



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:		Public Safety	
Department Contract Administrator or Grant Coordinator:		Fire Marshal Joseph Thomas Assistant Fire Marshal Lt. Troy Gardner	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 6,705.30	Advantage CT / RQS #:	RQS 16A 20220926*400
CONTRACT	Proposed Start Date:	Click or tap to enter a date.	Proposed End Date:
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:		Tracker Products LLC – PO BOX 1026 Florence Kentucky 41022	
Brief Description of Goods/Services/Grant:		Tracker SAFE is an evidence management system used by DPS.	

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. 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.

Tracker SAFE is the evidence tracking system of the Office of State Fire Marshal. Upon receipt of evidence collected at fire scenes it is entered into the evidence management system and allows for the chain of evidence while it is in or out of our custody.

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

Tracker SAFE is the evidence tracking system used by all law enforcement agencies with the Department of Public Safety and the State Crime Lab.

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

Tracker SAFE pricing is comparable to other vendors but the Tracker SAFE system meets all of the agencies needs where others do not.

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

As needed, the law enforcement agencies within the Department of Public Safety will solicit and review other products to determine if they can meet our needs. At the present time, Tracker SAFE meets all DPS agency needs.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

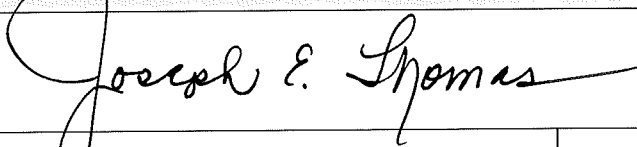
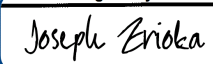
Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):		
Typed Name:	Joseph E. Thomas	Date: 10/5/2022
Signature of DAFS Procurement Official:	 <small>EA813178102243C...</small>	
Typed Name:	Joseph Zrioka	Date: 10/5/2022