



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

PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		Maine State Library		
Department Contract Administrator or Grant Coordinator:		Lori Fisher, Maine State Librarian		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 5,810.59	Advantage CT / RQS #:	20231113*734	
CONTRACT	Proposed Start Date:	9/1/2023	Proposed End Date:	8/31/2024
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:		Books In Print; Proquest		
Brief Description of Goods/Services/Grant:		Online bibliographic subscription		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before 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.

REV 10/19/2021

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 relies on Books In Print for our two most essential functions as a library, namely reference (i.e. serving patrons with information) and collection development (i.e. buying books). BIP is unmatched in providing comprehensive and authoritative information on current, forthcoming, and past publications; authors, subjects, publishers, suppliers, and prices; summaries; and reviews. We use BIP every day for our own work, and our patrons use it too. Lastly, librarians around the state often ask us to find information for them using BIP, which fulfills the third essential part of our mission: to support the Maine greater library community. We lean heavily on this one database, and we would collapse without it.

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

Books In Print is unique in its quality and comprehensiveness. There is no alternative, there is no second best. It would be impossible for us to compile the same amount of information from other sources, let alone connect it through the kind of search and discovery tools that BIP offers.

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

Considering the quality of the service and how frequently we use it, the negotiated cost of Books In Print is fair. Were we to attempt to get by without it, we would spend much more in staff time wasted, and the quality of our work would suffer.

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

Books In Print has been a standard library tool for decades (more than 150 years if you trace its lineage through its parent incarnations), and we have subscribed to it since the print version took up multiple thick volumes of very thin pages filled with tiny lettering. The online version is a big improvement and space saver, and we do not foresee another comparable tool in the future. However, we will continue to monitor trends in the industry, and if a competitive tool comes along, we will certainly consider subscribing to it.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part VI

PART V: APPROVALS

Signature of requesting
Department's Commissioner (or
designee):

By signing below, I signify that I approve of this procurement request.



Printed Name:


Lori Fisher, Maine State Librarian

Date:

11/30/2023

Signature of DAFS Procurement
Official:

DocuSigned by:



Printed Name:

EA813178102243C...
Joseph Zrioka Director of IT Procurement

Date:

12/2/2023