

**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)	\$ 7,000.00	Advantage CT / RQS #:	20231107*1344	
CONTRACT	Proposed Start Date:	12/1/2023	Proposed End Date:	6/30/2024
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:		Dollywood Foundation, Sevierville, TN		
Brief Description of Goods/Services/Grant:		Fiscal Agent for Imagination Library		

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 checked="" 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 agreement is to have The Dollywood Foundation provide fiscal agent and accounting responsibilities to administer state dollar MATCH funds at a fee of \$1000 per month. The Provider shall act as the fiscal agent for Imagination Library Maine affiliates in each county. Monies raised by affiliates will be matched with the same amount of state dollars through the Maine State Library Imagination Library fund.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.
Due to the nature of the agreement, the Dollywood Foundation is the only entity able to complete this specific task.
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 FY2023 and carried over into FY2024. The Dollywood Foundation will coordinate the data research needed to show impact and effectiveness of the program in Maine.
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.

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

Does this request utilize ARPA/MJRP funds?
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).
<input checked="" type="checkbox"/> 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.		
	<i>Lori Fisher</i>		
Printed Name:	Lori Fisher, Maine State Librarian	Date:	12/1/2023
Signature of DAFS Procurement Official:	<i>Thomas Paquette</i>		
Printed Name:	Thomas Paquette	Date:	12/4/2023