



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Office of State 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 fields: Department Office/Division/Program: DHHS Riverview Psychiatric Center; Department Contract Administrator or Grant Coordinator: Jennifer Levesque/Debbie Weston; (If applicable) Department Reference #: RPC-25-025; Amount: \$ 25,000.00; Advantage CT / RQS #: CT 10A 20240605*3569; CONTRACT Proposed Start Date: 7/1/2024 Proposed End Date: 6/30/2025; 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: NorDx Scarborough, ME; Brief Description of Goods/Services/Grant: Phlebotomy

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 columns: Justification type (A-L) and checkbox.
A. Competitive Process [] G. Grant []
B. Amendment [] H. State Statute/Agency Directed []
C. Single Source/Unique Vendor [x] 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.

This agreement is for the purpose of procuring urgent phlebotomy and clinical laboratory services for RPC employees on an as requested basis. Services will be used for items such as:

- Covid-19 Testing – this will ensure the safety and health of staff and patients by testing employees who present symptoms of Covid-19 after having already reported to work or who have been determined to have been directly exposed to a Covid-positive employee.

Employee titer draws – this will increase the efficiency of the onboarding process by obtaining titer draw results from newly hired employees at the earliest opportunity.

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

The number of qualified vendors for this service is severely limited due to the required geographic proximity to the hospital and the urgent turnaround time required to obtain these test results. This vendor is the only provider in the local area able to meet the hospital’s required timeframe for obtaining test results.

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

This vendor has a proven history of providing these vital services both reliably and at a reasonable cost to the hospital. The FY25 pricing reflects a 3% increase and is based upon changes NorDx implemented across its systems in October 2023 to its standard fee schedule for all other facilities.

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

It is not feasible for the Department to competitively procure this service. Given the urgent timeframes needed for test results, the vendor must be located within appropriate geographic proximity to the hospital. This vendor is the only provider in the local area able to meet the hospital’s required turnaround times.

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

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

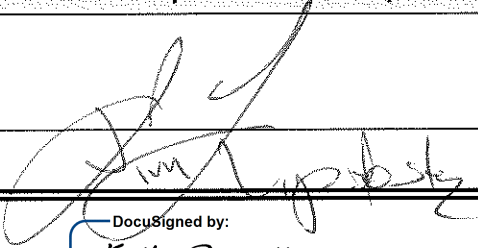

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS Title 5, §18 and §18-A, in harmony with MRS Title 17, §3104.

The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	9-5-24
Signature of DAFS Procurement Official:	DocuSigned by:  41C2BA36FAF44CD...		
Typed Name:	Kathy Paquette	Date:	12/19/2024