



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF PROCUREMENT SERVICES
 STATE OF MAINE

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.

PART I: OVERVIEW				
Department Office/Division/Program:		DACF/BRILUP/LUPC		
Department Contract Administrator or Grant Coordinator:		Tim Carr		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 9,999	Advantage CT / RQS #:	CT 01A-20231002*0948
CONTRACT	Proposed Start Date:	10/15/2023	Proposed End Date:	12/31/2023
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:		Don Thompson & Associates, Bangor, ME		
Brief Description of Goods/Services/Grant:		Transcription services for a public hearing		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
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 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.

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 LUPC requires transcription services during multiple public hearing sessions in different locations on October 16, 17, 18, and 23, 2023.

This public hearing is mandated by LUPC rules and is for the Pickett Mountain Mine rezoning, a project of state-wide and substantial public interest. LUPC rules require that "To the extent practicable, hearings must be held at a location in close proximity to, or significantly affected by, the project or projects under review" (Chapter 5, Section 5.02,C,1). Most of the hearing sessions are in Millinocket, the area closest to the project site in T6 R6 WELS, which can provide the facilities to support the multi-day hearing during the necessary time frame. In addition, on 9/14/2023, the LUPC received a request from over 50 state legislators to hold another public hearing session in the Bangor area.

This hearing, in which testimony is taken under oath, provides evidence that is critical to the LUPC's decision-making process. The proceedings must be accurately recorded for use by the LUPC, the parties to the hearing, and the courts on appeal. An in-person transcriptionist is essential to obtain a complete record of the hearing in the event of technological issues with recording equipment and will support the hearing record for future court proceedings which are likely.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

The selected vendor is the only one located who is able to attend all the public hearing sessions in person and provide transcription services for close to the project's goal of below \$10,000.

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

The cost includes day and evening appearance fees for three daytime and three evening sessions by a team of two transcriptionists who will stay in Millinocket and alternate appearances throughout each day of the Millinocket hearing. Appearance fees are standard in the industry. The cost also includes the per-page transcript fees and the cost of producing copies. The LUPC is planning for 20 hours of statements and testimony across technical and public comment sessions, producing a lengthy transcript.

Through internet research, phone calls, and consultation with other state agencies, the LUPC identified five companies currently offering suitable transcription services in Maine. Only one other company was available for in-person attendance at all sessions of the hearing. The other company that was available did not provide a quote, after two requests. Using the billing rates that they provided and an estimate on the potential number of pages for the transcript from a prior, similar

PART III: SUPPLEMENTAL INFORMATION

project, the other company's cost could be 53% higher (\$20,205, well over the project goal) than the chosen company.

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

For future needs, the LUPC will consider establishing a pre-qualified vendor list for transcription services.

Click or tap here to enter text.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

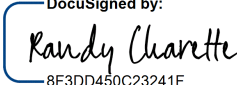
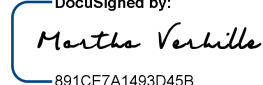
Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	DocuSigned by:  Randy Charette 8F3DD450C23241F...		
Typed Name:		Date:	10/3/2023
Signature of DAFS Procurement Official:	DocuSigned by:  Martha Verhille 891CE7A1493D45B...		
Typed Name:	Martha Verhille	Date:	10/4/2023