



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 Commission on Indigent Legal Services	
Department Contract Administrator or Grant Coordinator:		Justin W. Andrus, Executive Director	
(If applicable) Department Reference #:		n/a	
Amount: (Contract/Amendment/Grant)	\$ 386,825	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	6/30/2022	Proposed End Date: 6/30/2026
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:		Justice Works, Centerville, UT 84014	
Brief Description of Goods/Services/Grant:		Case management solution for voucher based public defender programs.	

## 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 Maine Commission on Indigent Legal Services (MCILS) is responsible for managing Maine's system for providing legal counsel to indigent individuals in a variety of criminal and civil cases. Therefore, MCILS requires a secure case management system (the system) which will allow MCILS to effectively oversee and manage attorney performance in providing legal representation to indigent individuals.

Structurally, the system should be comprised of a web-based application hosted by the provider. The system must enable MCILS to appoint, monitor, and compensate appointed attorneys for work performed as specified in its rules. The system must allow appointed counsel to enter billing information into the system in such a way as to allow it to export that billing information to the State of Maine Advantage ME accounting system for payment to appointed counsel. To facilitate oversight and payment to appointed counsel, the system must provide methods for MCILS staff to review and authorize bills submitted by appointed counsel.

Further, the system should capture operational data and system metrics as well as provide mechanisms for MCILS staff to generate dynamic reports using the data and metrics captured. The system should be designed on the assumption that much of the information captured during operations is either sensitive or confidential. Consequently, the system must provide and implement reasonable security measures to prevent unauthorized access to or destruction of system data and resources.

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

Justice Works provides unique and exclusive service to public defender functions, including the necessary existing ability to integrate with and communicate to and from the State of Maine's payment processing system. Justice Works has an institutional history with MCILS, including specific institutional knowledge of MCILS operations and needs. Justice Works is the current vendor for the existing MCILS case management system, providing very prompt – often immediate – service as our needs change. That working relationship is necessary to adequately support MCILS in the foreseeable future.

Justice Works holds a unique position in the market place providing public defense support services exclusively. Its expertise has brought it to a position in which it provides case management technology to over 250 public defender offices in all 50 states, and to over 600 private law firms handling indigent assignments. Because of the breadth of its experience over substantially all public defense systems nationwide, Justice Works is able to evolve its product and support services promptly, and the cost of doing so is spread widely across its consumers.

Recreating the Justice Works user experience through the work of another vendor would cause the State of Maine to bear the cost of both creation of an acceptable product and migration from the existing Justice Works product to the proposed new product. In addition, agency staff would be diverted from mission critical functions to overseeing and participating in the development and migration.

Overall, Justice Works provides the unique product MCILS needs to function, and will support migration to the updated product at the least cost. Because MCILS contracts with approximately 400 individual, outside user attorneys per year, continuity in its system is important to its function.

**PART III: SUPPLEMENTAL INFORMATION**

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

The anticipated cost of migrating to and implementing the updated Justice Works system compares favorably to COTS systems that would require significant customization to assume the payment system needed for MCILS to function. One typical and widely used COTS case management system, for example, costs between \$39 and \$125 per user per month, resulting in expected annual costs of \$187,200 - \$475,200 per year, before accounting for the necessary customization.

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

Because MCILS contracts with approximately 400 individual, outside user attorneys per year, continuity in its system is important to its function. MCILS would contract for two initial years, to be followed by two possible extensions periods, before returning to the procurement process. If MCILS identified the presence of other appropriate vendors in the marketplace at that time, the next procurement would be subject to RFP and competitive bidding.

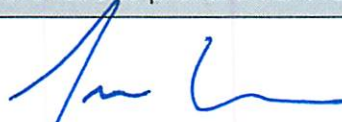
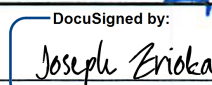
**PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)**

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):			
Typed Name:	Justin Anderson	Date:	17 Jun 22
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	Joseph Zrioka	Date:	6/24/2022