



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.

Department Office/Division/Program:		Administrative Office of the Courts	
Department Contract Administrator or Grant Coordinator:		Caroline Jova, Family Division Manager	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 12,680	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	10/26/2022	Proposed End Date: 10/28/2022
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:		National Judicial College, Reno, Nevada	
Brief Description of Goods/Services/Grant:		Specialized training on domestic violence for judicial officers	

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.

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

Each year, nearly half of all homicides in Maine are related to domestic violence. Accordingly, the Legislature recently passed a new law that requires all judicial officers to receive domestic violence training every year. This 3-day program would provide specialized training to judicial officers on a wide variety of topics concerning the handling of domestic violence cases in Maine. The proposed vendor, the National Judicial College, is the nation's leading provider of judicial education and offers training from a neutral lens (rather than a perspective of advocacy).

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

The Maine Judicial Branch researched a variety of potential sources and determined that there were no other entities with the necessary training, expertise, and most importantly, neutrality, to provide this specialized training. The National Judicial College has been offered specialized training to judges for nearly 50 years. Their faculty consists of vetted, experienced members of the bench in other states as well as nationally and internationally certified/recognized experts in the field. It is recognized as the preeminent organization to provide high quality, neutral judicial training and is endorsed by the judiciary across the nation as an outstanding provider of judicial education.

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

The AOC determined that it was more cost efficient to have the National Judicial College faculty (4 members) to come to Maine to offer the program than to pay for airfare, hotels, per diem, and other costs for dozens of judicial officers to travel to the National Judicial College in Reno. Additionally, the cost for a 3-day intensive specialized training is significantly lower than the cost other presenters quote for annual conferences hosted by the Judicial Branch. By way of example, the keynote speaker to the annual child protection conference of the Maine Judicial Branch often charges around 4,000 for less than 2 hours. In contrast, the National Judicial College's cost for 4 faculty members to travel to Maine and provide 3 full days of content is only \$12,680.

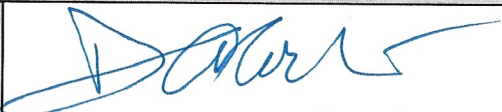
4. Describe the plan for future competition for the goods or services.

If these services are needed again, the MJB would investigate to see if other vendors are available, and if so, put it through the competitive bid processes.

Does this request utilize ARPA/MJRP funds?

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

No – If No, proceed to Part V.

The signatures below indicate approval of this procurement request.			
Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Dennis A. Carliss	Date:	7/19/2022
Signature of DAFS Procurement Official:	DocuSigned by: William J.E. Allen		
Typed Name:	<small>2D5B8E39F57E44A...</small> William J.E. Allen	Date:	7/21/2022

NOI 0720220716 07/21/2022 - 0/27/2022