



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:		Division of Public Safety- Maine State Police Crime Lab	
Department Contract Administrator or Grant Coordinator:		Michael Zabarsky Iris Rogers	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ \$7,208.00	Advantage CT / RQS #:	RQS 20230919*458
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:		Collaborative Testing Services Sterling, VA	
Brief Description of Goods/Services/Grant:		Forensic Testing for Crime Lab performance monitoring and training.	

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)			
	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
	E. Emergency		K. Client Choice
	F. University Cooperative Project		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 Maine State Police Crime Lab is responsible for ensuring that the integrity of the methodology and measurement competence of testing of evidence meets strict government criteria and scrutiny at trial. The tests being purchased are a means necessary to ensure that the results can be proved, and the process used for testing is accurate and acceptable. This provides warning of potential measurement issues and supplements the training of personnel. The tests are a critical and unbiased tool for evaluating the lab's overall performance.

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

Collaborative Testing Services is an ANAB accredited testing provider which is required for our Lab accreditation and registration. The tests provided by this vendor have proven to be effective and the testing technique and processes matches the MSP Lab workflow and analysis procedures resulting in enhanced training opportunities for proving and disproving the evidence collected at real crime scenes. This vendor, unlike others we have sampled, provides us with easy to read and understand reports that are tailored specifically for our lab. They provide technical assistance by knowledgeable personnel at no additional charge. Additionally, to change to another vendor would require additional time and energy by lab scientists, already working on a backlog of evidence, to retrain and learn to navigate new portals in order to take the tests. This could result in an additional backlog of evidence testing.

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

Forensic testing costs range in cost depending on the type of test offered. Not all vendors offer all tests. This vendor's pricing appears to be very similar in pricing when compared to that of other testing services. The individual tests themselves are generally range from \$150 to \$600 dollars each but, depending on the type and total number of the tests needed; the total cost can exceed the limit of \$5000 for using a PO for the purchase. These are generally ordered once a year.

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

There are many different companies that offer forensic testing services and some of these companies send their tests in, free of charge, for the crime lab to test providing opportunity for the lab to evaluate a new vendor's product and their testing process. In addition, these companies are present at many conferences attended by Quality Manager. The Quality Manager is able to view and talk to distributors and vendors to compare testing techniques. These free tests and this network of information provide the Maine State Police the opportunity to look for other vendors and keep the door open to alternative options.

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 VI

PART V: APPROVALS

Signature of requesting

By signing below, I signify that I approve of this procurement request.

Department's Commissioner (or designee):	<i>Derek A. Gorneau</i>		
Printed Name:	Derek Gorneau	Date:	September 19 th , 2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>Justin Franzose</i>		
Printed Name:	Justin Franzose	Date:	September 19 th , 2023






CTS_PJF_RQS20230919_458

Final Audit Report

2023-09-20

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