

State of Maine Procurement Justification Form

This form must accompany ALL contract requests and sole source requisitions submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below.

PART I: OVERVIEW

Department Office/Division/Program:		Public Safety -Maine State Police - Crime Laboratory	
Department Contract Administrator or Grant Coordinator:		Lt Scott Gosselin Jaye Parker	
(If applicable) Department Reference #:			
Estimated Contract or Grant Amount:	\$ 20,000.00	Advantage CT / RQS #:	CT-16A-20200416*1961
AMENDMENT	Original Start Date:		New Start Date:
	Original End Date:		New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
ALL OTHER	Proposed Start Date:	April 15, 2020	Proposed End Date: May 1, 2021
Vendor/Provider/Grantee Name, City, State:		FoCoss Forensics Concord, NH	
Brief Description of Goods/Services/Grant:		Contract for Technical Verification of casework for Firearms examinations done by examiners at the MSP Crime Lab.	

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request.

	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
x	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL QUESTIONS

Please respond to ALL of the following questions.

1. Provide a more detailed description of the goods, services or grant to supplement the response in Part I.

This contract would be to provide technical peer review or casework verification of 100% of the forensic firearm casework completed at the Maine State Police Crime Laboratory. The vendor, FoCoss Forensics, has been working with the Firearm section reviewing casework for the last four months. Their services have also been utilized occasionally for consultation over the last three years. During the current contract and technical casework review process our Crime Lab have obtained all of the credentialing and documentation necessary to keep the same level of service our Crime Lab is

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PART III: SUPPLEMENTAL QUESTIONS

accustomed to providing our clients. In turn, FoCoss Forensics has learned our processes of completing casework, they have learned our policies, protocols and methodology and have been providing counsel and guidance for the practitioners in the Firearms section of the Maine State Police Crime Lab. Using this vendor for another year of technical review is an excellent way to assure a quality product when only one fully qualified examiner exists in the section.

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 as explained in Question 1. 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. This is an emergency as we have exhausted the funds in the previous contract sooner than expected and need to get this one in place to avoid delaying this critical service.



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 review cases 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. While the industry standard for casework review is closer to \$150 per hour, our lab was able to negotiate an hourly rate of \$125 per hour.

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

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
	 <small>Michael Sauschuck (Apr 17, 2020)</small>		
Printed Name:	Michael Sauschuck	Date:	Apr 17, 2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>41C2BA36FAF44CD</small>		
Printed Name:	Kathy Paquette	Date:	4/17/2020






WCB for FoCoss Forensics to Comm

Final Audit Report

2020-04-17

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