



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 handwritten 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.

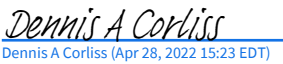

PART I: OVERVIEW			
Department Office/Division/Program:	Maine Judicial Branch		
Department Contract Administrator or Grant Coordinator:	Dennis Corliss		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$331,200	Advantage CT / RQS #:	#: CT 40A 20220428*2664
CONTRACT	Proposed Start Date:	4/18/2022	Proposed End Date: 4/18/2024
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:	Berry Dunn McNeil and Parker Portland, ME 04102		
Brief Description of Goods/Services/Grant:	Court Case Management Project Oversight Services		

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 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	
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.	The rollout of the Court Case Management System (CMS) needs project management/oversight services
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	BerryDunn has provided CMS RFP assistance in the past and has experience in court management implementations with other states, including Vermont that hired BerryDunn to oversee their implementation of the same system as the Maine Judicial Branch. In addition to providing project oversight, they were hired to provide interim CIO services.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	The costs are similar to the costs charged to MJB for project management services on the vendor end.
4. Describe the plan for future competition for the goods or services.	This is a one-time effort, and the services will no longer be needed once the system is fully installed.

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 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):	 <small>Dennis A Corliss (Apr 28, 2022 15:23 EDT)</small>		
Typed Name:	Dennis A Corliss	Date:	4/26/2022
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>2D5B6E39F57E44A...</small>		
Typed Name:	william J.E. Allen	Date:	5/31/2022

NOI 0520220522 05/31/2022 - 06/06/2022