

## State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

### PART I: OVERVIEW

Department Office/Division/Program:		IF&W – Bureau of Warden Service	
Department Contract Administrator or Grant Coordinator:		Denise M. Brann	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 9,600.00	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	3/1/2020	Proposed End Date: 2/28/2021
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:		Insights To Achievement, Falmouth, ME	
Brief Description of Goods/Services/Grant:		Psychological assessments for game warden candidates	

### PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

### PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

**1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.**

The Maine Warden Service is required to satisfy the requirement of a psychological evaluation on game warden candidates prior to them entering the mandated basic law enforcement training at the Maine Criminal Justice Academy.

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### PART III: SUPPLEMENTAL INFORMATION

#### 2. Provide a brief justification for the selected vendor to supplement the response in Part II.

Services are required sporadically and on a limited timeframe. These services and the timeframes vary with each individual hiring process, as these services are conducted in a specific sequence with other stages in the entire process. Any delay in this period could lead to not having the ability to hire potential candidates for a variety of reasons. These services may be required on more than one occasion per year or in some years not at all, so another provider may take years to understand and be willing to meet our "last minute" needs.

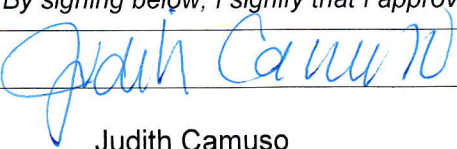
#### 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Standard fee of \$600.00 per evaluation.

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

We are open to using any practice that specializes in law enforcement employment for psychological evaluations, and have experience in doing so within the timeframes needed by this agency.

### PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
<b>Printed Name:</b>	Judith Camuso	<b>Date:</b>	2/14/20
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>William J.E. Allen</i>		
<b>Printed Name:</b>	<small>2D5B6E39F57E44A...</small> William J.E. Allen	<b>Date:</b>	2/24/2020

NOI 0220200159 2/25/2020 - 3/2/2020