



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:		Office of the Attorney General/Maine Recovery Council	
Department Contract Administrator or Grant Coordinator:		Mark A. Toulouse/Pat Kimball	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 83,200.00	Advantage CT / RQS #:	CT 26A 20231031*1251
CONTRACT	Proposed Start Date:	11/2/2023	Proposed End Date: 11/1/2024
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:		Mary Coyne 28 School Street, Apt. 4 Brunswick, ME 04011	
Brief Description of Goods/Services/Grant:		Consulting Services to act as MRC coordinator.	

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 purpose of this contract is to procure specialized consultant services for the Maine Recovery Council.

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

The Office of the Attorney General/Maine Recovery Council has a need for specialized consulting services to act as council coordinator. The council was established pursuant to the Maine State Subdivision Memorandum of Understanding and Agreement Regarding Use of Settlement Funds and 5 M.R.S.A 203-C. The purpose of the council is to direct the disbursement of funds within the Maine Recovery Fund for specific uses throughout the state to address the opioid crisis in Maine. Ms. Coyne's broad knowledge and unmatched background will be invaluable in assisting the council on a day to day basis.

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

Ms. Coyne's rate was agreed upon by the MRC board.

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

There is little/no competition for Ms. Coyne's specialized knowledge in this field. She not only has exponential knowledge, but will have no training required to coordinate daily council activities at the onset of this contract.

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):	<i>Mark A. Toulouse</i>		
Typed Name:	Mark A. Toulouse	Date:	12/14/2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>Sue H. Garcia</i> E5DB92AC0F8D490...		
Typed Name:	Sue H. Garcia	Date:	12/15/2023