



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 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:		Maine State Library	
Department Contract Administrator or Grant Coordinator:		Lori Stockman, Maine State Librarian	
(If applicable) Department Reference #:			
Agency Department Code:	94Q	Advantage CT / RQS #:	RQS 20260323*1497
Amount: (Contract/Amendment/Grant)		\$ 16,092.72	
CONTRACT	Proposed/Original Start Date:	7/1/2026	Proposed/Most Recent End Date: 6/30/2027
AMENDMENT	New Effective Date:		New End Date (if Applicable):
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. Higher Education 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. Our large print materials aid in this goal. These materials are provided through mail delivery services to address challenges for residents living in remote areas of the state as well as via our statewide inter-library loan system and in-person at the State Library. This contract will set up a 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.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

MSL staff recently underwent an assessment of large print needs and reviewed all available options for these materials. 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. Large print is a niche offering for publishers, so there are no other vendors who can provide this level of service and titles.

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

State library staff will continue to be on the lookout for other options for this print material type.

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) or (026) – 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's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee


1. The signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	<i>Lori Stockman</i>		
Typed Name:	Lori Stockman, Maine State Librarian	Date:	Mar 23, 2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	

****OSPS Section Only****

Signature of DAFS Procurement Official:			
Typed Name:	Justin Franzose	Date:	3/24/2026

Thorndike PJF FY26

Final Audit Report

2026-03-23

Created:	2026-03-23
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