



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/MCDCP/HETL		
Department Contract Administrator or Grant Coordinator:		Chris Moiles/ Stacy Martin		
(If applicable) Department Reference #:		CD0-21-5433 B		
Amount: (Contract/Amendment/Grant)	Current: \$ 40,000.00 Amend: \$ 100,000.00 Revised: \$ 140,000.00	Advantage CT / RQS #:	CT 10A 20210119*2068	
CONTRACT	Proposed Start Date:		Proposed End Date:	
AMENDMENT	Original Start Date:	1/1/2022	Effective Date:	3/16/2022
	Previous End Date:	12/31/2022	New End Date:	N/A
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		A & L Laboratory Inc. – DBA A Division of Granite State Analytical Services, LLC., P.O. Box 1507, Auburn, ME 04211		
Brief Description of Goods/Services/Grant:		Supplemental Testing Laboratory Services		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)			
<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input checked="" 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 Department of Health and Human Services, Health and Environmental Testing Laboratory (HETL) requires a qualified, accredited laboratory for subcontracting environmental water and lead samples as a condition for continued accreditation through the State of Maine Laboratory Accreditation Program (10-144 Code of Maine Rules, Chapter 263, Department of Health and Human Services, jointly with 06-096 Code of Maine Rules Chapter 26, Department of Environmental Protection - Section 9,A,3,r).

The purpose of this amendment is to increase supplemental testing services to ensure HETL remains fully operational and sustains accreditation/certification during the transition from 221 State Street to the new laboratory at the Greenlaw Building at 47 Independence Drive. There will be significant impact to public water systems requiring regularly scheduled compliance testing if HETL cannot subcontract analyses to A & L. In addition to anticipated laboratory relocation, there are two other primary reasons for intermittent subcontracting. First, HETL is working to improve select methods to meet accreditation and certification requirements, so while we continue method development, samples must be subcontracted. Second, every laboratory must maintain subcontract lab(s). This is a requirement for all accredited labs, due to possibilities of instrument failure, proficiency testing failures, and analyst turnover.

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

This service was competitively bid through RFQ T2020098 and this provider was selected as the awardee for having met all the requirements in the RFQ document. HETL's contract with A & L does not expire until 12/31/22. HETL is unable to subcontract to another environmental laboratory in a manner timely enough to ensure certification and accreditation requirements are maintained, and operations and services, including public water systems required compliance testing, are provided without interruption.

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

The RFQ stated that the proposed price shall be equal to, or less than, the HETL Price for the tests. HETL negotiated with the Provider to ensure all tests provisioned in this agreement are reasonable.

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

If this service continues to be a requirement for accreditation, the Department will competitively procure the services with a 1/1/2023 contract start date.

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):			
Typed Name:	Jim Lopatosky Director of Contract Management	Date:	18 - May, 22
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	6/6/2022