



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:		Public Safety – Maine State Police	
Department Contract Administrator or Grant Coordinator:		Major Tyler Stevenson Sarah R. Lane	
(If applicable) Department Reference #:			
Agency Department Code:	16A	Advantage CT / RQS #:	CT 16A 20260806*327
Amount: (Contract/Amendment/Grant)	\$20,000.00		
CONTRACT	Proposed/Original Start Date:	7/1/2026	Proposed/Most Recent End Date: 6/30/2027
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:		Dr. Richard Staples P.O. Box 1451 Waterville, ME 04903-1451 rjstaples@outlook.com 207-873.-5227 VC1000076715	
Brief Description of Goods/Services/Grant:		Psychological Evaluations for Maine State Police	

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

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☐	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.

Provide the required psychological evaluations for Maine State Trooper candidates, as well as provide psychological evaluations for existing State Police Officers that have been involved in a critical incident where a psychological evaluation is required prior to reinstatement. The provider must be licensed and based in Maine and offer services at a Maine address. Provider must have experience with law enforcement applicants and with the evaluation and treatment of first responders and/or military personnel.

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.

The Maine State Police is currently working two providers who have a history treating law enforcement with psychological health and evaluations. The goal is to maintain this vendor while searching for additional willing and able licensed mental health clinicians to establish a regional network of providers for these services statewide.

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

Dr. Staples has adjusted his rates to that which are considered fair and reasonable by the Consumer Price Index (CPI) for the following year. He will adjust his rates if deemed appropriate by the CPI at the end of this contract period.

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

We will continue to look for qualified psychologists with this background that are based in the State of Maine in order to develop this network. It is optimal to have other providers located in all areas of the State.

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

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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):	<i>Michael Sauschuck</i>			08/12/26	
Typed Name:	Michael Sauschuck		Date:		

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):					
Typed Name:				Date:	

****OSPS Section Only****

Signature of DAFS Procurement Official:	DocuSigned by: <i>Michael McNeil</i>				
Typed Name:	Michael McNeil			Date:	8/17/2026

NOI 0820260612

PJF Dr. Richard Staples Initial CT

Final Audit Report

2026-08-12

Created:	2026-08-12
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