



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:		Bureau of Capitol Police		
Department Contract Administrator or Grant Coordinator:		Matthew M. Clancy		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 8,536.50	Advantage CT / RQS #:	2024070800000000027
CONTRACT	Proposed Start Date:	7/1/2024	Proposed End Date:	6/30/2025
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			
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 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.	
	This is the purchase of an annual contract (\$8,536.50) 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 capital polices 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 law enforcement agencies use Tri tech software systems software, this is the most economical, effective, and appropriate means of fulfilling the Bureau's record management needs.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	
	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 desktop computers and via mobile data terminals in Bureau police cruisers. This software is part of a multi-agency package that saves resources while 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.	
	Comparisons to other products on the market were conducted when we first purchased the software 12 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 law enforcement agencies in Maine. The shared use and hosting by our closest law enforcement partner, Augusta Police Department, 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 Tri tech 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: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	


PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE	
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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 signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	Signature: <i>Derek A Gorneau</i> Email: derek.gorneau@maine.gov		
Typed Name:	<i>Derek A Gorneau</i>	Date:	Jul 9, 2024
Signature of DAFS Procurement Official:	DocuSigned by:  EA813178102243C...		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	8/28/2024

Procurement Justification Form - TriTech






07-08-2024

Final Audit Report

2024-07-09

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