



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:		Amy Quinlan		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 75,000	Advantage CT / RQS #:	20231024*1211
CONTRACT	Proposed Start Date:	10/30/2023	Proposed End Date:	2/28/2024
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:		Gabel International Resources Ltd. Co.		
Brief Description of Goods/Services/Grant:		Interim executive officer services and consulting		

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.

Patricia Gabel will serve as the Interim Chief of Finance and Administration ("Position"), subject to the approval of and direction by the State Court Administrator, and will work to support continuous operation in relevant functions in the MJB, keeping in mind the resources available or reasonably obtainable by the MJB, all in compliance with the MJB's Personnel Policies and Collective Bargaining Agreements.

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

Patricia Gabel has worked as the Vermont Court State Administrator, giving her a thorough understanding of the demands on and expectations of the Judicial Branch. There are no more capable consultants available to help with the transition to a new CFO and continuation of services throughout the branch.

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

The quote offered by Gabel International Resources Ltd. Co. are in line with consulting services utilized for similar projects within the Judicial Branch. Furthermore, it was deemed unlikely that any other consulting services would be able to actually provide the necessary services after initial discussions with potential vendors.

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

The new CFO should be employed and well situated by the ending of the contract in March, making the services unnecessary in the future.

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.

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

DocuSigned by:

Amy Quinlan

11/1/2023

Typed Name:

Amy Quinlan

Date:

Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i> 2D5B6E39F57E44A...		
Typed Name:	william J.E. Allen	Date:	11/2/2023

NOI 1120231228 11/03/2023 - 11/09/2023