



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 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:		Jack Peck Alexander Gibson	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 15,000	Advantage CT / RQS #:	CT 16A 20250422*2475
CONTRACT	Proposed Start Date:	1/6/2025	Proposed End Date: 5/23/2025
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:		Scarborough Police Department, Scarborough, ME	
Brief Description of Goods/Services/Grant:		To temporarily hire a fully certified law enforcement officer, Officer Melissa DiClemente, to fill a staff position as a "Cadre" to assist in training at the MCJA 47 th 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 trainings law enforcement “Cadres” in the Basic Law Enforcement Training Program (BLETP). The Cadre requires an experienced law enforcement officer 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 nineteen weeks. Officer Melissa DiClemente was the Scarborough Police Department staff member selected and assigned

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 started on January 6, 2025. The parent law enforcement agency has staffed the Cadre position and incurred costs to backfill 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 Care position is \$18.75 per hour for a 40-hour 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) – 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 signatory understands and acknowledges Maine’s Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Michael Sauschuck, Commissioner	Date:	Apr 29, 2025
Signature of DAFS Procurement Official:	Signed by:  <small>2D5B6E39F57E44A...</small>		
Typed Name:	William J.E. Allen	Date:	5/7/2025

NOI 0520250398 05/08/2025 - 05/14/2025






Scarborough PD PJF

Final Audit Report

2025-04-29

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