

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		Judicial Branch	
Department Contract Administrator or Grant Coordinator:		Ellen Hjelm	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 105,000	Advantage CT / RQS #:	CT40A20140702*0053
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT	Original Start Date:	Effective Date:	4/1/20
	Previous End Date:	New End Date:	6/30/21
GRANT	Project Start Date:	Grant Start Date:	
	Project End Date:	Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Costing Solutions, LLC, Marco Island, FL	
Brief Description of Goods/Services/Grant:		Federal Title IV-D Reimbursement Consulting	

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
X	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

PART III: SUPPLEMENTAL INFORMATION
Please respond to ALL of the following:
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 Judicial Branch (MJB) receives federal reimbursement as a subgrantee under Title IV-D of the Social Security Act. A consultant is necessary to review and/or develop allowable methodologies under the relevant federal regulatory, circular and OMB Guidance provisions. The MJB determined that it needed expertise not available within the MJB to ensure federal compliance with the complicated regulatory structure.

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PART III: SUPPLEMENTAL INFORMATION

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

The contractor has unique capability in that the contractor previously worked for the federal government in a position directly relevant to federal cost auditing and cost allocation specifically with regard to Title IV-D reimbursement and assisted in the development of the relevant federal financial/audit provisions. The contractor has successfully negotiated cost allocation methodologies with the federal government of behalf of other states.

The contractor is already in the process of completing the scope of this contract.

Due to the unique qualities of the contractor, the original contract waived a competitive bid.

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

Contract rates are similar to what other states have paid for similar services.

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

The Judicial Branch will continue to explore other potential consultants that become available within this field of expertise.

PART IV: APPROVALS

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

By signing below, I signify that I approve of this procurement request.

Printed Name:

Ellen Hjelm

Date:

5/29/20

**Signature of DAFS
Procurement Official:**

DocuSigned by:

Laurie Andre

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Printed Name:	Laurie Andre	Date:	7/28/2020
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NOI 0720200685 07/28/2020 - 08/03/2020