



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 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:		DPFR/Insurance	
Department Contract Administrator or Grant Coordinator:		Sandra C. Darby 34 State House Station Augusta, ME 04333-0034 Sandra.c.darby@maine.gov 207 624 8427	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 50,000	Advantage CT / RQS #:	20220617 3428
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	7/1/2022	Effective Date:
	Previous End Date:	6/30/2025	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Lewis & Ellis, Inc. 6600 Chase Oaks BLVD Suite 150 Plano, TX 75023	
Brief Description of Goods/Services/Grant:		Property Casualty Actuarial Consulting Services	

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 checked="" type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input 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 Department's Maine Bureau of Insurance ("MBOI") needs qualified actuaries to support the MBOI's Property and Casualty Division staff ("PCS") to perform property casualty insurance ("P&C") company rate and rule filing review services pursuant to 24-A M.R.S.A and 39-A M.R.S.A. Lewis & Ellis, Inc. ("LEI") shall perform analyses of certain P&C rate filings, submitted to the MBOI by P&C companies. LEI shall analyze and summarize P&C rate filings and related matters and opine on the methods and reasonableness of the filings and make recommendations for approval, denial or revision of the filings. As requested, LEI shall provide PCS "on-the-job-training". All LEI work will be performed in support of and in response to requests made by PCS.

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

Justification rationale follows:

- LEI has successfully supported the MBOI's PCS for several years;
- LEI has an extensive working knowledge of Maine P&C markets and Maine P&C laws;
- LEI continues to provide effective and timely service in support of the legislature and the MBOI;
- LEI has delivered several high-quality actuarial reviews in support of MBOI rate model filings and rate filings;
- L&E has several sensitive ongoing projects that will not conclude prior to 06/30/2025.

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

LEI rates are competitive and noticeable lower than several competing actuarial firms. LEI won RFP201706123 in which the Section III Cost proposal was worth 25 points out of a 100. The 2025/26 rates proposed by the provider, are unchanged from the rates proposed in RFP 201706123.

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

The MBOI will develop an action plan at the end of the final renewal period.

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) – 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

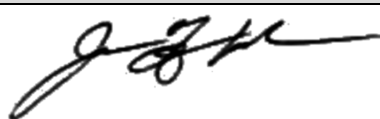
Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

☒ The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):



Typed Name: Joan F. Cohen

Date: 6/02/2025

Signature of DAFS
Procurement Official:

DocuSigned by:
Thomas Paquette
249502C7B71A49A...

Typed Name: Thomas Paquette

Date: 6/4/2025