



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 \$10,000 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:		Maine State Police Crime Laboratory		
Department Contract Administrator or Grant Coordinator:		Lt. Michael Zabarsky Alexander Gibson		
(If applicable) Department Reference #:		N/A		
Agency Department Code:	16A	Advantage CT / RQS # :	20251217*1425	
Amount: (Contract/Amendment/Grant)	\$15,000			
CONTRACT	Proposed/Original Start Date:	2/1/2026	Proposed/Most Recent End Date:	8/31/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Stephen H. Ostrowski Co-Owner & Supervising Scientist Forensic Comparative Science Specialists, LLC PO Box 604, Concord, NH 03302-0604 Web: FoCoSSForensics.com Ph.: 603.568.2668		
Brief Description of Goods/Services/Grant:		Contingency/emergency forensic science examiner contract for Firearm-toolmark work at the lab because the lab will have no certified staff from late February through sometime in June 2026.		

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 checked="" type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. Higher Education 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 lab's firearm-toolmarks section has one certified examiner presently-the section supervisor. She will be going on leave about March 1 through sometime in June leaving the unit with no staff able to conduct independent casework. The lab already uses FoCoss Forensics for technical leader duties as required by ISO-accreditation standards. The lab has a long standing relationship with FoCoss, who trained the current section supervisor.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number and the date of award notification, if applicable.

The lab director has researched other vendors and there is no one willing to commit to casework onsite and without unreasonable costs. The advent of no competent staff in the firearm-toolmarks section for months poses a serious public safety issue, especially regarding homicide investigations or officer involved shootings requiring prompt forensic science services.

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

FoCoss has provided reasonable rates for the work of a certified, competent and proficiency tested examiner. Their proposed costs are lower than most vendors due to the fact they are in new Hampshire and have a long standing relationship with our lab.

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

The lab would entertain other vendors if they exist and are able to offer cost effective accredited forensic science services that meet our standards and policies. The Crime Lab will continue to seek out qualified vendors who meet the accreditation and criteria to perform the duties outlined.

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 signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	 Michael Sauschuck (Dec 17, 2025 11:42:04 EST)		
Typed Name:	Michael Sauschuck, Commissioner	Date:	12/17/2025

PART VII: EMERGENCY – Required only if selecting E. Emergency Justification

The signature below indicates approval by the Commissioner or designee of this procurement request.

Signature of requesting Department's Commissioner (or designee):	 Michael Sauschuck (Dec 17, 2025 11:42:04 EST)		
Typed Name:	Michael Sauschuck, Commissioner	Date:	12/17/2025

Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>7008796FB36A449...</small>		
Typed Name:	Michael McNeil	Date:	12/23/2025

NOI 1220251110






FoCoss Independent Casework PJF

Final Audit Report

2025-12-17

Created:	2025-12-17
By:	Alexander Gibson (Alexander.T.Gibson@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA39_Vh5zxMWvKEUUkZbRK1ngFLUYp9W3I

"FoCoss Independent Casework PJF" History

-  Document created by Alexander Gibson (Alexander.T.Gibson@maine.gov)
2025-12-17 - 3:06:45 PM GMT
-  Document emailed to Michael Sauschuck (michael.sauschuck@maine.gov) for signature
2025-12-17 - 3:06:52 PM GMT
-  Email viewed by Michael Sauschuck (michael.sauschuck@maine.gov)
2025-12-17 - 4:41:53 PM GMT
-  Document e-signed by Michael Sauschuck (michael.sauschuck@maine.gov)
Signature Date: 2025-12-17 - 4:42:04 PM GMT - Time Source: server
-  Agreement completed.
2025-12-17 - 4:42:04 PM GMT