

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. All responses (except signatures) must be typed; no hand-written forms will be accepted. 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:	MCDCP/DS/HETL			
Department Contract Administrator or Grant Coordinator:	Chris Moiles			
(If applicable) Department Reference #:	CD0-20-54CAP7			
Amount: (Contract/Amendment/Grant)	\$ 33,159.96	Advantage CT / RQS #:		
CONTRACT	Proposed Start Date:	3/19/2020	Proposed End Date:	6/30/2020
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:	VC0000241407 Hogentogler & Co. Inc. , Columbia, ME 21045-1219			
Brief Description of Goods/Services/Grant:	Capital Equipment – Two Ultralow Temperature Freezers for Coronavirus Response – one-time purchase			

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
X	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.

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PART III: SUPPLEMENTAL INFORMATION

Due to the COVID-19 emergency public health response, overnight, the Health and Environmental Testing Lab received a significant surge in incoming COVID-19 test samples that could not be otherwise stored and kept viable for testing and required emergency purchasing of two ultralow temperature laboratory grade freezers (able to freeze down to -75 degrees Celsius).

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

Maine CDC attempted to procure these freezers from at least 5 different vendors, and all but one, did not have any in stock or could not ship for 2-3 weeks. With one freezer needed to be onsite within 48 hours to keep COVID-19 samples vital, and another freezer required within a few days for the known additional surge in tests, the only option was to purchase of the vendor who could provide the product as soon as possible. Further, any other freezers that may have otherwise been available were not capable of going down to the ultralow temperature of -75 degrees Celsius to keep the samples viable for testing.

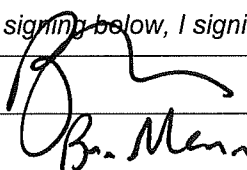
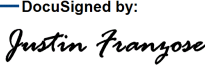
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

This vendors cost was fair and reasonable due to the fact that they could provide the products in the timeframe needed given the emergency nature of this purchase. Various vendors were approached but could not meet the needed 48-hour timeframe. Funding was allocated for the necessary purchase through the COVID Supplemental grant.

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

This purchase was in response to an immediate public health emergency.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	By signing below, I signify that I approve of this procurement request.		
			
Printed Name:	Brian Merrin	Date:	3/5/20
Signature of DAFS Procurement Official:	DocuSigned by: 		
Printed Name:	AÆED9C7B3A8044E... Justin Franzose	Date:	4/2/2020