



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:		ME CDC/Operations		
Department Contract Administrator or Grant Coordinator:		Chris Moiles		
(If applicable) Department Reference #:		CD0-23-1151		
Amount: (Contract/Amendment/Grant)		\$14,000.00	Advantage CT / RQS #:	RQS 10A 2023020800000000973
CONTRACT	Proposed Start Date:	5/1/23	Proposed End Date:	4/30/24
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			
Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)			
	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		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?

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

No – If No, proceed to Part VI

**PART V: APPROVALS**

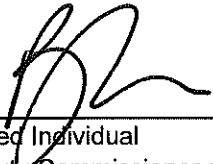
Signature of requesting Department's Commissioner (or designee):	By signing below, I signify that I approve of this procurement request.		
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Printed Name:	<i>John Cox</i>	Date:	16-Mar-23
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Signature of DAFS Procurement Official:	DocuSigned by: <i>Joseph Zrioka</i>		
Printed Name:	Joseph Zrioka EA813178102243C...	Date:	4/22/2023

Joseph Zrioka, Director of IT Procurement

Accepted By:



3/16/23

Signature of Authorized Individual  
Benjamin Mann, Deputy Commissioner of Finance

Date

**National Public Health Coordination Office**  
UMass Chan Medical School  
Lamar Soutter Library S1-840  
55 Lake Avenue North; Worcester, MA 01655  
Phone: 508-856-7633  
FEIN: 043167352

# INVOICE

Date: 2/1/2023  
Invoice No.: ME2324

Access Period: May 2023 through April 2024

INVOICE DUE 03/03/23

**Bill to:**

Nancy Birkhimer  
Maine Center for Disease Control  
11 State House Station  
Augusta, ME 04333-0011

Client No.: MEPH

See our W9 at <https://www.umassmed.edu/research/sponsored-programs/facts/>

Product code	Description	Price	Quantity	Amount
140	Digital Library Resources	\$ 14,000.00	1	\$ 14,000.00
	The Public Health Digital Library provides access to public health information resources to public health departments to improve public health outcomes. The subscription provides access to the resources to all employees.			
150				
<b>Total</b>				<b>\$ 14,000.00</b>

Send payment and make check payable to  
UMass Medical School Library 103270  
Bursar's Office Rm S1-802  
55 Lake Avenue North  
Worcester, MA 01655

Direct EFT/alternate payment questions to  
Kathy Dion (Bursar's) 508/856.5249  
[kathy.dion@umassmed.edu](mailto:kathy.dion@umassmed.edu)

FOR INTERNAL USE: Bursar's Office, please post payment to ST No. 131791

VC1000093483  
Pay from Account: 025-10A-2165-19-PHWFCV-F2023 \$14,000.00

2/1/23

Nancy Birkhimer

Signature:

