



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 \$5,000 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:		Maine Department of Public Safety – Maine State Police	
Department Contract Administrator or Grant Coordinator:		Lt. Col. Brian Scott Alexander Gibson	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 30,000	Advantage CT / RQS #:	CT 16A 20230615*3693
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	7/1/2023	Effective Date:
	Previous End Date:	6/30/2025	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Dr. Mark Holbrook, PhD, Brunswick, Maine VC0000121674	
Brief Description of Goods/Services/Grant:		Pre-Employment/fitness for duty evaluations, return to work assessments, and consultations.	

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 checked="" 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.

Provide the required psychological evaluations for Maine State Troopers candidates, as well as provide psychological evaluations for existing State Police Troopers that have been involved with a critical incident and require a psychological evaluation prior to reinstatement. Psychologists must be licensed and based in Maine and offer services at a Maine address. Psychologists must have experience dealing with law enforcement applicants and in evaluating and treating first responders and/or military personnel.

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

The Maine State Police are currently working with a vendor who has history treating law enforcement, psychological health and evaluations. The goal is to maintain this vendor while we search for additional willing and abled licensed mental health clinicians to establish a regional network of providers to provide these services statewide.

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

Dr. Mark Holbrook has given us a slight increase in his fees for the new contract. Though these rates are still in line with other providers for similar services.

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

We will continue to look for psychologists with this background that are based in the State of Maine to develop this network. It is optimum to have other providers located in all areas of the state.

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) – If Yes, please be aware of the requirements from awarding federal agencies.

☒ No – If No, proceed to Part V.


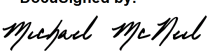
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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 signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Michael Sauschuck, Commissioner	Date:	May 6, 2025
Signature of DAFS Procurement Official:	<div>DocuSigned by:  <small>7008796FB36A449...</small></div>		
Typed Name:	Michael McNeil	Date:	5/20/2025

NOI 0520250443 5/20-5/26






Mark Holbrook PJF

Final Audit Report

2025-05-06

Created:	2025-05-06
By:	Alexander Gibson (Alexander.T.Gibson@maine.gov)
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"Mark Holbrook PJF" History

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