



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:		Environmental Protection/Air Quality Assessment Division	
Department Contract Administrator or Grant Coordinator:		Andy Johnson	
(If applicable) Department Reference #:		013-06A-2100-13 4751 AFLD FY2124PPG	
Amount: (Contract/Amendment/Grant)	\$ 5,150.00	Advantage CT / RQS #:	06A 20230316*1113
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:		Agilaire LLC; Knoxville, TN	
Brief Description of Goods/Services/Grant:		Rebuild & upgrade of 3 data logging devices	

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 Air Quality Assessment Division owns several data logging devices that were purchased from Agilaire LLC several years ago. The operating system in many of the loggers is outdated and vulnerable to malicious attack via the internet. It is necessary to upgrade the operating systems in the older loggers to make them more resistant to malware and hacking.

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

Agilaire LLC is the manufacturer of the data loggers. Their software is proprietary. Any work performed on these loggers not done by Agilaire LLC will void their warranty and end support on the device.

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

There isn't an option for negotiating costs with the vendor. These are fixed repair/upgrade costs they charge all of their customers.

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

We anticipate that once our loggers are updated, we'll achieve several years of continued good service from the devices. When the point is reached where replacing the devices becomes necessary staff will evaluate what's available on the market at that time and make a determination as to what vendor and data logging device is best suited to our air quality monitoring program's needs.

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

Does this request utilize ARPA/MJRP funds?

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

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):

David R. Madore for Melanie Loyzim

Typed Name:

Melanie Loyzim, Commissioner

Date:

Mar 21, 2023

Signature of DAFS
Procurement Official:

Nancy Tan

Typed Name:

Nancy Tan
Deputy Director for IT Procurement

Date:

Mar-24-2023