



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 \$10,000 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:		Depart. of Public Safety – Maine State Crime Lab		
Department Contract Administrator or Grant Coordinator:		Lt. Michael Zabarsky Alexander Gibson		
(If applicable) Department Reference #:		N/A		
Agency Department Code:	16A	Advantage CT / RQS #:	20230609*3635	
Amount: (Contract/Amendment/Grant)		\$25,000		
CONTRACT	Proposed/Original Start Date:	7/1/2023	Proposed/Most Recent End Date:	6/30/2027
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Charles Clow Firearm & Toolmark Examiner 6723 Lupton Drive Dallas, TX 75225 chasclow@msn.com (214) 773-742		
Brief Description of Goods/Services/Grant:		Contract for technical verification of casework for firearms examination done by examiners at the Maine State Police 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.)

☐	A. Competitive Process	☐	G. Grant
☒	B. Amendment	☐	H. State Statute/Agency Directed
☒	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed
☐	D. Proprietary/Copyright/Patents	☐	J. Willing and Qualified
☒	E. Emergency	☐	K. Client Choice

☐	F. Higher Education Cooperative Project	☐	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.

Vendor Charles Clow has extensive firearms and toolmark examination experience with 23+ 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 as 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 already familiar with and has a working relationship with our lab's firearms unit. 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. 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.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/Rfq) number if applicable.

Vendor Charles Clow has extensive firearms and toolmark examination experience with 22+ years working in these disciplines. He is familiar with our quality management protocols regarding lab processes, policies, protocols, and methodologies for accreditation purposes. He is trained to the same level as 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 ISO 17025 accredited, Certified by AFTE in Firearms Evidence Examination and Identification, Toolmark Evidence Examination and Identification, and Gunshot Residue Evidence Examination and Identification, as well as the Texas Forensic Science Commission Forensic Analyst License. He is also the past AFTE President familiar with standards in the discipline. Charles is available to testify to his work on our behalf. After significant research and due diligence, he is the only vendor at this time who is competent, proficient and able to meet our lab policies, quality assurance standards, and accreditation (ISO) standards so that public safety operations continue.

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

Charles Clow charges industry standard rates for private work at \$300 per hour, but our lab was able to negotiate an hourly rate of \$200 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.

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

If another vendor is located, then the services set forth herein will be competitively bid and the Crime Lab will be able to identify another competent and proficient vendor at reasonable rates.

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) or (026) – 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's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.**PART VI: APPROVALS**

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):*Michael Sauschuck*

Typed Name:

Michael Sauschuck, Commissioner

Date:

8/5/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.Signature of requesting
Department's Commissioner
(or designee):*Michael Sauschuck*

Typed Name:

Michael Sauschuck, Commissioner

Date:

8/5/2026

****OSPS Section Only****Signature of DAFS
Procurement Official:

DocuSigned by:

Michael McNeil

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Typed Name:

Michael McNeil

Date:

8/7/2026

Charles Clow PJF Amendment

Final Audit Report

2026-08-05

Created:	2026-08-05
By:	Alexander Gibson (Alexander.T.Gibson@maine.gov)
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"Charles Clow PJF Amendment" History

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