



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		Department of Public Safety	
Department Contract Administrator or Grant Coordinator:		Lt. Tyler Stevenson Iris Rogers	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/ Amendment /Grant)		\$ 20,400.00	Advantage CT / RQS #: CT 16A 20220516*2898
CONTRACT	Proposed Start Date:	7/1/2022	Proposed End Date: 6/30/2025
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:		Wendy Kjeldgaard, PsyD VC0000141031 Scarborough, ME	
Brief Description of Goods/Services/Grant:		Psychological Evaluations: adding \$20,400 to accommodate rest of CT period and pay incurred invoice.	

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.

Provide the required psychological evaluations for Maine State Troopers candidates, as well as provide psychological evaluations for existing State Police Officers that have been involved with a critical incident and require a psychological evaluation prior to reinstatement. Psychologists must be licensed and based in Maine and offering services at a Maine address. Psychologists must have experience dealing with law enforcement applicants and in evaluating and treating first responders and/or military personnel.

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

The Maine State Police is currently working with one vendor who have history treating law enforcement psychological health and evaluations. The goal is to maintain this vendor while we search for additional willing and able licensed mental health clinicians to establish a regional network of providers to provide these services statewide.
Dr. Wendy Kjeldgaard VC0000141031

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

Wendy Kjeldgaard, PsyD, rates of \$700.00 for new hire eval & \$1000 for post officer involved critical incident, are still very much in line with other providers for similar services. There is an added invoice for \$5400 that was incurred earlier this year and added to this addition of funds/service during this SFY25.

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

We will continue to look for psychologists with this background that are based in the State of Maine to develop this network. It is optimum to have other providers located in all areas of the State.

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

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.



PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	 Michael Sauschuck (Dec 26, 2024 08:35 EST)		
Typed Name:	Michael Sauschuck, Commissioner	Date:	
Signature of DAFS Procurement Official:	 <small>BE7E88805EFD419...</small>		
Typed Name:	Sherri Brooker	Date:	12/30/2024






PJF CT Amendment Dr. Wendy Kjeldgaard PsyD - adding funds UPDATED 122624

Final Audit Report

2024-12-26

Created:	2024-12-26
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"PJF CT Amendment Dr. Wendy Kjeldgaard PsyD - adding funds UPDATED 122624" History

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