



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE 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 Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		Department of Marine Resources, Division of Marine Mammal Research, Habitat Sampling Program		
Department Contract Administrator or Grant Coordinator:		Amy Wyeth/HQ Finance		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)		\$ 12,191.00	Advantage CT / RQS #:	13A 20250513000000001692
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:		Carl Zeiss Microscopy, LLC, White Plains NY 10601		
Brief Description of Goods/Services/Grant:		SteREO Discovery V8 microscope with Axiocam 212 color		

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.

We are purchasing a stereo microscope with a digital camera for processing zooplankton samples. As part of habitat monitoring program, zooplankton samples will be collected throughout the Gulf of Maine and processed to the lowest possible taxonomic resolution. Zooplankton abundances and community composition are thought to be critical metrics in forecasting the presence of North Atlantic Right Whales. To identify key zooplankton down to species and life stage, a stereomicroscope with at least 60x is required. We also need a large base and working distance to manipulate our samples under the microscope. A microscope with a camera port and a color digital camera is required to train new taxonomists and document zooplankton species. Taxonomic data is needed in the Gulf of Maine as we develop measures to reduce risk for the critically endangered NARW in a region that both supports foraging for whales and the American Lobster fishery, the most valuable single-species fishery in the U.S.

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

After obtaining multiple quotes from different stereo microscope vendors, Zeiss is the only vendor that makes a stereo microscope with the unique combination of a 1) high enough magnification (10-80x), 2) large enough working distance to manipulate the samples (69 mm), 3) large enough base to move the counting chamber without reaching the edge (working surface 255 x 215 mm), and a 4) camera mount. Zeiss' unique combination of specifications make it the best option for processing zooplankton samples. Additionally, the camera is not integrated into the microscope which allows us to upgrade or replace the camera in the future as camera technology continues to advance.

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

The negotiated costs are fair and reasonable based on current market rates for equivalent technology. The SteREO Discovery V8 microscope has the highest magnification of all the stereo microscopes we were quoted and was on the lower end of the price range (\$10-17k). This microscope also allows for enhanced upgradability options should we need them in the future.

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

Procuring the SteREO Discovery V8 is a one-time purchase. Should we need to add an additional microscope to the lab, we will continue to explore other source options.

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

Does this request utilize ARPA/MJRP funds?

☐ Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).☐ Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.☒ No – If No, proceed to Part V.**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE***Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).*☒ The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):

Typed Name:

Erin Summers, Acting Director

Date:

13/05/2025

Signature of DAFS
Procurement Official:DocuSigned by:


Typed Name:

Michael McNeil

Date:

5/15/2025

NOI 0520250426 5/15-5/21


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Final Audit Report

2025-05-13

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