

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:		DAFS Maine Forest Service Forest Protection Division			
Department Contract Administrator or Grant Coordinator:		Robby Gross			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 27,997.15	Advantage CT / RQS #:	RQS 01A 20220614-3379		
CONTRACT	Proposed Start Date:	08/31/2021	Proposed End Date:	08/31/2023	
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 20855 Kensington Blvd. Lakeville MN 55044			
Brief Description of Goods/Services/Grant:		Statewide wildland fire reporting system.			

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
X	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.

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PART III: SUPPLEMENTAL INFORMATION

Maine EMS, Maine Fire Marshal's Office, and Maine Forest Service have worked collaboratively with developing a medical and fire reporting system for all agencies in Maine to use. Image Trend is currently the vendor with the contract and has provided a stable platform that has been successful. The Maine Forest Service has ownership for the wildland fire component of the reporting system.

The Maine Forest Service is required to report yearly wildland fire statistics to the National Association of State Foresters and United States Forest Service.

Current success and abilities:

- Compliant fire incident reporting forms
- A single fire/ems report for combined agencies
- Reduced overhead with one state reporting system
- Improved compliance with mandatory reporting
- Integration with dispatch services
- Web based application for all to access
- In state support and training of the system

The wildland fire component includes the ability to:

- Notify the Maine Forest Service when a wildland fire incident is reported through the Rescue Bridge program by city or town fire departments.
- Complete Maine Forest Service mandatory reporting requirements through a refined system that exports data in the proper framework.
- Allow Forest Rangers to access the system through the internet in any location that has connectivity in order to complete MFS wildfire reports.
- Allow District Forest Rangers to have quick access and follow up of reported wildland fire incidents.
- Allow fire departments to have one place to report fire incidents rather than multiple to encourage fire reporting. This system will also encourage incidents to be reported through CAD systems that are set up through dispatch centers across the state.
- Link wildland fire data to structural fire data for a better accountability of fire reporting for both the Maine Forest Service and State Fire Marshal.
- Allow for statistical analysis through the ability to create ad hoc reports.
- Continue to work together with all reporting agencies to customize programs to meet all needs projected in the future.

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

Image Trend has been providing services to the State of Maine for EMS and Fire Reporting for the last several years. This is a collaborative effort between Maine EMS, Maine Fire Marshal's Office, and Maine Forest Service. The program is established and working effectively and is used by all fire departments and EMS agencies across the State. This is an update to the current service contract that is in place and accounts for annual maintenance and development fees for the next two years.

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PART III: SUPPLEMENTAL INFORMATION

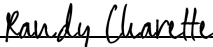

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Image Trend has provided a 2- year quote for annual maintenance fees and development. This amount is a 3 % increase over the last 2- year contract and amendment to that contract and is reasonable based on level of service and increased operating costs for the vendor.

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

Maine EMS, Maine Fire Marshal's Office, and Maine Forest Service are working collaboratively with this project. There are increased conversations that there will be a RFP submitted for continued services to identify what if any vendors are interested in providing medical and fire reporting services to the State of Maine moving forward to ensure there is an ongoing competitive process. This process will commence next year with the goal of vetting applications and establishing contracts within 2 years. Image Trend will continue to be a viable option, but it is necessary to ensure other options are not available. It is also important to ensure that a stable system is in place for all agencies to use in order to sustain current service levels.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<small>DocuSigned by:</small>		
			
Printed Name:	Randy Charette	Date:	7/18/2022
	<small>DocuSigned by:</small>		
Signature of DAFS Procurement Official:			
	<small>DocuSigned by:</small>		
Printed Name:	Joseph Zrioka	Date:	8/5/2022