



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
Table with 4 columns: Department Office/Division/Program, Department Contract Administrator or Grant Coordinator, (If applicable) Department Reference #, Amount, Advantage CT / RQS #, Proposed Start Date, Proposed End Date, Original Start Date, Effective Date, Previous End Date, New End Date, Project Start Date, Grant Start Date, Project End Date, Grant End Date, Vendor/Provider/Grantee Name, City, State, Brief Description of Goods/Services/Grant.

PART II: JUSTIFICATION FOR VENDOR SELECTION
Check the box below for the justification(s) that applies to this request. (Check all that apply.)
Table with 4 columns: A. Competitive Process, B. Amendment, C. Single Source/Unique Vendor, D. Proprietary/Copyright/Patents, E. Emergency, F. University Cooperative Project, G. Grant, H. State Statute/Agency Directed, I. Federal Agency Directed, J. Willing and Qualified, K. Client Choice, 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 Air Bureau Laboratory operates and maintains two Agilent gas chromatograph/mass spectrometer (GC/MS) instruments. The older 7980/5975 model was purchased 2011 and the newer 8890/5977B was purchased in 2018. The annual warranty for these instruments will expire on the 24th of January 2024. To continue with and maintain the reliability, sensitivity and productivity of the analytical systems, the annual service contract needs to be extended for 2024. Due to its complexity and high daily workload, it is likely that this system will need maintenance and emergency repairs in the coming fiscal year. Delay or postponement of renewing the service contract could result in extensive instrument downtime resulting in no air toxics monitoring data being generated for extended time periods. Delay or postponement would result in far slower response times and higher repair costs when emergency repairs are needed. For example, in August of 2020, the 7890/5975 GCMS needed repair of the systems smart card. The cost of the one-day service visit and parts was \$7,477.50. The cost was completely covered by the maintenance agreement.

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

Prior to 2018, the annual maintenance agreement was purchased directly through the GCMS vendor, Agilent Technologies. In 2018 the State of Maine entered into a master contract agreement with Remi to provide maintenance agreements for many different types of instrumentation and equipment across state government. The agreement allowed Remi to replace the maintenance agreements typically purchased through another vendor at approximately 30% cost reduction. The master agreement is now expired but we have opted to continue purchasing through Remi because we have been happy with their services, and they continue to offer the agreement at a reduced price.

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

As stated in section 2, Remi offers maintenance services at approximately 30% the price quoted by the original vendor. In 2017, Agilent Technologies had quoted the service for the 7890/5975 system at \$ 8,175.60 and in 2018 at \$8,927.76. This is the typical yearly increase in price expected when purchasing directly through the vendor. When the laboratory switched to purchasing from Remi in 2018, the quoted price was \$6,517.26 for one instrument and had not increased for four years, allowing the Air Lab to save over \$2,000/year. Last year Agilent quoted a price of \$25,054.20 to cover both instruments.

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

The service plan needs to be renewed each year and there is an opportunity for future competition at each renewal

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


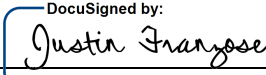
Does this request utilize ARPA/MJRP funds?

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

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Melanie Loyzim, Commissioner	Date:	Jan 18, 2024
Signature of DAFS Procurement Official:			
Typed Name:	<small>AEED9C7B3A8044E...</small> Justin Franzose	Date:	1/19/2024