



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:		MaineDOT, Project Development, Materials Testing	
Department Contract Administrator or Grant Coordinator:		James Ryan Robinson, Laboratory Testing Engineer	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 5,814.99	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	3/1/2025	Proposed End Date: 12/31/2025
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:		Instrotek Inc.- Raleigh, NC	
Brief Description of Goods/Services/Grant:		Service Agreement with Instrotek for calibration and preventative maintenance of MaineDOT Instrotek Equipment	

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.

MaineDOT Instrotek equipment are critical pieces of laboratory testing equipment used to verify asphalt mixtures used in highway construction. Asphalt mixtures are a major component of our program and MaineDOT invests millions of dollars each year period to ensure accuracy of results and to maintain required laboratory accreditation, it is necessary for this equipment to be properly maintained and calibrated.

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

The device being calibrated and serviced is quite complex, unique in design and utilizes proprietary software for equipment operation and data capture/analysis. Annual service includes adjustment of the instrumentation and updates to software and firmware both of which are unique to the manufacturer. The service and calibration of this equipment is proprietary to the manufacturer and no other vendor would be qualified to make repairs or adjustments to this equipment.

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

The cost of this service agreement is comparable to the cost of agreements we have had with other vendors for similar laboratory testing equipment.

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

The MaineDOT laboratory works with a variety of vendors for equipment calibration services and has changed working relationships as required based upon performance, customer service and cost. Because this equipment is often proprietary, the vendors available to perform the service and calibration are extremely limited and not much can be done on our part to foster competition. We frequently discuss calibration options with partner agencies to identify new service providers. We welcome any support that OSPS can provide in procuring this critical service which is required by the Code of Federal Regulations 23CFR637(b). A multi-year agreement with a qualified vendor is preferred, as long as it's recognized that failure to complete this service results in loss of federal funds.

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).


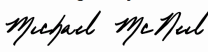
Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

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:	William Pulver, C.O.O.	Date:	3-3-2025
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>7008796FB36A449...</small>		
Typed Name:	Michael McNeil	Date:	3/21/2025

NOI 0320250244