

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/Water Bureau/Division of Environmental Assessment	
Department Contract Administrator or Grant Coordinator:		Linda Bacon, staff member purchasing this freezer	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 14,295.00	Advantage CT / RQS #:	06A 20200302*0971
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:		VWR, PO Box 117, Wayne PA 19087	
Brief Description of Goods/Services/Grant:		Purchase one Ultra Low Temperature Freezer	

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
	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.

We need an Ultra Low Temperature Freezer in which to store environmental DNA samples after they are collected.

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.

We conducted a review of Ultra Low Temperature Freezers on the Market. The unit manufactured by Stirling, is the most efficient because it uses a different technology than the others, and is lower priced.

They market their freezers through VWR. We have an account with VWR and procure most of our laboratory equipment and reagents from them. They are in the Vendor system.

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

We compared prices of Ultra Low Temp Freezers. Most larger units cost closer to \$20,000.

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

This is not applicable in this situation.

PART IV: APPROVALS

**Signature of requesting
Department's Commissioner
(or designee):**

By signing below, I signify that I approve of this procurement request.

Melanie L... for Jerry Reid

Printed Name:

Jerry Reid

Date:

2/26/20

**Signature of DAFS
Procurement Official:**

DocuSigned by:
Justin Franzose

Printed Name:

AEED9C7B3A8044E...
Justin Franzose

Date:

3/9/2020