



## 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:	Telecommunications Relay Services Council			
Department Contract Administrator or Grant Coordinator:	Terry Morrell			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 12,000	Advantage CT / RQS #:	95T 20231024*1210	
CONTRACT	Proposed Start Date:	10/23/2023	Proposed End Date:	12/30/2023
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:	Serra Public Affairs, 160 Capitol Street, Augusta, ME 04330			
Brief Description of Goods/Services/Grant:	Consulting services to assist the Telecommunications Relay Services Council (TRS Council) related to the evaluation of by-laws, goals and website enhancements.			


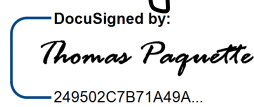
PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State 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 checked="" 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.

<b>PART III: SUPPLEMENTAL INFORMATION</b>	
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.	<p>Following the passage of LD 1065 which was enacted on June 15, 2023, and becomes law October 25, 2023, the Telecommunications Relay Services Council (TRS Council) is compelled by law to hire an executive director and make other changes to its existing by-laws to better reflect the new statutory changes. The TRS Council is also in need of assistance reviewing its current website and recommending any changes to align the website with the new statutory requirements, bylaws and goals of the Council. The TRS Council is in urgent need of consulting services to assist in this process.</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	<p>In order to meet statutory requirements to maintain the functionality of relay service obligations by the state of Maine for the deaf and hard of hearing, the TRS Council requires outside consulting support and help to implement a new executive director.</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>Based on the knowledge of the TRS Council, the proposed costs for the services and support that SPA will be providing are just and reasonable for the work they will be doing in a short time period to help the TRS Council meet its statutory obligations.</p>
4. Describe the plan for future competition for the goods or services.	<p>Although the TRS Council proposes utilizing a sole source approach to this specific contract to help it meet time-sensitive obligations from an experienced vendor, the Council believes that once an executive director is hired and organizational changes are implanted that future competitive services such as its five year relay services contract will be competitively bid.</p>

<b>PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS &amp; RECOVERY PLAN (MJRP)</b>	
Does this request utilize ARPA/MJRP 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.	

<b>PART V: APPROVALS</b>	
The signatures below indicate approval of this procurement request.	

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Terry Morrell	Date:	10-12-23
Signature of DAFS Procurement Official:	 <p>DocuSigned by: Thomas Paquette 249502C7B71A49A...</p>		
Typed Name:	Thomas Paquette	Date:	10/24/2023