



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- Office of State Fire Marshal	
Department Contract Administrator or Grant Coordinator:		State Fire Marshal, Chief Shawn Esler	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 57,086.95	Advantage CT / RQS #:	20241115*1236
CONTRACT	Proposed Start Date:	12/1/2024	Proposed End Date: 11/30/2027
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:		POWERDMS INC El Segundo, CA	
Brief Description of Goods/Services/Grant:		Manages agency policies and policy signoffs.	

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 State of Maine Fire Marshal's Office (FMO) is tasked with critical responsibilities, including fire code enforcement, law enforcement, safety inspections, and ensuring compliance with state and national standards. To meet the growing operational, regulatory, and training demands effectively, the FMO requires a robust, centralized platform. PowerDMS Policy, Training, and Recall modules will modernize and streamline the agency's operations, fostering compliance, improving efficiency, and ensuring personnel readiness.

The State of Maine Fire Marshal's Office must adopt PowerDMS Policy, Training, and Recall modules to modernize its operations, enhance compliance, and ensure effective communication. This investment will empower the FMO to fulfill its mission more effectively and maintain its reputation as a leader in fire safety and enforcement.

By streamlining policy management, training delivery, and urgent communication processes, PowerDMS will serve as an invaluable tool for meeting the current and future needs of the FMO.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

PowerDMS stands out as the ideal choice due to its proven track record of delivering comprehensive policy and training management solutions tailored to the needs of law enforcement and government agencies. The continued relationship with the Maine State Police, Department of Corrections, and soon to be the Maine Capitol Police Department demonstrates the platform's reliability, effectiveness, and alignment with agency goals.

These agencies have successfully leveraged PowerDMS to streamline policy creation, ensure compliance, and enhance training initiatives. Their satisfaction underscores the platform's capacity to support critical operations, improve accountability, and foster consistency across departments.

By selecting PowerDMS as the vendor, the State of Maine Fire Marshal's Office will benefit from a trusted, field-tested partner with a deep understanding of Maine's public safety landscape, ensuring a seamless integration and ongoing success. Other vendors simply cannot provide the services that are required by the State of Maine Fire Marshal's Office.

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

The negotiated costs or rates for PowerDMS products for the State of Maine Fire Marshal's Office are fair and reasonable based on the following considerations:

PART III: SUPPLEMENTAL INFORMATION

1. **Competitive Pricing:** PowerDMS offers industry-standard pricing aligned with the value and features of its products. PowerDMS provides a cost-effective solution for policy management, training, and accreditation.
2. **Scalability and Flexibility:** The pricing model reflects the size and specific needs of the State of Maine Fire Marshal's Office. By tailoring the solution to meet their operational demands, PowerDMS ensures that the office only pays for the resources and features they will utilize.
3. **Efficiency and ROI:** PowerDMS products streamline policy management and training processes, reducing administrative burdens and enhancing compliance. This efficiency results in long-term cost savings that outweigh the initial investment.
4. **Partnership Value:** Existing partnerships with agencies in State of Maine departments have proven successful, highlighting the cost-effectiveness and value of PowerDMS solutions. This demonstrates a precedent of delivering high-quality services at reasonable rates.
5. **Transparency and Negotiation:** The rates were determined through an open and transparent negotiation process, considering the State of Maine Fire Marshal's office specific needs, budget constraints, and operational goals. This ensures mutual agreement on a fair price.

By combining competitive pricing, tailored solutions, and demonstrated ROI, the negotiated rates for PowerDMS products meet the standards of fairness and reasonableness for the State of Maine Fire Marshal's Office.

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

The plan for fostering future competition for the goods or services provided to the Maine Fire Marshal's Office includes the following strategic steps:

1. Periodic Vendor Evaluations

- Regularly assess vendor performance to ensure PowerDMS continues to meet the evolving needs of the Maine Fire Marshal's Office.

2. Transparent Procurement Processes

- Follow Maine's procurement policies, including issuing Requests for Proposals (RFPs) or Requests for Quotations (RFQs) for similar services.
- Clearly define the criteria for evaluation, such as cost, feature set, scalability, and integration capabilities, to ensure fair consideration of all vendors.

3. Market Analysis and Vendor Outreach

- Conduct market research to identify emerging providers and innovative solutions in policy and training management.

4. Cost-Benefit Analysis

- Compare the long-term costs and benefits of PowerDMS with competing services to ensure the Fire Marshal's Office continues to receive value for its investment.

5. Trial and Pilots

PART III: SUPPLEMENTAL INFORMATION

- If feasible, conduct trial periods or pilot programs with alternative vendors to evaluate their performance in real-world scenarios.
- Use these evaluations to ensure solutions are scalable, user-friendly, and compatible with the agency’s systems.

6. Continual Vendor Accountability

- Include provisions for periodic re-evaluation of services to prevent complacency and encourage innovation.

This proactive approach ensures that the State of Maine Fire Marshal's Office maintains access to the most efficient, cost-effective, and innovative solutions, fostering a competitive environment that benefits the agency.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

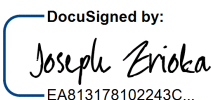
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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):	<i>Derek A Gorneau</i>		
Typed Name:	Derek Gorneau	Date:	12/3/24
Signature of DAFS Procurement Official:			
Typed Name:	Joseph Zrioka, IT Procurement Director	Date:	12/5/2024