



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:		DEP, BAQ, Air Quality Assessment	
Department Contract Administrator or Grant Coordinator:		Elise Huff	
(If applicable) Department Reference #:		013-06A-2100-13 4742 FY2124PPG AFLD	
Amount: (Contract/Amendment/Grant)	\$ 6,106.00	Advantage CT / RQS #:	06A 20230523*1468
CONTRACT	Proposed Start Date:	3/3/2023	Proposed End Date: 3/3/2024
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:		Agilaire 2904-B Tazewell Pike, Suite A, Knoxville, TN 37918	
Brief Description of Goods/Services/Grant:		Annual software support and upgrade service for AirVision	

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.

Agilaire is the provider of the AirVision software that automatically polls continuous monitoring data from the state's air monitoring network. The software forwards hourly monitoring results to the EPA AirNow network for public information and forecast models. AirVision also presents the data results in the correct format for submission to the EPA Air Quality System, the national repository for all air monitoring data. Each of these functions fulfills an EPA grant requirement. Additionally, the software provides a user-friendly interface that allows staff throughout the state to quickly access monitoring data for use in department projects. The annual software support and upgrade service is necessary to ensure that the monitoring network continues to function properly. Without the upgrade service, critical software updates that solve bug issues and improve functionality would be unavailable. The annual service contract also provides unlimited technical assistance over the phone. Based on the current usage of the technical support services and the frequency of upgrades, the annual support plan is the best option for the department. The service plan is essential to avoid large data gaps and allows air monitoring staff to work more efficiently.

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

Because of the proprietary nature of the AirVison software, no other upgrade and support package can be purchased or created, either within the state government or from another vendor. Software issues are most often solved with an upgrade and technical support from Agilaire. It would not be possible for the Air Bureau to efficiently deal with software issues without customized support from Agilaire staff.

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

The cost of this annual service package is comparable to that of other specialized commercial software used by the Air Bureau. Considering the high hourly cost for technical assistance and the department's usage of technical support for this system, the annual cost for unlimited technical assistance is reasonable.

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

When the Department was making the decision to purchase the AirVision software in 2010, Agilaire was very competitive within the very limited field of air monitoring software providers. Having fine-tuned the monitoring network to work with AirVision, it would not be economically advantageous to implement an entirely new data management system even if a less expensive service package was available. BAQ staff are encouraged to research and suggest new software possibilities. Currently, there are no better options available for this unique situation.

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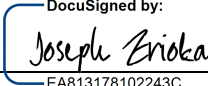
PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

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:	Melanie Loyzim, Commissioner	Date:	May 24, 2023
Signature of DAFS Procurement Official:			
Typed Name:	Joseph Zrioka, Director of IT Procurement	Date:	6/4/2023