



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**DIVISION OF 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 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 intranet site (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:		Major Scott Gosselin Starla Dorval		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ \$36,703.52	Advantage CT / RQS #:	RQS 16A 20240119*1012
CONTRACT	Proposed Start Date:	<b>3/18/2024</b>	Proposed End Date:	4/8/2025
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:		PowerDMS, Inc Orlando FL		
Brief Description of Goods/Services/Grant:		Maine State Police Accreditation Software and Support add-on		

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.

The Maine State Police desires to become an accredited law enforcement agency. With a cloud-based software called PowerDMS that its main tool is used to manage our efforts to become an accredited law enforcement agency. With the add on of PowerFTO to our current PowerDMS software it can help us access and track field training data to improve our agency's FTO program to help us reach our goals to accreditation.

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

PowerDMS is an ecosystem where policy, training, and accreditation all connect and inform one another. It gives us control over a single, living version of each of our policies with useful data like signature tracking, version history, and more. It treats each policy as a living document, able to adapt to a changing landscape and unexpected threats. PowerDMS is subject matter experts in accreditation and can help us solve your toughest compliance challenges. They supply online courses, training bootcamps, dedicated Customer Success Advisors. They also provide the resources we need to onboard and maintain PowerDMS. This software is specifically designed to allow us to manage workflows and approvals within compliance with the Maine Law Enforcement Accreditation Program Standards. PowerFTO is an add on to this software for field training.

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

The price we received was less than we can get through the Master Agreement OIT has with a reseller SHI and Insight if we do this purchase direct.

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

This is an ongoing program renewal annually. Should we become aware of some other accreditation software add on that works with our current PowerDMS program that is less expensive we would consider the overall cost of changing over.

### 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); PURCHASES BY THE STATE

Does the requesting Department signatory understand and acknowledge Maine's COI Statute?

Yes, the requesting Department signatory understands and acknowledges [Title 17, Chapter 101, §3104](#).

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	 <a href="#">Michael Sauschuck (Mar 6, 2024 08:06 EST)</a>		
Typed Name:	Michael Sauschuck	Date:	Mar 6, 2024
Signature of DAFS Procurement Official:	DocuSigned by:  EA813178102243C...		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	3/16/2024






# PowerDMS-FTO PJF 2024-2025

Final Audit Report

2024-03-06

Created:	2024-03-06
By:	Starla R Dorval (Starla.R.Dorval@maine.gov)
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