



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:		ACF/BPL/Southern Region Parks		
Department Contract Administrator or Grant Coordinator:		Matt McGuire, Asst. State Park Regional Manager		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)	\$9,606.50	Advantage CT / RQS #:	20220210*1836	
CONTRACT	Proposed Start Date:	07/01/2022	Proposed End Date:	10/31/2022
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:		Verbal Judo Institute, Inc.		
Brief Description of Goods/Services/Grant:		Verbal Judo training for state park staff attending the 2022 Maine State Park Ranger Academy.		

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

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.

Verbal Judo is designed to enhance communication and persuasive skills increasing safety through reduced physical force, decreased legal liability for individuals in our department, and lowering the stress individual Park Managers and Park Rangers feel on and off the job. Verbal Judo Institute will provide 2 days of Verbal Judo instruction, handouts, workbooks, evaluations, test, and certificates for up to 50 participants of the 2022 Fall Session of Park Ranger Academy for Maine Department of Agriculture, Conservation and Forestry, Bureau of Parks and Lands on September 7th and September 8th, 2022 at Sebago Lake State Park located in Casco, Maine.

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

The Verbal Judo Institute, Inc. is the sole, proprietary vendor for this nationally recognized training program. We have worked with this vendor for three previous trainings.

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

The Bureau of Parks and Lands established a price based on a quotation for materials and labor.

- B. Describe the plan for future competition for the goods or services.

Solicit bids for provided services.

PART IV: VENDOR STATUS

Is the vendor currently working?

Yes

No

PART V: 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 VI

PART VI: APPROVALS

Signature of requesting Department's Commissioner (or designee):	By signing below, I signify that I approve of this procurement request.		
	DocuSigned by: <i>Amanda E. Beal</i>		
Printed Name:	20AF3A2882BB4AA...	Date:	3/17/2022
Signature of DAFS Procurement Official:	DocuSigned by: <i>Debbie Jacques</i>		
	1DFA565D481F42E...		
Printed Name:	Debbie Jacques	Date:	3/23/2022