

## State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:	Fire Marshal's Office			
Department Contract Administrator or Grant Coordinator:	Joseph Thomas			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 38,574.32	Advantage CT / RQS #:	CT-16A-20200608*3789	
CONTRACT	Proposed Start Date:	07/01/2020	Proposed End Date:	06/30/2021
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:	ImageTrend Inc, Lakeville, MN			
Brief Description of Goods/Services/Grant:	ImageTrend Elite Incident Reporting system support and hosting.			

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
<b>X</b>	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

PART III: SUPPLEMENTAL INFORMATION
Please respond to ALL of the following:
<b>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</b>
Under statute both the Maine Bureau of Emergency Medical Services and the Maine Fire Marshal's Office are required to collect incident or patient care reports from Maine's 450 Fire Departments and 272 EMS agencies. Many of these are combined Fire and EMS which require these agencies to file 2 reports for the same department. Due to this overhead, many fire agencies do not currently report data as required, creating a significant gap in fire incident research and fire prevention data. This system provides integration of the information via unique source codes that populate in the reports.

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## PART III: SUPPLEMENTAL INFORMATION

**2. Provide a brief justification for the selected vendor to supplement the response in Part II.**

The State of Maine is uniquely positioned by currently using a few different ImageTrend products. Due to the fact that ImageTrend is the sole vendor with full source code access to the products the State of Maine uses, such as State Bridge, License Management and Fire Bridge, no other vendor can integrate and synchronize these products at the source code level. The benefits of Intersystem integration are numerous: data flows between systems greatly reduces duplicate data entry and the human error associated with it. Integration further enables workflows impossible or impracticable to reproduce with disparate systems. This allows disparate agencies and departments to approach multi-agency problems from a single, synchronized system without slow and expensive one-off data migration processes.

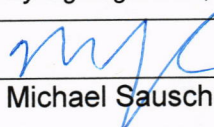
**3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.**

There is a 3% increase over last year cost for this as identified and approved in the previous contract.

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

The Fire Marshal's Office will continue to research other available software suites which may turn up new vendors that provide similar or comparable systems that would provide the same or improved services to the numerous joint departments that utilize these services. Should this happen, the Fire Marshal's Office will initiate a RFP process.

## PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
<b>Printed Name:</b>	Michael Sauschuck	<b>Date:</b>	6-26-2020
<b>Signature of DAFS Procurement Official:</b>	DocuSigned by: <i>Justin Franzose</i>		
<b>Printed Name:</b>	AEED9C7B3A8044E... Justin Franzose	<b>Date:</b>	7/24/2020