



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:	Public Safety – Maine State Police Crime Laboratory		
Department Contract Administrator or Grant Coordinator:	Lt. Michael Zabarsky Iris Rogers		
(If applicable) Department Reference #:	N/A		
Amount: (Contract/Amendment/Grant)	\$ 20,000.00	Advantage CT / RQS #:	CT 16A 20230609*3635
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	7/1/2023	Effective Date:
	Previous End Date:	6/30/2025	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Charles Clow VS0000026924 Firearm & Toolmark Examiner 6723 Lupton Drive Dallas, TX 75225 chasclow@msn.com (214) 773-7423		
Brief Description of Goods/Services/Grant:	Extending and adding funds for 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.)			
<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input checked="" 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.

This contract would be to provide technical peer review or casework verification of forensic firearm casework completed at the Maine State Police Crime Laboratory. The lab’s firearms section is expected to be at half capacity starting August 1st, 2024. The vendor, Charles Clow, is currently a Firearms and Toolmarks examiner at the Dallas Texas Police Department. He also owns his own forensic consulting business, providing service to many law enforcement agencies and defense attorneys throughout the country. This provider will review and verify firearm/toolmark case work until we are able to fill a Firearms & Toolmark Examiner position at the lab. Reviews consist of case file review of methods/protocols used, proper documentation, and accuracy of reported findings and conclusions.

This vendor has been working as a forensic firearms examiner for many years and is certified in firearms examinations, toolmark examinations, and in distance measurements. He is capable of providing technical reviews of casework that is necessary for court and accreditation purposes. During the proposed contract and technical casework review process, we will be able to obtain all the credentialing and documentation necessary to keep the same level of service our lab is accustomed to providing for our customers. He understands law enforcement laboratory processes for completing casework and is familiar with our essential policies, protocols, and methodology in the section. Using this vendor will ensure a quality product and continuity when only one fully qualified examiner exists in the section.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP 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 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. This is emergent as our previous contract ended on June 30, 2024, and we lost a firearm examiner without notice. 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.

[Click or tap here to enter text.](#)

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

PART III: SUPPLEMENTAL INFORMATION

Charles Clow charges industry standard rates for private work at \$300 per hour, but our lab was able to negotiate an hourly rate of \$175 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.

In the event that this relationship does not fulfill our expectations and requirements, the lab will look at bidding out services for future needs or, if it is necessary, we will identify another vendor with 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) – 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 17, 2024 12:17 EST)		
Typed Name:	Michael Sauschuck, Commissioner	Date:	
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>BE7E88805EFD419...</small>		
Typed Name:	Sherri Brooker	Date:	12/19/2024






PJF Charles Clow \$20,000 ext to 123125

Final Audit Report

2024-12-17

Created:	2024-12-17
By:	Iris Rogers (iris.rogers@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAD0kpH5d49VyzfByY4XQPeCXXsIYnhWDE

"PJF Charles Clow \$20,000 ext to 123125" History

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