



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:		Barbara Cardone	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 175,355	Advantage CT / RQS #:	20231218*1755
CONTRACT	Proposed Start Date:	1/1/2024	Proposed End Date: 6/30/2026
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:		Maine Board of Overseers of the Bar Augusta, Maine	
Brief Description of Goods/Services/Grant:		Administer Committee on Judicial Conduct	

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 Committee on Judicial Conduct was created by order of the Maine Supreme Judicial Court to investigate allegations of misconduct against Maine Judges and family law magistrates. All Committee proceedings are confidential until such time as the Committee refers a matter to the Supreme Judicial Court. To avoid actual or perceived conflicts of interest, the Committee's legal Counsel is barred from the public or private practice of law.

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

The Maine Board of Overseers of the Bar is a regulatory entity that was established in 1984 through rule of the Supreme Judicial Court. The Board has the administrative structure, IT systems, staffing and comparable mission to support the Committee's operations, and assure the Committee's role as an unbiased, independent entity. As a quasi-judicial agency, the Board currently licenses all judges, and performs the regulation of all Maine attorneys and Guardians ad litem.

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

Compensation cost for Committee Counsel is based on mid-range for an Assistant Attorney General position, to include employer share of State and federal withholding, and Workers Compensation. All other costs, e.g. travel and postage, will use established State or federal guidelines. Printing, transcription services, and technology costs will align with Board of Overseers usual costs.

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

Because of the nature of this discrete and confidential work, there is no plan at this time to seek an alternative vendor.

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.

Procurement Justification Form (PJF)

Signature of requesting Department's Commissioner (or designee):	DocuSigned by: <i>Connor Smith</i> 755F066F9C634D0... 12/18/2023		
Typed Name:	Connor Smith	Date:	
Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i> 2D5B6E39F57E44A...		
Typed Name:	william J.E. Allen	Date:	12/28/2023

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