



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:		Maine Department of Public Safety – State Crime Lab		
Department Contract Administrator or Grant Coordinator:		Lt. Michael Zabarsky Alexander Gibson		
(If applicable) Department Reference #:				
Agency Department Code:	18P	Advantage CT / RQS # :	MA 18P 201214*58	
Amount: (Contract/Amendment/Grant)	\$30,000			
CONTRACT	Proposed/Original Start Date:	7/10/2025	Proposed/Most Recent End Date:	7/9/2026
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:		QIAGEN, LLC 19300 Germantown Rd. Germantown, MD 20874 Amber McManus amber.mcmanus@qiagen.com (302) 423-4742		
Brief Description of Goods/Services/Grant:		DNA Supplies & Consumables		

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 checked="" 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. Higher Education 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.

Qiagen instruments and accompanying supplies are used by the crime lab to perform DNA analysis in order to identify suspects, victims, and remains, and is a cornerstone of the criminal justice system in the state of Maine. The crime lab relies on Qiagen, a vetted and accredited supplier, for unique consumables and custom (Maine specific) "QIAcard" FTA cards used to collect, stabilize and preserve biological samples at room temperature. The FTA cards are ideal for long-term storage and archiving of forensic reference samples while meeting the Maine statutory specific protocols and requirements. Qiagen Micro Kits are essential for extraction and purification of more challenging trace evidence that we would otherwise be unusable due to minute amounts or degradation from elemental exposure.

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

Qiagen is a leading provider of DNA analysis solutions and has a long track record of providing excellent products and services to the Maine State Police Crime Lab. The Qiagen instruments and consumables currently in use at the lab have been previously validated, a laborious and time-consuming process, therefore we can only use these products in forensic DNA casework per QAS standards/protocols as required to maintain national accreditation status. We employ a validated process to quantitate our DNA extracts using current infrastructure/Qiagen instrumentation. Switching any products listed in the current master agreement would require a validation process for each one which would require a great deal of time and money.

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

Maine's Division of Procurement Services negotiates the terms of our master agreement based on total annual expenditure. In 2024 we purchased a Rotor Gene Instrument for \$57,737 and spent \$29,943 on consumable supplies. For the 7/10/2025 - 7/9/2026 period Qiagen has offered a 5% discount on master agreement items. This is deemed reasonable and appropriate considering historical expenditures.

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

In the future, should the need arise to change and validate new products and/or vendor, DPS will utilize statutorily correct competitive bid processes.

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) – 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


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 signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS

The signature below indicates approval of this procurement request.

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


[Michael Sauschuck \(Jul 23, 2025 13:17:37 EDT\)](#)

Typed Name:

Michael Sauschuck, Commissioner

Date:

7/23/2025

PART VII: EMERGENCY – Required only if selecting E. Emergency Justification

The signature below indicates approval by the Commissioner or designee of this procurement request.

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

Typed Name:

Date:

Signature of DAFS
Procurement Official:

DocuSigned by:



7008796FB36A449...

Typed Name:

Michael McNeil

Date:

8/7/2025

NOI 0820250769






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Final Audit Report

2025-07-23

Created:	2025-07-23
By:	Alexander Gibson (Alexander.T.Gibson@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAhZIJ843oHwDFKMpakeMDK_syKY1avqtq

"Qiagen PJF - unsigned" History

-  Document created by Alexander Gibson (Alexander.T.Gibson@maine.gov)
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-  Document emailed to Michael Sauschuck (michael.sauschuck@maine.gov) for signature
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-  Email viewed by Michael Sauschuck (michael.sauschuck@maine.gov)
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-  Document e-signed by Michael Sauschuck (michael.sauschuck@maine.gov)
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-  Agreement completed.
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