

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:	Maine Criminal Justice Academy Maine Dept. of Public Safety		
Department Contract Administrator or Grant Coordinator:	Rick Desjardins, Assistant Director Maine Criminal Justice Academy Jaye Parker		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 27,440	Advantage CT / RQS #:	RQS-16A-20200305*0991
CONTRACT	Proposed Start Date:	3/2/2020	Proposed End Date: 3/1/2021
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:	Informa Systems Inc Cedar TX		
Brief Description of Goods/Services/Grant:	Annual Software Maintenance		

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
x	C. Single Source/Unique Vendor		I. Federal Agency Directed
x	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.

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PART III: SUPPLEMENTAL INFORMATION

25 M.R.S., Chapter 341 requires the Maine Criminal Justice Academy (MCJA) to provide basic training to all full-time and part-time law enforcement officers. A vital component in our operation here at the Academy is record management and effectively and efficiently tracking training hours and issuing certifications. Based on prior service level agreement signed on January 24, 2011, with Informa Systems, the Academy has contracted with Informa Systems to provide our current Record Management System. Informa Systems also provides a variety of training and technical support activities for our staff. Given the statutory requirements to provide training and track law enforcement certifications throughout the State, we have determined the need to continue annual software maintenance on an annual basis as being vital to our ongoing mission.

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

For the past 10 years, Informa Systems has successfully provided a software solution based on the Academy and Maine law enforcement needs. Through a competitive bid process, Informa Systems has demonstrated the ability to provide this software solution and they have also supported the system through staff training and technical support. Having a strong base of experience with law enforcement and the specific statutory requirements associated with the various records is vital to the success.

Based on their current and past experiences with a variety of state law enforcement operations, Informa Systems has a strong awareness of our work at the Maine Criminal Justice Academy. Informa's software solution has a proven track record of success here in Maine and it would only make sense that they continue the software maintenance of their system on an annual basis as they have done for the past 10 years.

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

The cost was determined when the original contract was awarded 10 years ago, to include an annual software maintenance fee of \$27,440 annually. The first 2 years was covered as part of the original contract and for the past 8 years the cost has remained the same.

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

There will be no future competition for annual software maintenance because the original records management software system was competitively bid by the State of Maine and awarded to Informa Systems, Inc. No company would ever allow access of their product for annual software maintenance to another company.

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>		
Printed Name:	Michael Sauschuck	Date:	3-19-2020
Signature of DAFS Procurement Official:	DocuSigned by: <i>Justin Franzose</i>		
Printed Name:	AEEED9C7B3A8044E... Justin Franzose	Date:	3/23/2020