

## State of Maine Procurement Justification Form

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. See the guidance document posted with this form on the Division of Procurement Services website (Forms page) for additional instructions.

### PART I: OVERVIEW

Department Office/Division/Program:		DEP, Division of Air Quality Assessment, Lab and QA Section			
Department Contract Administrator or Grant Coordinator:		Andrea Galasyn			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 11,232	Advantage CT / RQS #:	06A 20210910*0255		
CONTRACT	Proposed Start Date:	10/2/21	Proposed End Date:	10/2/22	
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 Wilmington, DE			
Brief Description of Goods/Services/Grant:		Annual maintenance plan for Air Laboratory GCMS			

### PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
<b>x</b>	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

### PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

**1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.**

The new Gas Chromatograph/Mass Spectrometer (GC/MS) in the Air Bureau Laboratory was purchased in October 2020. The first year's maintenance requirements were covered by the initial purchase of the instrument, however that will expire October 2, 2021. In order to maintain the reliability, sensitivity, and productivity of the analytical system an annual service plan needs to be purchased for the following year. Due to the complexity of the new model of instrumentation, it is likely that Agilent's experience and expertise will be needed for maintenance and any emergency repairs that might be needed in the coming year.

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## PART III: SUPPLEMENTAL INFORMATION

The plan includes Agilent's Preferred Response which will prioritize responses to our issues over other laboratories. The turn around time for resolutions is especially important in the Air Laboratory because there are a limited number of reusable sampling canisters. Without quick resolutions, we risk sample recovery. Agilent also offers Remote Advisor to plan holders. Remote Advisor allows service technicians to remotely view instrumentation software for real-time service without waiting for a service visit. The cost of a preventative maintenance visit and all non-consumable parts are also included in the service plan.

### 2. Provide a brief justification for the selected vendor to supplement the response in Part II.

Agilent Technologies was the selected vendor because they are the instrument manufacturer. As mentioned above, this is a new model GCMS. Until laboratory staff gain more experience with this new model, it is important to have access to Agilent's expertise for any repairs, maintenance, or adjustment needed to tailor the instrument to our laboratory requirements.

Some third-party vendors do offer services for Agilent instrumentation. However, these vendors still contract the actual work out to Agilent. We have used one of these vendors, Remi, for other laboratory instruments in the past because staff also had expertise with those instruments. These services only include troubleshooting and repair but do not include preferred response, remote advisor, or preventative maintenance. Therefore, it is important to renew with the plan with Agilent for the new instrumentation for the next year.

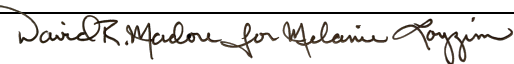
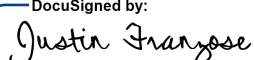
### 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The Lab and QA Section relies on multiple service plans help keep the program running reliably and with a high level of quality assurance throughout the year. Based on our experience in the environmental industry, Agilent's prices have always been fair and reasonable in the past. For example, the gas chromatograph/flame ionization detector (GC/FID) located at the Cape Elizabeth field site is manufactured by Perkin Elmer and cost \$13,800 for yearly coverage. The Laboratory Information Management System (LIMS) used by the Air Laboratory is manufactured by Labworks and costs \$15,400 for yearly coverage.

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

The service plan needs to be renewed each year and there is an opportunity for future competition at each renewal. As staff become more experienced with the new model of instrumentation there is the possibility of switching to a third-party vendor.

## PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
<b>Printed Name:</b>	Melanie Loyzim	<b>Date:</b>	Sep 14, 2021
<b>Signature of DAFS Procurement Official:</b>	<div style="border: 1px solid black; padding: 2px;"> <small>DocuSigned by:</small>    <small>AEED9C7B3A80445</small> </div>		

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<b>Printed Name:</b>	Justin Franzose	<b>Date:</b>	9/16/2021
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