



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF 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 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:		DEP, Division of Air Quality Assessment, Lab and QA Section	
Department Contract Administrator or Grant Coordinator:		Andrea Galasyn	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 9,771	Advantage CT / RQS #:	06A 20211118*0571
CONTRACT	Proposed Start 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:		Agilent Technologies, Chicago, IL	
Brief Description of Goods/Services/Grant:		Instrumentation software upgrade required to be compatible with the new Windows 10 PC required by OIT.	

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)			
	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

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 ME DEP Air Laboratory provides ambient air analysis for volatile organic compounds (VOCs) using a gas chromatograph/mass spectrometer (GCMS) by EPA Method TO-15 in support of the Monitoring Sections Hazardous Air Pollutant (HAPs) network. When time and resources allow, the laboratory also participates in special studies such as the ecomaine Pharmaceutical Study in 2013, Long Island Sound Tropospheric Ozone Study (LISTOS) in 2017 and 2018, and currently the partnership with the cities of South Portland and Portland to help determine the air quality throughout the city.

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

The laboratory operates and maintains two Agilent GCMS systems. The new system was purchased in 2020 and currently uses MassHunter software. Once the older system is upgraded the two systems will use the same software. It is in our best interest to keep the two systems consistent in order to reduce disruption of laboratory operations.

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

We have purchased from Agilent many times because the price has always been within industry standards and we have been happy with technical assistance, technical service, and products they have provided. Agilent is the only vendor to provide software for Agilent instrumentation.

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

By keeping the GCMS software up to date, the laboratory will be able to continue analyzing ambient air samples by EPA Method TO-15 for the monitoring network as well as special studies. Instrumentation has a natural lifetime but with proper use and maintenance the equipment will last for years before needing to be replaced. Each upgrade provides a potential to foster competition.

PART IV: LATE JUSTIFICATION

1. Is the vendor currently working? Yes No – If No, proceed to Part V

2. If you answered Yes to question 1, explain why the vendor is working before the contract is final approved.

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

1. Does this request utilize ARPA/MJRP Funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part VI

PART VI: APPROVALS			
Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<i>David R. Madore for Melanie Loyzim</i>		
Printed Name:	Melanie Loyzim	Date:	Nov 24, 2021
	<small>DocuSigned by:</small>		
Signature of DAFS Procurement Official:	<i>Joseph Zrioka</i>		
	<small>EA813178102243C</small>		
Printed Name:	Joseph Zrioka	Date:	12/30/2021