



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE PROCUREMENT SERVICES
STATE OF MAINE

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:		Lori Stockman, Maine State Librarian		
(If applicable) Department Reference #:				
Agency Department Code:	94Q	Advantage CT / RQS #:	RQS 20260826*334	
Amount: (Contract/Amendment/Grant)		\$125,000.00		
CONTRACT	Proposed/Original Start Date:	9/1/2026	Proposed/Most Recent End Date:	9/30/2026
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:		eBook titles for use by Maine public.		

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

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.

This is to facilitate the purchase of a variety of eBook titles for use by the Maine public. The selection process is determined by the needs and demands of Maine citizens. This satisfies requirements of the Maine State Library as an Area Reference and Resource Center (ARRCs), which is governed under Maine statute, Title 27.

Please note an identical purchase was approved under ITP-266760 in June 2026.

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.

This purchase is done via Maine InfoNet, which is a cooperative agreement between the Maine State Library and the University of Maine (Orono). Maine InfoNet maintains the cloudLibrary agreement for which eBooks are added for public access for all Maine taxpayers. *Maine InfoNet (MIN) is the only entity able to complete this purchase for the State: MIN exists because of a cooperative agreement between the State of Maine via the Maine State Library and the University of Maine.*

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

The costs of the eBooks are at a fair market rate, and the staff time spent adding titles for access is covered by Maine InfoNet. This is by far the easiest, least expensive, and most efficient way of adding eBook titles for public access.

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

The Maine State Library is currently running an eBooks Task Force that is devoted to finding new and better ways to provide eBook titles to the citizens of Maine. Task force findings will influence further eBook title purchasing.

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, Maine State Librarian

Date:

9/1/2026

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:

DocuSigned by:

Thomas Paquette

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Typed Name:

Thomas Paquette

Date:

9/15/2026

MIN ebooks August 2026

Final Audit Report

2026-09-01

Created:	2026-09-01
By:	Jenna Davis (jenna.davis@maine.gov)
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