



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 \$5,000 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:		Department of Public Safety Office of State Fire Marshal	
Department Contract Administrator or Grant Coordinator:		Fire Marshal Shawn Esler	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 301,644.73	Advantage CT / RQS #:	CT 20220413*2474
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	7/1/2022	Effective Date:
	Previous End Date:	6/30/2025	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		ImageTrend Inc- 1305 Corporate Center Drive Suite 500 Eagan, MN 55121	
Brief Description of Goods/Services/Grant:		ImageTrend Elite Incident Reporting system support and data hosting. This secure system keeps records up to date in a proteted hosting environment.	

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 checked="" 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 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.

Under statute both the Maine Bureau of Emergency Medical Services (EMS) and Maine Fire Marshal's Office are required to collect incident or patient care reports from Maine's 450 Fire Departments and 272 EMS agencies. Many of these are combined Fire and EMS which require these agencies to file 2 reports for the same department. Due to this overhead, many fire agencies do not currently report data as required, creating a significant gap in fire incident research and fire prevention data. This system provides integration of the information via unique source codes that populate in the reports. We are also adding Elite Visual Pre Plans which will be utilized by our department, as well as fire departments across the state. This addition is crucial for enhancing first responder preparedness and improving emergency response efficiency. These plans detail a building's layout, hazards, fire protection systems, and other critical information, enabling first responders to make informed decisions during an incident. Effective pre-planning can significantly reduce property damage, save lives, and minimize risks.

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

The State of Maine is uniquely positioned by currently using a few different Image Trend Products. The benefits of Intersystem integration are numerous: data flows between systems greatly reduces duplicate data entry and the human error associated with it. Integration further enables workflows impossible or impracticable to reproduce with disparate systems. This allows disparate agencies and departments to approach multi-agency problems from a single, synchronized system without slow and expensive one-off data migration processes. Due to that, we need to expedite this process as much as possible.

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

There is a substantial increase in cost from previous years. However, Elite Visual Pre Plans was added as well as more code sets that will be needed to properly utilize the system. Fire Marshal Shawn Esler has approved this increase.

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

The Fire Marshal's Office will continue to research other available software suites which may turn up new vendors that provide similar or comparable systems that would provide the same or improved services to the numerous joint departments that utilize these services. Should this happen, the Fire Marshal's Office will initiate a RFP process.

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) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

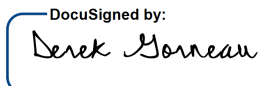
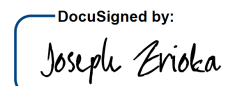
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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 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):	DocuSigned by:  <small>D6278D38A233439</small>		
Typed Name:	Derek Gorneau Assistant to the Commissioner	Date:	8/15/2025
Signature of DAFS Procurement Official:	DocuSigned by:  <small>EA813178102243C...</small>		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	8/13/2025