



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)	\$ 99,404.00	Advantage CT / RQS #:	CT 2024091*519
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:	University of Maine		
Brief Description of Goods/Services/Grant:	Joint Administration of Maine InfoNet (personnel costs of Executive Director).		

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.

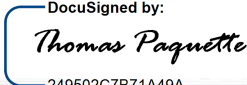
PART III: SUPPLEMENTAL INFORMATION	
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.	
The purpose of this contract is for the joint administration of Maine InfoNet between the University of Maine and the Maine State Library (MSL) to ensure that each continues to have significant presence and voice in the continuing development and support of Maine InfoNet.	
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	
This is a unique, proprietary vendor that is vital to statewide services. This falls under a fully executed cooperative agreement with UMaine as attached in Advantage.	
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	
Per the University Cooperative Agreement, this supports shared services between the Maine State Library (MSL) and the University of Maine. Salary and benefits for the Executive Director of Maine InfoNet are split equally between the University of Maine System and the Maine State Library.	
4. Describe the plan for future competition for the goods or services.	
The State Library will continue to work with the University of Maine to evaluate the efficiency of this agreement.	

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE	
<i>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.</i>	
<input checked="" type="checkbox"/> 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	Date:	10/10/24
Signature of DAFS Procurement Official:			
Typed Name:	Thomas Paquette	Date:	10/21/2024



Procurement Justification MIN ILS FY25 final

Final Audit Report

2024-10-10

Created:	2024-10-10
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