

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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		ME CDC/Operations	
Department Contract Administrator or Grant Coordinator:		Chris Moiles / Lyndsay Frank	
(If applicable) Department Reference #:		CD0-25-1151	
Amount: (Contract/Amendment/Grant)	\$ 15,000.00	Advantage CT / RQS #:	RQS-10A-20250307000000001263
CONTRACT	Proposed Start Date:	5/3/2025	Proposed End Date: 4/30/2026
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:		University of Massachusetts Medical School Worcester, MA	
Brief Description of Goods/Services/Grant:		Digital Library Annual Subscription Fee	

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.	In order to maintain Public Health Accreditation and provide evidence-based public health services, Maine CDC employees need access to scientific journals, electronic reference books and databases of the public health evidence-base. A recent survey of Department staff, less than 40% of respondents reported having access to journals and other professional literature through their Office, and 47% reported having no access, whereas 90% reported have a need for such resources. The University of Massachusetts Medical School has been able to negotiate cost-effective access to a wide variety of journals and e-books. This subscription will enable Maine to access this vast digital library. Maine CDC has extended this resource to all of DHHS and is providing the funding for this digital library.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	While the Maine State Library may have subscriptions to some of the resources in the digital library, they would not have the resources to subscribe to the extensive collection in the Digital Public Health Library. The University of Massachusetts Medical School has previously been awarded national funding to develop the only known digital public health library accessible to professionals outside of their institution as part of the National Public Health Coordination Office, National Network of Libraries of Medicine. They are the only entity to provide electronic access to a digital library with this breadth of resources.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	The National Public Health Coordination Office, National Network of Libraries of Medicine has set this subscription price, based on the negotiated subscription rates and infrastructure costs they incurred as well as the number of subscribers to this service. Negotiation was not possible. Via the national grant funding, the Digital Library was made available to Maine and a limited number of other states for several years without cost as a pilot. The infrastructure for the Public Health Digital Library was paid for via federal funding and, therefore, this service is now available to us at a lower cost than a competitor is likely to be able to set up a similar service. UMass is able to negotiate a lower subscription rate with publishers because of the number of states participating.
4. Describe the plan for future competition for the goods or services.	The Department does not intend to competitively bid this service.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

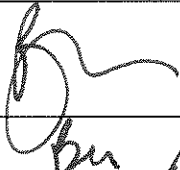
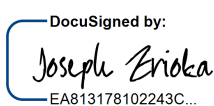
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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:	Ben Munn	Date:	3/20/25
Signature of DAFS Procurement Official:			
Typed Name:	Joseph Zrioka, Director of IT Procurement	Date:	3/27/2025