

# 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:		Department of Public Safety – Crime Lab			
Department Contract Administrator or Grant Coordinator:		Sgt. Kristopher Kennedy Amy Gower			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 39,840.00	Advantage CT / RQS #:	CT-20201214*1859		
CONTRACT	Proposed Start Date:	<b>1/1/2021</b>	Proposed End Date:	12/31/2021	
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:		Forensic Comparative Science Specialist, LLC d/b/a FoCoSS Forensics PO Box 604 Concord, New Hampshire 03302-0604			
Brief Description of Goods/Services/Grant:		Firearm Examiner Training			

## 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
<b>X</b>	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.**

# State of Maine Procurement Justification Form

## PART III: SUPPLEMENTAL INFORMATION

The comprehensive training program will cover the examination areas of firearms, toolmarks, gunshot residue/distance determination and physical match. We will primarily follow the National Forensic Science Technology Center's Firearm Examiner training program and supplement with additional textbooks and resources as needed. The training will be provided in a modular format and the trainee will be required to successfully complete training assignments, practical exercises and knowledge assessment tests. With the exception of factory tours, the entirety of the training can be completed at the ME State Police Crime Laboratory.

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

This vendor has previous experience with our Crime Laboratory. This vendor is already familiar with our quality process, lab work processes, policies, protocols and methodologies. All of their credentials necessary to operate as an extension of our laboratory has been acquired and documented. To bring in another vendor would require a great deal of work, possible site visits, and extra communication that would lengthen the time it would take to follow through with the services requested in the contract and would be far more costly to the State of Maine.

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

When our lab first proposed the idea of bringing in an outside vendor to provide training for our Firearms section, we learned that very few companies provided this service. We chose a vendor whose reputation for quality was not in question and a vendor who was close enough so if a site visit was necessary, we could save the State of Maine money from travel expenses.

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

In the event that this relationship does not fulfill our expectation and requirements, the crime lab will look at bidding out the services for future needs.

## PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<i>Kendra Coates</i>		
<b>Printed Name:</b>	Kendra Coates	<b>Date:</b>	Jan 14, 2021
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>Kathy Paquette</i>		
<b>Printed Name:</b>	<small>41C2BA36FAF44CD...</small> Kathy Paquette	<b>Date:</b>	1/15/2021






# PJF- Firearm Examiner Training 1120201

Final Audit Report

2021-01-14

Created:	2021-01-14
By:	Amy Gower (amy.gower@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAwklCxll5UHFpgwG_T2OAIMd1by6x5r9P

## "PJF- Firearm Examiner Training 1120201" History

-  Document created by Amy Gower (amy.gower@maine.gov)  
2021-01-14 - 9:09:25 PM GMT- IP address: 174.242.86.226
-  Document emailed to Kendra Coates (kendra.coates@maine.gov) for signature  
2021-01-14 - 9:10:41 PM GMT
-  Email viewed by Kendra Coates (kendra.coates@maine.gov)  
2021-01-14 - 9:44:25 PM GMT- IP address: 104.47.64.254
-  Document e-signed by Kendra Coates (kendra.coates@maine.gov)  
Signature Date: 2021-01-14 - 9:44:47 PM GMT - Time Source: server- IP address: 198.182.163.109
-  Agreement completed.  
2021-01-14 - 9:44:47 PM GMT