



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 \$10,000 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:		DHHS/CDC/HETL		
Department Contract Administrator or Grant Coordinator:		Shawn Belanger		
(If applicable) Department Reference #:		OIT-26-B23		
Agency Department Code:	10A	Advantage CT / RQS #:	CT 10A 202510280000OIT26B23	
Amount: (Contract/Amendment/Grant)		\$1,102,200.00		
CONTRACT	Proposed/Original Start Date:	1/1/2026	Proposed/Most Recent End Date:	6/30/2027
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		STARLIMS Corporation Hollywood, FL		
Brief Description of Goods/Services/Grant:		PH to LPH Transition Business Assessment and Implementation		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
☐	A. Competitive Process	☐	G. Grant
☐	B. Amendment	☐	H. State Statute/Agency Directed
☒	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed
☐	D. Proprietary/Copyright/Patents	☐	J. Willing and Qualified
☐	E. Emergency	☐	K. Client Choice
☐	F. Higher Education Cooperative Project	☐	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.

StarLims Corporation is the current vendor for the maintenance of the Laboratory Information Management System for DHHS Health and Environment Testing Lab (MeCDC). This request is to have StarLims Corporation first perform a business assessment of our database that is used for our Laboratory Information Management System known as StarLims; the results of the assessment will then inform the second scope of work to transition HETL's StarLims system from the Public Health (PH) product to the Life Sciences Public Health (LPH) product. The transition to LPH is essential for improved functionality and security as well as keeping the installed software current. The enhanced functionality will also increase the labs ability to provide bidirectional communication with external facilities which will in turn enhance support for COVID-19 response as well as for normal sampling efforts.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

The contractor listed is uniquely qualified to perform the tasks necessary because they were the creators of the software in use and they have the knowledge base necessary to modify the proprietary software that comprises this system. The proprietary nature of this software is how the server side of the software was built but the unique characteristics and customizable nature of the application is part of what makes this an asset to the HETL. The State does not have access or rights to the application source code.

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

The dollar amount is a fair and reasonable amount when compared to similar costs for other systems and when compared to similar upgrades.

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

The LIMS software is the exclusive intellectual property of STARLIMS Corporation. The Department currently has a software service contract with STARLIMS to maintain the LIMS system, including functional integrity of business functions, implement corrections/bug fixes, upgrade code for new technology, and system security. The Department will utilize the competitive bidding process when a new LIMS system is required.

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) or (026) – 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

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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's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS**Governor/Department Commissioner or Designee**

1. The signature below indicates approval of this procurement request.

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

Typed Name:

Date:

15-May-26

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II.** The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

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

Typed Name:

Date:

****OSPS Section Only****

Signature of DAFS
Procurement Official:

Signed by:

Eve Allen

Typed Name:

Eve Allen, ARPA Associate Director of
Procurement

Date:

5/14/2026