



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, Human Resources	
Department Contract Administrator or Grant Coordinator:		Kelly John	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 50,000	Advantage CT / RQS #:	20231030*1248
CONTRACT	Proposed Start Date:	11/1/2023	Proposed End Date: 10/27/2025
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:		Linda McGill	
Brief Description of Goods/Services/Grant:		Outside Counsel, Legal Services	

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.

The State of Maine Judicial Branch

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

Linda McGill has a proven track record within the employment and labor field for the State of Maine. She also has significant experience with both the systems in place within Maine State Government, but with the relevant parties associated with our labor and employment concerns.

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

The Attorney General's office inspected and provided written approval of the requested rate by Linda McGill. The rate is significantly lower than the market rate for employment law attorneys at large.

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

The HR Department hopes that staffing shortages will be solved in the future, reducing the need for outside council.

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
5D94E9ECC865421...

11/6/2023

Typed Name:

Amy Quinlan

Date:

Signature of DAFS
Procurement Official:

	DocuSigned by: <i>William J.E. Allen</i> 2D5B8E39F57E44A...		
Typed Name:	william J.E. Allen	Date:	11/15/2023

NOI 1120231272 11/15/2023 - 11/21/2023