

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:		Dept of Public Safety- Maine State Police – Crime Lab	
Department Contract Administrator or Grant Coordinator:		Lt. Michael Zabarsky Starla Dorval	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 38,472	Advantage CT / RQS #:	CT-16A-20210811*0321
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	8/15/2021	Effective Date:
	Previous End Date:	12/31/2022	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		FileOnQ Inc Tukwila WA	
Brief Description of Goods/Services/Grant:		Evidence Tracking System	

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
x	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.

This was a two-part project with FileOnQ: Implementation/customization process and now a monthly subscription of \$1,603. We are still finishing up the project. We are at milestone 3 which is the integration to Justice Trax application. While this is still being worked on we will need to pay the monthly subscriptions.

State of Maine Procurement Justification Form

PART III: SUPPLEMENTAL INFORMATION

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

The Maine State Police has already implemented FileOnQ and the EvidenceOnQ application to the Department. This is a proprietary system tailored to Maine State Police needs. There is no other vendor that could provide this system/service at a reasonable cost. In addition, We are amending the existing contract to add 24 months of \$1603 monthly subscription to allot us enough time to finalize project expectations with this vendor.



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

We had several demos and got pricing from these companies that far exceeded our budgetary limits. FileOnQ was the lowest priced and met our needs in the timeliest manner that helps mitigate our risks changing evidence platforms.

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

We will continue to look for new and innovative technology to improve the evidence tracking procedures and will make changes in vendors and platforms as needed that we can justify with cost savings and / or efficiencies.

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>Michael Sauschuck (Jan 17, 2023 11:12 EST)</small>		
Printed Name:	Michael Sauschuck	Date:	Jan 17, 2023
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>41C2BA36FAF44CD...</small>		
Printed Name:	Kathy Paquette	Date:	2/7/2023






FoQ_PJF

Final Audit Report

2023-01-17

Created:	2023-01-17
By:	Starla R Dorval (Starla.R.Dorval@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAfiTaCCPRvuFjCeFTLfb29UN6LWcPGsmE

"FoQ_PJF" History

-  Document created by Starla R Dorval (Starla.R.Dorval@maine.gov)
2023-01-17 - 3:57:00 PM GMT- IP address: 198.182.163.109
-  Document emailed to Michael Sauschuck (michael.sauschuck@maine.gov) for signature
2023-01-17 - 3:57:47 PM GMT
-  Email viewed by Michael Sauschuck (michael.sauschuck@maine.gov)
2023-01-17 - 4:12:47 PM GMT- IP address: 104.47.64.254
-  Document e-signed by Michael Sauschuck (michael.sauschuck@maine.gov)
Signature Date: 2023-01-17 - 4:12:57 PM GMT - Time Source: server- IP address: 198.182.163.109
-  Agreement completed.
2023-01-17 - 4:12:57 PM GMT