



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF PROCUREMENT SERVICES
 STATE OF MAINE

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 #:				
Amount: (Contract/Amendment/Grant)	\$ 15,390	Advantage CT / RQS #:	06A 20211207*0643	
CONTRACT	Proposed Start Date:	1/1/22	Proposed End Date:	12/31/22
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:		Labworks LLC Lehi, Utah		
Brief Description of Goods/Services/Grant:		Annual Laboratory Information Management System (LIMS) "Assist" Software Support Plan Renewal		

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
x	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

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 State of Maine DEP Bureau of Air Quality operates a Laboratory Information Management System (LIMS) known as Labworks that is provided by Labworks LLC. This system was put into operation in 2004. It has been maintained annually to ensure that the data collected by the Air Lab is in a database format that can be easily managed for QA/QC and reporting purposes. Using the Labworks data tables Air Bureau staff are then able to routinely report the HAPs (Hazardous Air Pollutants) results, in the required formats, to the EPA Air Quality System (AQS) database. The annual "Assist" support plan for this complex software covers upgrades, email and telephone technical support, and personal training.

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

The Labworks LIMS software is copyrighted property owned and maintained by Labworks LLC. The technical support service plan provided is beyond the expertise of Air Bureau staff and OIT staff will not have access to the proprietary program codes. While other companies may offer similar Laboratory Information Management Systems, it is not in the best interest of the State of Maine and the Department to arbitrarily change such a database system. Such changes would disrupt a process that works and may jeopardize data management. Failure to maintain an annual Labworks support plan will result in the loss of access to Labworks technical support.

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

Labworks offers three levels of support. This contract will be for the Labworks "Assist" plan, the least expensive option, providing only a fundamental level of support. Air Lab staff can routinely view new software, assess how they meet or don't meet our laboratory information management needs, and obtain ideas for improvements, new features, etc. It has been generally observed that the cost of the Labworks support plan is in line with industry norms.

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

As mentioned above, Air Lab staff can routinely view new software, assess how they meet or don't meet our laboratory information management needs, and obtain ideas for improvements, new features, etc. Initially Labworks was purchased for managing hazardous air pollutant (HAPs) data but it's use was later expanded to include metals analysis data. The lab is continuing to add new analysis, such as for poly aromatic hydrocarbons (PAHs), which will be managed by the LIMS system. Maintaining the Labworks LIMS system is important for continued expansion of services provided by the Air Lab.

PART IV: LATE JUSTIFICATION

1. Is the vendor currently working? Yes No – If No, proceed to Part V

2. If you answered Yes to question 1, explain why the vendor is working before the contract is final approved.

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

1. Does this request utilize ARPA/MJRP Funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part VI

PART VI: APPROVALS

Signature of requesting Department's Commissioner (or designee):	By signing below, I signify that I approve of this procurement request.		
	<i>David R. Madore for Melanie Loyzim</i> <small>David R. Madore for Melanie Loyzim (Dec 8, 2021 11:07 EST)</small>		
Printed Name:	Melanie Loyzim	Date:	Dec 8, 2021
	<small>DocuSigned by:</small>		
Signature of DAFS Procurement Official:	<i>Joseph Zrioka</i> <small>EA813178102243C</small>		
Printed Name:	Joseph Zrioka	Date:	12/28/2021