



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE PROCUREMENT SERVICES
 STATE OF MAINE

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:		Advantage CT / RQS #:	RQS 2026033*1536	
Amount: (Contract/Amendment/Grant)		\$ 47,758.25		
CONTRACT	Proposed/Original Start Date:	4/1/2026	Proposed/Most Recent End Date:	12/31/2026
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:		Bibliotheca, LLC, Lake Elmo, MN		
Brief Description of Goods/Services/Grant:		Suite of products necessary for library reopening		

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.	<p>The purpose of this Contract is for the supply, installation, training and ongoing support and maintenance of the Library’s existing suite of Bibliotheca products, the purchase of a second RFID security gate along with the purchase of Bibliotheca’s remoteLocker Indoor solution that is associated with quickConnect interface software that will work in conjunction with the Library’s integrated library system (ILS), Polaris provided by Clarivate/Innovative, Inc. and existing selfCheck/quickConnect implementations. These products are necessary for the library to reopen to the public.</p>
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.	<p>These products represent an addition to the library technology ecosystem currently supplied by Bibliotheca, LLC. CT 20200513*3274 (“LIBRARY COLLECTION RADIO FREQUENCY IDENTIFICATION SYSTEM”), as issued in 2020, successfully allowed for the installation and use of RFID products via the proprietary selfCheck system from this vendor. As the products outlined in this contract are meant to be compatible with the existing selfCheck system and library ILS, use of a different vendor would incur unknown additional costs as well as reduced staff output. It is imperative to use this vendor in order to continue operations as expected and to ensure this ecosystem of products is used in the best and most efficient manner.</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>Library staff have worked with the vendor to gain the best price and discounts. The cost of this suite of products is the result of negotiations over the course of several months.</p>
4. Describe the plan for future competition for the goods or services.	<p>Library staff will look for compatible products at a competitive price point once the existing technology reaches the end of its life cycle.</p>

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) or (026) – 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	
<p>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.</p>	

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):	Signed by:  <small>5E844DCC479E4F4...</small>		
Typed Name:	Lori Stockman, State Librarian	Date:	4/8/2026

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:	Signed by:  <small>AE2C1DD1C5434E9...</small>		
Typed Name:	Katie Boynton, Systems Analyst	Date:	4/8/2026