



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:		Corrections		
Department Contract Administrator or Grant Coordinator:		Scott Goulette		
(If applicable) Department Reference #:		Click or tap here to enter text.		
Agency Department Code:	03A	Advantage CT / RQS #:	20260819*0303	
Amount: (Contract/Amendment/Grant)		\$10,877.80		
CONTRACT	Proposed/Original Start Date:	8/1/2026	Proposed/Most Recent End Date:	12/31/2026
AMENDMENT	New Effective Date:	Click or tap to enter a 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:		West Publishing Corporation Eagan, MN		
Brief Description of Goods/Services/Grant:		Online Law Library Access for DOC residents		

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.

DOC is required to provide incarcerated individuals meaningful access to legal reference resources and currently provides this access through Westlaw. The prior contract has expired, and DOC is developing a replacement procurement that will address service requirements and State information-security requirements. This request provides temporary continuity of the existing Westlaw service from 8/1/2026 through 12/31/2026 while that procurement is completed. The bridge is intended solely to prevent interruption of legal research access during the transition period.

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.

West Publishing currently provides DOC's Westlaw online legal research service. The prior competitively awarded contract has expired, but DOC must maintain uninterrupted legal research access while a replacement procurement is completed. DOC is currently evaluating alternative procurement options and vendors that can satisfy operational and State information-security requirements. For the limited interim period, transitioning to another solution before completion of that review would require implementation, security review, account configuration, and user transition. West Publishing is therefore being retained only for the defined bridge period necessary to complete the replacement procurement.

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

The interim subscription rate is \$2,223.20 per month, which is consistent with the current monthly rate for the existing Westlaw Proflex Multi-Loc Enterprise subscription. The bridge contract maximum of \$10,877.80 is calculated as \$2,223.20 per month for five (5) months, minus a credit adjustment of \$238.20. The rate has not increased for purposes of this bridge arrangement. Based on the unchanged monthly rate and the limited duration of the bridge, DOC considers the cost to be fair and reasonable.

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

DOC recently conducted a mini-bid for the required legal research services but did not receive any responsive bids. DOC will therefore proceed with development and issuance of a new competitive RFP. The 5-month Westlaw bridge payment is intended solely to maintain uninterrupted legal research access through 12/31/2026 while the RFP is completed. DOC anticipates publishing the RFP by 10/15/2026 and completing award and transition before expiration of the bridge period. Any continuation beyond December 31, 2026 will require separate Procurement review and justification.

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:
Conner McFarland
FD522942914A4F8...

Typed Name:

Conner McFarland

Date:

8/20/2026

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:
Thomas Paquette
249502C7B71A49A...

Typed Name:

Thomas Paquette

Date:

9/1/2026