



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF 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 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:		Corrections	
Department Contract Administrator or Grant Coordinator:		Samuel Prawer	
(If applicable) Department Reference #:		NA	
Amount: (Contract/Amendment/Grant)	\$ 22,900.00	Advantage CT / RQS #:	03A 20240611*3671
CONTRACT	Proposed Start Date:	7/15/2024	Proposed End Date: 8/31/2024
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:		Cardiff University Cardiff, United Kingdom	
Brief Description of Goods/Services/Grant:		Prison-Based Interventions for Muslim Offenders (PRIMO)	

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.

The PRIMO program provides a rehabilitative strategy tailored specifically toward the Muslim faith that aims to bring about an enduring and tested improvement for Muslim residents. The goal of the program is to maximize the rehabilitative effects of practicing Islam in prison and to minimize the existential risks of that religious choice, including being drawn to Islamist and Extremist Worldviews. Prison Chaplains and Correctional Officers are typically under-trained regarding the Muslim faith and therefore under-equipped to address the specific needs of that population. The program works by taking a three-pronged approach, aimed at educating correctional staff, facility residents, and facility chaplains. This forward-thinking program aligns well with the philosophy behind Maine Model of Corrections and this collaboration presents an opportunity for our department to build a rehabilitative model tailored towards our Muslim population. The long-term goal would be to eventually develop similar programs for other faith groups. This partnership also benefits the researchers behind PRIMO by allowing them to gather further data about the efficacy of their program and have an opportunity to compare their results with the pilot program initially run in the UK.

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

The PRIMO program is one of a kind, developed and piloted by the researchers we are working with. They ran an initial pilot program in the UK last year and are now looking to expand their program to the United States. This partnership is uniquely beneficial for both parties because it builds on the work already done during the initial pilot. This program is one of a kind both by design and because it's built on the groundwork conducted in their initial pilot.

For more information on the program please visit: <https://www.cardiff.ac.uk/about/our-profile/who-we-are/sustainability/sustainable-development-goals-rankings/prison-based-interventions-for-muslim-offenders>

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

PRIMO is funded by the Dawes Trust UK so staff time, course materials and other research expenses, other than some travel, lodging and meals, will be paid through that trust at no expense to the Department of State.

The Department has agreed to reimburse Cardiff staff for their lodging expenses, a return flight back to the UK for one member of their staff, and meals and incidentals. The Department will follow SAAM and reimburse at rates established on the U.S. GSA website.

PART III: SUPPLEMENTAL INFORMATION

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

This is a short-term, one-time research project that the Department will not contract for in the future.

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.

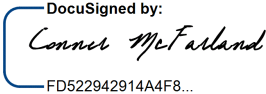

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Does the requesting Department signatory understand and acknowledge Maine’s COI Statute?

Yes, the requesting Department understands and acknowledges [MRS Title 5, §18-A, 2.](#)

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:	Conner McFarland	Date:	7/18/2024
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	7/19/2024