



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:		Corrections		
Department Contract Administrator or Grant Coordinator:		Joshua Dugal		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$8,549.00	Advantage CT / RQS #:	03A 20241218*1586
CONTRACT	Proposed Start Date:	3/1/2025	Proposed End Date:	4/30/2025
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:		Fitzgerald Correctional Consulting, LLC Wallingford, CT		
Brief Description of Goods/Services/Grant:		PREA Audit Services for Maine State Prison and Bolduc		

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 Department of Corrections has elected to comply with the Prison Rape Elimination Act of 2003, thereby has agreed to allow a Department of Justice certified auditor to conduct compliance audits of one third of its facilities every year by August 20. Maine State Prison and Bolduc Correctional Facility are now due to undergo their triennial PREA Audit. The auditor will review facility documentation, Department policies, interview staff and residents, and provide a detailed report to the Department of Corrections and the US Department of Justice of the facilities' compliance with the PREA statute to date.

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

The primary auditor of Fitzgerald Correctional Consulting has been a DOJ certified PREA Auditor since 2014 and has conducted numerous PREA Audits for Maine DOC over the last seven years. He has intricate knowledge of Department policies and practices and has provided high quality and timely audit services for the Department in that time which makes him uniquely qualified from a DOC standpoint.

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

The PREA Resource Center, in collaboration with the Department of Justice, has collected PREA contract information from around the country and has shared the average rate for PREA Auditing contracts nationwide. The market rate for the Department's three-day MVCF audit would be approximately \$12,000. A portion of the cost savings derives from the auditor's established knowledge of Department policies and practices, reducing the number of hours required to conduct the audit. The Department believes the proposed contract amount falls well below the market rate and is therefore a reasonable rate.

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

The Department will utilize a competitive process when/if it becomes aware of equitable certified auditing services become available.

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.

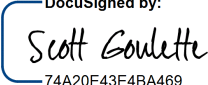
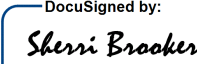
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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):	DocuSigned by:  74A20E43E4BA469...			Date:	12/18/2024
Typed Name:	Scott Goulette, Financial Analyst	Date:			
Signature of DAFS Procurement Official:	DocuSigned by:  BE7E88805FFD419...			Date:	1/22/2025
Typed Name:	Sherri Brooker	Date:	1/22/2025		