

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:	Dept of Public Safety – Maine State Police		
Department Contract Administrator or Grant Coordinator:	Col John Cote Jaye Parker		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 30,000	Advantage CT / RQS #:	CT-16A-20201118*1553
CONTRACT	Proposed Start Date:	12/1/2020	Proposed End Date: 11/30/2022
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:	Kevin Brooks, Canaan ME		
Brief Description of Goods/Services/Grant:	Chaplain Services for Maine State Police		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before 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
x	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION
Please respond to ALL of the following:
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.
<p>The Maine State Police Operations General Order Number E-90, which became effective December 15, 1998, makes available to department members the services of a Chaplain. Due to the often stressful and difficulty situations law enforcement officers find on a daily basis, it has become necessary to provide a resource to them to assist with stress management, ethics, family life, critical stress management, etc.</p>

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PART III: SUPPLEMENTAL INFORMATION

These Chaplin services began as entirely voluntary during the first thirteen years while the workload and demand grew to a level that had not been anticipated. The services provided by the Chaplin's Program have become a vital member's assistance tool to ensure the wellbeing of our personnel. Since 2012 we have contracted these responsibilities.

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

Over approximately the last year, we lost both contracted Chaplains, one due to his death, the other due to his moving out of state and terminating his contract. Pastor Kevin Brooks is a certified Maine Police Chaplain and has developed a deep rapport with our members by providing support during the death of our Chaplain and the Line of Duty Death of one of our members. His work has resulted in a special connection with our members which the command staff believes makes him uniquely suited to support the needs of our personnel and their families. His tireless efforts after the collapse of our program demonstrated his commitment and skills. It is imperative that in these unprecedented times that we fill this vacancy as we are faced with an environment of uncertainty leaving the Maine State Police personnel without access to spiritual guidance that they are granted by statute.

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

There has been no increase in cost for these services over the past 10 years until now, but the rate is compatible to similar services used by other departments. Previously we had only two chaplains statewide which did not result in sufficient access to be beneficial to all our members. The redesigned program will allow Pastor Kevin Brooks to coordinate a statewide network of support for our members. The new contract is only \$50 more per month than the previously combined cost of the two positions.

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

Should this relationship not fulfill the expectations or circumstance arise that result in the termination of this contract, further exploration of a replacement will commence.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<i>Kendra Coates</i>		
Printed Name:	<i>Kendra Coates</i>	Date:	<i>11/19/2020</i>
Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <small>DocuSigned by:</small> <i>Sue H. Garcia</i> </div>		
Printed Name:	<small>E5DB92AC0F8D490</small> Sue H. Garcia	Date:	11/23/2020