



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/Library Development	
Department Contract Administrator or Grant Coordinator:		Janet McKenney	
(If applicable) Department Reference #:		RRU2023	
Amount: (Contract/Amendment/Grant)	\$17,500	Advantage CT / RQS #:	CT94Q20220127*1751
CONTRACT	Proposed Start Date:	4/22/2022	Proposed End Date: 6/30/2023
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:		Simon and Schuster, 1230 Avenue of the Americas, New York, NY 10020	
Brief Description of Goods/Services/Grant:		Keynote address by author Jason Reynolds for Maine Librarians at the 2023 Annual reading Round Up Conference on April 27, 2023.	

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 checked="" 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.

The Maine State Library sponsors a librarian led annual conference for public and school librarians each year called the "Reading Round Up of Children's Literature". A committee of public and school librarians along with the Maine State Library's Children's Literacy Specialist plan this event each year. The program is self-funded with some support for technology provided by federal LSTA funding if needed.

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

Reading Round Up was virtual for 2020 and 2021. It will again be virtual on April 28, 2022. The committee has determined to bring in a nationally renowned author for the planned face to face Reading Round Up on April 27, 2023. Jason Reynolds is a No.1 New York Times bestselling author, a Kirkus Prize winner, a Schneider Family Book Award winner, a two-time Walter Dean Myers Award winner, an NAACP Image Award winner, a Carnegie Medal winner, a two-time National Book Award finalist, and the recipient of a Newbery Honor, a Printz Honor, and multiple Coretta Scott King Award honors. Additionally, Jason was appointed National Ambassador for Young People's Literature for 2020-2021 and has been granted an unprecedented third year in this position. The Reading Round Up committee chose Jason Reynolds to speak the conference's theme.

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

The costs are the standard speaking fees for an author of this caliber and national standing. Costs are to be divided into two invoices, a 50% deposit fee in 2022 and 50% after the conference in 2023.

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

The selection of this national author is intended as a celebratory, one-time only opportunity for Reading Round Up 2023. Funds to pay this speaker fee are solely from libraries and their attendance fees. No state or federal funds are being used.

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 V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

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

DocuSigned by:
Janet McKenney
A6A0F78CA410443...

Typed Name: Janet McKenney

Date: 4/27/2022

Procurement Justification Form (PJF)

Signature of DAFS Procurement Official:	DocuSigned by: <i>Kathy Paquette</i> <small>41C2BA36FAE44CD...</small>		
Typed Name:	Kathy Paquette	Date:	5/6/2022