



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE 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 Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		Education		
Department Contract Administrator or Grant Coordinator:		James Babcock Staci Warren		
(If applicable) Department Reference #:		n/a		
Amount: (Contract/Amendment/Grant)		\$34,000.00	Advantage CT #:	05A 20250520000000002768
CONTRACT	Proposed Start Date:	8/18/2025	Proposed End Date:	8/20/2025
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:		Talisha Bond, Ph.D., LLC Simpsonville, Maryland		
Brief Description of Goods/Services/Grant:		Provide a one-day workshop in Comprehensive School Threat Assessment Guidelines (CSTAG) followed by a one-and-a-half-day Train-the-Coach Training.		

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 checked="" 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
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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.

As part of Maine’s ability to continue CSTAG beyond the STOP grant, Maine needs to have trained coaches that can continue to train Maine schools/staff in CSTAG as part of the sustainability of the program. This Contract is to provide a one-day workshop in Comprehensive School Threat Assessment Guidelines (CSTAG) followed by one-and-a-half-day Train-the-Coach training. The CSTAG Train-the-Coach program is intended to prepare school-based staff to lead CSTAG workshops (such as the full-day and supplementary programs) as well as coaching activities to promote effective, high-fidelity implementation within their district or catchment area. This workshop covers the foundations of school threat assessment (Level 1) and the practical application of the CSTAG model in guided case exercises (Level 2).

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

Dr. Talisha Bond is an approved trainer for School Threat Assessment Consultants, LLC. School Threat Assessment Consultants have copyrighted materials, which is the basis of the program and the organization is written into the STOP grant. Dr. Bond was the only approved trainer that was available for this event.

Talish Bond Biographic Information from the Comprehensive School Threat Assessment Guidelines:

Talisha Bond has practiced as a Clinical Psychologist since 2011 and became a licensed School Psychologist for DC Public Schools in 2013. In 2013, she started conducting developmental evaluations for preschool-aged children through DC Public Schools Child Find. Most recently, she was school-based and worked full-time at Van Ness Elementary School in the District of Columbia through the 2021-22 school year. Her work experience includes collaborating with multi-disciplinary teams as part of the special education process, facilitating the Multi-Tiered System of Supports (MTSS), and serving as the School Behavioral Health coordinator. Dr. Bond also consults with teachers and families regarding social-emotional and behavioral topics and provides professional development and parent training on a range of topics including trauma-informed practices and providing emotional regulation supports. Dr. Bond is also a licensed clinical psychologist in Maryland and maintains an independent practice. She has experience working with children ranging from 4-18 years old, with a particular interest in preschool and elementary school-aged students. She has worked in a variety of settings including community mental health centers, inpatient psychiatric children’s hospitals, and schools to treat a range of disorders as well as provide parent and teacher coaching. Her doctoral dissertation identified school characteristics associated with dropout rates for Black and White students in 280 Virginia high schools. She was a

PART III: SUPPLEMENTAL INFORMATION

member of the UVA Youth Violence Project research team for four years and contributed to research on the Comprehensive Student Threat Assessment Guidelines.

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

School Threat Assessment LLC. was written into the grant application as a sub awardee with a detailed description of budget expenses and was accepted by the Department of Justice/Bureau of Justice Assistance as part of the STOP grant. This amount is based on the current rate for approved School Threat Assessment Consultants providers.

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

At the conclusion of the grant period, the department will reassess and review all options, including possibly issuing an RFP, for this service if there is still a need for 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.

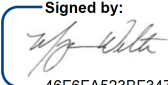
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department signatory understands and acknowledges Maine’s Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):	Signed by:  46F6FA523BF3479...		
Typed Name:	Megan Welter Associate Commissioner	Date:	6/24/2025

Signature of DAFS Procurement Official:	Signed by: Sterling Doiron <small>4C537C52B586437</small>		
Typed Name:	sterling doiron	Date:	6/25/2025

Certificate Of Completion

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Subject: Complete with Docusign: Bond TTC PJF.docx

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Staci Warren

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Staci.H.Warren@maine.gov

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Signer Events

Megan Welter, Assoc. Commissioner

Megan.Welter@maine.gov

Associate Commissioner of Public Education

Security Level: Email, Account Authentication (None)

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Agent Delivery Events

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Intermediary Delivery Events

Status

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Certified Delivery Events

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Carbon Copy Events

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Jennifer Tarr

jennifer.l.tarr@maine.gov

DOE Procurement Director

Carahsoft OBO Maine Department of Education

Security Level: Email, Account Authentication (None)

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

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If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Carahsoft OBO Maine Department of Education:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: jennifer.l.tarr@maine.gov

To advise Carahsoft OBO Maine Department of Education of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at jennifer.l.tarr@maine.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request paper copies from Carahsoft OBO Maine Department of Education

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to jennifer.l.tarr@maine.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Carahsoft OBO Maine Department of Education

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to jennifer.l.tarr@maine.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO Maine Department of Education as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO Maine Department of Education during the course of your relationship with Carahsoft OBO Maine Department of Education.

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 77 State House Station
 111 Sewall Street
 Augusta, ME 04333
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 Signed: 06/25/2025 | 07:51
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In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

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Agent Delivery Events

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Intermediary Delivery Events

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Certified Delivery Events

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Witness Events

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Notary Events

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Envelope Summary Events

Status

Timestamps

Event	Status	Timestamp
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Certified Delivered	Security Checked	06/25/2025 07:48
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Timestamps