



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:		Dept of Public Safety- Maine State Police – Crime Lab	
Department Contract Administrator or Grant Coordinator:		Lt. Michael Zabarsky Iris Rogers	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/ <b>Amendment</b> /Grant)		\$40,396.60	Advantage CT / RQS #: CT 16A 20210811*321
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	<b>8/15/2021</b>	Effective Date:
	Previous End Date:	<b>12/31/2024</b>	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		FileOnQ Inc VC0000249822 Tukwila WA 98188	
Brief Description of Goods/Services/Grant:		Evidence Tracking System	

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 checked="" 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.

This was a two-part project with FileOnQ: Implementation/customization process and now a monthly subscription. We are still finishing up the project. We are at milestone 3 which is the integration to Justice Trax application (now Versaterm). While this is still ongoing, we will need to pay the monthly subscriptions.

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

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 \$1683.15 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: 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.


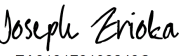
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

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**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	 <a href="#">Michael Sauschuck (Jan 8, 2025 11:44 EST)</a>		
Typed Name:	Michael Sauschuck, Commissioner	Date:	
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>EA813178102243C...</small>		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	3/5/2025






# PJF FileOnQ Inc 121624

Final Audit Report

2025-01-08

Created:	2025-01-08
By:	Iris Rogers (iris.rogers@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA730OUThChEsWmpZbXyosErBxi8MKvgUm

## "PJF FileOnQ Inc 121624" History

-  Document created by Iris Rogers (iris.rogers@maine.gov)  
2025-01-08 - 4:16:50 PM GMT
-  Document emailed to Michael Sauschuck (michael.sauschuck@maine.gov) for signature  
2025-01-08 - 4:16:54 PM GMT
-  Email viewed by Michael Sauschuck (michael.sauschuck@maine.gov)  
2025-01-08 - 4:44:13 PM GMT
-  Document e-signed by Michael Sauschuck (michael.sauschuck@maine.gov)  
Signature Date: 2025-01-08 - 4:44:34 PM GMT - Time Source: server
-  Agreement completed.  
2025-01-08 - 4:44:34 PM GMT