



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE 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 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)	\$ 139,861.05	Advantage CT / RQS #:	RQS 20240801*150
CONTRACT	Proposed Start Date:	7/1/2024	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:		Maine InfoNet Collaborative, Orono, ME	
Brief Description of Goods/Services/Grant:		Dues for the Integrated Library System for FY25	

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.

Libraries throughout Maine utilize an "integrated library system" (ILS) that provides the catalog functionality and other system capabilities for standard library functions such as check in/check out, patron records, etc. Without an ILS, a library would not be able to provide an online catalog and borrowing services. This membership allows MSL to participate in a statewide collaborative where ILS costs are shared and more affordable.

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

We have been part of this shared ILS collaborative since 2019, and continue experience both cost savings and the benefit of integration with many other Maine libraries. Maine Infonet is specifically set up to provide these services for libraries in the state of Maine. This is a very niche need and literally no other vendor exists who can provide this service.

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

Maine InfoNet has already procured a contract for these services that recognizes cost efficiencies through bulk/economy of scale purchasing.

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

We intend to continue to be part of the collaborative as long as cost savings are realized through collaborative buying. If we do not continue as part of this collaborative, MSL would have a stand-alone ILS system that would need management and maintenance through MSL staff, making our core functions of catalog interface and inter-library loan much more difficult and time consuming to accomplish. This collaborative effort for ILS systems is the reason Maine InfoNet was created by MSL and the University of Maine.

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

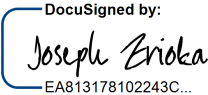
Procurement Justification Form (PJF)

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:	9/5/2024
Signature of DAFS Procurement Official:	DocuSigned by:  EA813178102243C...		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	9/10/2024






PJF MIN FY25 revised

Final Audit Report

2024-09-05

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"PJF MIN FY25 revised" History

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