



## 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 Alex Gibson			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 94,952	Advantage CT / RQS #:	CT 16A 20250512000000002654	
CONTRACT	Proposed Start Date:	5/12/2025	Proposed End Date:	9/30/2026
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:	South Portland Police Department, South Portland, ME			
Brief Description of Goods/Services/Grant:	<b>Temporarily hire a fully certified Law Enforcement Officer to manage a grant project, collaborate and to assist with the Basic Law Enforcement Training Program curriculum development.</b>			

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.

To temporarily hire a fully certified Law Enforcement Officer with a background in law enforcement, instruction, and curriculum development to manage a \$500,000 grant project, the grant reporting requirements, and to collaborate and coordinate with the Academy Staff, vendors, and subject matter experts selected to assist with the Basic Law Enforcement Training Program curriculum development.

In November of 2024, the Maine Criminal Justice Academy (MCJA) received a COPS FY 2024 Safer Outcomes grant with a total of \$500,000 in funding to update the Basic Law Enforcement Training Program (BLETP) curriculum by creating and integrating a new de-escalation and crisis response curriculum. A fully certified law enforcement officer possessing the requisite knowledge, skills, and abilities needed to manage the project and grant is included in the grant application and vital for the success of the project and grant.

This individual must have experience in training, instruction, and curriculum development and they were selected through an interview process.

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 grant award was announced in November 2024 and the project is currently underway as the vendor for the curriculum development was recently selected through RFP 202501008.

The Assistant Director of the Maine Criminal Justice Academy informed the Maine Chiefs Association and Maine Sheriffs Association of these efforts and South Portland was the only Department that reached out with a recommended individual.

The proposed individual is the co-lead Mechanics of Arrest, Restraint, and Control for the Academy and Situational Use of Force Instructor at the Academy, having served in this capacity since 2018. Prior to this role, he began his work as an Academy Instructor in 2014 and has served as a MARC instructor since 2016. He is an Academy certified instructor, by virtue of his work at the Academy and for his agency, he has a proven record of instruction and curriculum development experience. Additionally, he is a certified Realistic De-Escalation Instructor and Force Analyst through the Force Science Institute. He currently also serves as the Communications Assistance for Law Enforcement Act (CALEA) Accreditation Manager for the South Portland Police Department.

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The Department is being reimbursed for the time spent working on the project at the individuals current fully burdened hourly rate with no additional cost built in. The Department knows this is fair and reasonable as it is in line with similar contracts between the Department and local law enforcement agencies. Examples include MDEA Agents and Computer Crimes Contracts.

**PART III: SUPPLEMENTAL INFORMATION**

4. Describe the plan for future competition for the goods or services.

DPS will utilize statutorily correct competitive bid processes for future projects if more than one person is located that can perform these services.

**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):	<i>Derek A Gorneau</i>		
Typed Name:	Derek Gorneau	Date:	5/13/2025
Signature of DAFS Procurement Official:			
Typed Name:		Date:	