



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/Maine CDC/HETL		
Department Contract Administrator or Grant Coordinator:		Brianne Carrero \ Melinda Farrell		
(If applicable) Department Reference #:		CD0-26-5446		
Agency Department Code:	10A	Advantage CT / RQS #:	CT - 20251105000CD0265446	
Amount: (Contract/Amendment/Grant)		\$13,953.40		
CONTRACT	Proposed/Original Start Date:	1/1/2026	Proposed/Most Recent End Date:	8/31/2027
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:		University of Maine Cooperative Extension Veterinary Diagnostic Laboratory (UMVDL) Orono, Maine		
Brief Description of Goods/Services/Grant:		Brain extraction from large domestic animals.		

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.

The Maine Health and Environmental Testing Laboratory (HETL), the State Public Health Laboratory responsible for rabies testing, moved to a new location, underwent extensive renovations and program restructuring within the past year (2024). These advancements have caused the inability to perform certain aspects of rabies testing in certain cases which include the acceptance of live or whole/intact animals (i.e., non-decapitated) for rabies testing. Therefore, the services covered by this contract are essential to help with rabies testing and prevent public health crisis.

These services must be performed in Maine because they require owners, municipalities, or attending veterinarians to transport large domestic animals—such as goats, deer, and horses—to the facility for necropsy. This ensures a faster testing turnaround time.

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.

UMVDL is the only vendor in the State of Maine (SOM) with the necessary laboratory space, biosafety cabinets (BSCs), and equipment (necropsy tools, etc.) to perform necropsy on all large domestic animal heads for brain extraction to perform rabies tests.

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

The costs of this vendor were considered fair, reasonable, the best value for the Department, and aligns with the previous services provided by the UMVDL.

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

The Department will seek competitive bids for services if another provider is located.

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

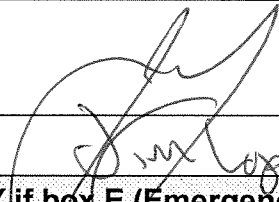
Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS Title 5, §18 and §18-A, in harmony with MRS Title 17, §3104.

☒ 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:	5-Aug-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:  41C2BA36FAF44GD...		
Typed Name:	Kathy Blais	Date:	8/11/2026