



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:		Maine Judicial Branch	
Department Contract Administrator or Grant Coordinator:		Amy Quinlan	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)		\$ 532,000	Advantage CT / RQS #: CT40A20220214*1861
CONTRACT	Proposed Start Date:	3/1/2022	Proposed End Date: 3/31/2023
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:		VC0000252717, CourtScribes Inc.,2031 Applegate Drive,Ocoee, FL 34761	
Brief Description of Goods/Services/Grant:		Managed Zoom Hearings for Courts	

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 checked="" 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	
<p>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</p>	<p>The courts are experiencing a large backlog due to COVID. In an attempt to decrease the backlog a new program is being established to use referees to perform certain court hearings using retired judges. They will act without a clerk and will use this service to manage the remote/Zoom hearing, which will also be used to create the courts official court record as required for due process rights and potential appeals of a decision.</p>
<p>2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.</p>	<p>This vendor has successfully worked with other court systems to set up a similar system. As we do not have time for a full RFP process, this vendor was selected based on other courts we are familiar with. It is important that we use a service that specializes in court processes since constitutionally provided due process rights could be impacted.</p>
<p>3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.</p>	<p>The rate was negotiated with the vendor understanding this is a trial period on how this service may be used by the courts in the future. It is similar to the rates we understand other courts are paying.</p>
<p>4. Describe the plan for future competition for the goods or services.</p>	<p>There is not plan at this point. This contract is a pilot. There are many complicating factors beyond the contract that need to be addressed for the future, such as adequate camera views of all parties, adequate microphone coverage, both needed to provide a court record.</p>

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

PART V: APPROVALS	
<p>The signatures below indicate approval of this procurement request.</p>	
<p>Signature of requesting Department's Commissioner (or designee):</p>	<p><i>Dennis A Corliss</i> <small>Dennis A Corliss (Mar 8, 2022 08:18 EST)</small></p>

Procurement Justification Form (PJF)

Typed Name:	Dennis A Corliss	Date:	2/10/2022
Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i>		
Typed Name:	2D5B6E39F57E44A... William J.E. Allen	Date:	3/22/2022

NPO 0320220236 03/22/2022 - 03/28/2022