



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 (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		DHHS/Maine CDC	
Department Contract Administrator or Grant Coordinator:		Chris Moiles / Stacy Martin	
(If applicable) Department Reference #:		CD0-24-54SA28	
Amount: (Contract/Amendment/Grant)	\$ 27, 886 60	Advantage CT / RQS #:	RQS 10A 20230824* 325
CONTRACT	Proposed Start Date:	10/1/2023	Proposed End Date: 9/30/2024
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:		Mettler Toledo-Rainin Oakland, CA	
Brief Description of Goods/Services/Grant:		Maintenance agreement for annual calibration of pipettes in Clinical Microbiology laboratory and Environmental Section of HETL.	

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.

CLIA certification, Select Agent, LRN, Environmental Protection Agency (EPA), American Industrial Hygiene Association (AIHA LAP, LLC), Maine Lab Accreditation Program (MLAP) and APHL require that all pipettes be annually serviced and calibrated in order to demonstrate reliability, accuracy, and validity of data issued by Maine HETL. This maintenance agreement (MA) is for the clinical microbiology and environmental pipettes to receive their annual calibration. This MA ensures that the pipettes are in good working order, provides 1 annual preventative maintenance visit (cost and labor), and assures the accuracy is correct for each pipette device. Inability to complete such calibrations could pose risks to the validity of data and further accreditation.

CLIA States:

§493.1254 Standard: Maintenance and function checks.

(a) Unmodified manufacturer's equipment, instruments, or test systems. The laboratory must perform and document the following:

(1) Maintenance as defined by the manufacturer and with at least the frequency specified by the manufacturer.

Pipette Manufactures state:

Pipettes must be re-calibrated every 12 months to maintain accuracy.

EPA Maine Laboratory Accreditation states, "All support equipment must be calibrated or verified at least annually, using references from an accredited third party or a National Metrology Institute (e.g., NIST) which are traceable to the SI."

AIHA LAP, LLC Accreditation Manual states, "When possible, any external calibration service used shall be a calibration laboratory accredited to ISO/IEC 17025:2017 by a recognized accreditation body"

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

When the mini-bid process took place, three vendors returned a quote to HETL: Rainin, Molecular Bioproducts and Law Calibrations. Mettler-Toledo Rainin offered the lowest pricing quote for a higher level of accreditation compared to Molecular Bioproducts, met HETL requirements of being able to calibrate all pipettes on site at multiple locations, and they also provide a one year warranty on services provided. Law Calibrations is only able to calibrate pipettes if they are shipped off site to their laboratory, not meeting HETL needs. If HETL is without calibrated pipettes for an extended period of time (greater than a few hours) the laboratory is unable to conduct tests.

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

In researching past years quotes and invoices, for similar services, the cost increase seen is expected and reasonable. The cost increased from 2022 to 2023 because in 2022 all departments of HETL were at one location. Due to being in two laboratory spaces the price of travel had to be increased causing the price to increase as expected. The cost also increased because the calibration levels performed was updated to an ISO-Accreditation to meet accreditation requirements.

PART III: SUPPLEMENTAL INFORMATION

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

HETL does not intend to RFP these services at this time.

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

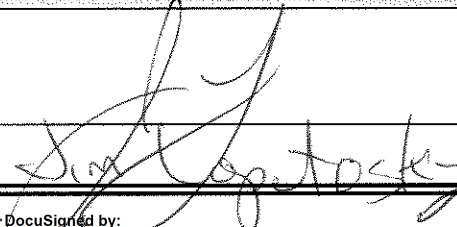

Does this request utilize ARPA/MJRP funds?

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:	Jim Caputo	Date:	29 Sep 23
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>A EED9C7B3A8044E...</small>		
Typed Name:	Justin Franzose	Date:	10/4/2023