



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:		Department of Public Safety, MSP Crime Lab		
Department Contract Administrator or Grant Coordinator:		Lt. Michael Zabarsky Iris Rogers		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 32,692.32	Advantage CT / RQS #:	RQS 16A 20231003*553
CONTRACT	Proposed Start Date:	1/1/2024	Proposed End Date:	12/31/2024
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:		Justice Trax Mesa, AZ		
Brief Description of Goods/Services/Grant:		Annual maintenance for Justice Trax and LIMS-Plus software and service agreement.		

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.

The software maintenance agreement for LIMS-Plus and Portal is necessary to ensure that the Maine State Police Crime Lab is able to keep the original software, which tracks and manages evidence as it passes through the lab, is up to date with current versions for the software and covers emergency software maintenance needs. Portal is a unique, proprietary feature allowing our customers, including local law enforcement agencies, to pre-log evidence, have evidence assigned to the appropriate section and access expert reports upon completion.

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

Justice Trax is the sole provider for forensic evidence tracking products and services to the Crime Lab. We have worked closely with Justice Trax since 2007 and with State of Maine OIT approval. Our system is integrated with MainelT services and the Portal feature is integrated with the State Police FileOnQ evidence software for all Troopers. It is not possible to procure this service and software maintenance elsewhere.

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

Justice Trax has not raised prices for 15 years but is now expanding their products and service capabilities, hence their pricing is increasing through 2026 at which time they expect customers to convert to a cloud solutions platform. Justice Trax is controlling their increased costs presently at 5% annually.

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

We will continue to use Justice Trax as long as we are using their evidence product for evidence tracking in the lab and integration with the State Police FileOnQ evidence system.

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

Does this request utilize ARPA/MJRP funds?


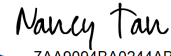
Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Procurement Justification Form (PJF)

Signature of requesting Department's Commissioner (or designee):	 Michael Sauschuck (Oct 10, 2023 11:36 EDT)		
Typed Name:	Michael Sauschuck, Commissioner	Date:	
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>7AA9094BA0244AB...</small>		
Typed Name:	Nancy Tan Deputy Director of IT Procurement	Date:	10/13/2023






PJF 2024 Justice Trax Annual CT

Final Audit Report

2023-10-10

Created:	2023-10-10
By:	Iris Rogers (iris.rogers@maine.gov)
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