



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:		Department of Public Safety- Maine State Police	
Department Contract Administrator or Grant Coordinator:		LT. Darrin Crane Amy Gower	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)		\$ 5,787.11	Advantage CT / RQS #: RQS-16A-20220503*1284
CONTRACT	Proposed Start Date:	3/23/2022	Proposed End Date: 3/24/2022
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:		E S Press, Inc #110-314 Tucson, AZ 96852	
Brief Description of Goods/Services/Grant:		Course on Emotional Survival for Law Enforcement Dr. Kevin Gilmartin PH.D	

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.

Maine State Crime Units (MCU) conducts annual training to inform and educate MCU detectives. The Course on Emotional Survival for Law Enforcement focused on well-being. It's extremely important to provide this type of training to our law enforcement as it addresses emotional wellness issues that carry a high degree of risk.

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

As an expert in the field, Dr. Gilmartin was selected as a sole source based on his experience and his availability.

Dr. Gilmartin holds a unique skill set as both being in LE for 20 years and a Doctor of Psychology. Dr. Gilmartin previously spent twenty years working in law enforcement in Tucson, Arizona. During his tenure he supervised the Hostage Negotiations Team and the Behavioral Sciences Unit. He is a former recipient of the International Association of Chiefs of Police-Parade Magazine, National Police Officer Citation Award for contributions during hostage negotiations. He presently maintains a consulting relationship with public safety and law enforcement agencies nationally in the U.S. and in Canada. He is guest instructor at the FBI Academy's Law Enforcement Executive Development Institute (LEEDS and EDI). He is an adjunct instructor at Cornell University's New York State School of Industrial and Labor Relations, the University of Massachusetts Police Leadership Institute, Federal Law Enforcement Training Center in Glynco, Georgia, and Sam Houston State University's Law Enforcement Management Institute of Texas. He is retained as a consultant to several Federal agency national critical incident response teams. He is a charter member of the IACP-Psychological Services Section and former vice-president of the Society of Police and Criminal Psychology. The Department of Justice, FBI, and International Association of Chiefs of Police have published his work. He holds a doctoral degree in Clinical Psychology from the University of Arizona and is a licensed psychologist in the State of Arizona. He is a veteran of the U.S. Marine Corps and resides in Tucson, Arizona and Salem, Oregon.

Dr. Gilmartin is an expert in his field and why he was selected.

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

Our agency was able to afford his services by him combining travel expenses and splitting them three. Dr. Gilmartin was scheduled to speak at three LE agencies and to save all three money, he combined the travel expenses and then split them three ways. This was cheaper than having him come to just speak to MSP on a single mission trip.

It was beneficial for all three LE agency as he was willing to split the travel expenses.

PART III: SUPPLEMENTAL INFORMATION

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

Public Safety has researched and will continue to research courses provided to our law enforcement and continue to research the best courses at the best price to the State. If an RFP is required PS will conduct an RFP process for future needs.

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:	5/6/2022
Signature of DAFS Procurement Official:	DocuSigned by: <i>Justin Franzose</i>		
Typed Name:	-AEED9C7B3A8044E... Justin Franzose	Date:	5/11/2022






ES Press - MCU-N(PJF) 5.5.22

Final Audit Report

2022-05-06

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