



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE 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 Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		Marine Resources, Bureau of Public Health & Aquaculture	
Department Contract Administrator or Grant Coordinator:		Amy Webb / Amanda Webb	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 20,502.29	Advantage CT / RQS #:	13A 20250129000000001092
CONTRACT	Proposed Start Date:	2/5/2025	Proposed End Date: 5/5/2025
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 Lab)	

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.	<p>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).</p> <p>All filters must be from the same production lot with the same production number.</p> <p>Expiration date on the filters needs to be > August 2026. Filters must be received by April 1, 2025 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 in bulk.</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	<p>Thomas Scientific has provided quality filters at a significant 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 most cost-effective way to provide accurate results while following FDA regulations. This year the cost of filters has increased by slightly more than \$60 per box. Due to the long-term working relationship the Department has with Thomas Scientific, they have offered us a 56.1% discount bringing the cost of filters from \$1,055.13 to \$461.31 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.</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>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 (56% discount). Looking back 7 years, when Thomas Scientific puts in a bid, they have always been awarded the contract. Thomas Scientific consistently either outbids the competition in price or more often is the only bidder. 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 and change the delivery date after they signed the contract.</p>
4. Describe the plan for future competition for the goods or services.	<p>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 checks which would be required if we switched to a different filter brand. This filter type is required per FDA regulations, as we are a National Shellfish Sanitation Program regulated laboratory.</p>

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

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department signatory understands and acknowledges Maine’s Conflict of Interest statutes.

PART VI: 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, Director of Public Health and Aquaculture	Date:	01/31/25
Signature of DAFS Procurement Official:	DocuSigned by: <i>Michael McNeil</i>		
Typed Name:	Michael McNeil	Date:	2/4/2025

NOI 0220250095 2/4-2/10






PJF- RQS 13A 20250129-1092

Final Audit Report

2025-01-31

Created:	2025-01-31
By:	Amanda Webb (amanda.webb@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAuHSVflivhXlcMuuYar9MCMHtmuab4dk6

"PJF- RQS 13A 20250129-1092" History

-  Document created by Amanda Webb (amanda.webb@maine.gov)
2025-01-31 - 3:30:05 PM GMT
-  Document emailed to Kohl Kanwit (Kohl.Kanwit@maine.gov) for signature
2025-01-31 - 3:30:09 PM GMT
-  Email viewed by Kohl Kanwit (Kohl.Kanwit@maine.gov)
2025-01-31 - 4:27:05 PM GMT
-  Document e-signed by Kohl Kanwit (Kohl.Kanwit@maine.gov)
Signature Date: 2025-01-31 - 4:27:42 PM GMT - Time Source: server
-  Agreement completed.
2025-01-31 - 4:27:42 PM GMT