



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF PROCUREMENT SERVICES
 STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		DEP, Division of Air Quality Assessment, Lab and QA Section	
Department Contract Administrator or Grant Coordinator:		Elise Huff	
(If applicable) Department Reference #:		013-06A-2100-13 FY2124PPG ALAB	
Amount: (Contract/Amendment/Grant)	\$ 13,992	Advantage CT / RQS #:	06A 20220323*1064
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:		Information Management and Analysis, LLC, Cave Junction, OR	
Brief Description of Goods/Services/Grant:		Gravimetric laboratory software specific to managing data for filter-based particulate matter monitoring in ambient air.	

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

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

The ME DEP contracts with the DACF Metrology Lab for weighing Teflon filters used to measure Particulate Matter (PM) in ambient air. PM data is an integral parameter when doing air quality studies and forecasting. After trying for several years to integrate PM filter data collection into an existing LIMS system we use, we realized that it will not work and decided that the best option was to return to using GLIMS. The GLIMS software is a data management system that will track the information and weights for each filter used within Maine's filter-based PM Network. In the absence of GLIMS, we have been using Excel to track filter data over the last 2+ years and have noticed a decline in data quality. Having used an older version of GLIMS in the past, we believe that this software will greatly improve the quality control and quality assurance of data within the filter-based PM system.

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

The GLIMS software was designed specifically for tracking and maintain data for filter-based PM Networks. After many hours of researching different laboratory software systems, no other companies were found who make software specifically designed for this purpose. ME DEP has also used an older version of the GLIMS software in the past with great success.

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

We have used the GLIMS software in the past because we believe that it is the best fit and the most reasonable cost for our needs. We expect that this new version of GLIMS follows suit. Information Management and Analysis, LLC has agreed to convert our old GLIMS database (from an older version) and combine it with all of our PM data outside of that database so that all of our data is conveniently in one location. They have agreed to do this database work free of charge.

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

This software is a one-time purchase with an option to pay for technical support after the initial setup is completed. If this software ever no longer suits our needs or requires an unreasonable amount of technical support, we will research competitive software systems.

PART IV: LATE JUSTIFICATION

1. Is the vendor currently working? Yes No – If No, proceed to Part V



2. If you answered Yes to question 1, explain why the vendor is working before the contract is final approved.

PART V: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

1. Does this request utilize ARPA/MJRP Funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part VI

PART VI: APPROVALS			
Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	Melanie Loyzim	Date:	Apr 14, 2022
	<small>DocuSigned by:</small>		
Signature of DAFS Procurement Official:			
	<small>EA813178102243C</small>		
Printed Name:	Joseph Zrioka	Date:	4/14/2022