



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:		DAFS/MaineIT/Information Security Office		
Department Contract Administrator or Grant Coordinator:		Nathan Willigar, Chief Information Security Officer		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 50,000 Estimated	Advantage CT / RQS #:	MA 18P 190226-0114
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:	2/15/2019	Effective Date:	1/1/2025
	Previous End Date:	12/31/2025	New End Date:	12/31/2026
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Compass IT Compliance, LLC 2 Asylum Road North Providence, RI 02904		
Brief Description of Goods/Services/Grant:		Computer Forensics Analysis Services		

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 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.


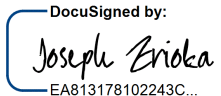
PART III: SUPPLEMENTAL INFORMATION	
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.	
The State of Maine requires expert computer forensic services. Computer forensic services are specialized investigative processes used to identify, collect, preserve, analyze, and present digital evidence. These services are essential in legal cases, security incidents, internal investigations, and regulatory compliance efforts. Computer forensics ensures that digital evidence, such as files, emails, logs, and communications, is handled in a manner that maintains its integrity and is admissible in court if necessary.	
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	
Compass IT Compliance, LLC was awarded based on RFP#201811217 and has been providing services that meet the State's need since.	
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	
Rates for services were negotiated as part of RFP#201811217 and are still considered fair and reasonable. The rates are confirmed to remain the same.	
4. Describe the plan for future competition for the goods or services.	
The Department intends to go out for bid through an RFP prior to the expiration of this amendment. It is appreciated this is the second such request. However, the change in Department Contract Administrator, while a sound decision from an operational perspective, caused the new department to request the additional time to post the RFP. Additionally, the change from self to vendor provided cyber insurance complicated our ability to go out for RFP.	

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):	 DocuSigned by: <i>Nicholas Marquis</i> A29C99359A37464...		
Typed Name:	Nicholas Marquis, Chief Information Officer	Date:	11/12/2024
Signature of DAFS Procurement Official:	 DocuSigned by: <i>Joseph Zrioka</i> EA813178102243C...		
Typed Name:	Joseph Zrioka, Director of IT Procurement	Date:	11/8/2024