



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:	Workers' Compensation Board		
Department Contract Administrator or Grant Coordinator:	Jan M. Adams		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 25,000.00	Advantage CT / RQS #:	CT 90C 20241015.1007
CONTRACT	Proposed Start Date:	10/15/2024	Proposed End Date: 12/31/2024
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:	Bilodeau Law LLC, Lewiston, Maine		
Brief Description of Goods/Services/Grant:	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.

Title 39-A MRSA section 153-A states employees injured while working are entitled to the services of an advocate at mediation and formal hearings before the Workers' Compensation Board. Over the last six (6) months, the Advocate Program has experienced turnover in one-third (4 of 12) Attorney Advocate positions providing these services. Newly hired Attorney Advocates in training are not yet able to carry full-time caseloads. Accordingly, there is a need for work to be performed on behalf of injured workers to fulfill the obligations under Title 39-A.

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

Using licensed attorneys with in-depth knowledge of workers' compensation law is the most efficient way to provide the representation required by the statute to injured workers and reduce the case load at the mediation and formal hearing stages. In a letter dated October 8, 2024, and incorporated into the Service Contract, the Attorney General's office authorized the Board to retain outside counsel, pursuant to 5 M.R.S. §191, and approved the selection of the vendor.

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

The Vendor is willing to provide temporary contract services and offer savings in the hourly rate as a public service. See letter from the Attorney General's office dated October 8, 2024 approving the rate.

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

None at this time; the contract addresses a temporary need and services will be provided by Advocate program staff in future.

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

Does this request utilize ARPA/MJRP funds?

- Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).
- Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
- No – If No, proceed to Part V.

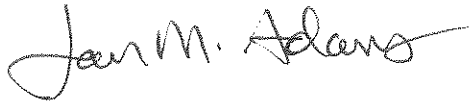

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS Title 5, §18 and §18-A, in harmony with MRS Title 17, §3104.

- The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Jan M. Adams	Date:	October 16, 2024
Signature of DAFS Procurement Official:	 <small>DocuSigned by: Thomas Paquette 249502C7B71A49A...</small>		
Typed Name:	Thomas Paquette	Date:	10/17/2024