

## 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:		Department of Public Safety- Maine State Police			
Department Contract Administrator or Grant Coordinator:		Lt. Michael Zabarsky Starla Dorval			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 19,776.00	Advantage CT / RQS #:	RQS 16A 20211216*671		
CONTRACT	Proposed Start Date:	1/1/2022	Proposed End Date:	12/31/22	
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:		JusticeTrax Mesa, AZ			
Brief Description of Goods/Services/Grant:		Annual maintenance for JusticeTrax LIMS-Plus software			

### 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
<b>X</b>	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
<b>X</b>	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.**

**The software maintenance agreement for LIMS-Plus is necessary to endure that the Maine State Police is able to keep the original software (which tracks and manages evidence as it passes through the laboratory) up to date with current versions for the software and covers emergency software maintenance needs.**

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### PART III: SUPPLEMENTAL INFORMATION

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

JusticeTrax, is the sole supplier of its products and services. We have been working with this company since 2007 which State of Maine OIT approval. We cannot get this software maintenance else were.

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

The agency has not had an increase since 2008. JusticeTrax has added new technology and new applications making up for the price difference for this year.

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

No changes as long as we use this software for evidence tracking in the lab.

### PART IV: APPROVALS

**Signature of requesting  
Department's Commissioner  
(or designee):**

*By signing below, I signify that I approve of this procurement request.*

*Kendra Coates*

**Printed Name:**

Kendra Coates

**Date:**

Dec 21, 2021

**Signature of DAFS  
Procurement Official:**

*Joseph Zrioka*

**Printed Name:**

Joseph Zrioka

**Date:**

12/30/2021

# JusticeTrax PJJ 2022

Final Audit Report

2021-12-21

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