



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE 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 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:		DHHS/OADS/APS	
Department Contract Administrator or Grant Coordinator:		Chris Moiles / Melinda Farrell	
(If applicable) Department Reference #:		ADS-26-9997	
Amount: (Contract/Amendment/Grant)	\$16,658.52	Advantage CT / RQS #:	RQS 10A 20250508000000001654
CONTRACT	Proposed Start Date:	7/1/2025	Proposed End Date: 6/30/2028
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:		Thomson Reuters Eagan, MN	
Brief Description of Goods/Services/Grant:		Purchase of nine (9) copies of the Maine Estate and Probate law with related Court Rules books with updates for three (3) years.	

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 Office of Aging and Disability Services (OADS) Adult Protective Services (APS) is the unit within OADS that handles APS referrals that can lead to Petitions being heard in the Probate Courts in Maine. This request is to purchase nine (9) copies of the Maine Estate and Probate Law with Related Court Rules book set which contains the complete text of Title 18-C Probate Code, Maine Rules of Court governing probate procedure, and the Maine Rules of Civil Procedure. This set also contains related provisions from other Maine Titles. Nine (9) copies will allow all eight OADS District Offices as well as Central Office to have the books. The additional cost over multiple years is for replacement pamphlet inserts when there are any changes to the laws contained in the original book set.

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

This is the only vendor available to purchase these books. This is the vendor used by the Office of Attorney General to purchase their law books.

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

Vendor provided a cost breakdown for 2, 3, and 5-year subscriptions, with the annual increase percentage decreasing the longer the subscription. The cost breakdown provided also includes a 15% overall discount for OADS. A 2 year subscription is an 8% increase year over year, 3 years is a 6% increase, and 5 years is a 4% increase.

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

The Department does not intend to competitively bid this service.

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

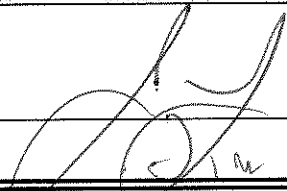
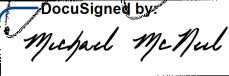
Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

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

Procurement Justification Form (PJF)

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	<i>Don Lupton</i>	Date:	<i>30-July-25</i>
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Typed Name:	<small>7008796FB36A449...</small> Michael McNeil	Date:	8/11/2025

NOI 0820250776