



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, MSP Crime Lab	
Department Contract Administrator or Grant Coordinator:		Lt. Michael Zabarsky Iris Rogers	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 6,430.00	Advantage CT / RQS #:	RQS 16A 20250115*997
CONTRACT	Proposed Start Date:	1/13/2025	Proposed End Date: 1/12/2026
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:		Caley & Whitmore Corp. VC0000266388 500 W Cummings Park, Ste. 4850 Woburn, MA 01801 www.caleywhitmore.com	
Brief Description of Goods/Services/Grant:		Calibration and maintenance for microscopes, instrumentation, and measuring devices in all sections of the laboratory.	

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 checked="" type="checkbox"/>	J. Willing and Qualified
<input checked="" type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice

<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization
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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.

Accreditation requires the laboratory to identify critical instrumentation and related upkeep to ensure functionality and accurate measurement. Our standard operation procedures require annual maintenance of numerous microscopes and centrifuges, and calibration of several assorted instruments of measurement. We are due to have this done by the end of next month in order to stay accredited.

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

Caley & Whitmore Corp. provides all necessary services in a single annual visit using multiple technicians, is **ISO17025 certified**, and has been vetted as an accredited vendor by the Maine State Police Crime Laboratory. Calibration services rely on NIST-based instrumentation, which is out of monetary reach for most laboratories, both analytical and forensic. A new Maine-based calibration lab was contacted earlier this year. Unfortunately, they are not ISO17025 certified as required by our laboratory. No other local certification laboratories were able to do the maintenance and calibration needed when called upon without undue delay. Also travel costs make regional or national calibration laboratory services cost prohibitive, where Caley & Whitmore will come to us. Our instruments must be forensically calibrated for our work to remain accredited and to meet our mission.

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

The Caley & Whitmore Corp. provide discounts when they are able and are willing to service/maintain our microscopes on short notice. Their rates are competitive in the market. Our instruments must be forensically calibrated for our work to remain accredited and to meet our mission.

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

Microscopes and centrifuges require the vendor to forensically service and provide warranty for the devices each year to maintain its accuracy and certification. If other compatible technology and service plans from other vendors become available, we would look at receiving other quotations per State of Maine Procurement rules and regulations.

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):			
Typed Name: Michael	Michael Sauschuck, Commissioner	Date:	
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Typed Name:	Michael McNeil	Date:	2/6/2025

NOI 0220250099






PJF Caley Whitemore 2025 \$6,430.00

Final Audit Report

2025-02-05

Created:	2025-02-05
By:	Iris Rogers (iris.rogers@maine.gov)
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"PJF Caley Whitemore 2025 \$6,430.00" History

-  Document created by Iris Rogers (iris.rogers@maine.gov)
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