

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW

Department Office/Division/Program:		Dept. of Public Safety, Maine Drug Enforcement Agency			
Department Contract Administrator or Grant Coordinator:		Roy E. McKinney			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 5,700.00	Advantage CT / RQS #:	CT 20190701*0028		
CONTRACT	Proposed Start Date:	7/1/2019	Proposed End Date:	6/30/2020	
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:		Kennebec County Sheriff's Office, 125 State Street, Augusta ME			
Brief Description of Goods/Services/Grant:		Professional Services, Not by State – Task Force Investigative Supervisory Special Agent			

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
X	B. Amendment		H. State Statute/Agency Directed
	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project	X	L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

25 M.R.S.A., chapter 353 established the Maine Drug Enforcement Act as the State's response to the unprecedented threat to the health and safety that the distribution of scheduled drugs into, out of and within the State presented. Chapter 353 sets forth the development of a statewide drug enforcement program and strategy based on principles of integration and unification at all levels of law enforcement, including federal, state, county and municipal levels and prosecutorial as well as investigative agencies.

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PART III: SUPPLEMENTAL INFORMATION

The Maine Drug Enforcement has no State employee staffing of commander, task force investigative supervisor or agent (Maine State Police equivalent of lieutenant, sergeant, or detective respectively) to address the drug threat. To implement this statewide drug enforcement program requires sub-contracting with municipal, county and state law enforcement agencies for staffing.

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

Maine Drug Enforcement Agency does not have the staffing needed to address the requirement and is sub-contracting out the labor using available trained resources from municipal, county and state law enforcement agencies allowing a demographic advantage in detecting and prosecuting drug offenders. The Provider's officer shall be compensated in a manner equivalent up to that of a Maine State Police Detective pursuant to 25 M.R. S.A., chapter 353.

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

The Provider's officers shall be compensated in a manner equivalent up to that of a Maine State Police Detective (Salary Specification 33, Grade 22, Step 1 through 7) pursuant to 25 M.R. S.A., chapter 353. Reimbursement of expenses to be requested are not to exceed that difference between what the officer's hourly rate and that of a Maine State Police Detective, \$10.00 per hour special unit pay (clandestine lab assignment), plus employer paid costs associated with the difference between the officer's hourly rate and that of a Maine State Police Detective.

On a monthly basis, the Provider shall invoice to the MDPS MDEA its contractual costs of assigning its officer. Invoices shall provide sufficient detail as to salary costs and employer paid and shall be accompanied by supporting documentation to include a copy of the MDPS MDEA Time Record.

***Additional funds are needed to cover the cost of the Supervisory Special Agent's services through 6/30/2020.**

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

The Agency will continue to evaluate the need to sub-contract the position.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<i>Kendra Coates</i>		
Printed Name:	Kendra L. Coates	Date:	6/2/2020
Signature of DAFS Procurement Official:	<i>Kathy Paquette</i>		
	<small>41C2BA36FAF44CB...</small>		
Printed Name:	Kathy Paquette	Date:	6/15/2020