



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:		Dept of Public Safety – Maine State Police	
Department Contract Administrator or Grant Coordinator:		Lt. Matt Casavant Iris Rogers	
(If applicable) Department Reference #:		N/A	
Agency Department Code:	16A	Advantage CT / RQS #:	20250909*399
Amount: (Contract/Amendment/Grant)		\$34,830.00	
CONTRACT	Proposed/Original Start Date:	9/25/2025	Proposed/Most Recent End Date: 9/24/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Kaseware, Inc. VC0000248705 Denver, CO 80206	
Brief Description of Goods/Services/Grant:		Activity Reporting software and hosting	

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 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. Higher Education 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.	The Fusion Center needs a viable activity reporting system. In 2021 the Fusion Center entered into a monthly subscription with Kaseware to provide an activity reporting system. Prior to 2021, the previous homegrown system can only be supported by the MS Explorer browser which is no longer supported by Microsoft.
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.	In 2020, State Police paid \$60,000 for programming for the previous OIT homegrown activity reporting system. The application was being maintained and supported by OIT. This package was too expensive to maintain and does not fit the needs of the State Police activity reporting. The previous system was outdated and not compatible with OIT mandated browser requirements. In 2021, the Fusion Center acquired a subscription to Kaseware and has been utilizing this platform successfully as an activity reporting system. Tremendous amounts of time and effort was spent implementing Kaseware as the Fusion Center’s activity reporting system and it has been a successful and adequate system. We will not have an activity reporting system and the State’s only Fusion Center will not be able to function if we do not pay for this annual subscription.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	Kaseware is the least expensive activity reporting system available with the features REQUIRED for a large activity reporting agency. If the Fusion Center is to seek out a new activity reporting system, it will come at a high cost to the State (new startup cost/training) and the Fusion Center will stop functioning during the time needed to implement a new system and the time required to train the Fusion Center’s staff on a new activity reporting system. Our Kaseware subscription has already been implemented and will not require a costly transition to a new vender.
4. Describe the plan for future competition for the goods or services.	Procurement and its processes will be utilized for any future expenditures.

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	
---	--

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):	<i>Derek A Gorneau</i>		
Typed Name:	Derek Gorneau, Assistant to the Commissioner	Date:	09/22/25

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: <i>Lauren Mounmouris</i>		
Typed Name:	846CA172C64B487... Lauren Mounmouris, IT Procurement Systems Analyst	Date:	9/30/2025






PJF Kaseware 2025-2026

Final Audit Report

2025-09-22

Created:	2025-09-17
By:	Iris Rogers (iris.rogers@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAfpWoO1QzeczVO48JRSQqfLquexYUejYUP

"PJF Kaseware 2025-2026" History

-  Document created by Iris Rogers (iris.rogers@maine.gov)
2025-09-17 - 1:35:30 PM GMT
-  Document emailed to Derek Gorneau (derek.gorneau@maine.gov) for signature
2025-09-17 - 1:35:34 PM GMT
-  Email viewed by Derek Gorneau (derek.gorneau@maine.gov)
2025-09-22 - 3:20:50 PM GMT
-  Document e-signed by Derek Gorneau (derek.gorneau@maine.gov)
Signature Date: 2025-09-22 - 3:21:26 PM GMT - Time Source: server
-  Agreement completed.
2025-09-22 - 3:21:26 PM GMT