



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:		Department of Public Safety Maine State Police	
Department Contract Administrator or Grant Coordinator:		Colonel John Cote Sara Thompson	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 32,000.00	Advantage CT / RQS #:	20211123*0585
CONTRACT	Proposed Start Date:	7/1/2021	Proposed End Date: 7/1/2021
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:		Somerset County Sheriff's Office 131 East Madison Road Madison, ME 04950	
Brief Description of Goods/Services/Grant:		Reimbursement of Basic Law Enforcement Training	

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 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.

Payment of existing invoice for the reimbursement of Basic Law Enforcement Training Program for new hire of Trooper Brandon Lambert. Reimbursement required by Statute.

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

Required by statute Title 25, Part 8, Chapter 341 §2808

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

N/A

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

N/A

### 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.

Signature of requesting Department's Commissioner (or designee):	<i>Kendra Coates</i>		
Typed Name:	Kendra Coates	Date:	11/23/2021
Signature of DAFS Procurement Official:	<i>Michelle Fournier</i>		
Typed Name:	Michelle Fournier	Date:	12/8/2021






# Procurement Justification Form (PJF) Brandon Lambertdocx

Final Audit Report

2021-11-23

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