



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 – Training Division		
Department Contract Administrator or Grant Coordinator:		Laura Rodas		
(If applicable) Department Reference #:		PR-17215		
Agency Department Code:	03A	Advantage CT / RQS #:	20251029000000000730	
Amount: (Contract/Amendment/Grant)		\$14,355		
CONTRACT	Proposed/Original Start Date:	11/1/2025	Proposed/Most Recent End Date:	3/31/2026
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:		Force Science Bloomington, MN		
Brief Description of Goods/Services/Grant:		Employee 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 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. Higher Education 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.

The Maine Department of Corrections seeks to engage a qualified consultant to provide advanced instructor methodology training for its Department instructors. This training is intended to enhance the instructional effectiveness of employees who serve as trainers for the Basic Correctional Training Program and for other specialized operational areas across the Department. The Department recognizes that the quality of its training directly impacts staff competency, safety, and the overall effectiveness of correctional operations. As such, instructors must be equipped with advanced knowledge and techniques in instructional design, adult learning theory, and facilitation skills to deliver engaging, effective, and standardized training.

The Department requires research-based instruction on modern best practices in curriculum design, lesson planning, and live classroom delivery. This initiative will help instructors transition from traditional lecture-based approaches toward evidence-informed methods that emphasize interactivity, learner engagement, and skill application. By strengthening the instructional capabilities of Department trainers, the program will ensure that all staff training aligns with national standards of adult education and reflects contemporary correctional and organizational learning needs.

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 selection of Force Science Institute's Advanced Instructional Methods (AIM) course explicitly focuses on best practices for curriculum design, lesson plan development, and live instruction for criminal justice agencies. This is precisely the skill set required by the Department's trainers of the Basic Correctional Training Program and specialized operational instructors. This alignment means the course content dovetails with the objective of improving instructional quality, consistency, and effectiveness across varied correctional training contexts. Additionally, Force Science's emphasis on scientifically supported instructional methods strengthens the credibility of the training and supports the Department's commitment to evidence-based professional development within a correctional context.

Apart from the training consultant's niche market and skill set, Force Science Institute is primarily contracting with the Maine Criminal Justice Academy for the delivery of this service. MCJA offered Maine Department of Corrections a portion of its allotted seats. There are no reasonable alternatives for this training given MCJA's selection of the vendor.

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

The registration cost per participant aligns with other advanced instruction training facilitated by the Maine Criminal Justice Academy, such as for K9 trainers, hostage negotiation training, and other unique criminal justice training opportunities.

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

The Department will competitively source future training contracts for training needs not facilitated by the Maine Criminal Justice Academy.

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

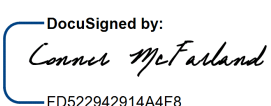
Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

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

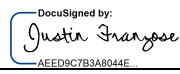
1. The signature below indicates approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:	Conner McFarland	Date:	10/29/2025

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:			
Typed Name:	Justin Franzose	Date:	10/29/2025

