



## 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:	DPS, Maine Criminal Justice Academy		
Department Contract Administrator or Grant Coordinator:	Jack Peck Starla Dorval		
(If applicable) Department Reference #:	N/A		
Amount: (Contract/Amendment/Grant)	\$ 30,000	Advantage CT / RQS #:	RQS 16A 20240202*1114
CONTRACT	Proposed Start Date:	8/1/2023	Proposed End Date: 2/6/2024
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:	Westbrook Police Department, Westbrook, ME		
Brief Description of Goods/Services/Grant:	To temporary hire a fully certified law enforcement officer to fill a staff position as a "Cadre" to assist in training at the MCJA Basic Law Enforcement Training Program.		

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 checked="" 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 Maine Criminal Justice Academy (MCJA) has a "Cadre" staff that supervises and trains law enforcement "Cadets" in the Basic Law Enforcement Training Program (BLETP). The Cadre position requires an experienced law enforcement who will live and work at the MCJA during the BLETP. Cadres are chosen through an application and interview process. The Cadre are from State, Municipal and County Law Enforcement agencies. The BLETP duration for a Cadre is twenty weeks.

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

This request should be considered an emergency as the BLETP starts for the Cadre staff on August 14<sup>th</sup>, 2023. The parent law enforcement agency has made plans for the officer to attend the BLETP and backfilled their position.

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

The cost allocation for the Cadre position is \$18.75 per hour for a forty-hour week for twenty weeks. This calculates to \$15,000 per BLETP. This reimbursement does not fully cover the wages, fringe benefits, replacement costs or transportation to and from the MCJA during their assignment.

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

The MCJA will continue to seek the best qualified candidates to fill the Cadre positions and maintain a fiscally conservative stance for future reimbursements.

### PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)


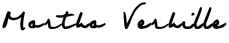
Does this request utilize ARPA/MJRP funds?

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):	 Michael Sauschuck (Feb 7, 2024 09:01 EST)		
Typed Name:	Michael Sauschuck	Date:	Feb 7, 2024
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  0916E7A1493D45B...		
Typed Name:	Martha Verhille	Date:	3/14/2024






# PFJ, Westbrook PD.Olson

Final Audit Report

2024-02-07

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By:	Starla R Dorval (Starla.R.Dorval@maine.gov)
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