



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
Table with fields: Department Office/Division/Program, Department Contract Administrator or Grant Coordinator, (If applicable) Department Reference #, Amount, Advantage CT / RQS #, CT 26A 20220615*3389, CONTRACT, AMENDMENT, GRANT, Vendor/Provider/Grantee Name, City, State, Brief Description of Goods/Services/Grant.

PART II: JUSTIFICATION FOR VENDOR SELECTION
Check the box below for the justification(s) that applies to this request. (Check all that apply.)
Table with justification options A through L.

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 Chief Medical Examiner (OCME) requires transcription services for the 325+ autopsies and 125+ Examination reports dictated annually by the forensic pathologists. This service needs to be performed in accordance with a very specific format developed by the Chief Medical Examiner and Brown & Meyers for consistency with all reports and recorded information.

OCME support staff positions are needed to perform other administrative functions needed to meet the statutory mandates of this busy office including interactions with police, public health, attorneys, insurance companies, courts, families and other government agencies for the completion of investigations and case reports. The office case volume has continued to increase while staffing remains the same. None of the employees has the time to transcribe and still complete their primary duties in a timely manner.

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

Transcription/dictation services are not available within State of Maine government resources. Paying this vendor is less expensive than creating/funding another permanent resource to perform this process in-house.

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

Transcription/dictation services are not available within State of Maine government resources. Paying this vendor is less expensive than creating/funding another permanent resource to perform this process in-house.

Although difficult to compare apples to apples as transcription service companies use various formulas, the rate of \$0.155/line is 1) the same pricing as the previous year's contract and 2) is considered very reasonable when compared to court reporting services. The contract is for less than \$10,000 per year. The current vendor is providing a quality product. The transcribers have been specifically trained to work with the OCME case report templates; are very efficient; and are familiar with OCME's forensic pathologists' individual styles as well as OCME's terminology, which reduces spelling errors.

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

We will continue to check for any similar cost-effective service with the specific training and capability as the current vendor.

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 V.**PART V: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	<i>Mark A. Toulouse</i>	
Typed Name:	Mark A. Toulouse	Date: 6/15/2022
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Sue H. Garcia</i> <small>E5DB92AC0F8D490...</small>	
Typed Name:	Sue H. Garcia	Date: 6/22/2022