



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 Animal Welfare Program	
Department Contract Administrator or Grant Coordinator:		Ronda Steciuk	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 7,270.00	Advantage CT / RQS #:	RQS 01A 20240503*1578
CONTRACT	Proposed Start Date:	11/1/2023	Proposed End Date: 10/31/2024
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:		Lexipol, LLC, Frisco Texas	
Brief Description of Goods/Services/Grant:		Provision of online learning platform and coursework for Maine Animal Control Officer Certification	

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.

Animal Welfare Program is required by statute to provide education and training for certification to Maine animal control officers, and tracking of training for already certified ACOs. Lexipol will provide an online platform and coursework through their PoliceOne Academy which allows AWP to select from nationally industry accepted training courses as well as allowing AWP to provide custom courses required by statute for ACO certification. Additionally, will allow for AWP tracking of annual training requirements for both full users and non-user ACOs.

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

Contract is for continued service by current vendor. Original contract was with JPMA who mid-contract was sold to Lexipol, LLC. Lexipol, LLC is contracted by several state agencies including Maine Forestry and several law enforcement agencies to provide similar programming specific to their industry/subject matter needs.

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

The rates provided are similar to rates provided in previous years, and AWP has negotiated with Lexipol to reduce users from a required range to actual number of users.

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

JPMA was acquired by Lexipol. We will stay with Lexipol until they are no longer able to meet our requirements; at which time the Animal Welfare Program would look for a new vendor to provide these services.

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: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	DocuSigned by:  <small>554806D3FFE0495...</small>		
Typed Name:	Aimee Carlton	Date:	5/8/2024
Signature of DAFS Procurement Official:	DocuSigned by:  <small>EA813178102243C...</small>		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	6/4/2024

Directing agency to request a quote from available master agreements or to utilize the Enterprise Learning Management System before contract terminates. PJF signed to avoid lapse in service.