

# State of Maine Procurement Justification Form

## PART I: OVERVIEW

Department Office/Division/Program:		MaineDOT Environmental Office			
Department Contract Administrator or Grant Coordinator:		Dwight Doughty CS- Kim Lawrence			
(If applicable) Department Reference #:		TBD			
Amount: (Contract/Amendment/Grant)	\$ 15,000.00	Advantage CT / RQS #:	TBD		
CONTRACT	Proposed Start Date:	7/1/2021	Proposed End Date:	6/30/2022	
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:		MaineGeneral Medical Center-Workplace Health Augusta ME			
Brief Description of Goods/Services/Grant:		1910.1520 OSHA compliant physicals			

## 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
<b>X</b>	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

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.**

**MaineDOT has a group of employees that are occasionally exposed to harmful chemicals during a typical work year. Those individuals are enrolled in a MaineDOT health monitoring program that requests yearly 1910.1520 OSHA compliant physicals be performed to determine if an exposure to chemicals has occurred. MaineDOT requires that the vendor perform these physicals according to OSHA requirements, keep records of these results and to share those records with MaineDOT. The vendor must also be able to work with MaineDOT employees to stay on schedule by setting up and organizing times with the Environmental Office employees for these physicals. The vendor must be available 24/7 in case of an emergency. If exposure is found in an employee, the vendor must be available to assist in determining the extent/seriousness of the exposure, possible treatment options and any other assistance MaineDOT needs for the exposed employee.**

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## PART III: SUPPLEMENTAL INFORMATION

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

MaineDOT and MaineGeneral have had a successful working relationship for many years for these required physicals. MaineGeneral Workplace Health is very responsive to our requests for physicals, has 24/7 assistance available, and has been excellent at record keeping for the program. No other provider is able to meet all of our needs in one program. There are possibly other providers that could do *parts of this work*, but none can do all that is needed the way that MaineGeneral has done and will continue to do.


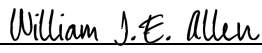
**3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.**

MaineGeneral has performed these all-inclusive services for many years with only minimal raising, around 2%, of prices for six (6) years. Scheduling and record retention are at no cost to us as they have a medical records system in place that meets the OSHA requirement. MaineDOT feels that their prices are very fair and reasonable.

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

MaineDOT has reached out to several alternative vendors and has found no other vendor that can provide the variety of services needed that meet the OSHA requirements. Because the last RFP was done in 2014, MaineDOT will be preparing an RFP in 2021 for these services.

## PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
<b>Printed Name:</b>	William A. Pulver, Chief Operating Officer	<b>Date:</b>	5-12-2021
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> 		
<b>Printed Name:</b>	<small>2D5B6E39F57E44A...</small> William J.E. Allen	<b>Date:</b>	5/18/2021

NOI 0520210346 05/18/2021 - 05/24/2021



**Request for Signature**

**Date: 5/12/2021**

**Signature Needed by: 5/19/2021**

**Return to: Kim Lawrence**

**Phone: 624-3287**

- Commissioner – Bruce A. Van Note
- Deputy Commissioner – Nina Fisher
- Chief Engineer – Joyce Taylor
- Chief Operating Officer – William Pulver
- Governor Mills

**Type of Document: PJF sole source MaineGeneral**

**Explanation of Request:** this contract for OSHA 1910.1520 compliant physicals is for the next 12 months. Dwight Doughty has recently reached out to other providers and has not found anyone who can perform the variety of services needed to satisfy the OSHA 1910.1520 requirements.

**Requesting Bureau: Environmental Office**

**Bureau Director Comments:**

Dwight has reached out to several alternative vendors and has found no other vendor that can provide the variety of services needed that meet the OSHA requirements, except Maine General. A formal RFP will be issued within the next 12 months.

**Bureau Director Signature:**

Date: 05/12/2021

**Printed Name & Title: David Gardner, Director, Environmental Office**