



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:		Corrections/ Juvenile Justice Advisory Group		
Department Contract Administrator or Grant Coordinator:		Linda Barry Potter		
(If applicable) Department Reference #:		NA		
Agency Department Code:	03A	Advantage CT / RQS #:	03A 20260902*0541	
Amount: (Contract/Amendment/Grant)	\$40,000.00			
CONTRACT	Proposed/Original Start Date:	9/10/2026	Proposed/Most Recent End Date:	7/30/2027
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:		Strategies for Youth, Cambridge MA		
Brief Description of Goods/Services/Grant:		Providing "Policing the Teen Brain" to municipal Police Departments in Maine.		

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.

This training will cover the two 2-day curriculum of Policing the Teen Brain. This training teaches Police Officers about adolescent brain development, how trauma may look like aggression in a youth and uses deescalation techniques to make youth and Police interaction more positive and rewarding for both and when used has been known to reduce the number of citation issued by Officers trained.

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.

The curriculum for Policing the Teen Brain is evidenced based and laets certified, this is the National Agency that approves police officers continuing education credits. This curriculum is trademarked to only Strategies for Youth to teach these classes.

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

The negotiated costs are the first time Strategies for Youth has changed the price of the 2-day training in six years. This also provides for 4-5 other professionals to be involved in the training, so experts are delivering the curriculum. As well as hotel and travel arrangements for these instructors.

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

It is likely that JJAG will continue to entertain training proposals from Strategies for Youth as it is a key part of the 3-Year plan JJAG provides to the Office of Juvenile Justice & Delinquency Prevention.

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):

DocuSigned by:

Christine Thibeault

Typed Name:

Christine Thibeault, Associate
Commissioner

Date:

9/2/2026

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:

DocuSigned by:

Michael McNeil

Typed Name:

Michael McNeil

Date:

9/11/2026

NOI 0920260663 9/11-9/17