



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:		Corrections	
Department Contract Administrator or Grant Coordinator:		Krista Okerholm	
(If applicable) Department Reference #:		NA	
Amount: (Contract/Amendment/Grant)		\$ 24,780.60	Advantage CT / RQS #: 03A 20160818*0559
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	8/1/2014	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:		Barbara Wakeen DBA Correctional Nutrition Consultants, LTD; North Canton, OH	
Brief Description of Goods/Services/Grant:		Menu development, consultation and dietary oversight of statewide (DOC) foodservice operations.	

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 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.

The dietary needs of correctional resident populations are nuanced and complex, which dietary consultant services help to address. The Department is required to meet many regulatory requirements pertaining to food nutrition, which require consideration of religious, cultural, and medical needs. Correctional nutrition is a delicate balance whereby major changes and/or disruptions in service can result in health and safety concerns for residents. The consultant assists the Department with menu planning, product selection, policy and regulatory updates, and more.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

Barbara Wakeen is a dietician who is a nationally recognized leader in the field of correctional settings. Ms. Wakeen has compiled an impressive list of pertinent credentials and certifications, including owner/operator of Correctional Nutrition Consultants from January 1995 to present.

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

The rates set forth in this amendment hold steady with the current contracted rates. This vendor has increased rates only once since the original contract was executed in 2014. Each item in the contract is tied to specific program deliverables and outcomes and the Department considers the rates to be fair and reasonable.

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

The Department will be issuing an RFP for these services with the anticipated start date of the awarded contract to begin on 1/1/2026. The Department has used a competitive bidding process for dietary consultant services in the past which resulted in sub-par services, including unhappy food service staff and unruly residents. However, given the amount of time that has passed since that last competitive process, this new RFP will help determine if market conditions have changed and more viable options to provide these services now exist.

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.

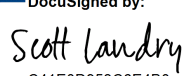
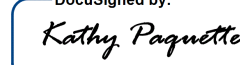
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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):	DocuSigned by:  C41E0D953C6E4B0...		
Typed Name:	Scott Landry, Associate Commissioner	Date:	5/28/2025
Signature of DAFS Procurement Official:	DocuSigned by:  41C2BA36FAF44CD...		
Typed Name:	Kathy Paquette	Date:	6/16/2025