



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 - IT	
Department Contract Administrator or Grant Coordinator:		Thomas Hild	
(If applicable) Department Reference #:			
Agency Department Code:	40A	Advantage CT / RQS #:	20220428*2664
Amount: (Contract/Amendment/Grant)		\$70,000.00	
CONTRACT	Proposed/Original Start Date:	4/18/2022	Proposed/Most Recent End Date: 6/30/2026
AMENDMENT	New Effective Date:	7/1/2026	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:		Berry Dunn Mcneil and Parker, Portland, ME	
Brief Description of Goods/Services/Grant:		Project management oversight on installation of Odyssey still necessary	

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.

Tyler's 'Odyssey' system is being rolled out across the State to allow for greater online services to the people of Maine utilizing our court systems. 3rd party oversight of this roll is deemed necessary to ensure the MJB is getting the negotiated services from Tyler throughout the process.

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.

Berry Dunn has been providing these services for two years and is familiar with the internal functions of the MJB as well as the challenges facing the 'Odyssey' rollout. Changing external oversight and management this late in the rollout would lead to significant delays and costs to the State.

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

The rates provided by the original contract are in line with consulting services within the State of Maine.

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

The continued roll out of Tyler's 'Odyssey' for the MJB is ongoing, and changing the group providing oversight could significantly impact the timelines associated with the roll out. If services are needed after this year, potential changes will be considered.

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

755F066F9C634D0...

Typed Name:

Connor Smith

Date:

9/9/2026

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:

Michael McNeil

7008796FB36A449...

Typed Name:

Michael McNeil

Date:

9/17/2026

NOI 0920260677 9/18-9/24



Certificate Of Completion

Envelope Id: 57CF4AEE-93FB-8015-8204-8F3FB7CF46EA		Status: Completed
Subject: Procurement Justification Form (PJF)_ CMS Berry Dunn 2027.docx		
Source Envelope:		
Document Pages: 3	Signatures: 1	Envelope Originator:
Certificate Pages: 5	Initials: 0	Connor Smith
AutoNav: Disabled		1 Court Street
Envelopeld Stamping: Disabled		nil
Time Zone: (UTC-05:00) Eastern Time (US & Canada)		Augusta, ME 04364
		connor.smith@courts.maine.gov
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Connor Smith connor.smith@courts.maine.gov Procurement Manager Security Level: Email, Account Authentication (None)	DocuSigned by: <i>Connor Smith</i> 755F066F9C634D0... Signature Adoption: Pre-selected Style Using IP Address: 66.181.119.233	Sent: 9/9/2026 12:45:31 PM Viewed: 9/9/2026 12:45:35 PM Signed: 9/9/2026 12:46:13 PM Freeform Signing

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Carbon Copy Events	Status	Timestamp
Natasha Jensen natasha.jensen@courts.maine.gov Procurement Coordinator Administrative Office of the Courts Security Level: Email, Account Authentication (None)	COPIED	Sent: 9/9/2026 12:46:14 PM Viewed: 9/9/2026 12:47:02 PM

Electronic Record and Signature Disclosure:
Accepted: 5/15/2023 9:31:04 AM
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/9/2026 12:45:31 PM
Certified Delivered	Security Checked	9/9/2026 12:45:35 PM

Envelope Summary Events	Status	Timestamps
Signing Complete	Security Checked	9/9/2026 12:46:13 PM
Completed	Security Checked	9/9/2026 12:46:14 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Maine Judicial Branch:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: christopher.oberg@courts.maine.gov

To advise Maine Judicial Branch of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at christopher.oberg@courts.maine.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Maine Judicial Branch

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to christopher.oberg@courts.maine.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Maine Judicial Branch

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to christopher.oberg@courts.maine.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Maine Judicial Branch as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Maine Judicial Branch during the course of your relationship with Maine Judicial Branch.