



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, State Librarian	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 12,775.00	Advantage CT / RQS #:	CT 20240208*2198
CONTRACT	Proposed Start Date:	7/1/2024	Proposed End Date: 6/30/2025
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:		The Healing Library, Signal Mountain, TN	
Brief Description of Goods/Services/Grant:		Creation of toolkit for caregivers to talk with children about climate change.	

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		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

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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.	
Working as a Content Creator and Project Manager, The Healing Library will create a kit of resources alongside other project stakeholders for families to discuss climate change and climate action. This kit will utilize Social Emotional Learning core competencies and Every Child Ready to Read strategies.	
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	
<u>The Healing Library</u> will work as both a project manager and content creator for this project. The Healing Library creates kits similar to this that help families deal with difficult topics such as death and divorce. This type of kit was created by The Healing Library and they continue to produce new ones. Working with The Healing Library will greatly reduce the number of staff hours spent on this project as MSL staff would be learning to do this kind of project from scratch. MSL staff will only need to oversee and approve the work.	
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	
The Healing Library has a standard consulting rate but has reduced that as a library/ non-profit organization and then further still if we grant them permission to include the final product on their website, which we intend to do.	
4. Describe the plan for future competition for the goods or services.	
MSL will continue to provide training for library staff in this area and will seek appropriate facilitators as needed according to the topic being addressed. In some instances, training will be provided by MSL staff and as needed outside facilitators or subject matter experts will provide the training.	

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

PART V: APPROVALS	
The signatures below indicate approval of this procurement request.	
Signature of requesting Department's Commissioner (or designee):	<i>Lori Fisher</i>

Procurement Justification Form (PJF)

Typed Name:	Lori Fisher, State Librarian	Date:	7/19/2024
Signature of DAFS Procurement Official:	DocuSigned by: <i>Thomas Paquette</i> 249502C7B71A49A		
Typed Name:	Thomas Paquette	Date:	9/30/2024






Healing Library PJJ for FY25

Final Audit Report

2024-07-19

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