

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW

Department Office/Division/Program:		DACF, Animal Welfare Program		
Department Contract Administrator or Grant Coordinator:		Liam Hughes, Director		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$13,875	Advantage CT / RQS #:	CT01A 20201022000000001286	
CONTRACT	Proposed Start Date:	11/01/2020	Proposed End Date:	10/31/2021
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:		JPMA Staff Development Solutions LLC Augusta, ME		
Brief Description of Goods/Services/Grant:		Maintain an online Animal Control Officer Training Course Package		

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

Animal Welfare is required by the Animal Welfare Act to produce two trainings a year (every 6 months) to train and certify all new Animal Control Officers (ACO). This training requires many resources and staff time to coordinate and execute these trainings in alternating locations each year. This also produces a hardship for ACOs and their municipalities which may not be able to afford to send their ACO for one week across the state for the necessary training. With continuing this online training, new

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PART III: SUPPLEMENTAL INFORMATION

ACOs will have a better understanding of what is required of them while performing their duties.

By modeling this training after the one done by the Maine Criminal Justice Academy, where all trainees complete the required online training before they attend the physical training, we can increase the core competency of the new ACOs and prevent additional costs to the towns for the necessary training.

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

JPMA has worked with many of the State's law enforcement agencies to develop online trainings and has an established library of online courses specific to law enforcement in Maine. Parts of these existing courses has been incorporated into the Animal Control Officer (ACO) online course, since some of the existing material also relate to ACO job duties. As a result, JPMA's services are efficient, cost-effective, and user-friendly.

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

Rates are comparable with the previous contract and other State Agencies' contracts.

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

Currently, JPMA is the sole authorized provider of online training for the ME Criminal Justice Academy mandatory training. Should other providers be authorized in the future, the competitive bid process would be utilized.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<small>DocuSigned by:</small> <i>Randy Charette</i>	<small>DocuSigned by:</small> <i>Amanda E. Beal</i>	
Printed Name:	<small>8F3DD450C23241F...</small>	<small>20AF3A2882BB4AA...</small>	Date: 11/12/2020 11/17/2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Debbie Jacques</i>		
Printed Name:	<small>1DFA565D481F42E...</small> Debbie Jacques	Date:	11/20/2020