



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 20260924*490	
Amount: (Contract/Amendment/Grant)		\$16,286.55		
CONTRACT	Proposed/Original Start Date:	10/4/2026	Proposed/Most Recent End Date:	10/31/2026
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:		ProQuest LLC, Ann Arbor, Michigan		
Brief Description of Goods/Services/Grant:		Physical microfilm reels		

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.

The Maine State Library acquires physical (not digital) microfilm copies of local and major newspapers across the state, including prominent titles such as the *Bangor Daily News* and the *Portland Press Herald*.

These microfilm editions allow the Maine State Library to maintain a comprehensive collection of current and historical newspaper issues which patrons can access on a physical microfilm viewer. The process of producing these microfilm copies involves several steps, including obtaining copyright permissions from the publishers, capturing high-quality images of the physical newspapers, and then converting them into a physical microfilm format.

Please note these are physical microfilm reels and not a digital product.

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.

ProQuest holds exclusive rights to reproduce and distribute these publications on microfilm. Utilizing Maine State Library staff and resources to obtain print copies, photograph them, and produce microfilm in-house would be prohibitively expensive and logistically unfeasible. The process would require significant investment in equipment, staff time, rights clearance, and technical expertise, which far exceeds the cost and efficiency of acquiring professionally produced microfilm directly from the vendor.

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

The Maine State Library receives numerous rolls of microfilm annually, covering content from the *Bangor Daily News* and the *Portland Press Herald*. Each roll contains approximately 10,000 page images. If the Maine State Library were to undertake the process of capturing and converting these pages to microfilm independently, the per-unit cost would be significantly higher than the current cost through ProQuest.

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

The Maine State Library is committed to ensuring responsible stewardship of public resources and continually evaluates the marketplace for potential alternative vendors that provide comparable microfilm reproduction and distribution services. This ongoing research is aimed at identifying opportunities to acquire these materials under more competitive pricing structures, improve service options, and ensure long-term sustainability of access to critical historical newspaper content for the people of Maine.

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, State Librarian

Date:

9/24/2026

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
249502C7B71A49A...

Typed Name:

Thomas Paquette

Date:

9/30/2026

PJF Proquest Microfilm FY27

Final Audit Report

2026-09-24

Created:	2026-09-24
By:	Jenna Davis (jenna.davis@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA9_HiEU6OgkN7p1HAWXOgQcbOOC1auAWh

"PJF Proquest Microfilm FY27" History

-  Document created by Jenna Davis (jenna.davis@maine.gov)
2026-09-24 - 1:13:38 PM GMT
-  Document emailed to lori.stockman@maine.gov lori.stockman@maine.gov (lori.stockman@maine.gov) for signature
2026-09-24 - 1:14:07 PM GMT
-  Email viewed by lori.stockman@maine.gov lori.stockman@maine.gov (lori.stockman@maine.gov)
2026-09-24 - 1:14:52 PM GMT
-  Document e-signed by lori.stockman@maine.gov lori.stockman@maine.gov (lori.stockman@maine.gov)
Signature Date: 2026-09-24 - 1:15:44 PM GMT - Time Source: server - Signature Appearance Selected: IMAGE
-  Agreement completed.
2026-09-24 - 1:15:44 PM GMT