



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:		DACF/Forest Protection Division	
Department Contract Administrator or Grant Coordinator:		Robby Gross	
(If applicable) Department Reference #:		PM-63351	
Amount: (Contract/Amendment/Grant)	10,080	Advantage CT / RQS #:	20220124*1733
CONTRACT	Proposed Start Date:	1/1/2022	Proposed End Date: 12/31/2023
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:		JPMA – Staff Development Solutions LLC; P.O. Box 26 Winthrop, ME 04364	
Brief Description of Goods/Services/Grant:		Subscription to on-line training services to complete training mandated by the Maine Criminal Justice Academy.	

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.

The Maine Criminal Justice Academy mandates annual in-service training for Maine law enforcement officers:

25 M.R.S.A. §2804-E. In-service law enforcement training

1. Required. As a condition to the continued employment of a person as a law enforcement officer with the power to make arrests or the authority to carry a firearm in the course of duty by a municipality, county, the State or other nonfederal employer, that person must successfully complete in-service training as prescribed by the board. Failure to successfully complete in-service training by a law enforcement officer as prescribed by the board constitutes grounds to suspend or revoke a certificate issued by the board pursuant to section 2803-A.

The Maine Criminal Justice Academy provides course content for all mandatory training to JMPA as the sole recognized provider of online training: (<http://www.maine.gov/dps/mcja/training/mandatory/law.htm>). JPMMA authors online courses and makes them available on an internet-based server for subscribers.

It is much more economical to provide this training to employees online rather than in a traditional training session. A two year subscription cost of \$10,080 would permit all of the Division's Forest Rangers to complete the MCJA mandatory training requirements online. Conducting the classes traditionally is estimated to cost the Department in excess of \$50,000.

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

Currently, JPMMA is the sole authorized provider of online training for the MCJA mandatory training.

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

The cost per user was negotiated in the previous contract and will not increase for the current contract.

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

Should other providers be authorized in the future, we would solicit competitive bids.

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):	DocuSigned by: <i>Amanda E. Beal</i> <small>20AF3A2882BB4AA...</small>		
Typed Name:	Amanda E. Beal	Date:	2/15/2022
Signature of DAFS Procurement Official:	DocuSigned by: <i>Debbie Jacques</i> <small>1DEA565D481F42E...</small>		
Typed Name:	Debbie Jacques	Date:	2/18/2022