



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- Maine State Police   |                               |
| Department Contract Administrator or Grant Coordinator: |                      | Matt Ruel<br>Starla Dorval  |                               |
| (If applicable) Department Reference #:                 |                      |   |                               |
| Amount:<br>(Contract/Amendment/Grant)                   | \$ 5,066.00          | Advantage CT / RQS #:   | RQS 16A<br>20241204*820       |
| <b>CONTRACT</b>   | Proposed Start Date: | <b>12/1/2024</b>  | Proposed End Date: 12/31/2024 |
| <b>AMENDMENT</b>  | Original Start Date: |   | Effective Date:               |
|   | Previous End Date:   |   | New End Date:                 |
| <b>GRANT</b>  | Project Start Date:  |   | Grant Start Date:             |
|   | Project End Date:    |   | Grant End Date:               |
| Vendor/Provider/Grantee Name, City, State:              |                      | Peak Performance<br>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  |                                   |                          |                                  |
|--|-----------------------------------|--------------------------|----------------------------------|
| 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.

| <b>PART III: SUPPLEMENTAL INFORMATION</b>  |   |
|--|---|
| 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.   |
| 2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable. | Peak Performance Solutions is the sole provider of the nexTEST NCIC Certification testing software, CJIS Manuals, CJIS Audit, the LASO training module and CJIS Online. They are the only company that can upgrade and maintain our existing software license. The nexTEST system has been designed specifically for NCIC testing and is a turnkey system connected to the switch, allowing NCIC trainers flexibility and an easy-to-use interface for tasks. CJIS Online and nexTEST are the training and testing software solutions used to handle all FBI mandated NCIC Certification and CJIS Security testing and training. Their CJIS Manuals update service keeps the NCIC manuals up to date with all FBI changes. Users around the State can get the latest information regarding NCIC and all mandated changes and policies. The LASO training module delivers and tracks the FBI required annual LASO training, allowing for easy access through the normal process already used in CJIS Online. Their CJIS Audit solution is used to help perform audits on Criminal and Non-Criminal Justice agencies. In addition, they are looking to contract with another provider on auditing services which leverage Peak Performance tools to accomplish the required work. |
| 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   |

| <b>PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS &amp; RECOVERY PLAN (MJRP)</b>                                      |  |
|--|--|
| 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.   |  |


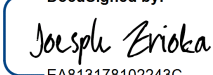
| <b>PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE</b> |  |
|---|--|
|---|--|

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): | <br><a href="#">Michael Sauschuck (Dec 4, 2024 08:02 EST)</a>          |       |             |
| Typed Name:  | Michael Sauschuck   | Date: | Dec 4, 2024 |
| Signature of DAFS Procurement Official:                          | <small>DocuSigned by:</small><br><br><small>EA813178102243C...</small> |       |             |
| Typed Name:  | Joseph Zrioka, IT Procurement Director  | Date: | 12/5/2024   |






# PJF Peak Dec 2024

Final Audit Report

2024-12-04

|                 |   |
|-----------------|---|
| Created:        | 2024-12-04                                  |
| By:             | Starla R Dorval (Starla.R.Dorval@maine.gov) |
| Status:         | Signed                                      |
| Transaction ID: | CBJCHBCAABAA_s8X5Q7xZj58VFN7S0-QE3bKmsn42hl |

## "PJF Peak Dec 2024" History

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