



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:		Public Safety- Maine State Police- SBI		
Department Contract Administrator or Grant Coordinator:		Matt Ruel Joseph Wilson		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 75,000.00	Advantage CT / RQS #:	CT-16A-20220425*2604	
CONTRACT	Proposed Start Date:	5/1/2022	Proposed End Date:	6/30/2023
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:		SEARCH Group, Inc. Sacramento, CA		
Brief Description of Goods/Services/Grant:		SBI Dashboard Project		

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
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		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.

As part of our ongoing statewide initiatives to improve the quality and accessibility of criminal history record information, and particularly focusing on our efforts to provide criminal records for reporting to the National Incident Criminal Background Check System (NICS), the Maine State Bureau of Identification (SBI) intends to develop a CCH data quality dashboard. The CCH data quality dashboard will enable SBI to monitor criminal history data submissions from state and local law enforcement, prosecutors, courts, and correctional agencies who regularly submit arrest and disposition reports and fingerprints to SBI for criminal history records reporting. By regularly monitoring the data quality of criminal history record data submissions, SBI will be able to identify and resolve problems that emerge in reporting in a timely manner, rather than waiting for them to be discovered downline. SBI will work closely with a contractor to provide services in developing and supporting the CCH data quality dashboard.

The National Instant Criminal Background Check System (NICS) fundamentally relies on state criminal history records repositories (CHR Repositories) to create, update, manage, and share complete, accurate, and timely criminal history records in order to make timely and accurate decisions regarding the transfer of firearms to eligible gun buyers. More than 230 million such checks have been made, leading to more than 1.3 million denials. Criminal history records may be incomplete when law enforcement fails to submit fingerprint-supported arrest reports or submits incomplete records or unreadable fingerprints. Similarly, the quality and completeness of criminal records is adversely impacted when prosecutors and courts fail to submit timely, accurate, and complete dispositions.

In an effort to closely monitor the quality and completeness of arrest and disposition reporting records submitted to the criminal history records repository, the Maine State Bureau of Identification (SBI) wishes to implement a computerized criminal history data quality (CCH DQ) Dashboard, to regularly calculate a variety of measures designed to assess the quality, timeliness, and completeness of arrest and disposition reporting. The foundation of the CCH DQ Dashboard is the creation of uniform measures to assess whether agencies are reporting timely, accurate, and complete arrest and disposition information. Repository personnel can use the Dashboard to monitor reporting trends and assess current and past reporting practices of contributing agencies to detect potential anomalies which may emerge without the direct knowledge of contributing agencies or as a consequence of undetected technical difficulties in repository systems or operations.

The goal of this phase 2 work is to provide the Maine State Police with the ability to continuously monitor the accuracy, timeliness and completeness of records maintained by the CCH repository to identify areas for process or technical improvements.

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

MSP selected SEARCH as they are a non-profit organization that has focused on the quality and completeness of criminal history records for over 50 years. SEARCH has worked with Maine's criminal history data for years and has a solid understanding of Maine's criminal history repository operations. SEARCH has also played a key role in implementing the Justice Broker in Maine, which serves as the primary integration point of criminal justice data in the state. This effort will build upon existing projects and technology frameworks that SEARCH has already implemented in Maine.

SEARCH is the only solution provider that has developed open-source analytics tools that may be adapted for use in any repository environment. These tools provide insight into arrest reporting gaps, disposition reporting gaps, timeliness of reporting by contributing agencies (e.g., law enforcement, prosecutors, courts, corrections, etc.) along with basic demographics about individuals with criminal history records. Since the solutions developed by SEARCH rely on readily available open-source software, there will be no initial or ongoing licensing costs incurred by MSP.

PART III: SUPPLEMENTAL INFORMATION

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

Pricing was determined by a quote provided by the vendor in which the Project Activity hrs. assumes an average fully loaded rate of \$150 per hour. These rates are reasonable and lower compared to other OIT related projects the MSP have implemented. The reason these rates are low is because SEARCH is a non-profit and part of a consortium. The funding is coming from the 21NCHIP grant as an approved project.

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

This is a one-time project.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part VI

PART V: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<i>Michael Sauschuck</i>		
Printed Name:	Michael Sauschuck	Date:	Apr 25, 2022
Signature of DAFS Procurement Official:	<i>Kathy Paquette</i>		
	41C2BA36FAF446B...		
Printed Name:	Kathy Paquette	Date:	5/11/2022






SEARCH Contract PJF

Final Audit Report

2022-04-25

Created:	2022-04-25
By:	Joseph Wilson (joseph.wilson@maine.gov)
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