

State of Maine Procurement Justification Form

This form must accompany ALL contract requests and sole source requisitions submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below.

PART I: OVERVIEW

Department Office/Division/Program:		Public Safety -Maine State Police - Crime Laboratory	
Department Contract Administrator or Grant Coordinator:		Lt Scott Gosselin Jaye Parker	
(If applicable) Department Reference #:			
Estimated Contract or Grant Amount:	\$ 7,500.00	Advantage CT / RQS #:	CT-16A-20191003*1187
AMENDMENT	Original Start Date:		New Start Date:
	Original End Date:		New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
ALL OTHER	Proposed Start Date:	Feb,1, 2020	Proposed End Date: Jan 31, 2021
Vendor/Provider/Grantee Name, City, State:		Ron Smith and Associates Collinsville, MS	
Brief Description of Goods/Services/Grant:		Contract for Technical Verification of casework for Latent Print examinations done by examiners at the MSP Crime Lab.	

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request.

	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

PART III: SUPPLEMENTAL QUESTIONS

Please respond to ALL of the following questions.

1. Provide a more detailed description of 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 10% of the latent print casework completed at the Maine State Police Crime Laboratory. The vendor, Ron Smith and Associates have been working with the Latent Print section for one full year learning our processes, policies, protocols and methodology and have been providing counsel and guidance for the practitioners in the Latent Print section of the Maine State Police Crime Lab. The associates from this company know our examiners strengths and weaknesses and the unique set up of our operation. Using

State of Maine Procurement Justification Form

PART III: SUPPLEMENTAL QUESTIONS

this vendor for another year of technical review is an excellent way to assure a quality product when only two examiners exist in the section to review each other's work.

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

This vendor has previous experience with our Crime Laboratory as explained in Question 1. This vendor is already familiar with our quality process, lab work processes, policies, protocols and methodologies. They have assisted us in the re-creation of this unit of our lab. To bring in another vendor would require a great deal of work, 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.

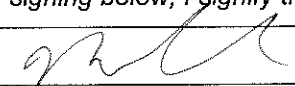

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

When our lab first proposed the idea of bringing in an outside vendor to work with our Latent Print section during this past year to review and reconstruct their section, we had requested quotes from another vendor who was geographically closer than Ron Smith and Associates. This other vendor was more expensive and had far less experience than the team from Ron Smith and Associates. It was not easy to find a vendor with this level of experience and at an affordable rate. We were able to negotiate a reduced price. The normal rate is \$150 per hour. Our price negotiated to \$125.

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 crime lab will look at bidding out the services for future needs.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	By signing below, I signify that I approve of this procurement request.		
			
Printed Name:	Michael J. Sauschuck	Date:	12-20-19
Signature of DAFS Procurement Official:	DocuSigned by: 		
Printed Name:	41C2BA36FAF44CD Kathy Paquette	Date:	12/27/2019