



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 Commission on Public Defense Services		
Department Contract Administrator or Grant Coordinator:	Darcy Fisher		
(If applicable) Department Reference #:			
Agency Department Code:	95F	Advantage CT / RQS # :	CT 95F 20250812*0222
Amount: (Contract/Amendment/Grant)	\$23,500.00		
CONTRACT	Proposed/Original Start Date:	9/1/2025	Proposed/Most Recent End Date: 8/31/2026
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:	Catherine Connolly, Purdy Powers & Co. Portland, Maine		
Brief Description of Goods/Services/Grant:	Financial audit of assigned counsel.		

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. Higher Education 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 Public Defense Services (hereinafter "PDS") was established by the Legislature in 2009. PDS is responsible for providing counsel in a fiscally responsible manner to people who are constitutionally and statutorily entitled to counsel. In meeting that requirement, PDS is required to audit financial requests and payments. More specifically, PDS is responsible for providing all relevant stakeholders with reasonable assurance that attorney or vendor billing records are free from material misstatement, whether due to fraud or error.

The agency identified six (6) assigned counsel that it would like to audit.

The PDS' Audit Division currently consists of two attorneys and one office specialist. None of these individuals have the type of auditing experience that is required in this circumstance. PDS has not previously conducted an audit of this magnitude. It is essential that these audits be conducted objectively and in accordance with industry standards. Furthermore, it is anticipated that the guidelines and procedures that are established for these audits will be extremely beneficial for future audits.

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

Catherine Connolly is the director of forensic accounting at Purdy Powers & Company in Portland, Maine. Ms. Connolly is uniquely qualified for this task. She has been hired by the Maine Office of the Attorney General to assist with pending litigation involving PDS. As a result, she is familiar with the agency's operations, case management systems, and various other records. Also, she is familiar with the types of data and billing practices that this agency receives from its assigned counsel. Vendor's work with the Office of the Attorney General reduces cost and risk because the learning curve is complete. Using another vendor would increase delays and costs due to lack of familiarity with PDS operations. Ms. Connolly's involvement ensures continuity and confidentiality for sensitive audit work.

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

As stated above, Ms. Connolly is currently assisting PDS, through the Office of the Attorney General, with pending litigation and is actively auditing one of its assigned counsel. With the six (6) proposed audits, it is anticipated Ms. Connolly will have less of a learning curve and will be able to work more efficiently than other competing forensic accountants. Furthermore, Ms. Connolly has three certifications that make her qualified for this task. She is a certified public accountant, a certified fraud examiner, and is certified in financial forensics. Ms. Connolly's fees will be based on a standard market blended rate of \$250.00/hour. PDS has contacted several other Maine forensic accounting firms and has been quoted at similar rates. Matson Driscoll & Damico LLP and BerryDunn stated that they would charge between \$300-\$500/hour for this type of work.

PART III: SUPPLEMENTAL INFORMATION

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

In the future, we will continue to use the procurement process if the need arises. As stated above, it is believed that Ms. Connolly’s involvement in this project will greatly decrease the need to seek outside assistance for future audits. This engagement will help PDS build internal audit guidelines so future work can hopefully be done in-house. If they can’t be done in-house, outside needs will be competitively procured.

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.

PART VI: APPROVALS

The signature below indicates approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):	 <p>Signed by: Darcy Fisher 7827810FEAB149E...</p>		
Typed Name:	Darcy Fisher	Date:	9/8/2025

PART VII: EMERGENCY – Required only if selecting E. Emergency Justification

The signature below indicates approval by the Commissioner or designee of this procurement request.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:		Date:	

Signature of DAFS Procurement Official:	Signed by: Sterling Doiron <small>4C537C52B586437...</small>		
Typed Name:	Sterling Doiron	Date:	9/9/2025

Certificate Of Completion

Envelope Id: 99568C72-481A-4494-8BD0-5CECC3AF8414	Status: Completed
Subject: Complete with Docusign: 20250908_Connolly_PJF_Revised.docx.pdf	
Source Envelope:	
Document Pages: 4	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Disabled	Envelope Originator:
Envelopeld Stamping: Disabled	Sterling Doiron
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	77 State House Station
	111 Sewall Street
	Augusta, ME 04333
	Sterling.Doiron@maine.gov
	IP Address: 198.182.163.121


Record Tracking

Status: Original	Holder: Sterling Doiron	Location: DocuSign
09/09/2025 09:53	Sterling.Doiron@maine.gov	

Signer Events

Sterling Doiron
 Sterling.Doiron@maine.gov
 Sterling Doiron
 Security Level: Email, Account Authentication (None)

Signature

Signed by:

Sterling Doiron
4C537C52B586437...
 Signature Adoption: Pre-selected Style
 Using IP Address: 198.182.163.121

Timestamp

Sent: 09/09/2025 | 09:53
 Viewed: 09/09/2025 | 09:53
 Signed: 09/09/2025 | 09:53
 Freeform Signing

Electronic Record and Signature Disclosure:
 Not Offered via Docusign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	09/09/2025 09:53
Certified Delivered	Security Checked	09/09/2025 09:53
Signing Complete	Security Checked	09/09/2025 09:53
Completed	Security Checked	09/09/2025 09:53
Payment Events	Status	Timestamps