



PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.

Form with sections: PART I: OVERVIEW (Contract/Amendment/Grant details, Vendor/Provider/Grantee Name, Brief Description of Goods/Services/Grant) and PART II: JUSTIFICATION FOR VENDOR SELECTION (Check the box below for the justification(s) that applies to this request.)

<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 Maine State Police Crime Lab is required to be re-accredited and audited annually by an independent review team every 4 years. The accreditation of forensic science testing laboratories applies to any laboratory performing forensic testing activities in the disciplines of trace evidence, Biology, Firearms/Toolmarks, Latent Prints, Fire Debris and the Screening of Biological Evidence.	
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	
Maintaining accreditation in these disciplines allows the crime lab to function at the same standard as other forensic labs across the country who provide reliable services to the courts in criminal cases. Accreditation is the cornerstone of our quality standards and without accreditation our lab would lose reliability from Maine’s criminal justice stakeholders.	
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	
There are no government entities that can provide these services.	
4. Describe the plan for future competition for the goods or services.	
There are currently only two accreditation companies that perform these services. It was determined that the process to change vendors would lend itself to jeopardize the lab's proficiency and productivity. To change to another vendor would require the lab to adapt to new processes and procedures that would add to the current backlog of forensic science testing in the lab.	

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); PURCHASES BY THE STATE	
Does the requesting Department signatory understand and acknowledge Maine’s COI Statute?	
<input type="checkbox"/> Yes, the requesting Department signatory understands and acknowledges Title 17, Chapter 101, §3104 .	

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	 Michael Sauschuck (Feb 13, 2024 11:31 EST)		
Typed Name:	Michael Sauschuck, Commissioner	Date:	
Signature of DAFS Procurement Official:			
Typed Name:	Justin Franzose	Date:	2/14/2024






PJF 2024 ANSI Accreditation Services 021324

Final Audit Report

2024-02-13

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