



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 \$5,000 submitted to the Office of State Procurement Services.

PART I: OVERVIEW				
Department Office/Division/Program:		Maine Commission on Governmental Ethics & Election Practices		
Department Contract Administrator or Grant Coordinator:		Martha Currier		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)		\$ 148,000	Advantage CT / RQS #:	94E 20241024*1075
CONTRACT	Proposed Start Date:	11/1/2024	Proposed End Date:	6/30/2027
AMENDMENT	Original Start Date:		Effective Date:	
	Previous End Date:		New End Date:	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Runyon Kersteen Ouellette South Portland, ME		
Brief Description of Goods/Services/Grant:		Compliance Auditing Services for 2024 & 2026 MCEA Candidates		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input checked="" type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input checked="" type="checkbox"/>	H. State Statute/Agency Directed
<input type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input checked="" type="checkbox"/>	J. Willing and Qualified
<input type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University 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 purpose of this contract is to provide compliance auditing services of the financial activities of a sampling of political candidates who have received public funds for their campaigns under the Maine Clean Election Act (MCEA). These audits are used to prevent waste and fraud, and to strengthen public confidence in the MCEA program.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

RKO was selected by a team consensus review of the two proposals received for RFP 202408147 issued for this project. RKO scored better than the other vendor based on the mathematic formula provided by the state procurement office.

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

The cost of this project is reasonable based on the previous contract we had with this vendor. This amount is slightly higher, which accounts for the increase in business costs since we last performed this work after the 2022 election cycle, and this is a contract for two election cycles instead of one.

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

When we need auditing services in the future, we will go out to bid again.

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) – 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 signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Martha Currier	Date:	11/20/2024
Signature of DAFS Procurement Official:			
Typed Name:		Date:	