



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 Davis, Contract/Grant Manager		
(If applicable) Department Reference #:				
Agency Department Code:	94Q	Advantage CT / RQS #:		
Amount: (Contract/Amendment/Grant)		\$136,120.00		
CONTRACT	Proposed/Original Start Date:	9/1/2026	Proposed/Most Recent End Date:	2/28/2027
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:		LEO Librarians & Educators Online, New York, NY		
Brief Description of Goods/Services/Grant:		Provide project management for the AI initiative funded by the legislature in the FY27 supplemental budget tasking MSL to create a statewide AI literacy and safety plan.		

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
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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.

In the FY27 supplemental budget passed by the State Legislature, MSL has received \$750,000 to create and implement a statewide AI Literacy and Safety plan for Mainers. This allocation is directly due to the [Maine AI Task Force report](#) published in October 2025. Given the 90 day wait for the FY27 Supplemental Budget monies to be available, MSL has less than a year to accomplish this task. No other state in the US is working on a statewide AI literacy plan. It is imperative that we get this project done before 6/30/26, and a project manager for this initiative is vital given the other projects MSL is dealing with (reopening to the public in the Cultural Building after 6 years in temporary quarters).

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.

The vendor selected, LEO Librarians & Educators Online, is one that MSL has worked with in the past with successful results. The vendor is currently working on two other smaller AI projects in CA and NJ, and has the experience in project management to complete the task at hand within the constrained time frame. If the time frame was not so constrained, MSL would have completed an RFP process for this. But with less than a year to not only create the plan, but pilot pieces of the plan through a sub-granting process and market the plan to all Mainers before 6/30/27, MSL has chosen a vendor that will need sole source approval to accomplish the State legislature's goals.

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

The costs outlined in the contract are fair and reasonable given the other potential project managers contacted by the State Librarian.

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

This is one time funding from the State Legislature for the creation of a plan that will be used going forward to help Mainers attain greater AI literacy.

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):

Lori Stockman

Typed Name:

Lori Stockman

Date:

8/12/2026

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 designee specifically authorized to approve emergency procurement requests.

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

Typed Name:

Date:

OSPS Section Only

Signature of DAFS
Procurement Official:

Signed by:

Michelle Knox

Typed Name:

066BBD96EE5347F...
Michelle Knox

Date:

9/2/2026

AI plan project management PJF FY27

Final Audit Report

2026-08-12

Created:	2026-08-12
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