



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:	Marine Resources Bureau of Public Health		
Department Contract Administrator or Grant Coordinator:	Amy Webb / Marjorie Morissette		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 14,750.00	Advantage CT / RQS #:	13A 20220207000000000889
CONTRACT	Proposed Start Date:	2/7/2022	Proposed End Date: 4/8/2022
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:		Thomas Scientific, Swedesboro, NJ	
Brief Description of Goods/Services/Grant:		White Gridded EZ-Pak Filters (for Water Quality Laboratory)	

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 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.

40 boxes of EZHAWG474 EZ-Pak mixed cellulose ester membrane filters. 0.45 um pore size, 47 mm filter diameter, white filter color. 4 bands of 150 filters/pk (i.e. 600 filters per box). All filters must be from the same production lot with the same production number. Expiration date on the filters needs to be \geq August 2023. Filters must be received by April 1, 2022. Quote must include all shipping and freight. These specific filters are required (per FDA regulations) to run a validated method for testing fecal coliform in water, only a few companies sell them.

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

Thomas Scientific has provided quality filters at a 41.5% discount for our lab for the last several years. Thanks in large part to Thomas Scientific's willingness, the Bureau of Public Health has been judicious when it comes to finding the best way to provide accurate results. This year the cost of filters has tripled. Even with the 41.5% discount offered by Thomas, the filter cost was almost double last year's cost. Due to the long-term working relationship the Department has with Thomas Scientific, they have offered us a 57.7% discount bringing the cost per filter from \$863.29 to \$365.00 per box, comparable to last year. Without the filters, classification of coastal water bodies for shellfish harvesting would not occur. These specific filters are used to test fecal coliform in coastal waters, enabling the Department to dispense of closures and openings, allocating for the shellfish industry while safeguarding the public from disease.

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

Thomas Scientific has been a trusted vendor for many years for a variety of laboratory supplies, the resulting relationship with said vendor has insured great customer service on a high-quality product with a low cost (57.7% discount). Thomas Scientific consistently outbids the competition in price. In a previous year when Thomas Scientific did not put in a bid for filters (due to the representative being on vacation) another vendor was used, resulting in more money spent. The vendor could not get the product to us in the required time frame and more than one lot number was sent which caused more quality control testing and time spent verifying filter integrity. This vendor also attempted to increase the price after they signed the contract.

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

In the future DMR plans to continue to pursue the highest quality products, while incurring the least economic impact and minimal cost/time spent performing quality control procedures which would be required if we switched to a different filter type. This filter type is required per FDA regulations, as we are a National Shellfish Sanitation Program regulated laboratory.

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

Procurement Justification Form (PJF)

Does this request utilize ARPA/MJRP funds?
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).
<input checked="" type="checkbox"/> 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):	<i>Kohl Kanwit</i>		
Typed Name:	Kohl Kanwit	Date:	Feb 8, 2022
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Justin Franzose</i>		
Typed Name:	<small>AEED9C7B3A8044E...</small> Justin Franzose	Date:	2/10/2022





Microsoft Word - Procurement Justification Form PJF Filters 2022 (003).docx

Final Audit Report

2022-02-08

Created:	2022-02-08
By:	William Fearn (William.Fearn@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAWFq3kQgFhw0tXy8y9nkW2zUvQmLB-K2I

"Microsoft Word - Procurement Justification Form PJF Filters 2022 (003).docx" History

-  Document created by William Fearn (William.Fearn@maine.gov)
2022-02-08 - 7:15:14 PM GMT
-  Document emailed to Kohl Kanwit (kohl.kanwit@maine.gov) for signature
2022-02-08 - 7:17:10 PM GMT
-  Email viewed by Kohl Kanwit (kohl.kanwit@maine.gov)
2022-02-08 - 7:22:38 PM GMT
-  Document e-signed by Kohl Kanwit (kohl.kanwit@maine.gov)
Signature Date: 2022-02-08 - 7:23:17 PM GMT - Time Source: server
-  Agreement completed.
2022-02-08 - 7:23:17 PM GMT