



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

DIVISION OF 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 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.

PART I: OVERVIEW			
Department Office/Division/Program:		Maine Commission on Indigent Legal Services	
Department Contract Administrator or Grant Coordinator:		Justin W. Andrus, Executive Director	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 96,000.00	Advantage CT / RQS #:	CT95F 2017071300000000159
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	7/1/2017	Effective Date:
	Previous End Date:	6/30/2022	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Justice Works, LLC, Centerville, UT	
Brief Description of Goods/Services/Grant:		Web-based attorney voucher management system	

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 checked="" type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input 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 Maine Commission on Indigent Legal Services oversees approximately 250 private attorneys who represent consumers of indigent legal services who are entitled to representation at state expense. Justice Works provides an electronic attorney voucher system used by attorneys to submit bills for service that are reviewed by Commission staff for approval and payment.

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

The Commission receives approximately 31,000 vouchers per year and has a staff of only two (2) people for that review and approval process. The system provided by the vendor is highly efficient and essential for the Commission to accomplish the review and approval process given its small staff.

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

Competitive bid. Note that this contract does not provide for a flat fee, but instead the vendor is paid a fixed amount for each new case entered in the attorney voucher system. During the original contract term, \$70,000 was allocated to the contract for each of the first three terms. During FY'20 and FY'21, the number of new cases increased requiring an amendment to \$80,000 to cover the increased cost. Case numbers continue to increase, and Justice Works has implemented a 20% price increase for all contracts. Based on these factors, \$96,000 is allocated to cover this additional one-year extension.

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

The Commission is putting this service out to RFP in the coming weeks.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

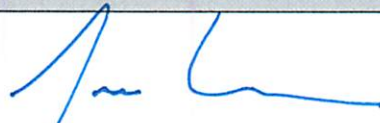
Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

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



Typed Name:

Justin Andrews

Date:

9/2/22

Signature of DAFS
Procurement Official:

Joseph Zrioka

Typed Name:

Joseph Zrioka

Date:

9/18/2022