



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:		Lt. Col. Brian Scott Sara Thompson	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)		\$ 17,214.00	Advantage CT / RQS #: RQS 20221128*0692
CONTRACT	Proposed Start Date:	12/10/2018	Proposed End Date: 11/29/2022
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:		Town of Lisbon – Lisbon Police Dept. Lisbon, ME 04250	
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 Chandler Field. 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):

Derek A Gorneau

Typed Name: Derek Gorneau

Date: Dec 8, 2022

Signature of DAFS
Procurement Official:

DocuSigned by:
Michelle Fournier

Typed Name: Michelle Fournier

Date: 14 December 2022






PJF Chandler Field

Final Audit Report

2022-12-08

Created:	2022-12-07
By:	Sara Thompson (sara.j.thompson@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAuI9USxuV9a1ROX5MajcsdxifBJoBoqD

"PJF Chandler Field" History

-  Document created by Sara Thompson (sara.j.thompson@maine.gov)
2022-12-07 - 4:48:33 PM GMT
-  Document emailed to Derek Gorneau (derek.gorneau@maine.gov) for signature
2022-12-07 - 4:48:49 PM GMT
-  Email viewed by Derek Gorneau (derek.gorneau@maine.gov)
2022-12-08 - 4:13:18 PM GMT
-  Document e-signed by Derek Gorneau (derek.gorneau@maine.gov)
Signature Date: 2022-12-08 - 4:13:50 PM GMT - Time Source: server
-  Agreement completed.
2022-12-08 - 4:13:50 PM GMT