CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

MR# 26-020
Assigned by Purchasing Div.

# MODIFICATION (WAIVER) REQUEST

| Requesting Department & Division | Contact Name | | Telephone # |
|---|---|---|---|
| Police | Jessie Paskowski | | 907-500-0684 |
| **Department Head Signature** | **Date** | **Original RQ #** | **Estimated Cost** |
| Derek Bos | 3/26/25 | | $ 12,000 |
| Is this Procurement State or Federally funded? | ☒ YES | NO | |

**Reason for Modification Request:**

*Please complete this form and attach all supporting documents.*
*Give complete, accurate, detailed explanation of your request. Please be specific.*

JPD requests a sole source exemption to hire the Rocky Mountain Police and Fire Chaplains Association to provide chaplain training as part of the JPD wellness program. See attached for more information.

☒ **Sole Source:** The purchase of a commodity or service from the only known single source. *Attach verification.*
**Code Provision:** 53.50.090 (c)

**Class 2 Emergency:** A circumstance that poses a threat to the health, welfare or safety of the public.
**Code Provision:** 53.50.090 (L)

**Rider to Another Contract:** A vendor may extend another government agency's bid or contract pricing to CBJ. The proposed purchase must meet CBJ purchasing requirements and must have been competitively bid.
**Code Provision:** 53.50.090 (f) **Agency:** _____ **Contract #:** _____

**No Substitute:** A request for a specific brand name and model number of a particular item to be purchased. The item must be available from more than one supplier.

**Other:** Clear explanation is required. **Code Provision**: (if applicable) _____
**Explanation:**

**Approved By:**

Renée Loree — 04/01/25
**Purchasing Officer** — **Date**

_____ — _____
**City Manager** — **Date**

| FY | RQ | $ Amount | PO # | Purchasing Approval |
|---|---|---|---|---|
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**Purchasing Officer Comments:**

**Expiration Date:** _____

MR Sole Source – Chaplain Training

JPD requests a sole source exemption to hire the Rocky Mountain Police and Fire Chaplains Association to provide chaplain training as part of the JPD Wellness Program.

This specific training has been requested, and will be attended by, multiple police and fire chaplains from across Alaska. JPD is one of the few agencies that is in a position to facilitate this training, as we have space, centrally located, and have designated grant funding to pay for the training itself.

If JPD were not to host this training, we would be forced to send our chaplains out of state to attend the same RMPFC training, but at greater expense to JPD.

RMPFC is the only entity endorsed by the International Associations of Chiefs of Police as being qualified for training police chaplains. Additionally, RMPFC worked with IACP to develop chaplain related model policies, procedures and guidelines. In turn, JPD has adopted these model policies and are utilizing this model to build our program.

RMPFC courses are customizable to JPD's specific needs. For example, this course will be tailored to teach volunteer chaplains, as opposed to full-time paid chaplains. Other organizations that provide chaplain training are focused on full-time, paid chaplains.

Our chaplain program is part of our department-wide Wellness Program. Key to this program's success is continuity between the different elements, specifically Peer Support, Contract Therapist, and Chaplains. RMPFC follows the same model and training paradigm that we utilized for our establishing and training our Peer Support Team. Our Peer Support Team training was taught by Code 4 Counseling (selected from CBJ RFP 24-193), who work with RMPFC on an almost daily basis. Our Peer Support Team and contract therapist learned Critical Incident Stress Management, as taught by the International Critical Incident Stress Foundation. RMPFC trainers are instructors for ICISF and will teach the same style of Critical Incident Stress Management to the chaplain cadre that the rest of the wellness program uses. For continuity across all elements of our wellness program, it is pivotal that we use the same models and structures. This training will provide that continuity to the chaplain element of the Wellness Program.