



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:		State of Maine Judicial Branch	
Department Contract Administrator or Grant Coordinator:		Amy Quinlon	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 213,660	Advantage CT / RQS #:	20231109*1369
CONTRACT	Proposed Start Date:	11/20/2023	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:		CourtScribes Inc. Ocoee, FL	
Brief Description of Goods/Services/Grant:		Court Services for Zoom Hearings	

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.

The courts were experiencing a large backlog due to COVID. In an attempt to decrease the backlog a new program was established to use referees to perform certain court hearings using retired judges. They will act without a clerk and will use this service to manage the remote/Zoom hearing, which will also be used to create the courts official court record as required for due process rights and potential appeals of a decision. The services have continued beyond the initial contract as courts continue to struggle with a prolonged backlog.

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

CourtScribes has an existing relationship both with the MJB, but with the retired Judges who are provided the aforementioned services. The ability to seamlessly continue the services provided during the pandemic are necessary to the continuation of the provision of mediation and arbitration services throughout our courts, and primarily the family law division.

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

The costs associated with these services are heavily discounted, and are well within the expected amounts for the services provided. The prices were initially negotiated during the procurement process at the beginning of the pandemic.

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

If these services are still deemed a necessity after the next year, a full competitive procurement will be utilized to guarantee that the current rate has stayed competitive with the market rate.

### 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: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	DocuSigned by: <i>Amy Quinlan</i>		11/16/2023
	5D94E9ECCB05421...	Typed Name: Amy Quinlan	Date:

Signature of DAFS Procurement Official:	DocuSigned by: <i>Joseph Zrioka</i> EA813178102243C...		
Typed Name:	Joseph Zrioka     Director of IT Procurement	Date:	11/28/2023