



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 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:		Maine Commission on Public Defense Services		
Department Contract Administrator or Grant Coordinator:		Darcy Fisher		
(If applicable) Department Reference #:				
Agency Department Code:	95F	Advantage CT / RQS #:	20260917000000000464	
Amount: (Contract/Amendment/Grant)		\$96,170.69		
CONTRACT	Proposed/Original Start Date:	10/1/2026	Proposed/Most Recent End Date:	10/31/2027
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		West Publishing Corp Carol Stream, IL		
Brief Description of Goods/Services/Grant:		Legal research services.		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
☐	A. Competitive Process	☐	G. Grant
☐	B. Amendment	☐	H. State Statute/Agency Directed
☒	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed
☐	D. Proprietary/Copyright/Patents	☐	J. Willing and Qualified
☐	E. Emergency	☐	K. Client Choice
☐	F. Higher Education Cooperative Project	☐	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.

PDS provides training, support, and oversight to approximately 400 attorneys who provide indigent legal services.

Pursuant to 4 M.R.S. § 1804(3)(A) PDS is required to, “Develop and maintain a system that employs employed counsel and public defenders, uses appointed private attorneys and contracts with individual attorneys or groups of attorneys to provide high-quality, effective and efficient indigent legal services. The commission shall consider other programs necessary to provide high-quality, effective and efficient indigent legal services”

Pursuant to 4 M.R.S. § 1804(2)(G), PDS is required to engage in rulemaking on “Other standards considered necessary and appropriate to ensure the delivery of high-quality, effective and efficient indigent legal services.” PDS has adopted 94-649 C.M.R. Ch. 303, which establishes the procedures for attorneys to request access to legal research services and to request PDS purchase of or reimbursement for the purchase of legal research materials.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

Vendor offers exclusive content accessed by attorneys performing indigent legal services. For example, Wayne LaFave’s treatise (*Search and Seizure, a Treatise on the 4th Amendment*) was accessed by PDS attorneys over 657 times over the past 4 years. The Maine Practice Series was accessed by PDS attorneys over 782 times over the past 4 years. Additionally, there are more Maine-specific materials that would be applicable to PDS attorneys available on Westlaw than on other legal research databases.

The Judicial Branch, the Attorney General’s Office, and 6 of the 8 District Attorney Offices in the State all use Westlaw as their online legal research service provider. PDS would be an outlier if we did not have access to Westlaw and would not have access to the many secondary sources that the prosecution currently has access to.

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

The Judicial Branch, the Attorney General’s Office, and 6 of the 8 District Attorney Offices in the State all use Westlaw as their online legal research service provider. Department was able to leverage its purchasing power to obtain a more favorable rate than is available on an individual basis.

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

Department intends to submit a request for proposals in the near future. This BPO is intended to ensure there is no lapse in access to legal research services while the RFP is in process.

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) or (026) – 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's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.**PART VI: APPROVALS**

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):

Signed by:


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Typed Name:

Darcy Fisher

Date:

9/22/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.Signature of requesting
Department's Commissioner
(or designee):

Typed Name:

Date:

****OSPS Section Only****Signature of DAFS
Procurement Official:

DocuSigned by:


249502C7B71A49A...

Typed Name:

Thomas Paquette

Date:

10/6/2026