



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 #:		CD0-23-54CAP29	
Amount: (Contract/Amendment/Grant)	\$ 50,561.48	Advantage CT / RQS #:	RQS 10A 20220325*1075
CONTRACT	Proposed Start Date:	7/1/2022	Proposed End Date: 9/30/2022
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:		Headspace sampler to attach to already owned Agilent GC-FID to perform Headspace-GC-FID analysis of blood samples to test for alcohol levels in OUI cases.	

## 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.

HETL already owns an Agilent GC-FID; this Headspace sampler attachment is required to perform Headspace-GC-FID analysis of alcohol in OUI blood samples. This headspace sampler would enable HETL to have a fully functional back-up instrument, as the current Headspace-GC-FID in use is the only instrument available at HETL to perform this testing and backlogs would occur if the instrument went down for repairs. The already owned Agilent GC-FID is currently not usable without the Headspace sampler attachment and is not currently in service. This purchase would also allow for the full utilization of that GC-FID.

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

In order to operate the Headspace-GC-FID instrument, a Headspace sampler attachment and software are required to be purchased. This piece of equipment and software must be compatible with the already owned GC-FID, which Agilent is able to provide. Other vendors make a compatible instrument **or** compatible software, but no other vendor makes both a compatible instrument and software to allow for one combined purchase to be made. Additionally, the discount being offered is applied to both the instrument purchase and the software, and if the items were to be purchased separately the same discount would not be offered.

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 includes both the Headspace sampler attachment and a PC with the required software to run both the Headspace and the GC-FID. Shimadzu was contacted for a quote and informed HETL that the Shimadzu Headspace sampler was not compatible and would not operate attached to the already owned Agilent GC-FID. Gerstel does manufacture compatible Headspace instruments, and provided a quote, but stated that HETL would still need to purchase Agilent software to operate the Gerstel Headspace sampler if it were to be attached to the currently owned Agilent GC-FID.

Additionally, without the cost of the software as a factor, Agilent's quoted price for the Headspace sampler attachment was lower than the Gerstel price. If another vendor was selected for the Headspace sampler attachment, Agilent software would still need to be purchased from Agilent to operate the Headspace, which would increase the overall cost of the purchase well over the quoted Agilent price. Therefore, Agilent's price of both the Headspace and the software package is the most fair and reasonable price available.

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:	<i>for</i> JIM LOPATOSKY <small>Designated by:</small> DIRECTOR, DEM	Date:	7/19/2022
Signature of DAFS Procurement Official:			
Typed Name:	Joseph Zrioka	Date:	8/5/2022