



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:		DHHS/OCFS		
Department Contract Administrator or Grant Coordinator:		Jennifer Levesque / Melanie Boucher		
(If applicable) Department Reference #:		OVP-24-9308		
Amount: (Contract/Amendment/Grant)	\$ 268,082.00	Advantage CT / RQS #:	CT 10A 2023082400000000537	
CONTRACT	Proposed Start Date:	10/01/2023	Proposed End Date:	09/30/2024
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:		Legal Services for the Elderly, Inc. Augusta, Maine		
Brief Description of Goods/Services/Grant:		Legal Services for Maine residents sixty years of age and older.		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before 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.

The federal Older Americans Act requires the Department to establish and maintain legal services for socially and economically disadvantaged seniors when their health, safety and welfare are at risk. Title 22 of Maine Revised Statutes, Section 5106(11-A) requires that the Department "support and maintain an Elderly Legal Services Program by agreement with such nonprofit organization as the Department finds best able to provide direct services to those of Maine's elderly in greatest economic and social need throughout the State."

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

Legal services for the Elderly (LSE) was created in 1974 when it became an option for the state to use Older Americans Act ("OAA") (Title IIIB) funds to provide elder legal services. When this new source of funding became available, Maine's Commission on Aging (this Commission no longer exists) took the position that Maine's elderly would be best served by a single, dedicated legal services provider. It was believed this would lead to the development of the technical expertise needed to meet the unique legal needs of seniors and a more efficient use of the limited available resources. LSE provides people ages sixty and over with free legal advice regarding health care, health insurance, Medicare (including Part D), MaineCare (Medicaid), Social Security and other public benefits, pension and retirement benefits, powers of attorney, consumer matters including credit and bankruptcy problems, physical and financial abuse, guardianship defense and other issues. LSE maintains five offices located across the State of Maine and a statewide helpline to assist Maine's elderly with legal issues. The Provider receives most funding from sources other than the Department, including federal agencies, the Maine Justice Foundation IOLTA fund, and private donors.

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

The Department has concluded that the costs are fair and reasonable. Year-over-year expenses for these services budgeted by this provider have not increased appreciably since 2015. At the same time, the numbers of clients served, and cases opened has increased.

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)

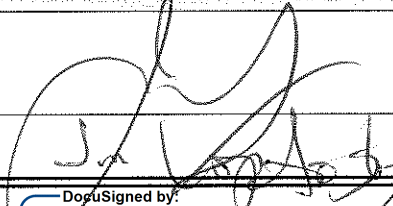
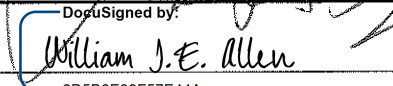
Does this request utilize ARPA/MJRP funds?

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):		
Typed Name:		Date: 3-08-23
Signature of DAFS Procurement Official:		
Typed Name:	DocuSigned by: William J.E. Allen 2D5B6E39F57E44A... William J.E. Allen	Date: 11/22/2023

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