



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 Crime Lab	
Department Contract Administrator or Grant Coordinator:		LT. Michael Zabarsky Alex Gibson	
(If applicable) Department Reference #:		N/A	
Agency Department Code:	16A	Advantage CT / RQS #:	CT 16A 20210811*0321
Amount: (Contract/Amendment/Grant)		\$95,198 (\$75,000 – TrackOnQ \$20,198 – FileOnQ)	
CONTRACT	Proposed/Original Start Date:	1/1/2025	Proposed/Most Recent End Date: 8/30/2026
AMENDMENT	New Effective Date:	12/31/2026	New End Date (if Applicable): 8/30/2027
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:		Maine State Police Evidence Tracking System and Sexual Assault Tracking System	

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.

The Maine State Police utilizes FileOnQ as its sole enterprise-wide evidence tracking and management system. In 2021, FileOnQ replaced the Department's legacy Evidence Tracker system following a comprehensive implementation process that included data migration, system configuration, testing, and validation. The vendor worked directly with Department project staff to ensure continuity of operations, data integrity, and alignment with existing evidence handling workflows.

FileOnQ provides critical functionality required to support the Department's complex and geographically dispersed evidence storage needs. The system includes specialized modules and configurable features that accommodate multiple evidence locations, chain-of-custody requirements, audit tracking, and reporting capabilities. Additionally, FileOnQ supports integration with the Maine State Police Crime Laboratory's, Laboratory Information Management System (LIMS), ensuring seamless data exchange and reducing the risk of manual entry errors while improving operational efficiency.

Continued use of FileOnQ is necessary to maintain system continuity, preserve historical data, and ensure uninterrupted evidence tracking and reporting capabilities. Transitioning to an alternative system would require significant resource investment, including data migration, staff retraining, system revalidation, and potential disruption to critical law enforcement operations. As such, this procurement supports ongoing licensing, maintenance, and technical support services that are essential to the Department's mission.

The vendor provides monthly invoicing and includes comprehensive support and maintenance services, ensuring timely resolution of technical issues, system updates, and ongoing operational reliability. FileOnQ has consistently demonstrated responsiveness and technical expertise in supporting the Department's needs.

The 132nd Legislature passed sexual assault forensic examination kit tracking and inventory legislation mandating the Department to establish and maintain a sexual assault kit tracking system, inventory kits statewide, and make the system public facing for meaningful, real-time access by survivors. The system that MainelT created for a pilot project pursuant to legislative resolve has been expensive and requires further customization to meet statutory criteria. The Department has the opportunity to integrate the data created so far with a more robust, sustainable system in the future thereby reducing costs and increasing vendor support to troubleshoot any issues that might arise in the future.

This is accomplished by enabling a module in FileOnQ, TrackOnQ, in order to meet State statute 25 MRSA §2915-B by the deadline of Jan. 1, 2027, to start collecting data, and by Oct. 1, 2027, to produce a comprehensive inventory to be submitted to lawmakers.

By law, the Maine State Police Crime Lab is responsible for providing this for all statewide agencies.

PART III: SUPPLEMENTAL INFORMATION

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.

The Maine State Police has selected FileOnQ as the vendor for its enterprise evidence tracking system based on its demonstrated ability to meet the Department's operational, technical, and accreditation requirements. FileOnQ/EvidenceOnQ is currently deployed across the Department and supports all evidence maintained in State Police custody, serving as the system of record for evidence tracking, chain-of-custody documentation, and audit compliance.

The system was implemented following a comprehensive and resource-intensive deployment process, including configuration, validation, and Department-wide training of all sworn personnel. FileOnQ has been configured to align with Maine State Police-specific workflows, including evidence locker structures, container labeling conventions, and barcode tracking systems. These configurations are integral to daily operations and are not readily transferable to another platform without significant redevelopment.

FileOnQ meets the Department's quality assurance and quality control requirements for both temporary and long-term evidence storage and is a critical component in supporting ongoing accreditation efforts, including compliance with MLEAP standards. The Department is actively pursuing accreditation and conducting comprehensive evidence locker inventories using the EvidenceOnQ application module. Any transition to an alternative vendor at this stage would introduce substantial risk to accreditation timelines, possible system redevelopment of our container label and barcode system and necessitate retraining of all personnel.

Additionally, the Department is in the process of entering unsolved "cold case" records into EvidenceOnQ to ensure long-term searchability and data accessibility. Maintaining continuity within the existing system is essential to preserve data integrity and avoid duplication or loss of critical investigative information.

FileOnQ has consistently demonstrated a high level of technical support and responsiveness, including direct access via personal cell phone numbers to vendor personnel for issue resolution. The vendor's familiarity with the Department's specific configuration and operational needs further supports its selection.

The Crime Lab's planned procurement of FileOnQ / TrackOnQ, a software platform built specifically to track sexual assault evidence kits through every stage of the chain of custody, is a proprietary system including the software licenses, implementation services, support, maintenance, and training required for statewide deployment.

TrackOnQ gives healthcare facilities, law enforcement agencies, forensic laboratories, victim advocates, and state administrators a secure way to follow a kit from collection through final disposition. It also includes victim-facing status tracking, supporting the transparency goals reflected in the new legislation and based on national best practices and requirements.

The Maine State Police already uses FileOnQ / EvidenceOnQ (CT 20210811*0321) as its property and evidence tracking management system; TrackOnQ integrates directly with it by automatically exchanging kit status, chain-of-custody records, and other relevant data between the two systems. In practice, that integration reduces duplicate data entry, strengthens chain-of-custody tracking, improves information sharing across agencies, and provides better visibility into a kit's status at any given point. TrackOnQ is the only available option that connects to the State's existing

PART III: SUPPLEMENTAL INFORMATION

infrastructure without building, testing, and maintaining a separate integration from scratch. Selecting a different vendor would add cost, risk, implementation time, and ongoing operational burdens that would be in contravention to statutory mandates. This enhancement to our existing platform, TrackOnQ, uniquely meets the State of Maine's requirements for a statewide sexual assault kit tracking system.

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

The Department researched and reviewed vendor demos and received quotes that far exceeded the budgetary limits. FileOnQ was the lowest-priced and met the department's needs in the most timely manner, which mitigated risks when/if changing evidence platforms.

TrackOnQ is another opportunity and value created for the department, as it is built on the core environment of FileOnQ, and the implementation of it will greatly reduce cost and time to ensure the Department is compliant with State law.

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

The timeline mandated in the new Maine statute does not allow the Department to pursue other systems and develop/execute a statewide implementation plan in time to meet the deadline of Jan 1, 2027

Data migration, conversion, training, and other factors would create substantial risks to tracking evidence if time is not afforded to prepare for a competitive bidding process.

Any decision to transition to a new system would require sufficient planning to ensure continuity of operations, preservation of historical data, maintenance of chain-of-custody standards, and compliance with applicable accreditation requirements, including those established by the MLEAP.

Future competition for these goods and services will be procured through participation in cooperative solicitations or through the State of Maine 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) 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):

Signed by:
Michael Sauschuck
0C2E3608214644F...

Typed Name:

Michael Sauschuck, Commissioner

Date:

9/23/2026

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):

Signed by:
Michael Sauschuck
0C2E3608214644F...

Typed Name:

Michael Sauschuck, Commissioner

Date:

9/23/2026

****OSPS Section Only****

Signature of DAFS
Procurement Official:

Signed by:
John Spier
3A1D918CA418470

Typed Name:

John Spier, Deputy Director IT
Procurement

Date:

9/23/2026