



## 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:	Department of Public Safety Maine Criminal Justice Academy		
Department Contract Administrator or Grant Coordinator:	Rick Desjardins Starla Dorval		
(If applicable) Department Reference #:	N/A		
Amount: (Contract/Amendment/Grant)	\$ 30,000.00	Advantage CT / RQS #:	CT-16A-20220726*0290
<b>CONTRACT</b>	Proposed Start Date:	<b>8/8/2022</b>	Proposed End Date: 6/30/2023
<b>AMENDMENT</b>	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	South Portland Police Department South Portland, ME		
Brief Description of Goods/Services/Grant:	To temporary hire a fully certified law enforcement officer to fill staff position as a "Cadre" to assist in training at the MCJA 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.	
<p>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.</p>	
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	
<p>This request should be considered an emergency as the BLETP starts for the Cadre staff on January 9, 2023. The parent law enforcement agency has made plans for the officer to attend the BLETP and backfilled their position.</p>	
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	
<p>The cost allocation for the Cadre position is \$18.75 per hour for a forty-hour week for twenty weeks. his 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.</p>	
4. Describe the plan for future competition for the goods or services.	
<p>The MCJA will continue to seek the best qualified candidates to fill the Cadre positions and maintain a fiscally conservative stance for future reimbursements.</p>	

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<input checked="" type="checkbox"/> 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):		
Typed Name:	Derek Gorneau	Date: 4/19/2023

Signature of DAFS Procurement Official:	DocuSigned by: <i>Kathy Paquette</i> <small>41C2BA36FAF44CD...</small>		
Typed Name:	Kathy Paquette	Date:	4/21/2023