



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 \$10,000 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:		Department of Marine Resources, Bureau of Public Health & Aquaculture	
Department Contract Administrator or Grant Coordinator:		Amy Webb-Project Lead Amanda Webb-Contract Administrator/Grant Coordinator	
(If applicable) Department Reference #:			
Agency Department Code:	13A	Advantage CT / RQS #:	2026020600000001265
Amount: (Contract/Amendment/Grant)	\$24,158.02		
CONTRACT	Proposed/Original Start Date:	2/5/2026	Proposed/Most Recent End Date: 5/5/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):
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. Higher Education Cooperative Project	<input type="checkbox"/>	L. Other Authorization

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 requested goods consist of **48 boxes of EZHAWG474 EZ-Pak mixed cellulose ester membrane filters** with a **0.45 µm pore size, 47 mm diameter, white color, sterile**, packaged as **4 bands of 150 filters per pack (600 filters per box)**. All filters must originate from a **single production lot with the same production number** and have an **expiration date later than August 2027**. Delivery is required **no later than April 1, 2026**, and the quote must include **all shipping and freight costs**.

These specific membrane filters are required to perform a validated FDA-regulated method for fecal coliform testing in water. Use of alternate filters would invalidate the method and could place the laboratory out of regulatory compliance, potentially compromising reportable results and operational continuity.

Only a limited number of suppliers manufacture these filters in bulk while meeting the required specifications. This vendor is the only known supplier that provides the required specifications and validated product while offering a discounted price, making them the most cost-effective option available. Procuring these exact filters ensures regulatory compliance, method integrity and uninterrupted testing operations.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

Thomas Scientific has supplied these filters to the laboratory for several years and has consistently provided high-quality products at a significant discount. Thanks in large part to Thomas Scientific's continued cooperation, the Bureau of Public Health and Aquaculture has been able to remain judicious in identifying the most cost-effective means of producing accurate analytical results while maintaining full compliance with FDA regulations.

Due to the Department's long-standing working relationship with Thomas Scientific, the vendor has extended a 57.3% discount, reducing the unit cost from \$1,169.77 to \$499.99 per box, which is comparable to last year's pricing.

These filters are essential to the Department's ability to classify coastal water bodies for shellfish harvesting. Without them, fecal coliform testing could not be conducted, and shellfish area classifications—including openings and closures—would not occur. This testing directly supports the allocation of coastal resources to the shellfish industry while safeguarding public health from waterborne disease.

Approval of this purchase is necessary to ensure uninterrupted regulatory testing, maintain FDA compliance, and support the Department's public health and environmental protection responsibilities.

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

The negotiated pricing with Thomas Scientific is considered fair and reasonable based on historical purchasing data and prior performance. Thomas Scientific has been a trusted vendor for a variety of laboratory supplies for many years, and the established relationship has resulted in reliable customer service, consistent product quality, and a sustained 57.3% discount off list pricing.

Looking back seven years, when Thomas Scientific submits a bid, they are consistently awarded the contract. This is due to Thomas Scientific outbidding competitors on price or, in many instances, being the only vendor capable of meeting the filter specifications, lot-control requirements, and delivery timelines.

There was one year that Thomas Scientific did not submit a bid for these filters, an alternate vendor was used. This resulted in higher overall costs, delayed delivery that did not meet required timeframes, and the receipt of multiple production lot numbers, which necessitated additional quality control testing and staff time to verify filter integrity. Additionally, that vendor attempted to increase pricing and modify delivery dates after contract execution which further increased costs for the Department.

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

The Department of Marine Resources (DMR) will continue to pursue competitive procurement opportunities for laboratory supplies while prioritizing regulatory compliance, product quality, and cost efficiency. Future solicitations will continue to evaluate qualified vendors capable of providing FDA-compliant membrane filters that meet all validated method requirements under the National Shellfish Sanitation Program (NSSP).

If a different filter type were to be approved by the FDA, competition will be pursued; however, at this time continued use of this filter type is required by FDA/NSSP regulations to maintain laboratory certification and uninterrupted testing operations.

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) or (026) – 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’s signatory affirms, understands, and acknowledges Maine’s Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Kohl Kanwit, Director of Public Health and Aquaculture	Date:	Feb 6, 2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	

****OSPS Section Only****

Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>7008796FB36A449...</small>		
Typed Name:	Michael McNeil	Date:	2/13/2026

NOI 0220260102 2/13-2/19

PJF- RQS 13A 20260206-1265

Final Audit Report

2026-02-06

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