



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) | \$ 173,750.00 | Advantage CT / RQS #: | CT 20250626*3269 |
| 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: | | Portland 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, Portland Public library will serve the southern 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. PPL 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 Portland Public Library as the southern 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 Portland Public Library, in accordance with statute, is the only public library in the southern 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.

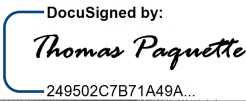
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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: |  | | |
| Typed Name: | Thomas Paquette | Date: | 7/7/2025 |






PortlandPLARRC26PJF

Final Audit Report

2025-06-26

| | |
|-----------------|--|
| Created: | 2025-06-26 |
| By: | Jenna Davis (jenna.davis@maine.gov) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAIUncXD_LvTW9OBY38Du1yCcdjvMKzRTT |

"PortlandPLARRC26PJF" History

-  Document created by Jenna Davis (jenna.davis@maine.gov)
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-  Document emailed to lori fisher (lori.fisher@maine.gov) for signature
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-  Document e-signed by lori fisher (lori.fisher@maine.gov)
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