



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:		Maine Judicial Branch – Human Resources		
Department Contract Administrator or Grant Coordinator:		Kelly John		
(If applicable) Department Reference #:				
Agency Department Code:	40A	Advantage CT / RQS # :	20250722*0104	
Amount: (Contract/Amendment/Grant	\$12,000.00			
CONTRACT	Proposed/Original Start Date:	7/15/2025	Proposed/Most Recent End Date:	11/15/2025
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:		Patricia Gabel, d/b/a Gabel International Resources, Ltd., Co. Stowe, VT		
Brief Description of Goods/Services/Grant:		Independent Personnel Investigation		

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 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 checked="" type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice

<input type="checkbox"/>	F. Higher Education Cooperative Project	<input type="checkbox"/>	L. Other Authorization
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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 Maine Judicial Branch requires the services to perform a high-level independent personnel investigation regarding allegations of policy violations related to safety, procurement, conduct, and alleged threats of retaliation.

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.

This vendor has worked with the Judicial Branch previously as the Interim Chief of Finance and Administration, and has familiarity with our processes, structure, and procedures. Provider has also worked as the Vermont Court State Administrator, allowing for specific knowledge into the competing interests within internal court functions. The vendor has experience performing high-level investigations and working with State governments.

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

Patricia Gabel has experience working with the State government and performing investigations. Patricia Gabel’s fees are fair and reasonable, given her expertise and knowledge. These rates were in line with legal/investigative services utilized by the Maine Judicial Branch within the last six months.

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

This is a unique situation that involves a high-level employee. Patricia Gabel may continue to provide services of this nature to the Judicial Branch on an as-needed basis.

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.

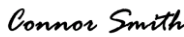
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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 signature below indicates approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):	DocuSigned by:  755F066F9C634D0...		
Typed Name:	Connor Smith	Date:	7/24/2025

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):	DocuSigned by:  412CA341445E444...		
Typed Name:	Thomas Hild	Date:	7/24/2025

Signature of DAFS Procurement Official:	DocuSigned by:  1AA58C7FD4B44B6...		
Typed Name:	Sara Thompson	Date:	28 July 2025