



## 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:	Environmental Protection/Division of Air Quality Assessment/Ambient Air Monitoring		
Department Contract Administrator or Grant Coordinator:	Stacy Knapp		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 5,390.02	Advantage CT / RQS #:	06A 20250221*1954
<b>CONTRACT</b>	Proposed Start Date:	<b>3/1/2025</b>	Proposed End Date: 12/31/2025
<b>AMENDMENT</b>	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Aerobiology Research Laboratories, Ottawa, Ontario, Canada		
Brief Description of Goods/Services/Grant:	Sell pollen and spore sampling rods in order to collect samples and provide daily counts for the 2025 season.		

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 goods and services being sought from the vendor are to carry out a funded federal grant activity of the Maine Centers for Disease Control (CDC), to which Maine DEP is a partner. Maine CDC was awarded specific funding in their Building Resilience Against Climate Effects (BRACE) grant to implement a statewide network of aeroallergen monitoring sites in order to make daily measurements (e.g., pollen and mold spore counts) to share with the public and to track long-term trends related to climate change. DEP's Ambient Air Monitoring Program has been tasked with obtaining, siting, operating, and maintaining the specific aeroallergen monitoring equipment to be provided by the vendor, as well as managing the resulting data from the vendor's analyses of the collected samples. This work is also in support of a recommendation from the Maine Climate Council.

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

Aerobiology Research Laboratories (ARL) is the only entity we am aware of that provides the needed rotation impaction samplers and the analyses of collected aeroallergens from the samples. They are the only licensed distributor in North America for this type of sampler, and they have been the principal operator of Canada's aeroallergen national monitoring network for almost 30 years.

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

ARL's quoted costs are their standard prices charged to their other customers.

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

Maine DEP will continue to stay abreast of any other emerging vendors that offer the needed equipment and services that ARL currently does. If ARL should happen to get enough business from US-based customers, they have stated to me they would consider opening an office/laboratory in the US, which would potentially reduce the costs of shipping samples from their laboratory to Maine DEP, and vice versa.

### 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.


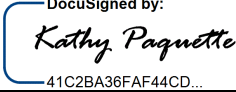
### PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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):			
Typed Name:	Melanie Loyzim, Commissioner	Date:	Feb 27, 2025
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	3/4/2025