



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:	OFFICE OF THE PUBLIC ADVOCATE			
Department Contract Administrator or Grant Coordinator:	Andrew Landry, Deputy Public Advocate			
(If applicable) Department Reference #:	Sole-Source: FERC Docket ER20-2054 Transmission Owners Annual Rate Filing			
Amount: (Contract/Amendment/Grant)	\$ 12,152.00	Advantage CT / RQS #:	20240429000000003019	
CONTRACT	Proposed Start Date:	5/15/2024	Proposed End Date:	5/31/2025
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:	Chad Wilcox Consulting, LLC Orono, Maine			
Brief Description of Goods/Services/Grant:	Provide Accounting related consulting services in connection with the annual rate filings made by New England electric transmission utilities			

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 checked="" 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

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

The Office of the Public Advocate (OPA) requires technical assistance to review the annual rate filings made by New England electric transmission utilities in order to understand issues and develop litigation positions to challenge requested rate increase that affect Maine utility customers.

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

The OPA is authorized by statute ([35-A M.R.S. ch. 17 §1702, §1706](#)) to represent the interests of Maine utility ratepayers in proceedings before the Federal Energy Regulatory Commission (FERC); and may employ expert witnesses and pay appropriate compensation and expenses to employ the witnesses.

Time is of the essence in engaging a consultant. New England electric transmission utilities are scheduled to make their annual rate filings in June and have already filed the financial reports that support these filings; therefore an expert consultant is needed to begin immediately.

The selected vendor has experience reviewing and evaluating utility financial reports and rate filings made with FERC. His extensive utility industry experience allows the Office of the Public Advocate to facilitate the necessary discovery and investigation in this proceeding.

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

The vendor's hourly rate compares favorably to other expert witness consultants that the Office has engaged in similar cases.

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

The Office of the Public Advocate routinely puts contracts for expert consulting services for proceedings before the Maine PUC out to bid through the competitive RFP solicitation process. In this instance, the experience of the vendor and its prior work in similar matters, the reasonably price offered by the vendor, the lack of availability of other vendors contacted by the OPA, and the need to retain the consultant quickly supported the use of a single source contract in this instance.

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

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

<input type="checkbox"/> Yes, ARPA funds (025) – 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

Does the requesting Department signatory understand and acknowledge Maine’s COI Statute?

Yes, the requesting Department understands and acknowledges [MRS Title 5, §18-A, 2.](#)

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):	<i>William Harwood</i> William Harwood (May 9, 2024 11:51 EDT)		
Typed Name:	William S. Harwood, Public Advocate	Date:	5/9/2024
Signature of DAFS Procurement Official:	 <small>DocuSigned by: Kathy Paquette 41C2BA36FAF44CD...</small>		
Typed Name:	Kathy Paquette	Date:	5/13/2024

RE: SoleSource Contract with Chad Wilcox for FERC Annual Rate Filing case

Final Audit Report

2024-05-09

Created:	2024-05-09
By:	SHAREEN THOMPSON (SHAREEN.G.THOMPSON@MAINE.GOV)
Status:	Signed
Transaction ID:	CBJCHBCAABAADHRYQx8n3Vc8VY7JE7rsoStoWIXHPwqO

"RE: SoleSource Contract with Chad Wilcox for FERC Annual Rate Filing case" History

 Document created by SHAREEN THOMPSON (SHAREEN.G.THOMPSON@MAINE.GOV)

2024-05-09 - 3:34:23 PM GMT

 Document emailed to william.harwood@maine.gov for signature

2024-05-09 - 3:34:49 PM GMT

 Email viewed by william.harwood@maine.gov

2024-05-09 - 3:51:17 PM GMT

 Signer william.harwood@maine.gov entered name at signing as William Harwood

2024-05-09 - 3:51:39 PM GMT

 Document e-signed by William Harwood (william.harwood@maine.gov)

Signature Date: 2024-05-09 - 3:51:41 PM GMT - Time Source: server

 Agreement completed.

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