



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:		Corrections	
Department Contract Administrator or Grant Coordinator:		Conner McFarland	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 8,236	Advantage CT / RQS #:	03A 20230324*2443
CONTRACT	Proposed Start Date:	5/29/2023	Proposed End Date: 8/28/2023
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 Correctional Center and Long Creek Youth Development Center	

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 Correctional Center in Windham, Maine and Long Creek Youth Development Center in South Portland, Maine are now due to undergo their triennial PREA Audits. 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. The Department and the Provider tentatively plan for the on-site phase of the PREA Audit to be conducted between July 10-14 at MCC and LCYDC.

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 six 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.

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. A two day audit averages ~\$4,300 and a three day audit average \$5,200. The market rate for the Department's two day audit at LCYDC and three day audit for MCC would be about \$9,500. 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 of \$8,236 falls well below 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 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 – 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: <i>Conner McFarland</i> FD522942914A4F8...		
Typed Name:	Conner McFarland	Date:	3/25/2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i> 2D5B6E39F57E44A...		
Typed Name:	William J.E. Allen	Date:	4/3/2023