



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 \$10,000 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:		Maine Judicial Branch		
Department Contract Administrator or Grant Coordinator:		Matthew Pollack		
(If applicable) Department Reference #:				
Agency Department Code:	40A	Advantage CT / RQS #:	20260723*0162	
Amount: (Contract/Amendment/Grant)		\$24,245.28		
CONTRACT	Proposed/Original Start Date:	8/1/2026	Proposed/Most Recent End Date:	7/31/2027
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		RELIX INC DBA LEXISNEXIS New York, New York		
Brief Description of Goods/Services/Grant:		Patron access to electronic legal research services at regional law libraries in Portland and Bangor		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
☐	A. Competitive Process	☐	G. Grant
☐	B. Amendment	☐	H. State Statute/Agency Directed
☒	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed
☒	D. Proprietary/Copyright/Patents	☐	J. Willing and Qualified
☐	E. Emergency	☐	K. Client Choice
☐	F. Higher Education Cooperative Project	☐	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 Judicial Branch provides access to electronic legal research services for attorneys and the public at the regional law libraries in Cumberland and Penobscot Counties. See 4 M.R.S. § 193 (2023) (establishing regional court law library centers). Because of the rising costs of books, the libraries are unable to continue subscribing to and purchasing the range of books that they have historically carried. The libraries therefore depend on electronic legal research services to provide comprehensive services and materials to their patrons.

The electronic legal research services that the Judicial Branch makes available must provide a substantial range of materials (cases, statutes, regulations, trial court orders, administrative agency decisions, treatises, law reviews, uniform laws, American Law Reports, legal encyclopedias, etc.) and powerful functionality to assist researchers in finding the information (powerful search engines, ability to narrow search results with many filters, editorial headnotes and summaries, citation services, searches across multiple databases, etc.).

The purpose of the regional law libraries is to provide access to comprehensive materials and services that might not otherwise be available to a person researching the law. The Judicial Branch itself uses the law libraries for research, especially for materials that are not available in its single electronic research service. Access to adequate legal research materials is necessary to the Judicial Branch's functions and to allow lawyers and unrepresented parties to obtain the information necessary to advocate to judicial officers and to assist the judicial officers in reaching just results. As a result, the Judicial Branch must provide the libraries with the most comprehensive set of materials and services as is reasonably possible.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

RELX Inc. (dba LexisNexis) is one of only two providers that can provide access to the sources and functionality necessary to meet the Judicial Branch's and the libraries' needs. The other is Westlaw (by Thomson Reuters). Either provider alone provides a service adequate for attorneys practicing alone or in small- to medium sized firms, and is deemed acceptable for public access. Many larger firms buy both services, and attorneys-including Judicial Branch employees-often use libraries for access to sources and services that are unavailable in the services to which they subscribe. Previously the Maine Judicial Branch contracted with both providers, but is no longer able to do so due to budget constraints.

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

The Judicial Branch was informed of the usual prices of equivalent services from each vendor. The prices that the vendors are providing are well below their usual prices and are increases from the existing contract only to account for inflation. RELX Inc. (dba LexisNexis) was the cheaper of the two available options able to meet the needs of the public.

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

PART III: SUPPLEMENTAL INFORMATION

The Judicial Branch will continue to observe the market to determine if any other providers are able to incorporate the functionality and to obtain the sources/materials that are necessary to provide a library-level research 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) or (026) – 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's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

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

DocuSigned by:
Connor Smith
756F066F9C634D0...

Typed Name:

Connor Smith

Date:

7/23/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

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

Typed Name:

Date:

****OSPS Section Only****

Signature of DAFS Procurement Official:	DocuSigned by: <i>Michael McNeil</i>		
Typed Name:	Michael McNeil	Date:	8/6/2026

NOI 0820260579 8/6-8/12