

State of Maine Procurement Justification Form

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. See the guidance document posted with this form on the Division of Procurement Services website (Forms page) for additional instructions.

PART I: OVERVIEW

Department Office/Division/Program:		DEP-BRWM-Response Services	
Department Contract Administrator or Grant Coordinator:		Andi Lasselle	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 11,892.66	Advantage CT / RQS #:	RQS#20210205*0745
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:		Safeware, Inc Lanham, MD 20706	
Brief Description of Goods/Services/Grant:		Specialized chemical protective suits needed as replacement for used suits and to provide suits that appropriately fit 4 new hires.	

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
X	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

The chemical protection suits Frontline 500 and OneSuit Shield 2 are used for hazardous material spill responses by the Division of Response Services. Per OSHA/BLS standards, we are required to train each Responder specifically on the donning and doffing of these suits as well as the capabilities and limitations of the suit. Not all chemical protective suits are identical. As such it is imperative that we replace the suits with identical suits. It is also important to ensure that each suit is appropriately size for each Responder. With 4 new hires in the last year, it was necessary to purchase different sizes.

State of Maine Procurement Justification Form

PART III: SUPPLEMENTAL INFORMATION

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

The reason for purchasing through Safeware, Inc was due to an existing master agreement. It was not known at the time of purchase that the master agreement was about to expire. Since these suits are specialized, there was a lengthy lead time before they shipped, and we received the invoice.

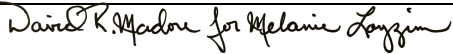
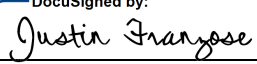
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Safeware, Inc has always provided the most reasonable price for personal protective equipment of this nature. Funding to be used was from a dedicated source: 010.06A.1532.10.

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

In the future, we will use the State's master agreement procurement process in order to secure this type of good or service.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	David R. Madore for Melanie Loyzim	Date:	Feb 8, 2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	<small>AEEED9C7B3A8044E...</small> Justin Franzose	Date:	2/9/2021