



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:		Office of Public Safety – Maine State Police Computer Crimes Unit	
Department Contract Administrator or Grant Coordinator:		Lt. Jason Richards Joseph Wilson	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ \$13,000	Advantage CT / RQS #:	RQS-16A-20220922*0391
CONTRACT	Proposed Start Date:	10/1/2022	Proposed End Date: 9/30/2023
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:		Open Text, Inc San Mateo, CA	
Brief Description of Goods/Services/Grant:		Open Text Learning Subscription, Security Edition- Premium for 2 new analysts.	

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.

OpenText EnCase software is one of the primary forensic tool used by the Maine State Police Computer Crimes Unit (and the vast majority of computer forensic units throughout law enforcement). OpenText is the provider of this proprietary software and training. In order to achieve the desired level of effectiveness and efficiency in the job, it is important to provide forensic analysts with tools necessary to achieve these goals. By providing forensic analysts training on the use of OpenText Encase software, It will aid them in the extraction and analysis of digital media where they can be more effective and provide accurate information in less time, reducing the current backlog and providing more evidence for prosecution and the Unit will be better able to protect Maine citizens and prosecute criminals who offend them.

We are requesting OpenText EnCase Learning Subscriptions for 2 of our newer analysts who have not training in this software.

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

OpenText is the provider of EnCase training and its proprietary software. As the provider for this proprietary device/software package OpenText is uniquely qualified to provide training on its usage.

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

Funding for the OpenText EnCase Learning Subscription is comparable to other software training passes and has been secured through our current ICAC Grant funding.

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

The Maine State Police Computer Crimes Unit routinely evaluates new forensic software tools in an ongoing effort to further our capabilities to extract critical data from the myriad of digital components (smart phones, tablets, game stations, cameras, etc.) that are in use and may be developed for future use (and unfortunately misuse) by consumers. The Unit has, on occasion, been used as a beta-test site for new forensic software. We do this to improve our work product and spur improvement within the computer forensic field. OpenText EnCase is a known industry standard in mobile forensic examination tools.

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):	<i>Michael Sauschuck</i>		
Typed Name:	Michael J. Sauschuck	Date:	Oct 3, 2022
Signature of DAFS Procurement Official:	<i>Joseph Brioka</i> <small>EA813178102243C...</small>		
Typed Name:	Joseph Zrioka	Date:	10/12/2022






OpenText EnCase (PJF) (002) RQS

Final Audit Report

2022-10-03

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