

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW

Department Office/Division/Program:		Maine State Library		
Department Contract Administrator or Grant Coordinator:		Janet McKenney		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 184,550.00	Advantage CT / RQS #:	CT94Q20210604*3572	
CONTRACT	Proposed Start Date:	July 1, 2021	Proposed End Date:	June 30, 2022
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:		Portland Public Library, Portland, Maine		
Brief Description of Goods/Services/Grant:		Provide Area Reference and Resource center services to libraries in the region		

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	X	J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

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PART III: SUPPLEMENTAL INFORMATION

As one of the three Area Reference and Resource Center (ARRC) Libraries, Portland Public library will serve the southern counties in Maine and provide:

1. Interlibrary Loan Services – for any library that is not a member of URSUS, MILS, Minerva or any system that cannot facilitate ILL via MaineCat. PPL may provide out of state ILL requests via OCLC for any library in their service area.
2. Free library cards for lending and access to online resources
3. Reference services to librarians

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

The Maine State Library uses the two largest public libraries in the state to help extend statewide library resources – Bangor Public Library in the north and Portland Public Library in the south. These libraries serve in the capacity as Area Reference and Resource Centers (ARRCS), which is governed under Maine statute, Title 27. ARRCS help to extend statewide library resources by providing interlibrary loan services, responding to reference questions, and issuing library cards to citizens outside of their legal service area.

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

The statutory model in Title 27 requires that the Maine State Library leverage its statewide resources through ARRC libraries in the state. Utilizing the Portland Public Library as the southern region's ARRC helps to extend statewide library resources in the most efficient manner possible, given its expertise, staff size and collection.

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

The Maine State Library always looks at the ability to use public libraries to facilitate ARRC resources. Currently, the Portland Public Library, in accordance with statute, is the only public library in southern Maine able to fulfill such responsibilities.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<small>DocuSigned by:</small>		
	<i>Janet McKenney</i>		
Printed Name:	Janet McKenney	Date:	June 1, 2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>		
	<i>Michelle Fournier</i>		
Printed Name:	Michelle Fournier	Date:	6/16/2021

NOI 0620210471 06/16/2021 - 06/22/2021