



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:		Maine Criminal Justice Academy		
Department Contract Administrator or Grant Coordinator:		Rick Desjardins		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)		\$ 15,000	Advantage CT / RQS #:	CT-16A-20210518*3300
CONTRACT	Proposed Start Date:	Click or tap to enter a date.	Proposed End Date:	Click or tap to enter a date.
AMENDMENT	Original Start Date:	Click or tap to enter a date.	Effective Date:	8/16/2021
	Previous End Date:	Click or tap to enter a date.	New End Date:	12/31/2021
GRANT	Project Start Date:	Click or tap to enter a date.	Grant Start Date:	Click or tap to enter a date.
	Project End Date:	Click or tap to enter a date.	Grant End Date:	Click or tap to enter a date.
Vendor/Provider/Grantee Name, City, State:		Biddeford Police Department 39 Alfred Street Biddeford, ME 04005		
Brief Description of Goods/Services/Grant:		Provide a full-time law enforcement officer to fill a Cadre role at the 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.)			
<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
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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) provides training for law enforcement officers throughout the State of Maine. The MCJA does not have staff to fill the necessary cadre roles to successfully provide the training. The cadre for these training courses is certified law enforcement officers provided from various law enforcement agencies. The cadre are at the academy for the duration of the training and the law enforcement agency is reimbursed for the cadre's salary through a contract.

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

The Biddeford Police Department will provide a fully certified law enforcement officer, to fill a staff position as "Cadre" with the 40th Basic Law Enforcement Training Program. This position requires an experienced law enforcement officer for a period of 20 weeks (August 16th – December 31st). Due to the demands on their agencies and the shortage of certified law enforcement officers, it is difficult to find an agency willing to partner with the MCJA to provide cadre. The officer will work not less than 40 hrs. in each of those weeks. In his role as cadre, the officer will be accessible to students in residence 24 hours a day while on duty and will be responsible for the movement and activities of the class.

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

The Biddeford Police Department will be reimbursed for the costs associated with the certified officer provided as cadre. The rate paid is what the officer is currently making so it is considered fair and reasonable.

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

The MCJA works with law enforcement agencies throughout the state to ensure we have the necessary cadre officers for each training program. Different agencies provide cadre based on their ability to do so. The MCJA needs certified highly trained law enforcement officers to fill the role of cadre and due to the specific skill set and requirements, this is not a service that would benefit from a competitive bidding process.

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>Kendra Coates</i>		
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Typed Name:	Kendra Coates	Date:	10/25/2021
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Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Kathy Paquette</i>		
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Typed Name:	<small>41C2BA36FAF44CD...</small> Click or tap here to enter text.	Date:	Click or tap to enter a date. 10/25/2021
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