



## 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<br>Starla Dorval  |                       |                               |
| (If applicable) Department Reference #:                 |                      | N/A   |                       |                               |
| Amount:<br>(Contract/Amendment/Grant)                   |                      | \$ 509,000.00   | Advantage CT / RQS #: | CT-16A-20190919*0955          |
| CONTRACT  | Proposed Start Date: |   | Proposed End Date:    | Click or tap to enter a date. |
| AMENDMENT   | Original Start Date: | Click or tap to enter a date.                                       | Effective Date:       |                               |
|   | Previous End Date:   | Click or tap to enter a date.                                       | New End Date:         | Click or tap to enter a date. |
| GRANT   | Project Start Date:  |   | Grant Start Date:     |                               |
|   | Project End Date:    |   | Grant End Date:       |                               |
| Vendor/Provider/Grantee Name, City, State:              |                      | MORPHO USA INC<br>296 Concord Road Suite 300<br>Billerica, MA 01821 |                       |                               |
| Brief Description of Goods/Services/Grant:              |                      | Idemia Applicant LiveScan Fingerprinting                            |                       |                               |

| 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.

SBI has contracted with Idemia for harvesting applicant fingerprints. This amendment to contract is to continue payment for services rendered.

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

Maine SBI has a Tri-State (ME, NH, VT) AFIS, Automated Fingerprint Information System, with Idemia. All three states communicate and provide criminal and applicant transactions to the FBI. Our applicant harvesting processes with Idemia just enables SBI to better serve our Maine employers, employees and clients.

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

We have an ongoing contract with Idemia and the applicant costs are reviewed every 6 months. The costs are based on number of transaction submissions.

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

None, our Tri-State agreement does not currently allow us to utilize vendors other than Idemia.

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

Does this request utilize ARPA/MJRP funds?

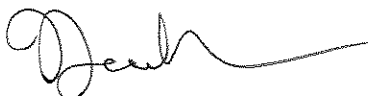
Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

### PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting  
Department's Commissioner  
(or designee):



Typed Name: Derek Gorneau

Date: 6/1/2023

Signature of DAFS  
Procurement Official:

*Kathy Paquette*

Typed Name: Kathy Paquette

Date: 6/16/2023