



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 \$5,000 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 Fisher, Maine State Librarian	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 49,105.68	Advantage CT / RQS #:	RQS 20250521*1758
<b>CONTRACT</b>	Proposed Start Date:	<b>7/1/2025</b>	Proposed End Date: 6/30/2026
<b>AMENDMENT</b>	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		OCLC, Inc.	
Brief Description of Goods/Services/Grant:		OCLC annual memberships items	

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. 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.

This is to provide for our annual membership to OCLC, which provides vital operational access to ILL and cataloging information. Membership also includes access to an online training platform and resources in support of the Voluntary Library Certification program, which is available to all library staff statewide. As this is a unique membership, OCLC is the sole vendor.

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

This vendor is the only vendor to collate ILL, cataloging information, and library-specific training from across the United States into one platform via their membership.

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

This unique membership ensures that the Maine State Library can continue to support statewide support to all library types in Maine; MSL's statewide services depend on use of these member products. Costs are negotiated by the State Librarian once per fiscal year to ensure they remain reasonable. MSL staff searched for a comparable membership and while none currently exists, MSL staff will continue to be open to any competition to OCLC.

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

We will continue to subscribe to OCLC services so long as there are no other vendors providing this service and will thoroughly review any competitive vendors should they arise. OCLC remains the sole member vendor for these services.

**PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)**

Does this request utilize ARPA/MJRP funds?

- Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).
- Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
- No – If No, proceed to Part V.

**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

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](#).

The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	<i>Lori Fisher</i>		
Typed Name:	Lori Fisher	Date:	May 22, 2025
Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 2px;"> <small>DocuSigned by:</small>  <i>Joseph Zrioka</i>  <small>EA813178102243C...</small> </div>		
Typed Name:	Joseph Zrioka, Director of IT Procurement	Date:	6/16/2025

# OCLCFY26PJF

Final Audit Report

2025-05-22

Created:	2025-05-22
By:	Jenna Davis (jenna.davis@maine.gov)
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