



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, Central Office		
Department Contract Administrator or Grant Coordinator:		Steve French		
(If applicable) Department Reference #:		Click or tap here to enter text.		
Amount: (Contract/Amendment/Grant)		43,300	Advantage CT / RQS #:	03A 20160818-0559
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:	8/1/2014	Effective Date:	7/1/2022
	Previous End Date:	6/30/2022	New End Date:	6/30/2023
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:		Barbara Wakeen, dba Correctional Nutrition Consultants North Canton, OH		
Brief Description of Goods/Services/Grant:		Menu development, consultation and dietary oversight of statewide foodservice operations		

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 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 dietary needs of inmate populations are nuanced and complex. There are not many dieticians who specialize in correctional settings and Barbara Wakeen is a nationally recognized leader in this field. We attempted competitive bids in the past and ended up with sub-par services, which resulted in unhappy foodservice staff and unruly inmates. Further, many of our food-related ACA standards are dependent upon an effective foodservice program which this provider brings to the table.

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

As mentioned above Barbara Wakeen is a nationally recognized leader in this field. A major difficulty with testing the market at this stage concerns continuity of established services. Correctional nutrition is a delicate balance whereby major changes and/or disruptions in service can result in health and safety concerns for both staff and inmates—especially with regard to special medical diets and the like.

Ms. Wakeen has compiled an impressive list of pertinent credentials and certifications, including owner/operator of Correctional Nutrition Consultants from January 1995 to present. Her CV is available upon request.

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

The rates set forth in this amendment are held steady with last year's rates. This vendor has increased rates only one time (last year) which was the first such increase since the original contract was executed back in 2016. Each item in the contract is tied to specific program deliverables and outcomes and the Department considers the rates to be fair and reasonable.

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

The Department will consider competitively bidding these services if/when equally competent providers enter the correctional-nutritional market. For reasons noted on this waiver request, the Department considers continuity under the current provider to be of vital importance.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Procurement Justification Form (PJF)

Signature of requesting Department's Commissioner (or designee):	DocuSigned by:  6/17/2022 <small>C41E0D953C6E4B0...</small>		
Typed Name:	Scott Landry, Associate Commissioner	Date:	Click or tap to enter a date.
Signature of DAFS Procurement Official:	DocuSigned by:  <small>2D5B6E39F57E44A...</small>		
Typed Name:	Click or tap here to enter text.	Date:	Click or tap to enter a date.

william J.E. Allen

11/8/2022

NOI 1120221127 11/08/2022 - 11/14/2022