



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF 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 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 intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		Dept. of Public Safety – Maine Drug Enforcement Agency	
Department Contract Administrator or Grant Coordinator:		Director Roy E. McKinney	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 14,175.00	Advantage CT / RQS #:	20220713000000000097
CONTRACT	Proposed Start Date:	8/5/2022	Proposed End Date: 8/4/2023
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:		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. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization

Please respond to ALL of the questions in the following sections.

PART III: SUPPLEMENTAL INFORMATION

1. 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.

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

3. 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. This year's cost reflects a 5% increase due to rising costs and inflation. It is anticipated that another price increase will not occur for two years. It would not be cost effective to move to another application if one could be identified as robust as Tracker Products LLC.

4. 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.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

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

Derek Gorneau

Procurement Justification Form (PJF)

Typed Name:	Derek A Gorneau	Date:	Jul 14, 2022
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Joseph Zrioka</i> <small>EA013178102243C...</small>		
Typed Name:	Joseph Zrioka	Date:	8/10/2022

Signature: *Derek A Gorneau*

Email: derek.gorneau@maine.gov