



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:	DEP, Division of Air Quality Assessment, Lab and QA Section		
Department Contract Administrator or Grant Coordinator:	Andrea Galasyn		
(If applicable) Department Reference #:	010-06A-0250-10-7200-ALAB		
Amount: (Contract/Amendment/Grant)	\$ 24,902.42	Advantage CT / RQS #:	06A 20230919*0459
CONTRACT	Proposed Start Date:		Proposed End Date:
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:	Entech Instruments, Inc Simi Valley, CA		
Brief Description of Goods/Services/Grant:	Entech 3100D canister cleaner controller used for cleaning and evacuation of 6L stainless steel canisters used for volatile organic compound analysis in air by EPA method TO-15		

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.

The ME DEP Air Laboratory provides EPA contracted ambient air analysis for volatile organic compounds (VOCs) using a gas chromatograph/mass spectrometer (GCMS) by EPA Method TO-15. In order to meet EPA grant obligations, the laboratory must provide volatile organic compound (VOC) analysis for the DEP Monitoring Sections Hazardous Air Pollutant (HAPs) network. Air samples are collected and stored in 6L stainless steel sampling canisters. Evacuation, cleaning, and pressurization of the canisters are all accomplished by the Entech 3100D controller. Without the controller, the laboratory would no longer be equipped to provide this service and would be in breach of our EPA grant obligations.

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

We are purchasing from Entech because the controller must be compatible to work with the other Entech Instruments systems that are already in operation in the laboratory. Since the equipment is highly specialized and must meet strict quality control requirements, an Entech controller needs to be used with the Entech cleaning oven and older model controller already used in the Air Lab. There are currently no equivalent items that could be used.

One additional vendor, Environmental Expert, was found online for the 3100D controller however they only facilitate communication between users and manufacturers (Entech Instruments) and do not sell the 3100D controller themselves.

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

The Air Lab has purchased supplies and instrumentation from Entech and have always found prices to be fair and reasonable. For example, 6L sampling canisters were purchased from another vendor, Restek, in 2018 for \$521.90 per canister but canisters subsequently purchased from Entech in 2020 cost \$420.76 per canister.

Purchasing the controller through our eastern region sales representative allows DEP to save 18% off the list price.

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

By purchasing the replacement controller, the lab will be able to maintain our full capacity for canister cleaning which will allow for continued analysis of ambient air samples by EPA Method TO-15 for the monitoring network and special studies. Instrumentation has a natural lifetime but with proper use and maintenance the equipment will last for years before needing to be upgraded. Each upgrade provides a potential to foster competition.

DEP will use Procurement Services competitive bid processes if the need arises again and alternative products become available.

PART III: SUPPLEMENTAL INFORMATION


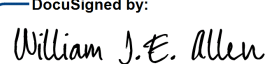
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PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

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:	Melanie Loyzim, Commissioner	Date:	Oct 11, 2023
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Typed Name:	<small>2D5B6E39F57E44A...</small> william J.E. Allen	Date:	10/12/2023

NOI 1020231113 10/12/2023 - 10/18/2023







20230919 0459 Entech Capital Purchase order revised per purchases request

Final Audit Report

2023-10-11

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-  Document created by Deanna Desimone (deanna.desimone@maine.gov)
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