



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 5 columns and 10 rows containing procurement details such as Department Office/Division/Program (DHHS/OCFS), Amount (\$959,318.50), Proposed Start Date (10/01/2023), and Vendor/Provider/Grantee Name (Pine Tree Legal Assistance).

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

Table with 4 columns and 8 rows listing justification options A through L. Option C, 'Single Source/Unique Vendor', is checked with an 'X'.

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.

Civil legal services afford qualifying victims of sexual violence, domestic violence, and human trafficking the ability to access all available remedies under Maine and federal law to which they are entitled. Civil legal remedies for victims include personal safety; family matter representation for the non-offending parent or caregiver of a child victim of sexual violence; school-based advocacy such as Title IX and special education advocacy; protecting the victim's privileged and confidential mental health, medical and education records; preserving employment; maintaining safe housing; securing or maintaining victim's immigration status; victim's rights; and accessing victim compensation and public benefits to which they may qualify for.

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

Pine Tree Legal Assistance (PTLA) is a statewide, non-profit organization, committed to providing high-quality, free, civil legal assistance to victims of sexual violence, domestic violence, and/or human trafficking in Maine. PTLA's mission is to ensure that state and federal laws affecting victims are enforced while also addressing systemic barriers to justice faced by victims.

The civil legal service provided to victims of sexual violence, domestic violence, and/or human trafficking includes the maintenance of confidentiality standards aligned with professional standards for legal services; the demonstration of significant experience in providing sexual violence, domestic violence, and/or human trafficking-related civil legal services; and access to ongoing specialized training for the support of victims of sexual violence, domestic violence, and/or human trafficking and their non-offending parents or caregivers.

PTLA's priority is family law. Their Victim's Rights Unit is comprised of a dedicated team of attorneys and paralegals who specialize in working with victims of sexual violence, domestic violence, and/or human trafficking. Because of their experience, these attorneys have been asked to: participate in legislation regarding sexual violence, domestic violence, human trafficking, and orders of protection from harassment and/or abuse; and, to train judges who preside over cases in which there is a victim of sexual violence, domestic violence, and/or human trafficking.

PTLA is providing this service on behalf of victims of sexual violence, domestic violence, and/or human trafficking statewide and is currently the only eligible provider doing so while utilizing only attorneys who specialize in working with victims of sexual violence, domestic violence, and human trafficking.

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

The cost was based on the cost negotiations of a similar legal service for another part of DHHS.

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

The Department recently completed a statewide victim needs assessment and the outcome, together with additional supplemental information, will inform the future strategic funding plan for violence prevention services.

**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):			Date:	10 - Oct - 23
Typed Name:			Date:	
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		Date:	10/26/2023
Typed Name:	<small>41C2BA36FAF44CD...</small> Kathy Paquette		Date:	10/26/2023