

**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:		Dept. of Public Safety – Maine Drug Enforcement Agency	
Department Contract Administrator or Grant Coordinator:		Director Rick Desjardins	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 18,000.00	Advantage CT / RQS #:	20210527000000003446
CONTRACT	Proposed Start Date:	Proposed End Date:	Click or tap to enter a date.
AMENDMENT	Original Start Date:	7/1/2021	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:		Fairfield Police Department PO Box 149, Fairfield, ME 04937	
Brief Description of Goods/Services/Grant:		Professional Services, Not by State – Task Force Investigative Agent	

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 checked="" type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input checked="" 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.

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. 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. Reference the RFP number, if applicable.

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 officer shall be compensated in a manner equivalent up to that of a Maine State Police Detective (Salary Specification 97, Grade 22, Step 1 through 7) pursuant to 25 M.R. S.A., chapter 353. Reimbursement of expenses to be requested will not to exceed that of a Maine State Police Detective, \$10.00 per hour special unit pay (clandestine lab assignment) when applicable, plus employer paid contractual and payroll costs associated with the officer's hourly rate of a Maine State Police Detective. On a regular basis, the Provider shall invoice the Department the cost of assigning its officer. Invoices will provide sufficient detail as to salary costs and employer paid costs with supporting documentation to include a copy of the officer's weekly timesheet.

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

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

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:	Jun 30, 2023
Signature of DAFS Procurement Official:	<i>Kathy Paquette</i> <small>41C2BA38FAF44CD...</small>		
Typed Name:	Kathy Paquette	Date:	6/30/2023






J. BrooksFY24 (PJF)612023

Final Audit Report

2023-06-30

Created:	2023-06-30
By:	Myrna Komich-White (Myrna.P.Komich-White@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAqjV8K-WWVA6Drc-bjBgOVpO_9zELD1sc

"J. BrooksFY24 (PJF)612023" History

-  Document created by Myrna Komich-White (Myrna.P.Komich-White@maine.gov)
2023-06-30 - 12:42:00 PM GMT
-  Document emailed to Derek Gorneau (derek.gorneau@maine.gov) for signature
2023-06-30 - 12:42:35 PM GMT
-  Email viewed by Derek Gorneau (derek.gorneau@maine.gov)
2023-06-30 - 1:27:11 PM GMT
-  Document e-signed by Derek Gorneau (derek.gorneau@maine.gov)
Signature Date: 2023-06-30 - 1:27:19 PM GMT - Time Source: server
-  Agreement completed.
2023-06-30 - 1:27:19 PM GMT