



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 \$10,000 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 Stockman, Maine State Librarian	
(If applicable) Department Reference #:			
Agency Department Code:	94Q	Advantage CT / RQS #:	CT 20260514*2579
Amount: (Contract/Amendment/Grant)		\$27,251.00	
CONTRACT	Proposed/Original Start Date:	7/1/2026	Proposed/Most Recent End Date: 6/30/2027
AMENDMENT	New Effective Date:		New End Date (if Applicable):
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Good Group Decisions, DBA Policy Development, Inc., Brunswick, Maine	
Brief Description of Goods/Services/Grant:		Meeting facilitation	

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
☐	A. Competitive Process	☐	G. Grant
☐	B. Amendment	☐	H. State Statute/Agency Directed
☒	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed
☐	D. Proprietary/Copyright/Patents	☐	J. Willing and Qualified
☐	E. Emergency	☐	K. Client Choice
☐	F. Higher Education Cooperative Project	☐	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 132nd Maine legislature approved the creation of a Status of School Libraries and Public Libraries in Maine Working Group (with Governor approval) on July 1, 2025. The legislation included a \$9,000 fiscal note for facilitation services for each fiscal year of the two year Working Group. For FY26, the \$9,000 allocation has only been able to cover two in-person meetings and two Zoom meetings. The State Librarian had to facilitate the other monthly meetings. After the first year of work, the group has determined there is a need for facilitation services at every meeting in order for them to finalize their charge and allow the State Librarian more time to draft pieces of the report to submit to the Education and Cultural Affairs Joint Legislative Committee by 11/1/2027. Maine State Library will use their general funds to supplement the total facilitation cost not covered by the \$9,000 fiscal note for FY27.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

Craig Freshley of Good Group Decisions currently serves as lead facilitator of the Working Group on the Status of Public and School Libraries, as chaired by the Maine State Librarian and described in H.P. 926- LO. 1404 (Chapter 117). This contract is to continue his facilitation work and build upon work he has already done with this group and for the State Librarian.

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

In July 2025, the State Librarian contacted State Procurement and was told there were no meeting facilitation services available under a current Master Agreement. She then contacted six Maine-based facilitators to obtain information on their services and rates. Four of the six were still doing this type of meeting facilitation, and only one had experience working with libraries: Good Group Decisions. The rates discussed with the four who offer meeting facilitation were very similar so variables in cost were not an issue. The State Librarian decided to hire Good Group Decisions due to their prior experience with libraries and municipal groups to conduct facilitated meetings that are open to the public per FOAA.

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

State Library staff will continue to be open to any competition that represents a good value for the agency. They will continue different service providers for future working groups.

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) or (026) – 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's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

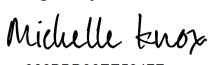
PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	<i>Lori Stockman</i>		
Typed Name:	Lori Stockman, State Librarian	Date:	6/15/2026
2. Additional signature required ONLY if box E (Emergency) is selected in PART II . The signature below indicates approval by the Department's Commissioner, or the <u>designee specifically authorized to approve emergency procurement requests</u> .			
Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	

OSPS Section Only

Signature of DAFS Procurement Official:	Signed by:  066BBD96EE5347F...		
Typed Name:	Michelle Knox	Date:	6/22/2026

Facilitator PJF FY27 partv

Final Audit Report

2026-06-15

Created:	2026-06-15
By:	Jenna Davis (jenna.davis@maine.gov)
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