



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 \$5,000 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:		Dept of Public Safety - Maine State Police Crime Lab	
Department Contract Administrator or Grant Coordinator:		Lt. Michael Zabarsky Contract/Grant Specialist Iris Rogers	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 16,000.00	Advantage CT / RQS #:	CT 16A 20241007*953
CONTRACT	Proposed Start Date:	10/7/2024	Proposed End Date: 10/6/2025
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:		Matthew J. Marvin, CLPE, CFWE Laboratory Director Ron Smith & Associates, Inc. VC0000168842 866-832-6772 marvin@ronsmithandassociates.com.	
Brief Description of Goods/Services/Grant:		Quality Assurance Report investigation for Latent oprints section and Recommendations	

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 Crime Lab’s Latent Print section experienced two identifications from a single fingerprint NGI hit. Both of our section examiners are involved in the identification processes. For the Crime Lab to investigate this and determine if staff or system software are at issue, the lab must use a third party. This investigation requires extraordinary resources and networking to provide answers and recommendations. At issue is removing examiners from casework which would shut the section down and become a mission critical issue to many major crimes investigations and needs of numerous law enforcement agencies across the State.

RS&A is a trusted partner of the lab and currently has a contract with us for casework and technical reviews when needed. They are Our ISO/IEC 17025 and ISO/IEC 17043 accredited laboratory facility in Mississippi staffed with highly experienced personnel. Furthermore, through the course of business, RS&A has developed a large network of highly experienced, well-credentialed, and respected individuals in the area of latent print examinations. RS&A has already identified a path forward with the following passed approach:

- Phase I. Document Review**
- Phase II. Multiple and Blind Reviews**
- Phase III. On-site initial evaluation**
- Phase IV. Additional Information Gathering and Research**
- Phase VI. Report/Findings/Recommendations**

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

The Crime Lab already holds a contract with RS&A for technical reviews and casework as needed. The vendor is unique in the country offering disciplined specific forensic services to many laboratories and is a trusted partner, who is familiar and knowledgeable about our operations, policies and systems. RS&A will be critical to maintaining our operations and helping keep our two staff in the Latent Prints section examining cases while the root cause for nonconformity is investigated without delay.

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

RS&A is willing to reduce costs to help us out. They are offering \$200 per hour (estimated 80 hours) vs. their regular rate of \$300. That is due to our trusted partnership with Matt Marvin and RS&A.

PART III: SUPPLEMENTAL INFORMATION

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

If another vendor with same accredited services and familiarity with our lab emerges, we would evaluate competitive pricing at that time.

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 (Dec 9, 2024 09:19 EST)		
Typed Name:	Michael Sauschuck, Commissioner	Date:	
Signature of DAFS Procurement Official:	DocuSigned by:  EA813178102243C...		
Typed Name:	Joseph Zrioka, Director, IT Procurement	Date:	12/9/2024






PJF - Ron Smith & Assoc - Root Cause Analysis

Final Audit Report

2024-12-09

Created:	2024-12-09
By:	Iris Rogers (iris.rogers@maine.gov)
Status:	Signed
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"PJF - Ron Smith & Assoc - Root Cause Analysis" History

-  Document created by Iris Rogers (iris.rogers@maine.gov)
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