



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:		Workers Compensation Board		
Department Contract Administrator or Grant Coordinator:		Bryan K Ouellette		
(If applicable) Department Reference #:				
Agency Department Code:	90C	Advantage CT / RQS #:	RQS 90C	
Amount: (Contract/Amendment/Grant)	\$14,808.00			
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:		RELX Inc., dba LexisNexis P.O. Box 9584 New York NY 10087-4584		
Brief Description of Goods/Services/Grant:		On-line legal research services		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
☐	A. Competitive Process	☐	G. Grant
☐	B. Amendment	☐	H. State Statute/Agency Directed
☒	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed
☐	D. Proprietary/Copyright/Patents	☐	J. Willing and Qualified
☐	E. Emergency	☐	K. Client Choice

☐	F. Higher Education Cooperative Project	☐	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 Workers' Compensation Act (Title 39-A) requires the Board's Administrative Law Judges, attorneys and advocates, our General Counsel and Deputy General Counsel, and the professional legal staff in the Appellate Division to perform investigations and legal research, draft statutes and regulations, and write legal briefs and/or administrative law decisions as part of their assigned duties.
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. RELX, Inc. dba LexisNexis offers access to legal databases and is the only source offering access to Larson's Workers' Compensation Law and Digest. Larson's collects and summarizes workers' compensation cases from all 50 states providing analysis and litigation guidance for attorneys handling workers' compensation cases. The Board's legal staff rely on the information from the collected databases and Larson's to assist them in conducting their assigned duties to administer the Workers' Compensation Act, interpret and draft statutory provisions and regulations, and prosecute and decide workers' compensation claims.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee. The vendor extends governmental pricing to the Board in the form of a fixed monthly commitment for each 12-month agreement period allowing savings over transactional or pay-per-use pricing.
4. Describe the plan for future competition for the goods or services. The Workers' Compensation Act (Title 39-A) requires our members to do research. LexisNexis offers access to legal databases and is the only source offering access to Larson's Workers' Compensation Law and Digest. The Worker's Compensation Board will continue to monitor the marketplace throughout the year. If we find another vendor that offers Larson's, or if another program becomes is discovered to fulfill this need, we will utilize proper competitive procurement processes.

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) or (026) – 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'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:
Bryan Ouellette
F44ADC0D76114F6...

Typed Name:

Bryan K. Ouellette

Date:

5/21/2026

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:
John Spier
2A1D91BCA418470...

Typed Name:

John Spier

Date:

5/21/2026