



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 – Crime Lab		
Department Contract Administrator or Grant Coordinator:		Michael Zabarsky Iris Rogers		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 9,455.60	Advantage CT / RQS #:	RQS 16A 20230915*445
CONTRACT	Proposed Start Date:	Click or tap to enter a 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:		Micro Video Instruments Inc VC1000064992 71 Elm Street, Unit 3 Foxboro, MA 02035 (508) 580-0080 Roy Kinoshita royk@mvi-inc.com 508-942-6160 www.mvi-inc.com		
Brief Description of Goods/Services/Grant:		Nikon Ci-L Plus LED Ergonomic Microscope		

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. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified
<input 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.

The Nikon Ci-L basic ergonomic microscope is a compound microscope and will be a force multiplier for the Chemistry unit to conduct sperm searches and reduce backlog with sexual assault kits submitted for analysis. This microscope enables the lab to examine highly magnified trace evidence and cellular material. It will also allow for real-time viewing while training new analysts in the varied use of microscopy. Previously the trainer would line up a sample and change places with the trainee for viewing. This arduous switching process will be obsolete with this new microscope. This additional microscope will also allow multiple analysts to conduct sperm cell searches simultaneously, which is essential to keep up with an ever-increasing sex crimes kit backlog.

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

The primary reason for using Micro Video Instruments is that they are the Regional Dealer for Nikon instruments. Our comfort level with Nikon microscopes is high due to extensive use of a Nikon compound microscope for sperm searching. We have also obtained digital photography (with an attached screen) for sperm searches. Micro Video Instruments has been exceedingly flexible and helpful with information, quotes, and even in-lab demo training. They are quickly available to service our vendor provided microscopes, especially if repairs are needed.

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

The negotiated vendor service contract appears considerate and very reasonable given industry pricing and State budget needs.

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

Depending on our use, success or failure of performance, and the potential need for additional technology of this kind, competition for similar instruments could be considered in the future.

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

Does this request utilize ARPA/MJRP funds?

<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).
<input checked="" type="checkbox"/> 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):	<i>Derek A Gorneau</i>		
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Typed Name:	Derek Gorneau, Assistant Commissioner	Date:	
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Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
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Typed Name:	<small>AEEED9C7B3A8044E...</small> Justin Franzose	Date:	11/7/2023
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PJF Micro Video Instruments - Chemistry_Nikon Microscope

Final Audit Report

2023-09-15

Created:	2023-09-15
By:	Iris Rogers (iris.rogers@maine.gov)
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