



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:		DHHS/Maine CDC/HETL Forensic Chemistry Section		
Department Contract Administrator or Grant Coordinator:		Shawn Belanger		
(If applicable) Department Reference #:		CD0-25-5497		
Amount: (Contract/Amendment/Grant)		\$ 68,337.31	Advantage CT / RQS #:	RQS-10A-20250122000000001019
CONTRACT	Proposed Start Date:	3/1/2025	Proposed End Date:	6/30/2025
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:		Versaterm Public Safety US, Inc. Mesa, AZ		
Brief Description of Goods/Services/Grant:		Purchase of the Justice-Trax LIMS Software System for the HETL Forensic Chemistry Section		

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 checked="" 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 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.

A forensic-based laboratory information management system (LIMS) is needed to improve the overall functionality and efficiency of the HETL Forensic Chemistry Section (FCS). This system integrates evidence tracking, analytical results, forensic laboratory management, property room management and reporting for a comprehensive view of the overall case. The LIMS system will:

- Save time and resources by eliminating hardcopy files and digitizing the majority of laboratory activities.
- Generate statistical reports detailing chemist productivity, turnaround time and case backlogs
- Password requirements and audit trails will increase laboratory security.
- Digital files will increase the availability of physical space at HETL and decrease file storage costs
- Handwritten chain of custody transfer forms will be replaced with barcode scanning procedures for accurate, real-time custody updates.
- Improve evidence chain of custody documentation – handwritten chain of custody transfer forms will be replaced with barcode scanning procedures for real-time custody updates and increased security. Barcoding technology combined with organized storage locations will also allow for improved and efficient evidence inventory audits.
- Automated report generation and dissemination to customers, along with the ability to incorporate e-notary procedures.
- Communications with customers, subpoenas, discovery material and courtroom monitoring will all be digitally compiled.
- Electronic tracking and documentation of laboratory reference materials, standards, reagents and quality control results.

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

Versaterm is accredited to ISO 9001:2015 and ISO/IEC 27001:2022 – Design, Development, and Implementation of Laboratory Information Management Systems Software for the Forensic Industry.

Versaterm is the sole provider for forensic evidence tracking products and services to the Maine State Police Crime Laboratory since 2007 and with State of Maine OIT approval. The system in place at the MSPCL is integrated with MaineIT services and the Portal feature is integrated with the State Police FileOnQ evidence software for all Troopers. It is not possible to procure this service and software maintenance elsewhere.

- The MSPCL and HETL Forensic Chemistry Section both receive evidence from state and local Maine law enforcement agencies, both work on evidence from the same incident and/or transfers evidence between each other – utilizing the same forensic LIMS system would allow for evidence transfers and case information sharing.
- As the JusticeTrax system has been in place with MSPCL for over 15 years, state and local Maine law enforcement agencies are familiar with the Portal functionality – utilizing the same forensic LIMS system would avoid agencies having to refamiliarize themselves with a different system. Portal is a unique, proprietary feature allowing customers,

PART III: SUPPLEMENTAL INFORMATION

including local law enforcement agencies, to pre-log evidence, have evidence assigned to the appropriate section and access expert reports upon completion.

- To reduce errors in the evidence submission process, the JusticeTrax software integrates with evidence software already in use by the Maine State Troopers (FileOnQ) and Maine Drug Enforcement Agency (Tracker SAFE). This integration will increase efficiency, reduce turnaround time and also assist with meeting LD1771, H.P. 1135 – An Act Regarding Speedy Trials
- Electronic worksheets are customizable within the JusticeTrax software and do not require external software or lengthy modification processes.

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

Funding for purchase has been allocated using the FY24 Paul Coverdell federal grant (013-10A-2340-03)

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

Versaterm is the sole supplier of its products and services. The company uses no outside vendors, representatives, or agents to distribute any of its products or services in North America, including, but not limited to:

- a. LIMS-plus (Case management system)
- b. LIMS-plus application programming interfaces (API)
- c. LIMS-plus Portal (Stakeholder interface)
- d. Consumables Inventory Management System (CIMS)®
- e. Versaterm Cloud, a Microsoft Azure platform capable to host all applications
- f. Product Training, Maintenance & Support
- g. SAP Crystal Reports Training and Template Authoring – Versaterm has exclusive access and knowledge of application tables and structure to provide both services.

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.

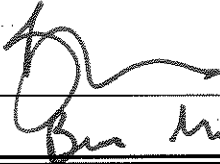

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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

Procurement Justification Form (PJF)

The signatures below indicate approval of this procurement request.			
Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Ben Moran	Date:	2/6/25
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>EA813178102243C...</small>		
Typed Name:	Joseph Zrioka, IT Procurement Director	Date:	1/29/2025