

State of Maine Waiver of Competitive Bidding Request Form

Form Instructions: Please provide the requested information in the white boxes below. This form is to precede all contract requests that are not the direct result of a competitive bid process.

Requesting Department's Contract Administrator:	Lee Anne Larsen	Office/Division/Program of Contract Administrator:	Learning Systems--Early Learning Team
Est. Contract Amount:	\$6,932.51	Contract or RQS Number:	20150825*0806
Proposed Start Date:	January 17, 2020	Proposed End Date:	February 29, 2020
Vendor/Provider Name, City, State:	RSU #12 665 Patricktown Road Somerville, ME 04348		
Short Description of Good or Service:	This is a contract amendment to add funds and additional time for financial accounting services necessary to close out the Preschool Expansion Grant.		
Please note, for transparency purposes, Waivers of Competitive Bidding will be publicly posted. Public postings are placed on the Division of Procurement Services website for a period of seven consecutive calendar days.		To be completed by the Division of Procurement Services Posting dates on Division of <i>Procurement Services</i> website: From: <u>01/08/2020</u> To: <u>01/14/2020</u>	
Notice of Intent to Waive Competitive Bidding Number:	NOI# 0120200027		
1. Statutory Justification State of Maine statute (5 M.R.S. §1825-B(2)) allows waivers of competitive bidding only for the specific reasons listed below. Please mark the appropriate box (X) next to the justification which applies to this specific request.			
<input type="checkbox"/> A. The procurement of goods or services by the State for county commissioners pursuant to Title 30-A, section 124, involves the expenditure of \$2,500 or less, and the interests of the State would best be served;			
<input type="checkbox"/> B. The Director of the Bureau of General Services is authorized by the Governor, or the Governor's designee, to make purchases without competitive bidding because, in the opinion of the Governor or the Governor's designee, an emergency exists that requires the immediate procurement of goods or services;			
<i>If citing the above justification for this Waiver of Competitive Bidding request, please have the requesting Department's Commissioner or Chief Executive (as the Governor's "designee") sign and date on the right.</i>		<i>By signing below, I signify as the Governor's designee there is an emergency that necessitates this non-competitive procurement.</i> Signature:	
		Printed Name:	Date:

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3. Availability of other Public Resources

Please explain how the requesting Department concluded that sufficient staffing, resources, or expertise is not available within the State of Maine's government, or other governmental entities (local, other state, or federal agencies) external to the requesting Department, which would be able to address the identified need more efficiently and effectively than the identified vendor.

To manage the financial accounting required for the PEG, the Maine DOE has contracted with a financial accountant through RSU 12. Since this accountant is familiar with the PEG, she will be best equipped to complete the work required for closeout in a timely fashion. If the DOE was to assign a staff accountant unfamiliar with the PEG, it would take far more time for closeout to be completed, and the accountant would not be familiar with the grant requirements or associated contracts.

4. Cost

Since a waiver of competitive bidding is being requested for this procurement, please explain how the requesting Department concluded the negotiated costs, fees, or rates are **fair and reasonable**.

The amount of the contract extension is based on the negotiated fee structure utilized in the original contract.

5. Future Competition

Please describe potential opportunities which may be available to foster competition for these goods or services in the future.

The PEG closeout will end on 2/2/2020. There will not be a need for financial accounting for this grant after that date.

Please note that only one of the two points below ("Uniqueness" or "Timeframe") requires a response. Requesting Departments are not required to respond to both points.

6. Uniqueness

Please explain if the goods or services required are unique to a specific vendor. Describe the unique qualifications, abilities, and/or expertise of the vendor and how those particular unique factors address the specific need identified above. If the vendor has unique equipment, facilities, or proprietary data, also explain the necessity of these particular unique assets.

The financial accountant for which this contract extension is being sought has been the accountant assigned to the grant since its beginning. She has the specific knowledge of all accounts and contracts associated with the PEG and is best positioned to complete grant closeout in the required timeframe.

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Daniel A. Chuhta

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Daniel.Chuhta@maine.gov

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Daniel A. Chuhta

Daniel.Chuhta@maine.gov

Deputy Commissioner

Maine Department of Education

Security Level: Email, Account Authentication (None)

Signature Adoption: Uploaded Signature Image
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Electronic Record and Signature Disclosure:
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In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

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Certified Delivery Events

Status

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Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

1/7/2020 8:49:23 AM

Certified Delivered

Security Checked

1/7/2020 8:49:43 AM

Signing Complete

Security Checked

1/7/2020 8:50:17 AM

Completed

Security Checked

1/7/2020 8:50:17 AM

Payment Events

Status

Timestamps