



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:		DHHS/Maine CDC/HETL		
Department Contract Administrator or Grant Coordinator:		Chris Moiles/Melinda Farrell		
(If applicable) Department Reference #:		CD0-23-54SA08		
Amount: (Contract/Amendment/Grant)		\$ 17,372.00	Advantage CT / RQS #:	RQS 10A 2023011100000000850
CONTRACT	Proposed Start Date:	2/15/2023	Proposed End Date:	2/14/2024
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:		Hach Company Loveland, CO		
Brief Description of Goods/Services/Grant:		Service Agreement – Service contract for Lachat instruments for the inorganic environmental department for the environmental section of HETL.		

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

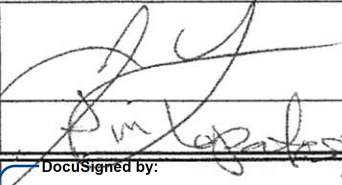
Procurement Justification Form (PJF)

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.	<p>Funding of \$17,372 will be needed to establish the required Service Agreements for our Hach instruments that are used for testing needs in two categories: i) analytical support for the Maine Drinking Water Program and ii) analytical support for the Maine Department of Environmental Protection compliance testing.</p> <p>The environmental section at the HETL runs US EPA methods for detecting regulated inorganic chemicals that the Maine Drinking Water Program requires for all drinking water facilities. Service agreement contracts are required on all instruments that run US EPA methods to ensure that all regulated testing requirements are fulfilled for the Maine Drinking Water Program. In the Maine Comprehensive and Limited Environmental Laboratory Accreditation Rule 10-144 Code of Maine Rules Chapter 263 section O states, " All equipment must be properly maintained, including inspection, calibration, and cleaning. Maintenance procedures must be documented. Calibration of instruments must be appropriate to the required precision and accuracy of the method. Calibrations must be performed at least annually and must be traceable to appropriate standards."</p> <p>The DEP total phosphorus testing performed at HETL using Hach Latchet instruments attains the lowest detection levels in the state. Four other inorganic methods are also performed exclusively on these instruments as well; color, TKN, ammonia, and ortho-phosphorus. Keeping these instruments under a service contract allows for routine and non-routine maintenance to be performed by highly trained service engineers keeping our methods on those instruments up and running. During the busy spring, summer, and fall water testing season, HETL receives over 4,000 samples between these methods, supporting both Maine DWP, Maine DEP compliance samples, and private sample testing as well.</p> <p>Establishing a service agreement for these crucial instruments for our inorganic testing and is necessary for us to be fully compliant with our accreditation agencies, and minimize downtime for compliance testing for the DWP and DEP.</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	<p>Hach is the only vendor that is approved and properly trained to service this type of instrument. As described in their Sole-Source or Proprietary Letter provided in the PJF package from the company it states, 'Our factory-trained service personnel are the only people authorized to perform any startup service, maintenance, or repair of these instruments. Because of the many different parameters and types of analyzers, we do not recognize or authorize any other service organization to perform repair or recalibration of these analyzers. As an ISO 9001 certified company, we maintain the highest standards for quality assurance and NIST traceable test and calibration equipment. Also, unauthorized repairs will result in voiding the instrument's warranty.'</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>The quoted costs are consistent with service agreements for other HETL test equipment of comparable complexity.</p>
4. Describe the plan for future competition for the goods or services.	<p>The Department does not intend to competitively bid this service.</p>

Procurement Justification Form (PJF)

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

PART V: APPROVALS			
The signatures below indicate approval of this procurement request.			
Signature of requesting Department's Commissioner (or designee):			
Typed Name:	<i>Jim Lapointe</i>	Date:	<i>16-Mar-23</i>
Signature of DAFS Procurement Official:	DocuSigned by: <i>Michelle Fournier</i>		
Typed Name:	Michelle Fournier	Date:	4/4/2023