



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

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)		\$ 180,950.00	Advantage CT / RQS #:		94Q 20230609*3629
CONTRACT	Proposed Start Date:	July 1, 2023	Proposed End Date:	6/30/2024	
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, ME			
Brief Description of Goods/Services/Grant:		Provide Area Reference & Resource Center Services to libraries in their 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

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.

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
4. Support Digital Maine Library by providing assistance to librarians/patrons through training about what is available and how to use those resources.

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.

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: 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 VI

PART V: APPROVALS

Signature of requesting Department's Commissioner (or designee):	By signing below, I signify that I approve of this procurement request.		
	<i>Lori A. Fisher, Maine State Librarian</i>		
Printed Name:	Lori Fisher, Maine State Librarian	Date:	6/9/2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>Thomas Paquette</i>		
Printed Name:	249502C7B71A49A... Thomas Paquette	Date:	8/22/2023