



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.

Table with 2 main sections: PART I: OVERVIEW and PART II: JUSTIFICATION FOR VENDOR SELECTION. Includes fields for Department Office/Division/Program, Amount, Proposed Start/End Dates, Vendor Name, and Brief Description.

Table for PART II: JUSTIFICATION FOR VENDOR SELECTION. Contains a checklist of justification options (A-L) with checkboxes for selection.

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.

To address the growing need for effective risk assessment and management within the correctional system, the Department of Corrections has identified an imperative need to train twenty-four of its staff as trainers in the administration of the Level of Service Index - Revised (LSI-R). Twelve for adult assessments and twelve for juvenile assessments. The LSI-R is a sophisticated assessment tool designed to quantify incarcerated resident attributes and situations critical for making informed decisions regarding levels of supervision, treatment, and resource allocation. This instrument is crucial for enhancing the accuracy of placement decisions, security classifications, and in monitoring treatment progress.

Training staff to proficiently deliver the LSI-R assessment will empower the Department of Corrections with the capability to make data-driven decisions that enhance the safety and effectiveness of correctional interventions. This initiative is aligned with the Department's commitment to adopting evidence-based practices that improve outcomes for incarcerated residents and contribute to the overall safety of the community. By equipping a select group of professionals with the skills to effectively train other personnel on how to deliver the assessment effectively, the Department aims to improve resident outcomes and improve facility safety, reflecting a sophisticated understanding of the complexities involved in correctional treatment and supervision.

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

The Department of Corrections has selected Mountain State Criminal Justice Research Services, LLC for the crucial task of delivering trainer-certification workshops for the Level of Service Index - Revised (LSI-R) due to several compelling reasons that align with the department's specific needs and standards. A key factor in this decision was the requirement for a vendor capable of training a substantial cohort of staff across various divisions, including adult and juvenile probation and prisons. Mountain State Criminal Justice Research Services Services, LLC demonstrated its capacity to meet this need by ensuring that a minimum of twenty-four staff members would be trained, thus guaranteeing a wide dissemination of expertise among community and facility staff.

Another critical criterion met by Mountain State Criminal Justice Research Services, LLC is the presence of a highly credentialed professional, Dr. Haas, who embodies the ideal blend of psychology and criminal justice backgrounds. Dr. Haas' extensive experience, marked by over 30 years as a trainer, researcher, evaluator, and policy advisor in the correctional field, positions him as a uniquely qualified Master Trainer for this endeavor. His academic credentials, including a PhD in Criminal Justice from the University of Cincinnati and undergraduate degrees in Political Science and Psychology from The Ohio State University, further cement his authority in this domain.

**PART III: SUPPLEMENTAL INFORMATION**

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

The Department evaluated several vendors, comparing the costs of comparable workshops, which typically ranged from \$20,000 to \$30,000. These figures pertain to training programs designed for smaller cohorts of trainees, thus highlighting the competitive nature of the negotiated rates for a larger group of twenty-four staff members.

The Department's prior experience with LSI-R training workshops served as a benchmark in assessing the reasonableness of the proposed costs. The costs reflect the historical norm for workshops of this duration and of this subject matter. Moreover, the agreement with Mountain State Criminal Justice Research Services LLC includes provisions for reimbursable expenses, strictly adhering to the General Services Administration's (GSA) per diem rates for the area.

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

The Department will use the competitive bidding process for related training services in the future.

**PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)**

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

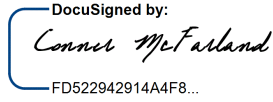

**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

Does the requesting Department signatory understand and acknowledge Maine's COI Statute?

Yes, the requesting Department understands and acknowledges [MRS Title 5, §18-A, 2](#).

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	 FD522942914A4F8...		
Typed Name:	Conner McFarland	Date:	4/30/2024
Signature of DAFS Procurement Official:	 41C2BA36FAF44CD...		
Typed Name:	Kathy Paquette	Date:	5/3/2024