



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 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:		Marijke Visser, Director of Development	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 195,014.00	Advantage CT / RQS #:	RQS 20240806*169
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:		Dollywood Foundation, Sevierville, TN	
Brief Description of Goods/Services/Grant:		Books for Maine Imagination Library participants	

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	<input type="checkbox"/>	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

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 Imagination Library program, committed to through Maine statute (<https://legislature.maine.gov/statutes/27/title27sec10.html>) requires that the state pay 50% of the cost of the books mailed to the homes of participating children ages 0 to 5. This contract reflects the cost of the books during Fiscal Year 2025.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

This is the only vendor for this program and we are required to use the books the Dollywood Foundation has selected and mailed via USPS to the homes of participants on a monthly basis.

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

Funding for this was granted by the State Legislature for FY25.

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

The costs for this program are expected to increase as the program expands to all counties in Maine. We are working with the Governor's office on this program and keep them apprised of future annual costs. Program expansion and the identification of program partners is underway.

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) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

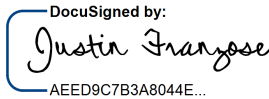
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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 signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	<i>Marijke Visser</i>		
Typed Name:	Marijke Visser, Director of Development	Date:	10/8/2024
Signature of DAFS Procurement Official:			
Typed Name:	Justin Franzose	Date:	10/8/2024




DollywoodBooksPJFagainFY25v2

Final Audit Report

2024-10-08

Created:	2024-10-08
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-  Document created by Jenna Davis (jenna.davis@maine.gov)
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