



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
Table with 4 columns: Department Office/Division/Program, Department Contract Administrator or Grant Coordinator, (If applicable) Department Reference #, Amount, Advantage CT / RQS #, CONTRACT, Proposed Start Date, Proposed End Date, 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, Brief Description of Goods/Services/Grant.

PART II: JUSTIFICATION FOR VENDOR SELECTION
Check the box below for the justification(s) that applies to this request. (Check all that apply.)
Table with 4 columns: A. Competitive Process, B. Amendment, C. Single Source/Unique Vendor, D. Proprietary/Copyright/Patents, E. Emergency, F. University Cooperative Project, G. Grant, H. State Statute/Agency Directed, I. Federal Agency Directed, J. Willing and Qualified, K. Client Choice, 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 Crime Lab Firearms-Toolmarks section needs a technical leader to maintain operations, handle quality assurance concerns and help prepare for our accreditation audit this coming September. Per the Crime Laboratory Policy, each scientific discipline will have a Technical Manager with training and experience in that discipline. As only one forensic scientist is currently employed full time, a contract technical manager is required to fulfill our policy and emergent lab needs.

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

The lab researched and inquired about available subject matter experts who could serve as Technical leader. The lab found one willing to provide immediate assistance. The selected vendor is proficient in all disciplines currently utilized in the Firearm and Toolmark section at the lab. The vendor is conveniently located should on-site visitation and work be required.

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

The vendor has worked with our lab in the past and has offered reasonable industry rates based on our needs.

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

In the future, if technical leader duties are required, the lab will research available resources and seek quotes for this work. There are very few state labs or private vendors with the knowledge, skills and abilities to help.

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):	 Michael Sauschuck (Aug 20, 2024 12:43 EDT)		
Typed Name:	Michael Sauschuck, Commissioner	Date:	
Signature of DAFS Procurement Official:	DocuSigned by:  <small>BE7E00005EFD419...</small>		
Typed Name:	Sherri Brooker	Date:	8/26/2024






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Final Audit Report

2024-08-20

Created:	2024-08-20
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