



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 \$5,000 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 Starla Dorval		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 29,750.00	Advantage CT / RQS #:	RQS 16A 20241002*516
CONTRACT	Proposed Start Date:	9/25/2024	Proposed End Date:	9/24/2025
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:		Kaseware Inc Denver Co		
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 checked="" 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 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 RFP 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 for 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 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.

We will continue to monitor the market for alternatives systems that could save the state funding

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) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.


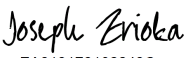
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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 signatory understands and acknowledges Maine’s Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	 Michael Sauschuck (Oct 8, 2024 08:16 EDT)		
Typed Name:	Michael Sauschuck	Date:	Oct 8, 2024
Signature of DAFS Procurement Official:	DocuSigned by:  EA813178102243C...		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	10/8/2024






Kaseware 24-25 PFJ

Final Audit Report

2024-10-08

Created:	2024-10-08
By:	Starla R Dorval (Starla.R.Dorval@maine.gov)
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"Kaseware 24-25 PFJ" History

-  Document created by Starla R Dorval (Starla.R.Dorval@maine.gov)
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