



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.

PART I: OVERVIEW				
Department Office/Division/Program:		Department of Public Safety Office of State Fire Marshal		
Department Contract Administrator or Grant Coordinator:		Gregory J Day- Assistant Fire Marshal		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$49,779.08	Advantage CT / RQS #:	CT 20220413*2474	
CONTRACT	Proposed Start Date:	Click or tap to enter a date.	Proposed End Date:	Click or tap to enter a date.
AMENDMENT	Original Start Date:	7/1/2022	Effective Date:	7/1/2024
	Previous End Date:	6/30/2024	New End Date:	6/30/2025
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Image Trend Inc-20855 Kensington Blvd. Lakeville MN 55044		
Brief Description of Goods/Services/Grant:		Image Trend Elite Incident Reporting system support and data hosting. This secure system keeps records up to date in a protected hosting environment.		

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 checked="" 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.

Under statute both the Maine Bureau of Emergency Medical Services and Maine Fire Marshal’s Office are required to collect incident or patient care reports from Maine’s 450 Fire Departments and 272 EMS agencies. Many of these are combined Fire and EMS which require these agencies to file 2 reports for the same department. Due to this overhead, many fire agencies do not currently report data as required, creating a significant gap in fire incident research and fire prevention data. This system provides integration of the information via unique source codes that populate in the reports.

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

The State of Maine is uniquely positioned by currently using a few different Image Trend Products. The benefits of Intersystem integration are numerous: data flows between systems greatly reduces duplicate data entry and the human error associated with it. Integration further enables workflows impossible or impracticable to reproduce with disparate systems. This allows disparate agencies and departments to approach multi-agency problems from a single, synchronized system without slow and expensive one-off data migration processes. Due to that, we need to expedite this process as much as possible.

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

There is an increase of 8.79% over last years cost. Assistant Fire Marshal Gregory J Day has approved this increase.

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

The Fire Marshal’s Office will continue to research other available software suites which may turn up new vendors that provide similar or comparable systems that would provide the same or improved services to the numerous joint departments that utilize these services. Should this happen, the Fire Marshal’s Office will initiate a 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) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.


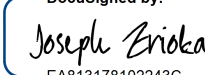
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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):	Signed by:  OC2E3608214644F...		
Typed Name:	Michael Sauschuck, Commissioner	Date:	9/28/2024
Signature of DAFS Procurement Official:	DocuSigned by:  EA813178102243C...		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	9/28/2024

The vendor is on the list of services from the State's Master agreement with Insight Public Sector. Before the renewal in June of 2025, the department will establish an agreement with the vendor to meet competitive bidding statute.