



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:	Maine Judicial Branch		
Department Contract Administrator or Grant Coordinator:	Amy Quinlan		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ \$156,817	Advantage CT / RQS #:	Ct40a20220525*3036
CONTRACT	Proposed Start Date:	6/1/2022	Proposed End Date: 2/28/2023
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:	National Center of State Courts (NCSC) Williamsburg, VA 23185		
Brief Description of Goods/Services/Grant:	Judicial Weighted Case Study		

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.	A review of judicial time spent on various tasks to generate a weighted case study to evaluate and compare with other states.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	The National Center for State Courts is a group the Judicial Branch is a member and this is one many consulting type tasks they provide courts nationwide.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	This group has knowledge about the operation of courts, and work with many other courts nationwide. It is an area that would be extremely difficult for another group to perform, and likely ineffective.
4. Describe the plan for future competition for the goods or services.	This is a one time request and likely would not be performed again for more than a decade.

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 checked="" 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 (May 25, 2022 10:19 EDT)</small>		
Typed Name:	Dennis A Corliss	Date:	5/25/2022
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>2D5B6E39F57E44A...</small>		
Typed Name:	William J.E. Allen	Date:	6/7/2022

