



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

DIVISION OF 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 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:		Jenna Davis, LSTA Coordinator		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 5,410.59	Advantage CT / RQS #:	94Q 20230818*0304	
CONTRACT	Proposed Start Date:	7/1/2023	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:		OCLC, Inc. Dublin, OH		
Brief Description of Goods/Services/Grant:		WebJunction – provides access to online professional development training for librarians statewide		

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		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.

Maine State Library subscribes to this online training platform and resources in support of the Voluntary Library Certification program, which is available to all library staff statewide. In addition, this platform provides access to training outside of this program to all library staff statewide.

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 library-specific training from across the United States into one platform.

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

This platform is funded by the federal Institute of Museum and Library Services, Library Services & Technology Act, annual grant received by Maine State Library for the purposes of providing statewide support to all library types in Maine.

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

We plan to continue to subscribe to this unique service using our IMLS LSTA funds.

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. Froher, Maine State Librarian</i>		
Printed Name:	<i>Lori A. Froher</i>	Date:	<i>8/18/23</i>
Signature of DAFS Procurement Official:	DocuSigned by: <i>Joseph Zrioka</i>		
Printed Name:	Joseph Zrioka Director of IT Procurement	Date:	9/20/2023