



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 \$10,000 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:		Maine Commission on Public Defense Services	
Department Contract Administrator or Grant Coordinator:		Darcy Fisher	
(If applicable) Department Reference #:			
Agency Department Code:	95F	Advantage CT / RQS #:	RQS 95F 20260318*1469
Amount: (Contract/Amendment/Grant)	\$32,640.00		
CONTRACT	Proposed/Original Start Date:	7/1/2026	Proposed/Most Recent End Date: 6/30/2027
AMENDMENT	New Effective Date:		New End Date (if Applicable):
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Carahsoft Technology Corp 11493 Sunset Hills Rd., Suite 100, Reston, VA 20190	
Brief Description of Goods/Services/Grant:		JusticeText software.	

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input checked="" 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. Higher Education Cooperative Project	<input type="checkbox"/>	L. Other Authorization

Please respond to ALL of the questions in the following sections.

<b>PART III: SUPPLEMENTAL INFORMATION</b>	
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.	
JusticeText:	<ul style="list-style-type: none"> <li>• Allows users to seamlessly and efficiently upload large audio and video files. This includes an automatic, direct upload from an Evidence.com link.</li> <li>• Provides transcription and translation of video and audio files.</li> <li>• Includes multi-cam synch, which has the ability to detect overlap points in multiple videos and play multiple videos simultaneously.</li> <li>• Highlights key moments in videos.</li> <li>• Gives users the ability to quickly and easily clip and label sections of videos while maintaining the original video.</li> </ul> <p>The Maine Commission on Public Defense Services has dozens of employed public defenders who regularly receive large video files, including hours of body and dash camera footage. This software is expected to make the review of those files significantly more efficient and reduce video transcription costs.</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.	
	MA 18P 1802260000000000092 was competitively awarded to Carahsoft, but this agreement extends beyond the expiration of the master agreement.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	
	Pricing per MA 18P 1802260000000000092.
4. Describe the plan for future competition for the goods or services.	
	Future purchases will likely leverage competitively awarded contracts and active master agreements where available. If no suitable agreement exists, Department will proceed in accordance with State Procurement requirements.

<b>PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS &amp; RECOVERY PLAN (MJRP)</b>	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) or (026) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> 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’s signatory affirms, understands, and acknowledges Maine’s Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

**PART VI: APPROVALS**

Governor/Department Commissioner or Designee

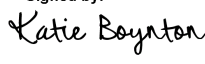
1. The signature below indicates approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):	Signed by:  7827810FEAB149F...		
Typed Name:	Darcy Fisher	Date:	3/30/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department’s Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:		Date:	

**\*\*OSPS Section Only\*\***

Signature of DAFS Procurement Official:	Signed by:  AE2C1DDTC5434E9...		
Typed Name:	Katie Boynton, Systems Analyst	Date:	4/13/2026