

## 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:		Bureau of Capitol Police		
Department Contract Administrator or Grant Coordinator:		Russell J. Gauvin		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 6,653.75	Advantage CT / RQS #:		
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:		Tritech Software Systems, 1000 Business Center Drive, Lake Mary, FL 32746		
Brief Description of Goods/Services/Grant:		Police Records Management Software		

### 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:

**1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.**

This is the purchase of an annual contract (\$6,358.75) for software maintenance for a police records management software package from Tritech Software Systems. The Tritech Software Systems software is a "multi-agency" product that is hosted on a City of Augusta server. In addition to managing Capitol Police's police records, use of this software enables the managing and sharing of critical law enforcement information with our partner agencies. Since the City of Augusta and over 60 other Maine Law Enforcement agencies use Tritech Software Systems software, this is the most economical, effective, and appropriate means of fulfilling the Bureau's records management needs.

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## PART III: SUPPLEMENTAL INFORMATION

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

This is proprietary software that manages and shares law enforcement information. This includes police records, police dispatch, criminal investigation, evidence and property information. This software retains and makes this information available to Bureau employees on our desk top computers and via mobile data terminals in Bureau police cruisers. This software is part of a multiagency package that save resources while also allowing the sharing or critical law enforcement information between various law enforcement partners.

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

Comparisons to other products on the market were conducted when we first purchased this software 10 years ago. This was the best and most cost-effective product for our needs. This product was and is already in use by over 60 L.E. agencies in Maine. The shared use and hosting by our closest L.E. partner, Augusta Police, are both efficient and economical. This product is not available within State government.

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

The various agencies that use and share the Trittech Software Systems software do monitor the competition and could, if it became cost effective, convert as a group to a new vendor or product.

## 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>		
	<i>Kendra Coates</i>		
<b>Printed Name:</b>	Kendra Coates	<b>Date:</b>	7/14/2020
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>Justin Franzose</i>		
<b>Printed Name:</b>	<small>—AEED9C7B3A8044E...</small> Justin Franzose	<b>Date:</b>	8/6/2020