



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE PROCUREMENT SERVICES
 STATE OF MAINE

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:		Judicial – Human Resources Department		
Department Contract Administrator or Grant Coordinator:		Kelly John, Director of Human Resources		
(If applicable) Department Reference #:				
Agency Department Code:	40A	Advantage CT / RQS #:	20251106*1106	
Amount: (Contract/Amendment/Grant)	\$50,000.00			
CONTRACT	Proposed/Original Start Date:	2/2/2026	Proposed/Most Recent End Date:	2/2/2028
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:		Linda D. McGill, Esq. Freeport, ME		
Brief Description of Goods/Services/Grant:		Legal services associated with various labor matters for the Judicial Branch, including collective bargaining.		

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.

The Judicial Branch utilizes outside counsel for labor matters and collective bargaining. Retaining outside counsel allows the Judicial Branch to utilize the expertise of seasoned attorneys when necessary in labor negotiations and complaints.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

Linda McGill has been providing legal advice to the Judicial Branch for many years, previously through the law firm of Bernstein Shur. Decisions regarding legal counsel are made jointly with the Attorney Generals office and are dependent upon skill and experience with the matters at hand.

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

Rates are set through negotiations with the attorney and the Attorney Generals Office. Attorney McGill's fee are in line with these services across the State of Maine.

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

Decisions regarding representation/legal counsel for the State of Maine Judicial Branch will continue to be made in concert with the Attorney General's office.

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

Does this request utilize ARPA/MJRP funds?

- Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).
- Yes, ARPA funds (025) or (026) – If Yes, please be aware of the requirements from awarding federal agencies.
- No – If No, proceed to Part V.

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

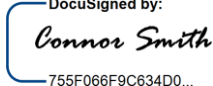
Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

- The requesting department's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

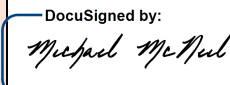
1. The signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	 <small>DocuSigned by: Connor Smith 755F066F9C634D0...</small>		
Typed Name:	Connor Smith	Date:	2/9/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	

****OSPS Section Only****

Signature of DAFS Procurement Official:	 <small>DocuSigned by: Michael McNeil 7008796FB36A449...</small>		
Typed Name:	Michael McNeil	Date:	2/9/2026

NOI 0220260090 2/10-2/16