



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	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 43,962.05	Advantage CT / RQS #:	CT 16A 20220413*2474
CONTRACT	Proposed Start Date:	7/1/2022	Proposed End Date: 6/30/2023
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:		Image Trend Inc. – 20855 Kensington Blvd. Lakeville MN 55044	
Brief Description of Goods/Services/Grant:		Image Trend Elite Incident Reporting system support 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 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 the 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. Due to the fact that Image Trend is the sole vendor with full source code access to the products the State of Maine uses, such as State Bridge, License Management and Fire Bridge, no other vendor can integrate and synchronize these products at the source code level. 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.

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

There is a 3% increase over last year cost of this as identified and approved in the previous contract.

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 – 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:	Commissioner Michael Sauschuck	Date:	Sep 30, 2022
Signature of DAFS Procurement Official:	<i>Nancy Tan</i> <small>7AA9094BA0244AB...</small>		
Typed Name:	Nancy Tan	Date:	11/4/2022






Image Trend PJF Fiscal Year 2023

Final Audit Report

2022-09-30

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