



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
Table with fields: Department Office/Division/Program, Department Contract Administrator or Grant Coordinator, Amount, Advantage CT / RQS #, CONTRACT/AMENDMENT/GRANT type, Proposed Start/End Dates, Vendor/Provider/Grantee Name, Brief Description of Goods/Services/Grant.

PART II: JUSTIFICATION FOR VENDOR SELECTION
Check the box below for the justification(s) that applies to this request. (Check all that apply.)
Table with options A-L: Competitive Process, Amendment, Single Source/Unique Vendor, Proprietary/Copyright/Patents, Emergency, University Cooperative Project, Grant, State Statute/Agency Directed, Federal Agency Directed, Willing and Qualified, Client Choice, Other Authorization.

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 will be returning to the Maine State Cultural building in 2024 following a MGFA major renovation project involving significant upgrades to the building’s mechanical systems and targeted refurbishment of outdated public spaces.

As part of this project, the library is purchasing new mobile shelving for this once-in-a-lifetime opportunity to make the best possible use of existing space for the library’s most important functions – serving patrons, providing access to collections, and hosting public programming.

The largest quantity of new shelving is designated for the first-floor storehouse of the library and will double the collections storage capacity of that space. Through a competitive bidding process (RFQ# 94Q 2305020000000000263) the library selected JC Millwork for the purchase and installation of Montel mobile shelving.

This PJF allows us to continue the shelving project to the second floor of the library to include mobile shelving racks from the same manufacturer that can be easily moved out of the way to accommodate large public programs or reconfigured to highlight certain collections.

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

The vendor we selected is the manufacturer’s representative for the shelving line that the library is already purchasing for the first floor. This PJF will allow us to include the same brand of shelving in our public spaces. Due to projected construction timeframes, we will not have access to the building until May 2024 and the funds allocated for this project will expire by June 30, 2024. Utilizing one vendor and one brand of shelving will allow for simultaneous installation of both systems in the short timeframe that we have before the funds are no longer available.

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

They were awarded the contract for the commodity and installation through an earlier competitive bid process (RFQ# 94Q 2305020000000000263.) The additional shelving quoted by JC Millwork is priced significantly less than similar shelving quoted through the library’s mini bid for furniture (DO 20230633*1419).

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

The shelving that is being purchased will not need to be replaced in our lifetime.

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):			
Typed Name:	Lori Fisher	Date:	6/27/2023
Signature of DAFS Procurement Official:			
Typed Name:	Thomas Paquette	Date:	6/28/2023