



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:		Maine State Library	
Department Contract Administrator or Grant Coordinator:		Lori Fisher, Maine State Librarian	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)		\$ 46,863.00	Advantage CT / RQS #: RQS20240117*996
CONTRACT	Proposed Start Date:	3/1/2024	Proposed End Date: 6/30/2024
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:		Cengage/Gale - Thorndike Press, Farmington Hills, MI	
Brief Description of Goods/Services/Grant:		Standing order plans to acquire large print books	

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.

MSL is required to submit a five-year-plan to the Institute of Museum and Library Services to receive annual federal funding. The 2023-2027 plan focuses on increasing access to materials for Maine residents who are visually impaired, have a disability, and/or reside in an underserved community. These materials are provided both digitally and through mail delivery services to address challenges for residents living in remote areas of the state. The collection impacted by this includes the library's Large Print program and the Talking Books program, both of which are available statewide. \$50,000 was allocated by the legislature in the FY24 Supplemental Budget to specifically target our Large Print collection, bringing it up to date with increased titles/genres available to Maine residents who depend on library services for the visually impaired. This contract will set up a three year standing order plan, where MSL will receive a certain number of Large Print books across all of the genres requested by patrons on a monthly basis. This will allow the collection to be updated regularly (which it had not been for over eight years previously).

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

The FY24 Supplemental Budget monies (\$50,000) did not become available until the end of October 2023 per state statute and must be spent by 6/30/24. MSL staff had been researching Large Print book standing order programs for six months to see which vendors meet the needs outlined in both the IMLS grant five-year plan and the supplemental budget ask, and found only one vendor that addressed the number of genres necessary to fulfill patron need. No other vendor provides standing order services that will allow us to include all genres listed in the proposal from Thorndike Press/Cengage.

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

The pricing for standing orders through Thorndike are lower per unit than other vendors who do not provide standing order plans for Large Print materials.

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

Once the three year contract is complete, MSL staff will look again at vendors to see if any others have expanded their genre offerings or implemented standing order plans to address both cost and efficiency in getting these materials to customers.

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

Does this request utilize ARPA/MJRP funds?

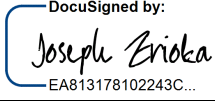
Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

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>Lori Fisher</i>		
Typed Name:	Lori Fisher, Maine State Librarian	Date:	1/17/2024
Signature of DAFS Procurement Official:			
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	1/29/2024