



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:	Jenna Blake Davis			
(If applicable) Department Reference #:				
Agency Department Code:		Advantage CT / RQS # :	RQS 20250725*159	
Amount: (Contract/Amendment/Grant)	\$ 139,861.00			
CONTRACT	Proposed/Original Start Date:	7/1/2025	Proposed/Most Recent End Date:	6/30/2026
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:		Maine InfoNet Collaborative, Orono, ME		
Brief Description of Goods/Services/Grant:		Dues for the Integrated Library System for FY26		

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. Higher Education 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.

Libraries throughout Maine utilize an "integrated library system" (ILS) that provides the catalog functionality and other system capabilities for standard library functions such as check in/check out, patron records, etc. Without an ILS, a library would not be able to provide an online catalog and borrowing services. This membership allows MSL to participate in a statewide collaborative where ILS costs are shared and more affordable.

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

We have been part of this shared ILS collaborative since 2019 and continue to experience both cost savings and the benefit of integration with many other Maine libraries. Maine InfoNet is a collaborative project supported by UMaine and the State of Maine via the Maine State Library, specifically for this type of service. There is no other provider of this service in Maine aside from this collaborative project between U Maine and the Maine State Library.

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

Maine InfoNet has already procured a contract for these services that recognizes cost efficiencies through bulk/economy of scale purchasing. If the Maine State Library were to purchase this outside of this collaborative, the cost would be significantly higher.

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

We intend to continue to be part of the collaborative as long as cost savings are realized through collaborative buying. If we do not continue as part of this collaborative, MSL would not have an ILS not compatible with the majority of other libraries in the state, making our core functions of catalog interface and inter-library loan much more difficult and time consuming.

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 signature below indicates 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:	7/30/2025

PART VII: EMERGENCY – Required only if selecting E. Emergency Justification

The signature below indicates approval by the Commissioner or designee of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	

Signature of DAFS Procurement Official:	DocuSigned by:  AEED9C7B3A8044E...		
Typed Name:	Justin Franzose	Date:	8/12/2025





MIN ILS FY26

Final Audit Report

2025-07-30

Created:	2025-07-30
By:	Jenna Davis (jenna.davis@maine.gov)
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"MIN ILS FY26" History

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