

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:	Matt Ruel Amy Gower			
Department Contract Administrator or Grant Coordinator:	Department of Public Safety – Maine State Police			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 43,283.00	Advantage CT / RQS #:	RQS-16A-20201201*0552	
CONTRACT	Proposed Start Date:	12/1/2020	Proposed End Date:	11/30/2021
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:	Peak Performance Tallahassee FL			
Brief Description of Goods/Services/Grant:	nexTest Support, CJIS Audit Annual Support, CJIS Online Security Training and Testing Service			

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)			
	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION
Please respond to ALL of the following:
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.
The nexTEST software is a web-based application for operator Certification and Re-certification testing. This is necessary in order to fully functionalize the CJIS online training and testing service. This is key to the Maine State Police being able to track and keep current on training requirements.

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PART III: SUPPLEMENTAL INFORMATION

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

CJIS Audit Annual Support: This is an automated CJIS Audit System that utilizes technology to reduce travel time and paperwork and can be used in conjunction with or to replace onsite audits.

CJISS Online Security & Testing Service: Online training course that covers the CJIS Security Policy at all 4 Training Levels. Links with software used to track this system and sends notification when retraining is needed keeping us in compliance with CJIS rules.


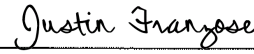
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The department works with the vendor yearly to negotiate pricing. The vendor charged the standard rate.

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

We will continue to look for other providers that can offer us the same services for less money.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	By signing below, I signify that I approve of this procurement request.		
			
Printed Name:	Kendra Coates	Date:	10/2/2020
Signature of DAFS Procurement Official:	DocuSigned by: 		
Printed Name:	AEED9C7B3A8044E... Justin Franzose	Date:	12/4/2020