



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:		Public Safety / Maine Capitol Police	
Department Contract Administrator or Grant Coordinator:		Lt. Steven M. Trahan	
(If applicable) Department Reference #:			
Agency Department Code:	16A	Advantage CT / RQS #:	20260702000000000005
Amount: (Contract/Amendment/Grant)	\$10,280.92		
CONTRACT	Proposed/Original Start Date:	7/1/2026	Proposed/Most Recent End Date: 6/30/2027
AMENDMENT	New Effective Date:	7/1/2026	New End Date (if Applicable): 6/30/2027
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			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
☐	A. Competitive Process	☐	G. Grant
☐	B. Amendment	☐	H. State Statute/Agency Directed
☒	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed
☐	D. Proprietary/Copyright/Patents	☐	J. Willing and Qualified
☐	E. Emergency	☐	K. Client Choice
☐	F. Higher Education Cooperative Project	☐	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.

This is the purchase of an ongoing annual contract 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 that Capitol Police has been using for 11 years. In addition to managing Capital 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 the TriTech Software Systems software, this is the most economical, effective, and appropriate means of fulfilling the bureau's records management needs.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

This is single-source software that manages and shares law enforcement information. This includes our 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 saves resources while also allowing the sharing of 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.

This product was and is already in use by over 60 law enforcement agencies in Maine. The shared use and hosting by our closest law enforcement partner, the Augusta Police Department, are efficient, economical, and reasonable. This product is not available within State government.

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

We are unaware if all 59 other agencies, which are not state entities, are collectively going out to RFP. In the spring of 2027, Maine Capitol Police will transition from Building Control dispatch to the Augusta Regional Communication Center (RCC) for emergency dispatch. Since the RCC uses Spillman, the dispatch and records management systems the State Police currently use, it makes sense for Maine Capitol Police to go with Spillman as well, rather than TriTech in the future.

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

Does this request utilize ARPA/MJRP funds?

☐ Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

☐ Yes, ARPA funds (025) or (026) – If Yes, please be aware of the requirements from awarding federal agencies.

☒ No – If No, proceed to Part V.

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

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

Signature: *Derek Gorneau*

Email: derek.gorneau@maine.gov

Typed Name:

Derek Gorneau

Date:

Aug 24, 2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

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

Typed Name:

Date:

****OSPS Section Only****

Signature of DAFS
Procurement Official:

Signed by:

John Spier

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Typed Name:

John Spier

Date:

8/26/2026

TriTech 2027 Procurement Justification Form Amended 8-24-2026(PJF)

Final Audit Report

2026-08-24

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