

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:	Workers Compensation Board		
Department Contract Administrator or Grant Coordinator:	Jan M. Adams		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 19,110.00	Advantage CT / RQS #:	RQS 90C 20201020*448
CONTRACT	Proposed Start Date:	10/4/2020	Proposed End Date: 10/3/2021
AMENDMENT	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Thomson Reuters-West, Carol Stream, IL		
Brief Description of Goods/Services/Grant:	Professional document and publication subscriptions (legal)		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)			
	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION
Please respond to ALL of the following:
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.
The Board's staff uses the Maine Digest to perform legal research, write briefs and/or administrative law decisions. Based on experience the legal staff (attorneys and lay professionals) has determined these publications are necessary for them to provide up-to-date legal analysis and opinions and decisions.

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PART III: SUPPLEMENTAL INFORMATION

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

West Publications dba Thomson West has developed the Digest system of organizing case law by subject and "key" number which allows legal professionals to identify relevant case law by subject words and concepts. The Digest system is proprietary. This tool allows legal staff to identify the most recent and relevant case law and are necessary for legal staff to perform their assigned duties.

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

The vendor extends governmental pricing to the Board.

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

None that we are aware of.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>Jan M. Adams</i>		
	<i>By signing below, I signify that I approve of this procurement request.</i>		
Printed Name:	Jan M. Adams	Date:	10/23/2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Justin Franzose</i>		
Printed Name:	<small>AEED9C7B3A8044E...</small> Justin Franzose	Date:	10/23/2020