



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)		\$50,000		
CONTRACT	Proposed/Original Start Date:	9/1/2025	Proposed/Most Recent End Date:	8/31/2026
AMENDMENT	New Effective Date:	9/1/2026	New End Date (if Applicable):	2/28/2027
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Purdy Powers & Company Portland, Maine		
Brief Description of Goods/Services/Grant:		Financial audits.		

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 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 several assigned counsels' billings 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 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.

Department has submitted a request for proposals (RFP) to competitively solicit these services. This amendment is intended to extend the existing contract for these services during the pendency of the RFP review, publishing, and award process to avoid a lapse in services during that time.

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

Ms. Connolly is assisting PDS, through the Office of the Attorney General, with pending litigation and is actively auditing one of its assigned counsel. With the assigned counsel audits, it was 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 \$275.00/hour. PDS previously 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

Vendor has been performing the six audits contemplated by the original contract and additional audits provided by the first amendment to this contract.

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

Department has submitted a request for proposals (RFP) to competitively solicit these services. This amendment is intended to extend the existing contract for these services during the pendency of the RFP review, publishing, and award processes to avoid a lapse in services during that time.

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):

Signed by:

7827810FEAB149F...

Typed Name:

Darcy Fisher

Date:

8/11/2026

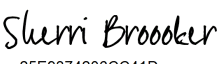
2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

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

Typed Name:

Date:

****OSPS Section Only****

Signature of DAFS Procurement Official:	Signed by:  25E9374206CC41D...		
Typed Name:	Sherri Brooker	Date:	03 September 2026