



## 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:		DHHS/OCFS/Violence Intervention and Response		
Department Contract Administrator or Grant Coordinator:		Jennifer Levesque / Nicole Mitchell		
(If applicable) Department Reference #:		OVP-26-9308		
Agency Department Code:	10A	Advantage CT / RQS # :	CT 20250718000OVP269308	
Amount: (Contract/Amendment/Grant		\$268,082.00		
CONTRACT	Proposed/Original Start Date:	10/1/2025	Proposed/Most Recent End Date:	9/30/2026
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:		Legal Services for Maine Elders Inc. Augusta, Maine		
Brief Description of Goods/Services/Grant:		Legal services for Maine residents aged sixty (60) and older.		

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. Higher Education 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 solicitation (RFP/RFA/RFQ) number and the date of award notification, if applicable.

Legal Services for Maine Elders Inc. (LSE) (formerly known as Legal Services for the Elderly) 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 aged sixty (60) and older 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 multiple offices located across the State of Maine and a statewide helpline to assist Maine’s elderly with legal issues.

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 in comparison to other similar services and funding for this provider has remained consistent for many years.

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

This issue is discussed with/by leadership annually and is partly impacted by the availability of federal funds, which in recent years has significantly declined. Currently, the Department does not intend to RFP this service.

### 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.

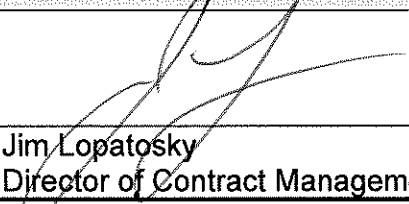
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

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 signatory understands and acknowledges Maine's Conflict of Interest statutes.

**PART VI: APPROVALS**

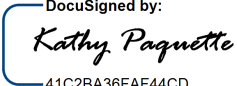
The signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Jim Lopatosky Director of Contract Management	Date:	25-Aug-25

**PART VII: EMERGENCY – Required only if selecting E. Emergency Justification**

The signature below indicates approval by the Commissioner or designee of this procurement request.

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

Signature of DAFS Procurement Official:	DocuSigned by:  41C2BA36FAF44CD...		
Typed Name:	Kathy Paquette	Date:	11/20/2025