



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 \$5,000 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 Judicial Branch - AOC | | |
| Department Contract Administrator or Grant Coordinator: | | Thomas Hild | | |
| (If applicable) Department Reference #: | | | | |
| Amount: (Contract/Amendment/Grant) | \$ 6,186.78 | Advantage CT / RQS #: | 20250513*1690 | |
| CONTRACT | Proposed Start Date: | 1/1/2025 | Proposed End Date: | 3/31/2025 |
| 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: | | Drummond Woodsum, Portland, ME | | |
| Brief Description of Goods/Services/Grant: | | Legal Services for property acquisition | | |

| 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 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. 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 MJB required the utilization of outside counsel for a property swap of 17.9 acres in Ellsworth Maine. The MJB received approval from the AGs office for the utilization of Drummond Woodsum legal services throughout negotiations and for the development and utilization of a Purchase and Sales agreement as well as a post closing agreement regarding Ellsworth's guarantee to construct a road to the new courthouse location.

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

Drummond and Woodsum was selected with the approval of the AGs office as they have the expertise necessary for a property swap between three different parties.

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

The MJB received a significant discount on the services offered by Drummond Woodsum. The hourly rates were waived upon reaching cost cap provided by the AGs office.

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

Legal services will be selected based on expertise and qualifications with the approval of the AGs office.

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).

☐ Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

☒ No – If No, proceed to Part V.

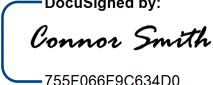
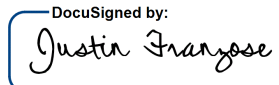
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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 signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

| | | | |
|--|---|-------|-----------|
| Signature of requesting Department's Commissioner (or designee): |  755F066F9C634D0... | | |
| Typed Name: | Connor Smith | Date: | 5/13/2025 |
| Signature of DAFS Procurement Official: |  AEED9C7B3A8044E... | | |
| Typed Name: | Justin Franzose | Date: | 5/15/2025 |