



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

DIVISION OF PROCUREMENT SERVICES

STATE OF MAINE

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

Department Office/Division/Program:		Human Resources Department	
Department Contract Administrator or Grant Coordinator:		Kelly John, HR Director	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 10,000.00	Advantage CT / RQS #:	20231101*1288
CONTRACT	Proposed Start Date:	11/1/2023	Proposed End Date: 12/31/2023
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:		Murray Plumb & Murray Portland, ME 04104	
Brief Description of Goods/Services/Grant:		Legal services pertaining to an independent investigation	

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 checked="" 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.

The Judicial Branch is requiring the legal services to perform a high-level independent investigation of a formal Complaint that has been filed by an employee regarding a possible whistleblower/harassment claim. When issues of this nature arise, there is an immediate need for an investigation to be conducted promptly from an attorney familiar with the Judicial Branch and its operations.

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 been used to conduct previous independent investigations and is familiar with the Judicial Branch and its procedures, having recently completed an investigation within the past year. Because these investigations need to be conducted promptly, it would be extremely disruptive to operations and very costly to develop the knowledge of the Judicial Branch with a new attorney.

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

Murray Plumb & Murray have provided similar services to the Judicial Branch and are recognized as being one of the leading firms in the employment field. Murray Plumb & Murray charge fees that are fair and reasonable for their services based on their expertise and knowledge.

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

Murray Plumb & Murray will continue to provide legal services to the Judicial Branch as needed.

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

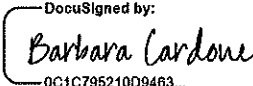
Does this request utilize ARPA/MJRP funds?

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):			
Typed Name:	Barbara Cardone	Date:	11/1/2023

Procurement Justification Form (PJF)

Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i> 2D5B6E39F57E44A...		
Typed Name:	William J.E. Allen	Date:	11/2/2023

NOI 1120231225 11/03/2023 - 11/09/2023