

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 Brann			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)		\$ 9,375.00	Advantage CT / RQS #:	CT-09A-20210511*3168	
CONTRACT	Proposed Start Date:	July 1, 2021	Proposed End Date:	June 30, 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:		Justice Planning & Management Winthrop, ME			
Brief Description of Goods/Services/Grant:		Mandatory on-line training for all law enforcement			

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.

JPMA is contracted to provide mandatory training in an online system by the Maine Chiefs of Police Association.

This online training allows staff to complete required training without incurring travel expenses. This training is required by all Maine law enforcement to maintain their academy certification to enforce the

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PART III: SUPPLEMENTAL INFORMATION

law in Maine. Without this training, game wardens will be decertified and could not work for the department.

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

This service is not available. All law enforcement in Maine must complete this training. The ONLY option is through JPMA web OR traveling to training which would be very costly.

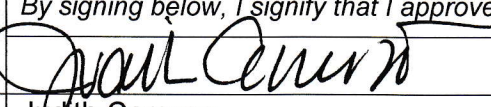

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

This is the ONLY service of this kind. The fee is \$75 per employee.

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

There are companies that are starting to have this training. In the past we have done a 2 year contract. We are doing a 1 year contract to keep our options open for future companies with this training available.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	Judith Camuso	Date:	5/20/21
	<small>DocuSigned by:</small>		
Signature of DAFS Procurement Official:			
	<small>1DFA565D481F42E...</small>		
Printed Name:	Debbie Jacques	Date:	5/27/2021