



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 (Form's page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		DHHS/Maine CDC		
Department Contract Administrator or Grant Coordinator:		Sue Dowdy/Chris Moiles		
(If applicable) Department Reference #:		CD0-23-54CAP38		
Amount: (Contract/Amendment/Grant)		\$ 78,892.92	Advantage CT / RQS #:	RQS 10A 20220524*1386
CONTRACT	Proposed Start Date:	07/01/2022	Proposed End Date:	09/30/2022
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:		Agilent Technologies, Inc. Wilmington, DE		
Brief Description of Goods/Services/Grant:		GC/MS instrument to replace 20+ year old current GCMS used to perform seized drug testing		

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 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: COVID-19

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.

HETL is in need of a Gas Chromatograph/Mass Spectrometer (GC/MS) instrument to replace the current GC/MS instrument used for seized drug testing that is over 20 years old. The GC/MS instrument is the only confirmatory instrument available to perform this test, and without this instrument the laboratory would not be able to perform seized drug analysis. HETL is the only laboratory which performs seized drug testing for the entire state and services every local, county and state police department, as well as correctional facilities, district attorney offices and other state agencies with this testing. The inability for HETL to perform seized drug testing would prevent the entire state from testing seized drug samples and delay the right to a speedy trial for any pending criminal cases.

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

The Department solicited quotes for this instrument from three vendors: Agilent, PerkinElmer, and Shimadzu. The Agilent instrument was determined to offer the best value for HETL for the following reasons: Agilent instruments are currently in use in Forensics and HETL staff are well versed in their use. Acquisition of the Agilent GC/MS instrument will facilitate ease of use and reduced training time, as the system software is the same among Agilent instruments. Additionally, the Agilent instrument will require only a quick verification check versus a full validation, as the current methods are run on Agilent systems. An instrument from a different vendor would require a full validation and introduce a 6-12 month delay before the instrument could be put into use. The Agilent system will also allow for one policy for data analysis, confirmation, review and maintenance, instead of two separate sets of policies, which saves analysis time and helps to prevent errors while switching between platforms. Agilent has provided excellent customer service and instrument maintenance and has been approved as a vendor for the Forensic section, which is an accreditation requirement. Agilent also provides a discount with service contracts when more units are included. Agilent routinely provides free trainings and samples to assist in the improvement of the methods at HETL.

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

The quote provided by Agilent offers a 27.50% discount. Agilent also offers a discount on service contracts when multiple units are included. Procuring this instrument from a different vendor would require an additional service contract and lead to higher costs.

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

The Department will solicit competitive quotations for this equipment in the event an additional unit or replacement is needed.

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


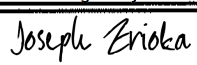
Does this request utilize ARPA/MJRP funds?

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:	Benjamin Mann, Deputy Commissioner of Finance	Date:	7/19/22
Signature of DAFS Procurement Official:			
Typed Name:	Joseph Zrioka	Date:	8/2/2022