



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:	Environmental Protection / Bureau of Air Quality / Division of Air Quality Assessment / Ambient Air Monitoring			
Department Contract Administrator or Grant Coordinator:	Andy Johnson			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 5,200.00	Advantage CT / RQS #:	06A 20240102*1852	
CONTRACT	Proposed Start Date:	10/1/2023	Proposed End Date:	9/30/2024
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:	Lakes Environmental Association, Bridgton, ME			
Brief Description of Goods/Services/Grant:	Site Operator Services at Bridgton Atmospheric Deposition Monitoring Site			

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.

The need for seeking a contractor to perform the work described at this Bridgton monitoring site is because the sampling protocols for precipitation chemistry and mercury deposition samples require that they be collected at a specific time of day on Tuesdays of each week. In order to meet minimum quality assurance and sample validation requirements, this aspect of the sampling protocol must be met. The collection of deposition trend data is essential for DEP to determine the effectiveness of state and national air pollution emission control strategies and regulations designed to protect air and water quality and ecological systems health.

The Bridgton deposition site is part of a national long-term trends network, where consistency in all aspects of sample collection and analysis is highly valued. Any delay in not having these services provided would compromise sample integrity by not being able to collect them according to the protocol as previously described. Any kind of interruption in the sample collection process would have an adverse negative impact on determining important long-term trends in deposition by impacting data quality and completeness.

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

Contractor staff members have been performing the Bridgton site operator duties for the DEP for the past 40 years, and as such, unquestionably have the most extensive knowledge, skills and abilities to perform the tasks required at the site of anyone we could possibly hope to find in this area. These kinds of qualifications are necessary for the Department to meet and maintain the highest levels of data quality and completeness possible. The Lakes Environmental Association (LEA) provides various types of water quality testing, similar to the field chemistry tasks it performs on samples from the Bridgton site, as part of its services to member lakes. The LEA has a laboratory area that is particularly well suited for performing the deposition samples' field chemistry checks.

The deposition sample protocol also stipulates if precipitation is occurring at the prescribed time of sample collection, the site operator is to wait until the precipitation event stops before collecting the sample. Due to the distance of the site from any DEP Regional Office and the timeliness needed to collect deposition samples, it is neither a practical nor efficient use of Department or other governmental staff resources to comply with this requirement when other options are available. Because the contractor has staff that lives in the immediate area, they can retrieve samples at the appropriate time even when they have to wait for a precipitation event to end without wasting a lot of travel and work time.

Because field work like this is conducted year-round, and each season presents its own specific challenges to understand and cope with, it would essentially take an entire year to fully bring another contractor up to speed to a basic level of experience with site operations, while LEA staff possess 40 years of experience at this particular site. The estimated costs to get another contractor to provide an equivalent level of services in terms of dollars would impose an additional cost in Department resources of approximately \$368 in transportation costs (Portland regional office to Bridgton site round trip is ~ 80 miles, times \$0.46/mile, times 10 trips for training and quality assurance); in man-hours it would be at least 40 hours and more than \$789 (3 hours round trip travel time, plus 1 hour at the site, for 4 hours multiplied by 10 trips times \$19.73/hour; more time if precipitation event is occurring at 9:00 AM).

PART III: SUPPLEMENTAL INFORMATION

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

The compensation rates negotiated for the services provided in this contract are considered fair and reasonable when based on a comparison of similar contracts previously used for local individuals in the Greenville area where DEP also operated another long-term trend deposition site. The contract "per sample" rates are less than the hourly rate of a DEP Environmental Specialist 2 position performing the same scope of work for an equivalent amount of time spent for trip preparation, tasks in the field at the site (sample collection/set-up, maintenance, troubleshooting, etc.), conducting field chemistry tasks, recording and reporting results and shipping and receiving samples and supplies via UPS.

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

Because the specific combination of site experience, site proximity and laboratory access required by this contract are not ones that could typically be found in the private sector, the Department has been working with LEA staff to educate other members of the local Lakes Environmental Association to expand the number of individuals who may be available to perform this work in the future.

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 25, 2024
Signature of DAFS Procurement Official:			
Typed Name:	Martha verhille	Date:	2/9/2024