



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 \$10,000 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:		Depart. Public Safety – Maine State Police		
Department Contract Administrator or Grant Coordinator:		Maj. Tyler Stevenson Alexander Gibson		
(If applicable) Department Reference #:		N/A		
Agency Department Code:	16A	Advantage CT / RQS #:	20260520*1775	
Amount: (Contract/Amendment/Grant)	\$25,340.25			
CONTRACT	Proposed/Original Start Date:	1/1/2026	Proposed/Most Recent End Date:	12/31/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Lexipol LLC Frisco, TX		
Brief Description of Goods/Services/Grant:		Subscription to the JPMA Online Training Center modules for Maine Law Enforcement		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
☐	A. Competitive Process	☐	G. Grant
☐	B. Amendment	☐	H. State Statute/Agency Directed
☒	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed
☐	D. Proprietary/Copyright/Patents	☐	J. Willing and Qualified
☐	E. Emergency	☐	K. Client Choice
☐	F. Higher Education Cooperative Project	☐	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.

In Maine, the Maine Criminal Justice Academy (MCJA) trains all state, county and municipal law enforcement officers in a consolidated Basic Law Enforcement Training Program and all annual mandatory training must be completed on MCJA approved lesson plans. Many of the 160 Maine law enforcement agencies in Maine use JPMA's online courses for their annual mandatory training. All officers in Maine should have the same training for consistency purposes, as Maine is a very rural State and officers from various agencies work side-by-side. Therefore, as the state agency responsible for oversight of law enforcement training, the Department strongly supports the current system of one vendor working with the Academy to provide online training of approved course content.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

JPMA's library of Maine-specific courses has been developed based on the lesson plans written by the MCJA staff and Subject Matter Expert's (SME's). This began in 2004/2005 when MCJA went out to RFP for an online training company to start this annual mandatory training. After following the State of Maine RFP process, JPMA was awarded the contract. These on-line training classes began in 2005 and each year, new lesson plans are added for the mandatory topics, as determined by the MCJA Board of Trustees and the Maine State Legislature. The lesson plans are reviewed by the Office of the Attorney General and again by the SME's for legal and content accuracy and then receive a final approval from the MCJA Board of Trustees prior to being turned over to JPMA to be converted into the online format. Once the online format has been completed by JPMA, the MCJA staff reviews the video format to make sure that the video training program matches the content in the written lesson plan. The online courses contain many video presentations that are created with members of the Maine State Police. The library currently has 179+ such courses, which represent countless hours of staff time for MCJA, the Office of the Attorney General and the Maine State Police. These are typically scenario based and depict roadside enforcement, interviews, etc. in various settings. To replicate this library with another vendor is cost prohibitive – the amount of staff time contributed over the past 12 years could not be repeated in the reduced timeframe that would be required to rebuild the library necessary for Maine law enforcement officers to complete annual training requirements. The State Police do not have the resources to essentially repeat the creation of these videos.

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

The current proposed cost is \$77.97 per member (325 members) per year, or approximately \$25,340.25 per year for the Maine State Police. Compared to other training options, this rate is reasonable.

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

After this year with Lexipol, The Maine State Police will commit to an RFP for future training modules.

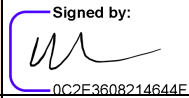
PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

☐ Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).☐ Yes, ARPA funds (025) or (026) – 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's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.**PART VI: APPROVALS**

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):Signed by:

0C2E3608214644F

Typed Name:

Michael Sauschuck, Commissioner

Date:

6/5/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.Signature of requesting
Department's Commissioner
(or designee):

Typed Name:

Date:

****OSPS Section Only****Signature of DAFS
Procurement Official:Signed by:

E2CD3BD47EBC4EB

Typed Name:

Marcello Genovese

Date:

6/5/2026