



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.

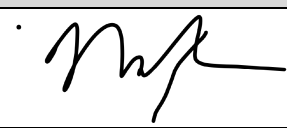
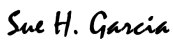
PART I: OVERVIEW
Table with fields: Department Office/Division/Program, Department Contract Administrator or Grant Coordinator, (If applicable) Department Reference #, Amount, Advantage CT / RQS #, CONTRACT, AMENDMENT, GRANT, Vendor/Provider/Grantee Name, Brief Description of Goods/Services/Grant.

PART II: JUSTIFICATION FOR VENDOR SELECTION
Check the box below for the justification(s) that applies to this request. (Check all that apply.)
Table with options A through L: A. Competitive Process, B. Amendment, C. Single Source/Unique Vendor, D. Proprietary/Copyright/Patents, E. Emergency, F. University Cooperative Project, G. Grant, H. State Statute/Agency Directed, I. Federal Agency Directed, J. Willing and Qualified, K. Client Choice, 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.	Ms. Smith will serve as a hearing officer for the Maine Gambling Control Unit on a as needed basis for any adjudicatory hearing held before the Commissioner of Public safety. This is a third contract for Ms. Smith. The first two were in 2020 and 2022.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	Ms. Smith is one of two options and we have been using Ms. Smith for the last three hearings as recommended by fellow bureaus within DPS and was approved by the AG's office at the beginning in 2020.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to the grantee.	Funding is provided through the funds allocated by statute to cover expenses of the preceding's. The AG's office approved of the rate in 2020 and there have been minimal increases since then that seem reasonable with all other expenses increasing over time.
4. Describe the plan for future competition for the goods or services.	We will, going forward, research to see if there are other hearing officers available and compare hourly rates along with their resume.

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 V.	

PART V: APPROVALS			
The signatures below indicate approval of this procurement request.			
Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Michael Sauschuck	Date:	3/4/2024
Signature of DAFS Procurement Official:			
Typed Name:	Sue H. Garcia	Date:	3/4/2024

