

## 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:		Maine Judicial Branch		
Department Contract Administrator or Grant Coordinator:		Dennis Corliss		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 32,250.00	Advantage CT / RQS #:		
CONTRACT	Proposed Start Date:	August 9, 2021	Proposed End Date:	September 10, 2021
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:		Thompson Reuters (dba West Publishing Company) 610 Opperman Drive P.O. Box 64833 St. Paul, MN 55164-1803		
Brief Description of Goods/Services/Grant:		One-time purchase of Maine Family Law Statute Books		

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
	B. Amendment		H. State Statute/Agency Directed
<b>X</b>	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:
<b>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</b>

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## PART III: SUPPLEMENTAL INFORMATION

The Maine CASA Program trains and supervises volunteer court appointed special advocates who serve as guardians ad litem (GALs) in child protection matters. GALs frequently reference the current laws when performing their duties pursuant to their appointment order. For example, GALs are expected to make recommendations to the court as to the best interests of the child, which is defined in statute. Presently, volunteer GALs must reference the statutes online. A bound copy of the family law statutes (including child protection) would allow the GALs to quickly reference relevant statutes while doing their work, even in the courtroom. Additionally, Thomson Reuters (dba West Publishing Company) is the only publisher that publishes these statutes in cooperation with Maine's Revisor of Statutes.

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

No office of state government publishes printed copies of the statutes. Maine's Revisor of Statutes maintains a website with the statutes (legislature.maine.gov/ros), but publishes a warning that it does not "warrant accuracy, reliability, completeness or timeliness" of the information it publishes. The Maine Judicial Branch has noticed errors in the online statutes maintained by the Revisor. West is the only publisher that publishes these statutes in cooperation with Maine's Revisor of Statutes, and accordingly, receives information directly from the Revisor's Office. West carefully checks the material it publishes for accuracy.

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

The price is \$215.00 per copy, which is the same rate that the Maine Judicial Branch will pay for the 2021 contract year. As of July 26, 2021, the price per copy is listed at \$429.00 on Thomson Reuters' website.

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

It is anticipated that this will be a one-time purchase by the Maine CASA Program because it will be made with grant funds that were unexpectedly made available due to a decrease in travel and training expenses during the COVID-19 pandemic.

## 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:**

Dennis Carliss

**Date:**

8/5/21

**Signature of DAFS  
Procurement Official:**

DocuSigned by:

William J.E. Allen

**Printed Name:**

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William J.E. Allen

**Date:**

8/10/2021