



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:		DPS/Maine State Police		
Department Contract Administrator or Grant Coordinator:		Major Brian Scott Joseph Wilson		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)		\$ 45,500.00	Advantage CT / RQS #:	CT-16A-20211223*1577
CONTRACT	Proposed Start Date:	1/1/2022	Proposed End Date:	12/31/2023
AMENDMENT	Original Start Date:	Click or tap to enter a date.	Effective Date:	Click or tap to enter a date.
	Previous End Date:	Click or tap to enter a date.	New End Date:	Click or tap to enter a date.
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:		JPMA – Staff Development Solutions LLC Winthrop, ME		
Brief Description of Goods/Services/Grant:		Subscription to the JPMA Online Training Center modules for Maine law enforcement and vendor creation of new modules, along with updates to existing.		

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.

In Maine, the Maine Criminal Justice Academy (MCJA) trains all state, county and municipal law enforcement officers in a consolidated Basic Law Enforcement Training Program and all annual mandatory training must be completed on MCJA approved lesson plans. Many of the 134 Maine law enforcement agencies in Maine use JPMA's online courses for their annual mandatory training. All officers in Maine should have the same training for consistency purposes, as Maine is a very rural State and officers from various agencies work side-by-side. Therefore, as the state agency responsible for oversight of law enforcement training, the Department strongly supports the current system of one vendor working with the Academy to provide online training of approved course content.

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

JPMA's library of Maine-specific courses has been developed based on the lesson plans written by the MCJA staff and Subject Matter Expert's (SME's). This began in 2004/2005 when MCJA went out to RFP for an online training company to start this annual mandatory training. After following the State of Maine RFP process, JPMA was awarded the contract. These on-line training classes began in 2005 and each year, new lesson plans are added for the mandatory topics, as determined by the MCJA Board of Trustees and the Maine State Legislature. The lesson plans are reviewed by the Office of the Attorney General and again by the SME's for legal and content accuracy and then receive a final approval from the MCJA Board of Trustees prior to being turned over to JPMA to be converted into the online format. Once the online format has been completed by JPMA, the MCJA staff reviews the video format to make sure that the video training program matches the content in the written lesson plan.

The online courses contain many video presentations that are created with members of the Maine State Police. The library currently has 179+ such courses, which represent countless hours of staff time for MCJA, the Office of the Attorney General and the Maine State Police. These are typically scenario-based and depict roadside enforcement, interviews, etc. in various settings. To replicate this library with another vendor is cost prohibitive – the amount of staff time contributed over the past 12 years could not be repeated in the reduced timeframe that would be required to rebuild the library necessary for Maine law enforcement officers to complete annual training requirements. The State Police do not have the resources to essentially repeat the creation of these videos. A new vendor would have to provide the "actors" required to replicate the courses at their own cost.

PART III: SUPPLEMENTAL INFORMATION

Another concern created by building a new library with a new vendor is one of need for retraining in past topic areas. Many times, an officer would be required review or retake an older training topic if retraining was part of a disciplinary action or if a person has been away due to military deployments, medical leave, etc.

JPMA retains records, by officer, of all completed courses. This is an invaluable resource and a great back-up for a law enforcement agency's training records. Changing vendors would require law enforcement agencies to retain some type of relationship with JPMA in order to have access to the historical training records, which if JPMA allowed this, would be a cost in addition to the contract with a new vendor.

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

The current proposed cost is \$70 per member (325 members) per year, or approximately \$22,750 per year for the Maine State Police. Compared to other training options, \$70 per year per officer is very reasonable. Note: \$70 per member is the standard charge for JPMA.

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

In the event that JPMA no longer participates in this partnership or they are unable to meet the requirements, the Criminal Justice Academy would seek a new vendor (and an exit plan from JPMA.)

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:	Dec 23, 2021
Signature of DAFS Procurement Official:	<i>Joseph Zrioka</i>		
Typed Name:	Joseph Zrioka	Date:	1/18/2022

JPMA1 PJF

Final Audit Report

2021-12-23

Created:	2021-12-23
By:	Joseph Wilson (joseph.wilson@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAdnZljqKphniuLQKNfeEETOLoYselwnof

"JPMA1 PJF" History

-  Document created by Joseph Wilson (joseph.wilson@maine.gov)
2021-12-23 - 8:05:09 PM GMT
-  Document emailed to Kendra Coates (kendra.coates@maine.gov) for signature
2021-12-23 - 8:06:09 PM GMT
-  Email viewed by Kendra Coates (kendra.coates@maine.gov)
2021-12-23 - 8:09:52 PM GMT
-  Document e-signed by Kendra Coates (kendra.coates@maine.gov)
Signature Date: 2021-12-23 - 8:10:44 PM GMT - Time Source: server
-  Agreement completed.
2021-12-23 - 8:10:44 PM GMT