

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW

Department Office/Division/Program:		Maine Commission on Indigent Legal Services	
Department Contract Administrator or Grant Coordinator:		John D. Pelletier, Esq., Executive Director	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 5,333.00	Advantage CT / RQS #:	CT 95F 2017071300000000159
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	July 1, 2017	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:		Justice Works, LLC, Centerville, Utah	
Brief Description of Goods/Services/Grant:		Web-Based Attorney Voucher Management System	

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

<input checked="" type="checkbox"/>	A. Competitive Process		G. Grant
<input checked="" type="checkbox"/>	B. Amendment		H. State Statute/Agency Directed
<input type="checkbox"/>	C. Single Source/Unique Vendor		I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents		J. Willing and Qualified
<input type="checkbox"/>	E. Emergency		K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

MCILS has received a Freedom of Access Act request for public data contained in the Justice Works database for the period from July 1, 2010 until August 12, 2020. Complying with the request requires extensive programming by Justice Works to both extract the requested data and to ensure that confidential information contained in the data set is not disclosed. The cost of this work equals \$5,333.00.

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PART III: SUPPLEMENTAL INFORMATION

Under the Freedom of Access Act, a requestor can be required to pay for technical work needed to extract public information from a database. The requestor in this case has agreed to pay for the necessary work and has, in fact, provided MCILS with a check in the amount of \$5,333.00 to reimburse MCILS for the cost of this contract amendment.

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

The requested information is in a database maintained by Justice Works, and they are the only entity able to extract the requested data in a manner that that both satisfies the request and protects confidential information in the database.

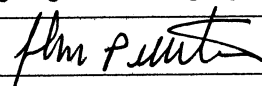
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The cost of this amendment is based on a proposal provided by Justice Works after review of the nature and scope of the Freedom of Access request.

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

The contract is currently in the first of two (2) one-year extensions under the existing contract. The Commission anticipates exercising both of these extension options and then putting the service out to competitive bid.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	John D. Pelletier, Esq. <i>Executive Director</i>	Date:	11/25/20

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Signature of DAFS Procurement Official:	DocuSigned by: <i>Justin Franzose</i>		
	Printed Name:	AEEED9C7B3A8044E... Justin Franzose	Date: 12/3/2020