



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:		DPS/Maine State Police	
Department Contract Administrator or Grant Coordinator:		Lt Col. Brian Scott Starla Dorval	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)		\$ 23,432.50	Advantage CT / RQS #: RQS 16A 20231004*564
CONTRACT	Proposed Start Date:	1/1/2024	Proposed End Date: 12/31/2024
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, 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.)			
<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.

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 134 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 RFP 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. A new vendor would have to provide the "actors" required to replicate the courses at their own cost.

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 \$72.10 per member (325 members) per year, or approximately \$23,432.50 per year for the Maine State Police. Compared to other training options, \$72.10 per year per officer is very reasonable.

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

In the event that JPMA no longer participates in this partnership or they are unable to meet the requirements, the Criminal Justice Academy would seek a new vendor (and an exit plan from JPMA.)

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


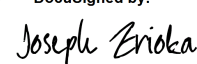
Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

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):	 Michael Sauschuck (Oct 4, 2023 13:31 EDT)		
Typed Name:	Michael J. Sauschuck	Date:	Oct 4, 2023
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>EA813178102243C...</small>		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	10/14/2023






Lexipol PJJ

Final Audit Report

2023-10-04

Created:	2023-10-04
By:	Starla R Dorval (Starla.R.Dorval@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAASqfn9Jnef6dZd3j01ruuU3ZZWe3vfRs1

"Lexipol PJJ" History

-  Document created by Starla R Dorval (Starla.R.Dorval@maine.gov)
2023-10-04 - 5:28:12 PM GMT- IP address: 198.182.163.109
-  Document emailed to Michael Sauschuck (michael.sauschuck@maine.gov) for signature
2023-10-04 - 5:28:32 PM GMT
-  Email viewed by Michael Sauschuck (michael.sauschuck@maine.gov)
2023-10-04 - 5:31:43 PM GMT- IP address: 104.47.64.254
-  Document e-signed by Michael Sauschuck (michael.sauschuck@maine.gov)
Signature Date: 2023-10-04 - 5:31:58 PM GMT - Time Source: server- IP address: 198.182.163.109
-  Agreement completed.
2023-10-04 - 5:31:58 PM GMT