



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:	Lori Fisher, State Librarian		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 14,800.80	Advantage CT / RQS #:	RQS 20241029*627
CONTRACT	Proposed Start Date:	1/1/2025	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:	ProQuest LLC, Chicago, IL		
Brief Description of Goods/Services/Grant:	2025 microfilm of issues of two major Maine newspapers		

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.

Every year we acquire microfilm of the two major newspapers published in Maine: Bangor Daily News, and Portland Press Herald. Having these newspapers available on microfilm assures their longevity for researchers of all types (legislators; public; genealogists; etc.).

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

ProQuest is the only vendor who has the rights to sell this microfilm, as contracted with the owners of BDN and PPH.

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

The cost to acquire these microfilm reels is on par with costs for previous years.

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

We check every year with the newspapers to see if any other vendor has the rights to sell and distribute microfilm copies.

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.

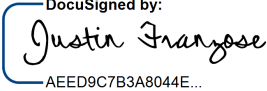
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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>Lori Fisher</i>		
Typed Name:	LORI A FISHER	Date:	Dec 30, 2024
Signature of DAFS Procurement Official:	 <small>DocuSigned by: Justin Franzose AEED9C7B3A8044E...</small>		
Typed Name:	Justin Franzose	Date:	12/30/2024


PQDec24

Final Audit Report

2024-12-30

Created:	2024-12-30
By:	Jenna Davis (jenna.davis@maine.gov)
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