



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:	Major Scott Gosselin Starla Dorval			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 5995.00	Advantage CT / RQS #:	RQS 16A 20240627*1859	
CONTRACT	Proposed Start Date:	7/1/2024	Proposed End Date:	10/9/2024
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:	Polygraph Certification Training 1890 Star Shoot Parkway, Suite 170-366 Lexington, KY 40509			
Brief Description of Goods/Services/Grant:	The Academy provides an intensive 400-hour training program focused on forensic detection of deception procedures and related disciplines. During the 10-week course students are afforded the opportunity to develop and refine the knowledge and skills necessary for successful administration of polygraph examinations. Students are exposed to a broad range of techniques designed to maximize the benefit of polygraph to their departments and/or clients. The Academy provides training consistent with the American Polygraph Association's Standards of Practice, validated techniques and U.S. government standards. The National Polygraph Academy is led by instructors with over 50 years combined polygraph educational experience.			

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 checked="" 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.
Our Polygraph Unit has experimented with different schools and trainings from around the country and even in Canada. This is the one school that we have found success in training our candidates in the United States. Based on previous experience and other candidates who have trained with this Academy, our unit feels that this is the best school to which we can send our examiner candidates while being confident that they will be trained in the same manner as our previous examiners.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.
The Maine State Police is looking to purchase this training from the National Polygraph Academy because it was a previous vendor for this same service as used by our agency. The Maine State Police would like to purchase this service from the same vendor that trained our previous examiner so that the expectations, training style, logistics, manner of addressing untruths, equipment expectations etc. all from the same group/vendor customer service and quality assurance purposes. This vendor has proven itself to be a trustworthy and reliable vendor which consistently provides a predictably reliable training service. Trying to send our examiner candidates to different schools, put on by several different vendors makes training, equipment service, customer service and quality assurance needs far more complicated than working with one vendor. Sending our candidates to this 10-week intensive training from different vendors, each with different training needs, expectations, lodging and meal requirements etc. decreases the efficiency of our operation and often causes unforeseen problems. Slots are filling up fast and it is critical for us to obtain a slot in this training.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.
This is an average standard cost for this kind of training around the country.
4. Describe the plan for future competition for the goods or services.
If there was any change in the reliability of the product services (training) our agency would entertain choosing a different vendor despite the inefficiency of having examiners trained by several different programs.

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.

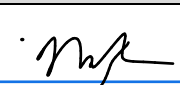

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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):	 Michael Sauschuck (Jul 2, 2024 11:43 EDT)		
Typed Name:	Michael Sauschuck	Date:	Jul 2, 2024
Signature of DAFS Procurement Official:	 AEED9C7B3A8044E...		
Typed Name:	Justin Franzose	Date:	7/2/2024






PJF polygraph school

Final Audit Report

2024-07-02

Created:	2024-07-02
By:	Starla R Dorval (Starla.R.Dorval@maine.gov)
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"PJF polygraph school" History

-  Document created by Starla R Dorval (Starla.R.Dorval@maine.gov)
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