



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:		Corrections, Operations Division	
Department Contract Administrator or Grant Coordinator:		Chris Berard	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$5,007.51	Advantage CT / RQS #:	03A 20250612*1917
<b>CONTRACT</b>	Proposed Start Date:	<b>7/1/2025</b>	Proposed End Date: 6/30/2026
<b>AMENDMENT</b>	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Versaterm Public Safety US Inc. Mesa, AZ	
Brief Description of Goods/Services/Grant:		Software Maintenance of administrative investigation database	

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.

<b>PART III: SUPPLEMENTAL INFORMATION</b>	
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.	
<p>The Department of Corrections initiates over 1,200 staff-involved incidents and investigations every year which require involvement of the Office of Professional Review. These incidents and investigations require a system to enter, track, and communicate incident investigations. Information stored within these systems include written reports, audio logs, and video footage. The information in this system is communicated with Department leadership, human resources, and civil and criminal courts.</p>	
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	
<p>The Department of Corrections and Department of Public Safety have used Versaterm Public Safety's IAPro and BlueTeam products for internal affairs case management for several years. The IAPro and BlueTeam products differ from more general investigation and personnel management software since they are built to conform to public safety-related regulations, policies, and use cases. This software specifically addresses use of force incident reporting, civilian grievances, PREA allegations, and other criminal justice-specific investigations.</p>	
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	
<p>This year's license and maintenance costs for the products represent a 3% increase from last year's license cost. The Department believes this is fair given the current market for similar services. Similar investigative compliance tools design for public safety agencies, such as PowerIA and PhoenixIA, have comparable costs for an annual subscription.</p>	
4. Describe the plan for future competition for the goods or services.	
<p>The Department intends to competitively source an internal affairs software solution in FY26. The Department will coordinate with the Office of Procurement Services and MaineIT to develop the formal solicitation document.</p>	

<b>PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS &amp; RECOVERY PLAN (MJRP)</b>	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> 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):	DocuSigned by:  FD522942914A4F8...		
Typed Name:	Conner McFarland	Date:	6/12/2025
Signature of DAFS Procurement Official:	DocuSigned by:  EA813178102243C...		
Typed Name:	Joseph Zrioka, Director of IT Procurement	Date:	6/16/2025