



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
Table with 4 columns and 10 rows containing procurement details such as Department Office/Division/Program, Amount (\$ 27,822.90), and Vendor/Provider/Grantee Name (YSI Inc., Chicago, IL).

PART II: JUSTIFICATION FOR VENDOR SELECTION
Check the box below for the justification(s) that applies to this request. (Check all that apply.)
Table with 4 columns and 7 rows listing justification options A through L, with option C checked.

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 DEP's Volunteer River Monitoring Program (VRMP) provides training, support and equipment to eight volunteer groups that monitor 123 sites on 42 rivers and streams around the state. Most groups are currently using aging field meters with outdated dissolved oxygen membrane sensors. Grant funds will be used to purchase new Pro SOLO field meters with optical dissolved oxygen sensors, which are easier for volunteers to use and will provide higher quality data, which was identified as a priority on page 22 of DEP's Comprehensive Monitoring Strategy. New meters will be provided first to VRMP groups located in Climate and Environmental Justice Screening Tool (CEJST)-mapped communities (e.g., Skowhegan, Lewiston, Biddeford). VRMP data are used to support watershed planning and attainment determinations. Purchase of these meters is included in DEP's Water Quality Management Planning Work Plan for FFY 2023 EPA Section 604(b) Funds, Task 2. Ambient Water Quality Monitoring Support.

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

YSI is the sole manufacturer of the ProSOLO handheld meter. While there are other meters which monitor the same parameters, this meter is less bulky, easy to calibrate and use, and less expensive than other water quality sondes. These attributes are essential for successful collection of quality data by volunteers on streams and rivers.

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

YSI has provided a 15% discount on these meters since they will be used by the Volunteer River Monitoring Program. Other vendors which sell YSI products, as well as other manufacturer's products, list the same base price but do not offer the 15% discount. As the product manufacturer, YSI also provides technical support if needed during meter set-up, calibration and use.

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

We continue to review commercial product literature and reviews, visit vendor booths at conferences, and exchange technical information with peers from EPA and other monitoring organizations/agencies. Through such efforts, we are educated and remain aware of the state of water quality monitoring technology and will continually look for the best meters that meet the program's needs and budget.


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

Does this request utilize ARPA/MJRP funds?

<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).
<input checked="" type="checkbox"/> 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):			
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Typed Name:	Melanie Loyzim, Commissioner	Date:	Nov 14, 2023
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Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 5px;"> <small>DocuSigned by:</small>  <small>2D5B0E39F57E44A...</small> </div>		
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Typed Name:	William J.E. Allen	Date:	11/16/2023
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NOI 112231279 11/17/23 - 11/23/2024