



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
Table with fields: Department Office/Division/Program: Board of Licensure in Medicine; Department Contract Administrator or Grant Coordinator: Timothy Terranova; Amount: \$ 30,000; Advantage CT / RQS #: 20231024000000001207; CONTRACT Proposed Start Date: 9/1/2023, Proposed End Date: 6/30/2025; AMENDMENT Original Start Date, Previous End Date, Effective Date, New End Date; GRANT Project Start Date, Project End Date, Grant Start Date, Grant End Date; Vendor/Provider/Grantee Name, City, State: Alley & Morrisette Reporting Service, 4 Pheasant Run, Belgrade, ME 04917; Brief Description of Goods/Services/Grant: Court reporting and transcription services

PART II: JUSTIFICATION FOR VENDOR SELECTION

Check the box below for the justification(s) that applies to this request. (Check all that apply.)

Table with 4 columns for justification options: A. Competitive Process, B. Amendment, C. Single Source/Unique Vendor (checked), D. Proprietary/Copyright/Patents, E. Emergency, F. University Cooperative Project, G. Grant, H. State Statute/Agency Directed, I. Federal Agency Directed, J. Willing and Qualified, K. Client Choice, 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 underlying mission of State regulatory agencies, such as the Board of Licensure in Medicine, is to provide meaningful due process of law to individuals who have a property interest in a license issued by the State. The adjudicatory hearing process is designed to be an actual and outward sign of due process of law in action and forms the basis of due process in agency administrative proceedings that may affect a license. The Board of Licensure in Medicine conducts a number of adjudicatory hearings during the course of a year. The integrity of the adjudicatory hearing process relies upon the ability to have a court reporter present and transcripts available for additional hearing days and/or appeals to the court system.

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

This vendor has provided service for the Board for a number of years under low service contracts. They are familiar with the Board and Board processes. Unfortunately, the number and length of hearings has increased. This has resulted in the need for more flexibility and increased request for transcripts. The vendor has a long track record with the Board of being available and providing transcripts in a reasonable amount of time.

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

This contract is for two years and the appearance for the service, \$250, is not unreasonable given the depth of the vendor's knowledge and for multiple State agencies, and the intricacies of the laws and rules of the agency and the subject matter of adjudicatory proceedings before the agency.

It is estimated that a court reporter without administrative law experience, hearing experience and familiarity with licensing statutes and rules would have at least a one-year learning curve. An inexperienced court reporter would increase the cost of the service.

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

There is no current plan

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):			
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Typed Name:	Timothy Terranova	Date:	10/26/23
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Signature of DAFS Procurement Official:	 <small>DocuSigned by: Thomas Paquette 249502C7B71A49A...</small>		
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Typed Name:	Thomas Paquette	Date:	10/26/2023
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