



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF 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 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 (MJB)	
Department Contract Administrator or Grant Coordinator:		Dave Packard	
(If applicable) Department Reference #:		Office of Information Technology	
Amount: (Contract/Amendment/Grant)	\$ 300,000 annual	Advantage CT / RQS #:	MA - 1705250000000000138
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT	Original Start Date:	Effective Date:	July 1 st , 2022
	Previous End Date:	New End Date:	June 30 th , 2022
GRANT	Project Start Date:	Grant Start Date:	
	Project End Date:	Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Portland Webworks, Inc. 5 Milk Street Portland, ME.04101	
Brief Description of Goods/Services/Grant:		Ongoing development, maintenance, and support of the MJB's custom ADRIS application (Alternative Dispute Resolution Information System).	

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
X	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. University 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.

This is a request to renew the existing master agreement ([MA - 1705250000000000138](#)) with Portland Webworks, Inc. The provided services are for the continued development, maintenance, and support of the MJB's Alternative Dispute Resolution Information System (ADRIS).

ADRIS is the MJB's enterprise application for the management and expense fulfillment of Court Appointed Mediators. Portland Web Works developed this custom application for the MJB in 2011. ADRIS continues to serve as a vital system for mediation related court processes.

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

This is a request to renew the existing master agreement with Portland Webworks, Inc. - ([MA - 1705250000000000138](#)).

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

The original master agreement was the result of a competitive bid process. The current hourly rate for services provided is \$125.

As part of this amendment, Portland Webworks has requested a rate increase to \$135/hour for all services. The MJB supports this increase and believes this rate to be toward the lower end of market rates for similar services i.e., custom software development, maintenance, and support.

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

The ADRIS system does not currently meet all MJBs requirements. As a result, the MJB is developing plans to publish a Request for Information (RFI) to learn about the market availability of similar product-systems. The replacement of ADRIS may be the result of a new competitive bid process.

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

Does this request utilize ARPA/MJRP funds?

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

No – If No, proceed to Part VI

PART V: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<small>DocuSigned by:</small> <i>Dennis Corliss</i>		
Printed Name:	Dennis Corliss, Chief of Finance & Administration	Date:	
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Joseph Zrioka</i>		
Printed Name:	Joseph Zrioka	Date:	5/6/2022 6/15/2022