



## 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.*

PART I: OVERVIEW				
Department Office/Division/Program:		Maine State Police – Public Safety – Crime Lab		
Department Contract Administrator or Grant Coordinator:		Lt. Michael Zabarsky Iris Rogers		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ \$20,000.00	Advantage CT / RQS #:	CT 16A 20230609*3635	
CONTRACT	Proposed Start Date:	<b>7/1/2023</b>	Proposed End Date:	6/30/2024
AMENDMENT	Original Start Date:	Click or tap to enter a date.	Effective Date:	Click or tap to enter a 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:		Charles Clow Firearm/Toolmark Examiner City of Dallas <a href="mailto:Chasclow@msn.com">Chasclow@msn.com</a> 214-773-7423		
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			
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. <del>Single Source</del> /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

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.

This contract would be to provide technical peer review or casework verification of forensic firearm casework completed at the Maine State Police Crime Laboratory. The lab's firearms section is expected to be at half capacity from July into October 2023. The vendor, Charles Clow, is currently a Firearms and Toolmarks examiner at the Dallas Texas Police Department. He also owns his own forensic consulting business, providing service to many law enforcement agencies and defense attorneys throughout the country. This provider will review and verify firearm/toolmark case work while our lab's second examiner is out on leave and be able to provide these services when a conflict arises. Reviews consist of case file review of methods/protocols used, proper documentation, and accuracy of reported findings and conclusions.

This vendor has been working as a forensic firearms examiner for many years and is certified in firearms examinations, toolmark examinations, and in distance measurements. He is capable of providing technical reviews of casework that is necessary for court and accreditation purposes. During the proposed contract and technical casework review process, we will be able to obtain all the credentialing and documentation necessary to keep the same level of service our lab is accustomed to providing our customers. He understands law enforcement laboratory processes for completing casework and can easily learn our essential policies, protocols, and methodology in the section. Using this vendor will ensure a quality product and continuity 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. Reference the RFP number, if applicable.

[Click or tap here to enter text.](#)

Vendor Charles Clow has extensive firearms and toolmark examination experience with 21+ years' working in these disciplines. He is familiar with our overall needs for quality management regarding lab work processes, policies, protocols, and methodologies for accreditation purposes. He is trained to the same level or higher than the staff currently in the section. He is certified and proficiency tested which means he can immediately operate as an extension of our laboratory firearms section, especially on short notice. He is familiar with our lab's firearms supervisor, as they went to forensic training together. To bring in another vendor on such short notice would require a great deal of work and vetting, 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 emergent as our previous contract ended on April 30, 2023. We need this contract with a willing and competent vendor on short notice to handle conflicts and avoid delaying critical services. In addition, Charles Clow does not work for other departments or entities in the State of Maine eliminating any conflict of interests.

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

[Click or tap here to enter text.](#)

Charles Clow charges industry standard rates for private work at \$300 per hour, but our lab was able to negotiate an hourly rate of \$175 per hour. 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 are choosing this vendor because he understands our lab staff and his reputation for quality is not in question, which is essential to maintaining our lab's high standards.

**PART III: SUPPLEMENTAL INFORMATION**

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 lab will look at bidding out services for future needs or, if it is necessary, we will identify another vendor with reasonable rates.

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



Does this request utilize ARPA/MJRP funds?

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

No – If No, proceed to Part V.

**PART V: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	 <a href="#">Michael Sauschuck (Jun 9, 2023 15:54 EDT)</a>		
Typed Name:	Michael Sauschuck, Commissioner	Date:	
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>41C2BA36FAF44CD...</small>		
Typed Name:	Kathy Paquette	Date:	6/21/2023






# PJF Crow Forensics

Final Audit Report

2023-06-09

Created:	2023-06-09
By:	Iris Rogers (iris.rogers@maine.gov)
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## "PJF Crow Forensics" History

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