



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.

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:		Secretary of State/Bureau of Motor Vehicles	
Department Contract Administrator or Grant Coordinator:		Beverly Campbell	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 19704.00	Advantage CT / RQS #:	20250224*1193
CONTRACT	Proposed Start Date:	3/1/2025	Proposed End Date: 2/28/2027
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:		Relex Inc. DBA Lexis Nexis PO Box 9584 New York, NY 10087-4584	
Brief Description of Goods/Services/Grant:		Online research service for legal department	

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. 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.

This is the renewal of an existing service agreement with Lexis that provides access to a recognized legal research tool, to all attorneys in the Legal Affairs Division. This is needed for attorneys to research arguments presented in administrative hearings.

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

Lexis is one of only two broadly recognized legal research platforms. Access to one of these platforms is the standard practice in the legal community.

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

We are going with a 2 year agreement with Lexis because the annual plan increases 10% year over year where as a multiyear agreement increases only 5% year over year. The services provided by the other online service provider does not provide the same level of detail needed for the attorneys research.

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

Services offered by the competing vendor (Westlaw) will periodically be assessed and compared.

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):			
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Typed Name:	Bruno Inacio; Director of Admin Services	Date:	2/19/2025
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Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 2px;"> <small>DocuSigned by:</small>  <small>EA813178102243C...</small> </div>		
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Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	2/26/2025
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