



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:		Maine Commission on Indigent Legal Services	
Department Contract Administrator or Grant Coordinator:		Justin W. Andrus, Executive Director	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 53,040	Advantage CT / RQS #:	95F20191205000000001790
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT	Original Start Date:	Effective Date:	12/12/2022
	Previous End Date:	New End Date:	12/11/2023
GRANT	Project Start Date:	Grant Start Date:	
	Project End Date:	Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Barbara Taylor, Esq., Peaks Island, ME	
Brief Description of Goods/Services/Grant:		Immigration law consultation and advice to attorneys representing indigent non-citizen defendants and juveniles.	

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 checked="" type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input 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 Commission is seeking experienced immigration counsel to provide prompt immigration law consultation and advice to attorneys representing indigent non-citizen defendants and juveniles.

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

Attorney Taylor is the current contract holder, and her qualifications are exemplary. Attorney Taylor has demonstrated that she can provide the services needed in a timely manner. RFP# 2019087145

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

Attorney Taylor's cost proposal was consistent with expectations and consistent with payments to other providers for indigent legal services.

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

This is the second one-year renewal under RFP# 2019087145. The Commission will reassess whether to issue a new RFP during the pendency of this renewal period.

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

Does this request utilize ARPA/MJRP funds?

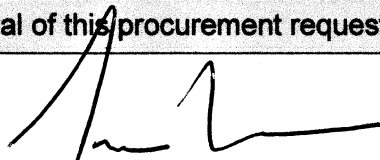
Yes – If Yes, please attach the approved Business Case(s).

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: Justin Andrus, Executive Director

Date: 12/8/22

Signature of DAFS
Procurement Official:

DocuSigned by:
Kathy Paquette

Typed Name: Kathy Paquette

Date: 12/20/2022