



**PROCUREMENT JUSTIFICATION FORM (PJF)**

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 intranet site (Forms page) for additional instructions.*

PART I: OVERVIEW			
Department Office/Division/Program:		Public Safety- Maine Criminal Justice Academy	
Department Contract Administrator or Grant Coordinator:		Jack Peck Starla Dorval	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 434,750.00	Advantage CT / RQS #:	CT-16A-20210624*3781
CONTRACT	Proposed Start Date:	Proposed End Date:	Click or tap to enter a date.
AMENDMENT	Original Start Date:	8/1/2021	Effective Date:
	Previous End Date:	6/30/2023	New End Date: 6/30/2024
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Nexdine, LLC 905B So. Main St. Unit 203 Mansfield, MA 02048	
Brief Description of Goods/Services/Grant:		Food Services – Maine Criminal Justice Academy	

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 checked="" 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.	
Food service includes the preparation and delivery of meals and associated functions as required by the Academy. The purpose of the food service contract is to provide up to 47,000 meals of top quality, to all students and guests requiring said meals at the Academy.	
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	
Chosen vendor in RFP #201803040	
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	
The cost per meal will increase from \$8.81 to \$9.25 from the previous year. This increase is 5% higher than last year, but in consideration of the economic situation we are currently in, this adjustment is very reasonable and less than the inflationary rate.	
4. Describe the plan for future competition for the goods or services.	
This is the final extension allowed per this contract. This service will be put out to bid in December of FY 2024.	

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

PART V: 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:	6/16/2023
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Kathy Paquette</i> <small>41C2BA36FAF44CD...</small>		
Typed Name:	Kathy Paquette	Date:	6/23/2023