



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 fields: Department Office/Division/Program, Department Contract Administrator or Grant Coordinator, (If applicable) Department Reference #, Amount, Advantage CT / RQS #, CTMV #, CONTRACT, AMENDMENT, GRANT, Vendor/Provider/Grantee Name, Brief Description of Goods/Services/Grant.

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 options A-L: Competitive Process, Amendment, Single Source/Unique Vendor, Proprietary/Copyright/Patents, Emergency, University Cooperative Project, Grant, State Statute/Agency Directed, Federal Agency Directed, Willing and Qualified, Client Choice, 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.

We plan to use a CMTV for the next round of laboratory contracts that will begin on July 1, 2024 and be valid through June 30, 2026 (and then two more renewal options). The current laboratory CTB expires June 30, 2024. The purpose of this CMTV is to establish a list of laboratories available for staff to use for routine analytical services.

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

All laboratories that are Maine accredited for required analyses will be eligible to receive a contract under the CMTV. The list will be open and new labs will be added as laboratory services are needed.

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

All work over \$2500 will go through an RFB process with all labs included on the CMTV given the chance to bid on the work. Work will be awarded to the qualified laboratory with the lowest total cost. Work under \$2500 or on an emergency basis may be sent to any qualified laboratory on the CMTV.

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

All work over \$2500 will go through an RFB process with all labs included on the CMTV given the chance to bid on the work. Work will be awarded to the qualified laboratory with the lowest total cost. Work under \$2500 or on an emergency basis may be sent to any qualified laboratory on the CMTV.

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: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	<i>David R. Madore for Melanie Loyzim</i>		
Typed Name:	David R. Madore for Melanie Loyzim	Date:	Jun 7, 2024
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	6/10/2024