



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:<br>(Contract/Amendment/Grant)                   |                      | \$ 12,172                                       | Advantage CT / RQS #: |  | RQS20240126*1059 |
| <b>CONTRACT</b>   | Proposed Start Date: | 7/1/2023  | Proposed End Date:    |  | 6/30/2024        |
| <b>AMENDMENT</b>  | Original Start Date: |   | Effective Date:       |  |                  |
|   | Previous End Date:   |   | New End Date:         |  |                  |
| <b>GRANT</b>  | Project Start Date:  |   | Grant Start Date:     |  |                  |
|   | Project End Date:    |   | Grant End Date:       |  |                  |
| Vendor/Provider/Grantee Name,<br>City, State:           |                      | Counting Opinions                               |                       |  |                  |
| Brief Description of<br>Goods/Services/Grant:           |                      | Library performance assessment solution product |                       |  |                  |

### 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.

There are only two providers that state libraries use nationally to collect the data required by our federal funder, Institute of Museum and Library Services (IMLS). We subscribe on a yearly basis. This is an online software service we use to gather data and information from all the public libraries in the state so we can submit that data in the appropriate format to IMLS. The vendor works with IMLS to ensure the data can be ported to their system. This data is called the Annual Public Library Survey. The other vendor - Baker and Taylor - has not improved their software and problems with data verification and accuracy have been ongoing. This annual data collection is mandated by our federal funder, IMLS. We collect data from over 260 public libraries and the process of education and training, preparation, collection, verifying and uploading is year-round.

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

The closest competitor's product lacks the reporting and infographic feature. Those features allows us and our public libraries to run reports that are used for self-assessment, peer comparisons, and is a vital tool for advocacy and communication around professional trends within the state.

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

As noted above, staff have looked into alternatives but none offer the comprehensive service and value of Counting Opinions.

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

Staff will continue to look for viable alternatives to meet our federal requirements for our IMLS grant funding and reporting.

### 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):

*Lori Fisher*

Typed Name:

Lori Fisher

Date:

1/30/2024

**Procurement Justification Form (PJF)**

|  |   |              |           |
|--|---|--------------|-----------|
| <b>Signature of DAFS<br/>Procurement Official:</b> | <p>DocuSigned by:<br/><i>Joseph Zrioka</i><br/>EA813178102243C...</p> |              |           |
| <b>Typed Name:</b>                                 | Joseph Zrioka Director of IT Procurement                              | <b>Date:</b> | 2/16/2024 |






# CountingOpinionsPJF2024

Final Audit Report

2024-01-30

|                 |  |
|-----------------|--|
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