



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, Department Contract Administrator or Grant Coordinator, Amount, Advantage CT / RQS #, RQS number, CONTRACT/AMENDMENT/GRANT type, Proposed/Original/Previous dates, Vendor/Provider/Grantee Name, Brief Description of Goods/Services/Grant.

PART II: JUSTIFICATION FOR VENDOR SELECTION
Check the box below for the justification(s) that applies to this request. (Check all that apply.)
List of options A-L: Competitive Process, Amendment, Single Source/Unique Vendor, Proprietary/Copyright/Patents, Emergency, University Cooperative Project, Grant, State Statute/Agency Directed, Federal Agency Directed, Willing and Qualified, Client Choice, 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 Androscoggin County Superior Court required the services of multiple Haitian Creole interpreters for a criminal jury selection and jury trial scheduled for September 8, 2022-September 16, 2022. The trial went the full five days, and there was an agreement to compensate the interpreter for a trial preparation day on September 9, 2022.

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

There are few well qualified Haitian Creole interpreters in the country and the selected vendor had previously interpreted for this LEP individual during several pretrial proceedings.

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

The interpreter's hourly rate is \$93.75 per hour, and \$750.00 for a full day (8 hours) of interpretation services. This is a reasonable amount, other interpreters for other languages of less diffusion typically charge \$100-\$125.00 per hour for services.

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

It's unlikely this vendor will have another invoice of this amount. The Communication Access Specialist often reaches out to other state courts as well as the National Center for State Courts for assistance securing interpreters in languages of less diffusion. There are also two additional off roster Haitian Creole interpreters that were also assigned to this case at slightly lower hourly/daily rates.

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

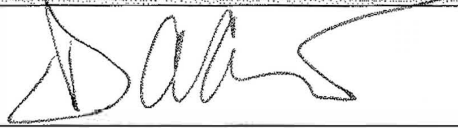
Does this request utilize ARPA/MJRP funds?

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:	Dennis Corliss	Date:	10/20/21
Signature of DAFS Procurement Official:	DocuSigned by: <i>Martha Verhille</i>		
Typed Name:	891CE7A1493D45B... Martha Verhille	Date:	11/1/2022