



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: | | Department of Public Safety, MSP Crime Lab | |
| Department Contract Administrator or Grant Coordinator: | | Lt. Michael Zabarsky Iris Rogers | |
| (If applicable) Department Reference #: | | N/A | |
| Amount: (Contract/Amendment/Grant) | \$34,980.72 | Advantage CT / RQS #: | RQS 16A 20241001*497 |
| CONTRACT | Proposed Start Date: | 1/1/2025 | Proposed End Date: 12/31/2025 |
| 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: | | Versaterm Public Safety US, INC (formerly JusticeTrax) Mesa, AZ VC1000047098 | |
| 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 keeps 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. The 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. | Versaterm Public Safety US, INC (formerly JusticeTrax) is the sole provider for forensic evidence tracking products and services to the Crime Lab. We have worked closely with this vendor since 2007 and with State of Maine OIT approval. Our system is integrated with MaineIT 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. | Versaterm Public Safety US, INC (formerly JusticeTrax) has not raised prices for 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. This vendor is controlling their increased costs presently at 7% annually over the next 3 years for us. |
| 4. Describe the plan for future competition for the goods or services. | We will continue to use Versaterm Public Safety US, INC (formerly JusticeTrax) 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? | |
| <input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s). | |
| <input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies. | |
| <input checked="" type="checkbox"/> No – If No, proceed to Part V. | |

| PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE | |
|---|--|
| <i>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.</i> | |
| <input checked="" type="checkbox"/> 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 1, 2024 13:40 EDT) | | |
| Typed Name: | Michael Sauschuck, Commissioner | Date: | |
| Signature of DAFS Procurement Official: | DocuSigned by:  EA813178102243C... | | |
| Typed Name: | Joseph Zrioka Director of IT Procurement | Date: | 11/4/2024 |






PJF 2025 Annual Software Maint and LIMS Portal

Final Audit Report

2024-10-01

| | |
|-----------------|---|
| Created: | 2024-10-01 |
| By: | Iris Rogers (iris.rogers@maine.gov) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAAGgq77AYJnSpnROpv6lCgQAR3ezKRq1zZ |

"PJF 2025 Annual Software Maint and LIMS Portal" History

-  Document created by Iris Rogers (iris.rogers@maine.gov)
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