



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 \$10,000 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:		Department of Public Safety, Maine Criminal Justice Academy	
Department Contract Administrator or Grant Coordinator:		Lincoln Ryder Alexander Gibson	
(If applicable) Department Reference #:		N/A	
Agency Department Code:	16A	Advantage CT / RQS #:	CT 16A 20260731*242
Amount: (Contract/Amendment/Grant)		\$15,000	
CONTRACT	Proposed/Original Start Date:	8/3/2026	Proposed/Most Recent End Date: 12/18/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Scarborough Police Department, Portland, ME	
Brief Description of Goods/Services/Grant:		To temporarily hire a full-time certified law enforcement officer, Officer Melissa DiClemente, to fill a staff position as a "Cadre" to assist in training at the MCJA's 50 th Basic Law Enforcement Training Program.	

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
☐	A. Competitive Process	☐	G. Grant
☐	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. Higher Education Cooperative Project	☐	L. Other Authorization
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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 Maine Criminal Justice Academy (MCJA) has a "Cadre" staff that supervises and trains law enforcement "Cadets" in the Basic Law Enforcement Training Program (BLETP). The Cadre position requires an experienced law enforcement who will live and work at the MCJA during the BLETP. Cadre are chosen through an application and interview process. The Cadre are from State, Municipal and County Law Enforcement agencies. The BLETP duration for a Cadre is twenty weeks. Officer Melissa DiClemente was the Scarborough Police Department staff member selected and assigned as a Municipal police department representative.	
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.	
This request should be considered an emergency as the orientation for BLETP Cadre staff begins on August 3, 2026. The parent law enforcement agency has committed to staffing the Cadre position and will incur costs when backfilling their position is necessary.	
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	
The cost allocation for the Cadre position is \$18.75 per hour for a forty-hour work week for 20 weeks. This calculates to \$15,000 per BLETP. This reimbursement does not fully cover the wages, fringe benefits, replacement costs or transportation to and from the MCJA during their assignment.	
4. Describe the plan for future competition for the goods or services.	
The MCJA will continue to seek the best qualified candidates to fill the Cadre positions and maintain a fiscally conservative stance for future reimbursements.	

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) or (026) – 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's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their	

knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):

Michael Sauschuck

Typed Name:

Michael Sauschuck, Commissioner

Date:

7/31/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting
Department's Commissioner
(or designee):

Michael Sauschuck

Typed Name:

Michael Sauschuck, Commissioner

Date:

7/31/2026

OSPS Section Only

Signature of DAFS
Procurement Official:

DocuSigned by:

Michael McNeil

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Typed Name:

Michael McNeil

Date:

8/7/2026

Scarborough Police Depart. 50th BLETP Cadre PJF

Final Audit Report

2026-07-31

Created:	2026-07-31
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