

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW

Department Office/Division/Program:		Maine State Library – Collections and Digital Initiatives			
Department Contract Administrator or Grant Coordinator:		James Ritter, State Librarian			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)		\$ 24,044.00	Advantage CT / RQS #:		RQS94Q20201022*0470
CONTRACT	Proposed Start Date:	09-01-2020	Proposed End Date:	08-31-2021	
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:		Elsevier Inc, Clinical Solutions North America 1600 John F. Kennedy Boulevard, Suite 1800 Philadelphia, PA 19103-2899			
Brief Description of Goods/Services/Grant:		A Digital Commons software license from Elsevier will allow the Maine State Library to post government and digital documents in the Elsevier electronic cloud where they will be easily accessible by Maine citizens and other interested parties through Google and the Digital Public Library of America.			

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

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PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

- (a) By law the Maine State Library (MSL) is obligated to receive, catalog, store and disseminate copies of each Maine state agency publication. (See *Title 1, Chapter 13, Section 501-A*). MSL has no way to determine if this statute is being met by state agencies. There is also no easy way for Maine Citizens to know how or where to access these materials either through MSL or the issuing agency. Currently most publications are provided on paper and stored by MSL on paper. Printing costs for large agencies are extremely significant.
- (b) MSL's goal in purchasing a license for the Digital Commons is to make Maine State government more transparent and less costly. By posting electronic copies of State of Maine publications on this site several goals will be met: Documents will be easily accessible to the citizens of Maine via Google and a centralized website; agencies will have a tool to more easily comply with the law; multiple copies of documents will not have to be printed thus saving the state significant money. To date, well over 150,000 digital items reside in the repository.

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

When MSL originally purchased the software (as a service) the agency had many informative conversations with Maine InforME staff about this product. InforME's response after talking with Elsevier was that InforME could develop a custom application to provide this service but the costs likely would be higher than the costs charged by BePress and development would take several months to complete. Elsevier (Digital Commons) is already set up to provide this service. InforME would have to start from scratch to design a product that might best serve us.

MSL has also met with OCLC to explore the product "d-base", and this product cannot provide an equal or better service.

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

MSL also examined OCLC's d-base services and found that although less expensive, they do not provide the ease of use and access services provided Digital Commons. Additionally, OIT has authorized and approved the Maine State Library's use of the Digital Commons product for the last five years. This software product remains central to housing and uploading state digital documents. The Elsevier product is extremely cost effective and has unlimited upload storage, backed up in iron mountain. For approximately \$24,000, there is no other equivalent product.


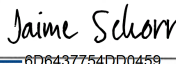
4. Describe the plan for future competition for the goods or services.

If another company appears in the future that can offer identical services for a better price, MSL will develop and issue an RFP before the end of the contract period with Elsevier.

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PART III: SUPPLEMENTAL INFORMATION

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	JAMES RITTER	Date:	10-26-2020
Signature of DAFS Procurement Official:			
Printed Name:	Jaime Schorr	Date:	10/29/2020