



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**DIVISION OF 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 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: |                      | Thomas Hild   |                       |                   |
| (If applicable) Department Reference #:                 |                      |   |                       |                   |
| Amount:<br>(Contract/Amendment/Grant)                   |                      | \$155,000.00  | Advantage CT / RQS #: | 40A 20220428*2664 |
| CONTRACT  | Proposed Start Date: |   | Proposed End Date:    |                   |
| AMENDMENT   | Original Start Date: | 4/18/2022   | Effective Date:       | 3/25/2024         |
|   | Previous End Date:   | 4/18/2024   | New End Date:         | 3/25/2025         |
| GRANT   | Project Start Date:  |   | Grant Start Date:     |                   |
|   | Project End Date:    |   | Grant End Date:       |                   |
| Vendor/Provider/Grantee Name, City, State:              |                      | Berry Dunn Mcneil and Parker  |                       |                   |
| Brief Description of Goods/Services/Grant:              |                      | Project management oversight on installation of Odyssey still necessary |                       |                   |

| 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 checked="" type="checkbox"/>  | B. Amendment                      | <input 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 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.

Tyler's 'Odyssey' system is being rolled out across the State to allow for greater online services to the people of Maine utilizing our court systems. 3<sup>rd</sup> party oversight of this roll is deemed necessary to ensure the MJB is getting the negotiated services from Tyler throughout the process.

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

Berry Dunn has been providing these services for two years and is familiar with the internal functions of the MJB as well as the challenges facing the 'Odyssey' rollout.

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

The rates provided by the 2020 contract are in line with consulting services within the State of Maine.

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

The continued roll out of Tyler's 'Odyssey' for the MJB is ongoing, and changing the group providing oversight could significantly impact the timelines associated with the roll out. If services are needed after this year, potential changes will be considered.

### PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

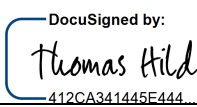
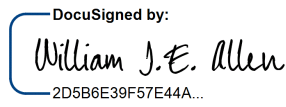
Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

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): | <br><small>412CA341445E444...</small> |       |           |
| Typed Name:  | Thomas Hild  | Date: |           |
| Signature of DAFS Procurement Official:                          | <br><small>2D5B6E39F57E44A...</small> |       |           |
| Typed Name:  | william J.E. Allen   | Date: | 4/11/2024 |

