



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:		State of Maine Judicial Branch, Finance Department		
Department Contract Administrator or Grant Coordinator:		Barbara Cardone		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 10,000	Advantage CT / RQS #:	20231024*1200
CONTRACT	Proposed Start Date:	10/30/2023	Proposed End Date:	10/20/2024
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:		Locke Lord, LLP		
Brief Description of Goods/Services/Grant:		Outside Counsel, Legal Services		

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 State of Maine Judicial Branch is in need of specialized legal services to provide support and recommendations regarding MGFA bond issuance, bond financing, and the use of bond proceeds and tax implications.

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

Locke Lord, LLP and Walter J. St. Onge specialize in this area of law and have a proven track record of providing accurate and timely legal counsel in regards to the use of bond funds.

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

The Attorney General's office inspected and provided written approval of the requested rate by Locke Lord, LLP. The rate is within the expected range for services provided on this topic.

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

This is a one-time service and will not be necessary in the foreseeable future.

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


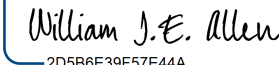
Does this request utilize ARPA/MJRP funds?

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:  <small>0C1C795210D9463</small>			10/25/2023
Typed Name:	Barbara Cardone	Date:		
Signature of DAFS Procurement Official:	DocuSigned by:  <small>2D5B6E39F57E44A...</small>			
Typed Name:	william J.E. Allen	Date:	10/25/2023	

