



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 \$10,000 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:		Department of Public Safety, Maine Criminal Justice Academy	
Department Contract Administrator or Grant Coordinator:		Lincoln Ryder Alexander Gibson	
(If applicable) Department Reference #:			
Agency Department Code:	16A	Advantage CT / RQS #:	CT 16A 20260211*1692
Amount: (Contract/Amendment/Grant)		\$ 15,000	
CONTRACT	Proposed/Original Start Date:	<b>1/20/2026</b>	Proposed/Most Recent End Date: 6/20/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Portland Police Department, Portland, Maine	
Brief Description of Goods/Services/Grant:		To temporarily hire a full-time certified law enforcement officer, Lieutenant Christopher Mitchell, to fill a staff position as a "Cadre" to assist in training at the MCJA's 49 <sup>th</sup> 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. Higher Education 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. Cadre 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. Lt Christopher Mitchell was the Portland Police Department staff member selected and assigned as a Municipal police department representative.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

This request should be considered an emergency as the orientation for BLETP Cadre staff began on January 20, 2026. The parent law enforcement agency has committed to staffing the Cadre position and will incur costs when backfilling their position is necessary.

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 work week for 20 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, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) or (026) – 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’s signatory affirms, understands, and acknowledges Maine’s Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

**PART VI: APPROVALS**

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	<i>Derek A Gorneau</i>		
Typed Name:	Derek Gorneau, Assist. Commissioner	Date:	2/11/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department's Commissioner (or designee):	<i>Derek A Gorneau</i>		
Typed Name:	Derek Gorneau, Assist. Commissioner	Date:	2/11/2026

**\*\*OSPS Section Only\*\***

Signature of DAFS Procurement Official:	DocuSigned by: <i>Michael McNeil</i> <small>7006790FB30A449...</small>		
Typed Name:	Michael McNeil	Date:	4/6/2026

NOI 0420260211 4/6-4/12






# Portland PD Cadre PJF

Final Audit Report

2026-02-11

Created:	2026-02-11
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