



PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.

Department Office/Division/Program:		Maine Judicial Branch, Administrative Office of the Courts	
Department Contract Administrator or Grant Coordinator:		Caroline Jova, Family Division Manager	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 10,000	Advantage CT / RQS #:	20221019*1167
CONTRACT	Proposed Start Date:	10/28/2022	Proposed End Date: 10/28/2022
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:		Trauma Stewardship Institute PO Box 28302, Seattle, WA 98118-8302	
Brief Description of Goods/Services/Grant:		One-hour keynote plenary session for child welfare stakeholders	

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 checked="" 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. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization

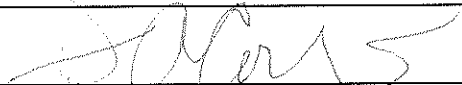
Please respond to ALL of the questions in the following sections.

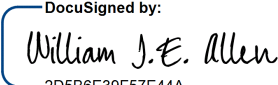
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.
The Family Division at the Maine Judicial Branch (MJB) hosts an annual child welfare conference for child welfare stakeholders. The theme for this year's conference will be the effects of the pandemic on the child welfare system and trauma-informed care for families and children involved in the child welfare system stakeholders. Laura van Dernoot Lipsky has been selected as the keynote speaker for the conference because she is nationally recognized as a leader in the study of secondary trauma.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.
Laura van Dernoot Lipsky is the founder and director of The Trauma Stewardship Institute and author of <i>Trauma Stewardship: An Everyday Guide to Caring for Self While Caring for Others</i> and <i>The Age of Overwhelm</i> . Ms. Van Dernoot Lipsky is widely recognized as a pioneer in the field of trauma exposure and has focused her work on secondary trauma for more than three decades. The plenary session that she will be delivering focuses on her two books and how the information can be applicable to the child welfare stakeholders who do this work in Maine on a daily basis. As the author of these books, she has proprietary rights associated with them.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.
The price of the keynote address was given by the Provider and is consistent with what she charges for similar keynote addresses. Ms. Van Dernoot Lipsky is highly regarded in the field of trauma-informed care and self-care and has been doing this work for over 30 years. The session will be interactive and support the needs of participants as the session progresses.
4. Describe the plan for future competition for the goods or services.
This training will be remote due to COVID-19, and thus the cost to deliver the session will be significantly less than it would be to deliver the training in-person. This will be the only year that this training will be able to be provided, as the MJB intends to return to an in-person format for the next annual training. Click or tap here to enter text.

Does this request utilize ARPAMJRP funds?
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).
<input checked="" type="checkbox"/> No – If No, proceed to Part V.

The signatures below indicate approval of this procurement request.
Signature of requesting

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Department's Commissioner (or designee):			
Typed Name:	Dennis Corliss, Chief of Finance and Administration	Date:	10/18/22
Signature of DAFS Procurement Official:			
Typed Name:	Laura van Dernoot Lipsky, Trauma Stewardship Institute	Date:	

DocuSigned by:

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 William J.E. Allen

10/24/2022

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