



**PROCUREMENT JUSTIFICATION FORM (PJF)**

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of 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 Division of Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		Office of the Attorney General		
Department Contract Administrator or Grant Coordinator:		Mark Toulouse/Jane Gregory		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$29,000.00	Advantage CT / RQS #:	CT 26A 20230110*1858	
CONTRACT	Proposed Start Date:	2/8/2023	Proposed End Date:	2/7/2024
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:		Phyllis Gardiner Oaklands Farm PO Box 26 Gardiner, Maine 04345		
Brief Description of Goods/Services/Grant:		Specialized Legal Counsel		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)			
	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University 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.	The purpose of this Contract is to procure specialized contracted legal counsel.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	The Office of the Attorney General has a temporary need for specialized contracted legal counsel. Attorney Gardiner will represent the State of Maine Department of Health and Human Services Services. Due to vacancies in the division, this temporary recruitment is necessary to satisfy ongoing legal needs.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	Private attorneys charge \$200/hour and up for their services. Ms. Gardiner is being paid \$80/hour for work and related expenses.
4. Describe the plan for future competition for the goods or services.	There is little/no competition for Ms. Gardiner's specialized knowledge. The person contracted must be an attorney licensed to practice in Maine and must be under the direction of the Office of the Attorney General. Contracted legal counsel will likely always be a person known to the Office of the Attorney General and vetted prior to being offered a contract opportunity. Ms. Gardiner has extensive experience with the Office of the Attorney General.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<input checked="" type="checkbox"/> No – If No, proceed to Part VI	

PART V: APPROVALS				
Signature of requesting Department's Commissioner (or designee):	<p><i>By signing below, I signify that I approve of this procurement request.</i></p> <p style="font-size: 1.5em; text-align: center;"><i>Mark A. Toulouse</i></p>			
Printed Name:	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Mark A. Toulouse</td> <td style="width: 20%; text-align: right;">Date:</td> <td style="width: 30%;">2/9/2023</td> </tr> </table>	Mark A. Toulouse	Date:	2/9/2023
Mark A. Toulouse	Date:	2/9/2023		

Signature of DAFS Procurement Official:	<p>DocuSigned by: <i>Sue H. Garcia</i> E5DB92AC0E8D490</p>		
Printed Name:	Sue H. Garcia	Date:	2/22/2023