



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 Public Utilities Commission, ESCB		
Department Contract Administrator or Grant Coordinator:		Maria Jacques, Director		
(If applicable) Department Reference #:				
Agency Department Code:	65A	Advantage CT / RQS #:	20251113*1168	
Amount: (Contract/Amendment/Grant)	\$11,000			
CONTRACT	Proposed/Original Start Date:	9/1/2026	Proposed/Most Recent End Date:	10/15/2026
AMENDMENT	New Effective Date:	Click or tap to enter a 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:		National Emergency Number Association Alexandria, Virginia		
Brief Description of Goods/Services/Grant:		911 Center Supervisor Program		

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
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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 Public Utilities Commission’s Emergency Services Communication Bureau is responsible for the training of Public Safety Answering Point (PSAP) personnel. This is a class that provides professional development for those in leadership positions at each of the PSAPS across the state.

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 is a course developed by the National Emergency Number Association and is the only one of its kind in the market today.

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

By hosting the class exclusively for PSAP personnel in Maine, we are able to save \$500 and also saves on travel if staff were to take it outside the state.

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

If there are additional vendors in the marketplace in the future, we will go out to RFP.

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):	<i>Amy Dumeny</i>
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Typed Name:	Amy Dumeny	Date:	11/13/25
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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: Sterling Doiron		
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Typed Name:	Sterling Doiron	Date:	11/18/2025
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NENA PJF 2026 course

Final Audit Report

2025-11-13

Created:	2025-11-13
By:	Lori Nolette (Lori.Nolette@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA5FaWxTE9zVLBU5KsulZM8KpgcPv4E

"NENA PJF 2026 course" History

-  Document created by Lori Nolette (Lori.Nolette@maine.gov)
2025-11-13 - 2:12:19 PM GMT
-  Document emailed to Amy Dumeny (amy.g.dumeny@maine.gov) for signature
2025-11-13 - 2:12:24 PM GMT
-  Email viewed by Amy Dumeny (amy.g.dumeny@maine.gov)
2025-11-13 - 2:17:09 PM GMT
-  Document e-signed by Amy Dumeny (amy.g.dumeny@maine.gov)
Signature Date: 2025-11-13 - 2:17:43 PM GMT - Time Source: server
-  Agreement completed.
2025-11-13 - 2:17:43 PM GMT

Certificate Of Completion

Envelope Id: 80643E3D-F19C-44A9-90B1-1A08845A9907
 Subject: Complete with Docusign: NENA PJF 2026 course signed.pdf
 Source Envelope:
 Document Pages: 4
 Certificate Pages: 1
 AutoNav: Disabled
 Envelopeld Stamping: Disabled
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed
 Envelope Originator:
 Sterling Doiron
 77 State House Station
 111 Sewall Street
 Augusta, ME 04333
 Sterling.Doiron@maine.gov
 IP Address: 198.182.163.113


Record Tracking

Status: Original
 11/18/2025 7:37:54 AM
 Holder: Sterling Doiron
 Sterling.Doiron@maine.gov
 Location: DocuSign

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: 198.182.163.113

Timestamp

Sent: 11/18/2025 7:38:01 AM
 Viewed: 11/18/2025 7:38:12 AM
 Signed: 11/18/2025 7:38:32 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

Event	Status	Timestamp
Envelope Sent	Hashed/Encrypted	11/18/2025 7:38:01 AM
Certified Delivered	Security Checked	11/18/2025 7:38:12 AM
Signing Complete	Security Checked	11/18/2025 7:38:32 AM
Completed	Security Checked	11/18/2025 7:38:32 AM

Payment Events

Status

Timestamps