E. Peabody*
[Timothy E. Peabody \(Sep 24, 2026 12:22:57 EDT\)](#)

Typed Name:

Timothy Peabody

Date:

Sep 24, 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

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Typed Name:

sterling doiron

Date:

10/6/2026

PJF PatraCompany 2026 Fallen Officer Revision

Final Audit Report

2026-09-24

Created:	2026-09-24
By:	Kristina bedard (kristina.r.bedard@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAGAxEGjNqk3prFHrt_McSEKZSwZFDxse

"PJF PatraCompany 2026 Fallen Officer Revision" History

-  Document created by Kristina bedard (kristina.r.bedard@maine.gov)
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-  Document emailed to timothy.e.peabody@maine.gov for signature
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-  Email viewed by timothy.e.peabody@maine.gov
2026-09-24 - 4:22:31 PM GMT
-  Signer timothy.e.peabody@maine.gov entered name at signing as Timothy E. Peabody
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-  Document e-signed by Timothy E. Peabody (timothy.e.peabody@maine.gov)
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Signature

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Sterling Doiron

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Signature Adoption: Pre-selected Style

Using IP Address: 198.182.163.113

Timestamp

Sent: 10/6/2026 8:03:22 AM

Viewed: 10/6/2026 8:03:27 AM

Signed: 10/6/2026 8:03:43 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

10/6/2026 8:03:22 AM

Certified Delivered

Security Checked

10/6/2026 8:03:27 AM

Signing Complete

Security Checked

10/6/2026 8:03:43 AM

Completed

Security Checked

10/6/2026 8:03:43 AM

Payment Events

Status

Timestamps