



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 \$5,000 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	
Department Contract Administrator or Grant Coordinator:		Rebecca O'Keefe	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 5,100.00	Advantage CT / RQS #:	03F 20241118*1277
CONTRACT	Proposed Start Date:	1/1/2025	Proposed End Date: 2/28/2025
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:		Crisis Consultant Group Mechanicsville, VA	
Brief Description of Goods/Services/Grant:		Crisis Intervention 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 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.

Long Creek Youth Development Center is responsible for the safety and care of detained and adjudicated youth in Maine. Placement in this secure setting is a last resort, and only for youth who cannot be safely managed in the community or where there is not currently a residential treatment bed available. Resultingly, staff are managing some of the most acute and, at times, dangerous, youth in the state.

Staff must be appropriately equipped to respond to aggression, confrontational attitudes, challenging behaviors, verbal and physical altercations, and to recognize that verbal aggression alone does not constitute imminent danger. Staff receive training on the impact of trauma on the adolescent body and brain generally, but it is also important for staff to know how trauma and adolescent development may affect, including youth decision making during high stakes situations such as confrontations and physical altercations.

LCYDC staff are trained in the Mechanics of Restraint and Control (MERC) through the Maine Criminal Justice Academy's curriculum. Techniques from this program are oriented for an incarcerated adult population, and do not take into account the biological differences of youth. In addition, the MERC program is primarily focused on physical response/intervention rather than intentional de-escalation. For that reason, additional training is necessary to address the priorities of preventing the need for use of force and to ensure that staff who need to use force do so in a manner appropriate for the different size, strength and development of youth. Because the LCYDC does not have its own evidence-based program, and because the MCJA's MERC program is not oriented to account for differences in managing youth, the Department must contract with an outside agency to adopt a youth-focused and evidence-based program.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

In Maine, to be certified as a Corrections Officer, individuals must complete a prescribed Basic Corrections Training Academy overseen by the Maine Criminal Justice Academy (see [Title 25, §2804-D](#) for statutory authority). In 2024, the Maine Criminal Justice Academy went through the rule-making process to create a new Juvenile Basic Corrections Training (J-BCTP) program (see [Adopted Rules, Chapter 5 Training Standards](#)). The curriculum was developed over two years by using subject matter experts, including external agencies and providers. As part of the 200+ hour Certification, Juvenile Corrections Officers must complete: "The verbal and physical de-escalation program, including JBCTP instructional block 4.6 Calm Every Storm or an equivalent Board approved course" (Chapter 5 Training Standards, 3-B.C.5).

Currently, the only approved verbal and physical de-escalation program for the J-BCTP is the Calm Every Storm Program offered by Crisis Consultant Group (CCG). For another program to be approved, it must be presented to the Corrections Advisory Training Committee, a sub-committee of the MCJA Board of Trustees. Once reviewed, the Committee must be given an adequate time to provide feedback. Typically, the feedback is incorporated, and the final course is reviewed at the following subcommittee meeting. If approved, the course is forwarded to the MCJA Board of

PART III: SUPPLEMENTAL INFORMATION

Trustees to be added to the next board agenda (they meet every other month). The total process typically takes about six months to complete. New Juvenile Corrections Officers cannot be certified if they have not completed an approved verbal and physical de-escalation program.

Long Creek Youth Development Program has been using Calm Every Storm, though Crisis Consultant Group, for close to twenty years. CCG is widely recognized as the most realistic, most effective, and safe de-escalation and crisis prevention training in the industry – and is also one of the most cost-effective programs. Certification lasts for one year and so we have annually renewed with this vendor due to their non-violent, non-confrontational approach that aligns with our values and mission. We have six instructors who are well trained to deliver the program to new staff and who train existing staff on an on-going basis.

Given the length of time it takes for approval of a new curriculum, without contracting again with CCG for Calm Every Storm certification, the Department would be unable to bring on board new Juvenile Corrections Officers and the Certification of current Officers would lapse.

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

While costs have increased over the nearly two decades of service, they have been modest in nature. The current proposed cost is the same as last year. New trainer certification is at a rate of \$1200 and re-certifications are less expensive, costing only \$850. As is typical, there is a minimum number of participants required to host a class; CCG’s minimum total rate is \$3500.

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

In 2025, the Department will move forward with an RFP to see if other entities are able to provide an acceptable training program, subject to final approval by the MCJA Board of Trustees. As a result, a new multi-year contract will be in place to meet our needs beginning in 2026.

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

Does this request utilize ARPA/MJRP funds?

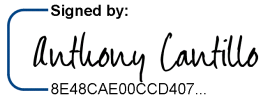

- Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).
- Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
- No – If No, proceed to Part V.

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):	Signed by:  8E48CAE00CCD407... 11/22/2024		
Typed Name:	Anthony Cantillo, Deputy Commissioner	Date:	
Signature of DAFS Procurement Official:	DocuSigned by:  BE7E88805EFD419...		
Typed Name:	Sherri Brooker	Date:	12/5/2024