



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)	\$ 9,172.00	Advantage CT / RQS #:	RQS 20250304*1243
CONTRACT	Proposed Start Date:	7/1/2025	Proposed End Date: 6/30/2026
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:		Counting Opinions	
Brief Description of Goods/Services/Grant:		Library performance assessment and data collection	

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.	There are only two providers that state libraries use nationally to collect the data required by our federal funder, Institute of Museum and Library Services (IMLS). We subscribe on a yearly basis. This is an online software service we use to gather data and information from all the public libraries in the state so we can best assess the needs of libraries in Maine. The vendor provides quality results at the best price-point. We collect data from over 260 public libraries and the process of education and training, preparation, collection, verifying and uploading is year-round.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	The closest competitor's product lacks reporting and infographic features. Those features allow us and our public libraries to run reports that are used for self-assessment, peer comparisons, and is a vital tool for advocacy and communication around professional trends within the state. No other vendor could offer this type of quality, comprehensive service. This is the <i>lowest cost</i> and best vendor available. <i>This annual data collection is mandated by our federal funder, IMLS.</i>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	As noted above, staff have investigated alternatives, but none offer the comprehensive service and value of Counting Opinions. This is also the lowest cost vendor. Staff continue to review alternatives at the end of each contract year.
4. Describe the plan for future competition for the goods or services.	Staff will continue to look for viable alternatives to meet our federal requirements for our IMLS grant funding and reporting by searching online and reviewing professional literature.

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) – 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	
<i>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.</i>	
<input checked="" type="checkbox"/> 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, Maine State Librarian	Date:	5/27/2025
Signature of DAFS Procurement Official:	DocuSigned by: <i>Joseph Zrioka</i> EA813178102243C...		
Typed Name:	Joseph Zrioka, Director of IT Procurement	Date:	6/16/2025


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Final Audit Report

2025-05-27

Created:	2025-05-27
By:	Jenna Davis (jenna.davis@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAzFweSjwgV8dN2CyU5_3-4_VFgEQPZ2YO

"COFY26PJFv2" History

-  Document created by Jenna Davis (jenna.davis@maine.gov)
2025-05-27 - 7:01:00 PM GMT
-  Document emailed to Lori Fisher (lori.fisher@maine.gov) for signature
2025-05-27 - 7:01:04 PM GMT
-  Email viewed by Lori Fisher (lori.fisher@maine.gov)
2025-05-27 - 7:01:30 PM GMT
-  Document e-signed by Lori Fisher (lori.fisher@maine.gov)
Signature Date: 2025-05-27 - 7:01:45 PM GMT - Time Source: server
-  Agreement completed.
2025-05-27 - 7:01:45 PM GMT