



**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-26-3004		
Agency Department Code:	10A	Advantage CT / RQS # :	CT 10A 20250717000OVP263004	
Amount: (Contract/Amendment/Grant	\$959,319.00			
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:		Pine Tree Legal Assistance, Portland, Maine		
Brief Description of Goods/Services/Grant:		To provide high-quality, free, civil legal assistance to victims of sexual violence, domestic violence and/or human trafficking, so they may access safety, justice, and all other remedies under Maine and federal law to which they are entitled.		

**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.

Civil legal services afford qualifying victims of sexual violence, domestic violence, and human trafficking the ability to access all available remedies under Maine and federal law to which they are entitled. Civil legal remedies for victims include personal safety; family matter representation for the non-offending parent or caregiver of a child victim of sexual violence; school-based advocacy such as Title IX and special education advocacy; protecting the victim's privileged and confidential mental health, medical and education records; preserving employment; maintaining safe housing; securing or maintaining victim's immigration status; victim's rights; and accessing victim compensation and public benefits for which they may qualify.

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.

Pine Tree Legal Assistance (PTLA) is a statewide, non-profit organization, committed to providing high-quality, free, civil legal assistance to victims of sexual violence, domestic violence, and/or human trafficking in Maine. PTLA's mission is to ensure that state and federal laws affecting victims are enforced while also addressing systemic barriers to justice faced by victims.

The civil legal service provided to victims of sexual violence, domestic violence, and/or human trafficking includes the maintenance of confidentiality standards aligned with professional standards for legal services; the demonstration of significant experience in providing sexual violence, domestic violence, and/or human trafficking-related civil legal services; and access to ongoing specialized training for the support of victims of sexual violence, domestic violence, and/or human trafficking and their non-offending parents or caregivers.

PTLA's priority is family law. Their Victim's Rights Unit is comprised of a dedicated team of attorneys and paralegals who specialize in working with victims of sexual violence, domestic violence, and/or human trafficking. Because of their experience, these attorneys have been asked to: participate in legislation regarding sexual violence, domestic violence, human trafficking, and orders of protection from harassment and/or abuse; and, to train judges who preside over cases in which there is a victim of sexual violence, domestic violence, and/or human trafficking.

PTLA is providing this service on behalf of victims of sexual violence, domestic violence, and/or human trafficking statewide and is currently the only eligible provider doing so while utilizing only attorneys who specialize in working with victims of sexual violence, domestic violence, and human trafficking.

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

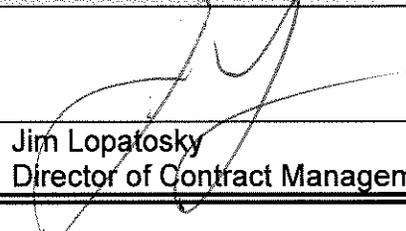
The rate was based on the cost of negotiations for similar legal services for another part of DHHS.

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. 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?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE	
<i>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.</i>	
<input checked="" type="checkbox"/> 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:	20 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:	12/3/2025