



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 \$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 State Police	
Department Contract Administrator or Grant Coordinator:		Mjr. Tyler Stevenson Alexander Gibson	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 20,000	Advantage CT / RQS #:	CT 16A 20220516*2898
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	7/1/2022	Effective Date:
	Previous End Date:	6/30/2025	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Wendy Kjeldgaard, PsyD VC0000141031 Scarborough, Maine	
Brief Description of Goods/Services/Grant:		Psychological Evaluations for Maine State Police. Adding \$20,000 to current CT	

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.	Provide the required psychological evaluations for Maine State Troopers candidates, as well as provide psychological evaluations for existing State Police Officers that have been involved with a critical incident and require a psychological evaluation prior to reinstatement. Psychologists must be licensed and based in Maine and offering services at a Maine address. Psychologists must have experience dealing with law enforcement applicants and in evaluating and treating first responders and/or military personnel.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	The Maine State Police is currently working with one vendor who has a history treating law enforcement psychological health and evaluations. The goal is to maintain this vendor while we search for additional willing and able licensed mental health clinicians to establish a regional network of providers to provide these services statewide.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	Wendy Kjeldgaard, PsyD, rates of \$725 for post-conditional offer psychological evals, \$1100 for post officer involved critical incident, and \$1000 for promotional/special team assignment evaluations, are still very much in line with other providers for similar services.
4. Describe the plan for future competition for the goods or services.	We will continue to look for psychologists with this background that are based in the State of Maine to develop this network. It is optimum to have other providers located in all areas of the State.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE	
<i>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.</i>	
<input checked="" type="checkbox"/> 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:	May 1, 2025
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Typed Name:	Michael McNeil	Date:	5/9/2025

NOI 0520250400 5/9-5/15






PJF - Wendy Kjeldgaard -unsigned

Final Audit Report

2025-05-01

Created:	2025-05-01
By:	Alexander Gibson (Alexander.T.Gibson@maine.gov)
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"PJF - Wendy Kjeldgaard -unsigned" History

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