

# 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:		Dept of Public Safety- Maine State Police – Crime Lab		
Department Contract Administrator or Grant Coordinator:		Lt. Michael Zabarsky Jaye Parker		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 33,589	Advantage CT / RQS #:	CT-16A-20210811*0321	
CONTRACT	Proposed Start Date:	<b>8/15/2021</b>	Proposed End Date:	12/31/2022
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:		FileOnQ Inc Tukwila WA		
Brief Description of Goods/Services/Grant:		Evidence Tracking 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
	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
<b>x</b>	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

This system will be replacing our current “old” system, which no longer meets our needs. Support for the current “old” system ends Dec 30<sup>th</sup> at which time we must upgrade to the current vendor’s new version, which still does not meet our needs and would require the time and expense involved in department-wide training. We have been working with the vendor to make changes needed, but their system just does not provide the flexibility needed to match our evidence tracking requirements.

The FileOnQ evidence tracking program, specifically “EvidenceOnQ,” provides us with the needed functions and modules that fit our diverse evidence location structure while adding new report functionality and improved efficiencies, including integration with the Crime Lab’s integrated evidence management system.

This is a two-part project with FileOnQ: Implementation/customization process and then a monthly subscription.

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

The FileonQ evidence system will replace our current “old” system, which no longer meets our department needs. Support for the current “old” system ends Dec 30<sup>th</sup> at which time we would have to upgrade to their new version, which also does not meet our needs and would require us to retrain all MSP personnel. We have been working with the vendor to make changes needed, but their system just does not provide the flexibility needed to match our evidence tracking requirements. We then reached out to other Police Departments for alternatives that they might know about and have some experience with. FileonQ came recommend by the Vermont State Police.

The replacement time is critical, as:

- The current vendor stops all maintenance and support on December 30, 2021.
- The timeline to get on the new application, EvidenceOnQ is approximately 2 months procurement and 4 - 5 months implementation.
- The Maine State Police Crime Lab EvidenceOnQ implementation impacts all of State Police.
- State Police will be in a high-risk scenario from December 30, 2021 until we are live on the FileOnQ application.

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

We had several demos and got pricing from these companies that far exceeded our budgetary limits. FileOnQ was the lowest priced and met our needs in the most timely manner that helps mitigate our risks changing evidence platforms.

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

We will continue to look for new and innovative technology to improve the evidence tracking procedures and will make changes in vendors and platforms as needed that we can justify with cost savings and / or efficiencies.

## 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>Michael Sauschuck</i>		
<b>Printed Name:</b>	Michael Sauschuck	<b>Date:</b>	Aug 12, 2021
<b>Signature of DAFS Procurement Official:</b>	<i>Sue H. Garcia</i>		
<b>Printed Name:</b>	Sue H. Garcia	<b>Date:</b>	9/15/2021






# PJF of FileOnQ MZ

Final Audit Report

2021-08-12

Created:	2021-08-12
By:	Jaye-Ellen Parker (jaye-ellen.parker@maine.gov)
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