

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW

Department Office/Division/Program:		Dept of Public Safety – Maine State Police			
Department Contract Administrator or Grant Coordinator:		Lt. David Tripp Starla Dorval			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$35,000	Advantage CT / RQS #:	CT-16A-20201118*1553		
CONTRACT	Proposed Start Date:		Proposed End Date:		
AMENDMENT	Original Start Date:	12/1/2020	Effective Date:	12/1/2022	
	Previous End Date:	11/30/2022	New End Date:	11/30/2024	
GRANT	Project Start Date:		Grant Start Date:		
	Project End Date:		Grant End Date:		
Vendor/Provider/Grantee Name, City, State:		VC0000245008			
Brief Description of Goods/Services/Grant:		Chaplain Services for Maine State Police			

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
x	B. Amendment		H. State Statute/Agency Directed
x	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

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 State Police Operations General Order Number E-90, which became effective December 15, 1998, makes available to department members the services of a Chaplain. Due to the often stressful and difficulty situations law enforcement officers find on a daily basis, it has become necessary to provide a resource to them to assist with stress management, ethics, family life, critical stress management, etc.

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PART III: SUPPLEMENTAL INFORMATION

These Chaplin services began as entirely voluntary during the first thirteen years while the work load and demand grew to a level that had not been anticipated. The services provided by the Chaplin's Program have become a vital member's assistance tool to ensure the wellbeing of our personnel. Since 2012 we have contracted these responsibilities.

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

The selection of a Chaplain for the Maine State Police has been a 6-month process where candidates were vetted and interviewed by the Maine State Police command staff. After much consideration and work, the Command staff's final selection met the needs and requirement for serving a unique set of circumstances and personnel. This position has been vacant for months which only provided support for its need. It is imperative that in these unprecedented times that we fill this vacancy as we are faced with an environment of uncertainty leaving the Maine State Police personnel without access to spiritual guidance that they are granted by statute.



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

There has been no increase in cost for these services over the past 10 years until now, but the rate is compatible to similar services used by other departments. Previously we had two chaplains statewide but did not find this beneficial and was sacrificing quality for quantity. The new contract is only \$50 more per month than the previously combined cost of the two positions.

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

Should this relationship not fulfill the expectations or circumstance arise that result in the termination of this contract, further exploration of a replacement will commence.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
	 <small>Michael Sauschuck (Jan 20, 2023 10:44 EST)</small>		
Printed Name:	Michael Sauschuck	Date:	Jan 20, 2023
Signature of DAFS Procurement Official:	 <small>41C2BA36EAE44CD...</small>		
Printed Name:	Kathy Paquette	Date:	2/3/2023






PJF Chaplain

Final Audit Report

2023-01-20

Created:	2023-01-20
By:	Starla R Dorval (Starla.R.Dorval@maine.gov)
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"PJF Chaplain" History

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