



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, Maine State Librarian	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 171,794.00	Advantage CT / RQS #:	CT 20250626*3268
CONTRACT	Proposed Start Date:	7/1/2025	Proposed End Date: 6/30/2026
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:		Bangor Public Library	
Brief Description of Goods/Services/Grant:		Provide area reference and resource center services to their region.	

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 checked="" 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 checked="" 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.

As one of the two Area Reference and Resource Center (ARRC) Libraries, Bangor Public library will serve the northern counties in Maine and provide:

1. Interlibrary Loan Services -for any library that is not a member of URSUS, MILS, Minerva or any system that cannot facilitate ILL via MaineCat. BPL may provide out of state ILL requests via OCLC for any library in their service area.
2. Free library cards for lending and access to online resources.
3. Reference services to librarians.
4. Support Digital Maine Library by providing assistance to librarians/patrons through training about what is available and how to use those resources.

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

The Maine State Library uses the two largest public libraries in the state to help extend statewide library resources - Bangor Public Library in the north and Portland Public Library in the south. These libraries serve in the capacity as Area Reference and Resource Centers (ARRCS), which is governed under [Maine statute, Title 27](#).

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

The statutory model in Title 27 requires that the Maine State Library leverage its statewide resources through ARRC libraries in the state. Utilizing the Bangor Public Library as the northern region's ARRC helps to extend statewide library resources in the most efficient manner possible, given its expertise, staff size and collection.

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

The Maine State Library always looks at the ability to use public libraries to facilitate ARRC resources. Currently, the Bangor Public Library, in accordance with statute, is the only public library in the northern region of Maine able to fulfill such responsibilities.

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.

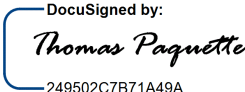
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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 Fisher, Maine State Librarian	Date:	6/26/2025
Signature of DAFS Procurement Official:	 <small>DocuSigned by: Thomas Paquette 249502C7B71A49A...</small>		
Typed Name:	Thomas Paquette	Date:	7/7/2025



BangorPLARRC26PJF

Final Audit Report

2025-06-26

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