



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 \$10,000 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, Drug Enforcement Agency		
Department Contract Administrator or Grant Coordinator:		Interim Director Scott Pelletier		
(If applicable) Department Reference #:				
Agency Department Code:	16A	Advantage CT / RQS # :	RQS-16A-20250701000000000001	
Amount: (Contract/Amendment/Grant)		\$16,409.35		
CONTRACT	Proposed/Original Start Date:	8/5/2025	Proposed/Most Recent End Date:	8/4/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Tracker Products LLC PO Box 1026 Florence, Kentucky 41022		
Brief Description of Goods/Services/Grant:		Tracker SAFE "Cloud Based" CAL Licenses		

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 checked="" 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. Higher Education Cooperative Project	<input type="checkbox"/>	L. Other Authorization
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Please respond to ALL of the questions in the following sections.

<b>PART III: SUPPLEMENTAL INFORMATION</b>	
<b>1.</b>	Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.
	In 2008, the Maine Drug Enforcement Agency identified a need to improve the management of items that it seized during criminal investigations that is not possible with the paper-based system that was in use. An electronic application that utilized bar code technology, hosted outside Maine IT was identified as the answer.
<b>2.</b>	Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number and the date of award notification, if applicable.
	In, 2009, Tracker Products LLC product was identified as the cost effect answer to the professional responsibility of effectively managing the thousands of exhibits seized/recovered by the Agency while conducting investigations of drug crimes. With a solid reputation of its product and customer service, Tracker Products LLC with the use of concurrent user licenses were acquired in 2009 and the system was implemented beginning in January 2010.
<b>3.</b>	Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.
	Tracker Products LLC continues to price its product at a fair and reasonable cost. In 2024 cost reflects a 5% increase due to rising costs and inflation. In 2025 there was an increase of \$781.40. It would not be cost effective to move to another application if one could be identified as robust as Tracker Products/SAFE.
<b>4.</b>	Describe the plan for future competition for the goods or services.
	The Maine Drug Enforcement Agency will continue to pursue opportunities for continuous improvement of technology and its costs through networking with other law enforcement associations and alliances. The Department has implemented a records management system (RMS) awarded by competitive bid to Spillman Technologies. This RMS has an evidence management module that is not as robust as Tracker Products LLC with other state law enforcement groups including Maine State Police and Fire Marshal's Office not using it but relying on other vendor products to deliver this much needed application.

<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.

<b>PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE</b>	
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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 VII: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	<i>Derek A Gorneau</i>		
Typed Name:	Derek Gorneau	Date:	07/07/2025

## PART VI: EMERGENCY – Required only if selecting E. Emergency Justification

The signature below indicates approval of the Commissioner or designee approval procurement request.

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

Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Joseph Zrioka</i> <small>EA813178102243C...</small>		
Typed Name:	Joseph Zrioka, IT Procurement Director	Date:	7/25/2025





# Tracker Products License Renewal 2025 (PJF)

Final Audit Report

2025-07-07

Created:	2025-07-01
By:	Myrna Komich-White (Myrna.P.Komich-White@maine.gov)
Status:	Signed
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## "Tracker Products License Renewal 2025 (PJF)" History

-  Document created by Myrna Komich-White (Myrna.P.Komich-White@maine.gov)  
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-  Document emailed to Derek Gorneau (derek.gorneau@maine.gov) for signature  
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-  Email viewed by Derek Gorneau (derek.gorneau@maine.gov)  
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-  Document e-signed by Derek Gorneau (derek.gorneau@maine.gov)  
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