

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:	Office of Learning Systems
Est. Contract Amount:	Up to \$6,000	Contract or RQS Number:	
Proposed Start Date:	July 24, 2019	Proposed End Date:	July 25, 2019
Vendor/Provider Name, City, State	Jeff's Catering, Inc. P.O. Box 377 Brewer, ME 04412		
Short Description of Good or Service:	Provision of space, technology and food services for 2-day professional learning conference.		
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 Procurement Services website: From: <u>4/6/19</u> To: <u>4/12/19</u>	
Notice of Intent to Waive Competitive Bidding Number:		NOI# 0420190422	
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.			
	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;		
	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:
	C. After reasonable investigation by the Director of the Bureau of General Services, it appears that any required unit or item of supply, or brand of that unit or item, is procurable by the State from only one source;		
	D. It appears to be in the best interest of the State to negotiate for the procurement of petroleum products;		
	E. The purchase is part of a cooperative project between the State and the University of Maine System, the Maine Community College System, the Maine Maritime Academy, or a private, nonprofit, regionally accredited institution of higher education with a main campus in this State involving: (1) An activity assisting a state agency and enhancing the ability of the university system, community college system, Maine Maritime Academy, or a private, nonprofit, regionally accredited institution of higher education with a main campus in this State to fulfill its mission of teaching, research, and public service; (2) A sharing of project responsibilities and, when appropriate, costs;		
	<i>If citing the above justification for this sole source request, please note that the specific approval of the Governor's Office is required, in accordance with Executive Order 26 FY 11/12, "An Order to Enhance Competitive Bidding". The approval must be documented on DAFS/BGS/Division of Procurement Services "GOVCOOP" form, found here: http://www.maine.gov/purchases/info/forms/govcoop.doc.</i>		
X	F. The procurement of goods or services involves expenditures of \$10,000 or less, in which case the Director of the Bureau of General Services may accept oral proposals or bids;		
	G. The procurement of goods or services involves expenditures of \$10,000 or less, and procurement from a single		

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source is the most economical, effective and appropriate means of fulfilling a demonstrated need.	
If a different authorization specifically allows for this non-competitive procurement, please provide that reference here:	

Please note that the following four points below (#2 through 5) all require a response.

2. Description of Specific Need
Please identify, and fully describe, the specific problem, requirement, or need the resulting non- competitive contract would address and which makes the goods or services necessary. Explain how the requesting Department determined that the goods or services are critical and/or essential to agency responsibilities or operations.

The Maine DOE's Office of Learning Systems is providing a summer conference on July 24-25, 2019 for approximately 300 educators across the PK-12 grade span. The conference will focus on the use of formative assessment practices combined with content integrated lessons/units of instruction. The sessions are being provided in two regions of the state to ensure that they are accessible for educators across Maine. The dates for the sessions were selected based on availability of the Maine Department of Education's content specialist team. Each venue selected to host a session needs to have capacity for up to 150 educators each day and 3 break out spaces that will accommodate up to 75 participants per space. The facility also needs high-speed internet, LCD projection equipment and sound systems. The sessions will be full-day so it is important that participants are able to eat onsite to maximize the use of the time. Participants will be paying to attend the sessions which will cover the cost of food.

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.

State of Maine government buildings and government entities (including armories) were explored for use at the regional locations in which sessions are to be offered. No government facilities were available that met the necessary criteria in the Bangor/Brewer region.

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**.

Venues that could meet the requirements for the workshop in the Bangor/Brewer area were contacted and asked to submit quotes (see attached). In the Bangor/Brewer area, Jeff's Catering provided a cost-effective quote for the required criteria. The other venues were either unavailable for the required dates, unable to meet all required criteria or costlier than the selected vendor.

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

In the future, quotes or RFPs will be sought from a variety of venues.

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.

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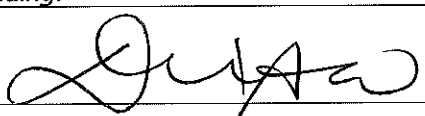
6. Uniqueness

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.

7. Timeframe (Complete only if B. is the Statutory Justification marked on Page 1)

Please explain if time is of the essence and an emergency exists which requires the immediate procurement of goods or services. Describe the nature of this emergency, provide the date by which the goods or services must be delivered, and explain how that date was determined and its significance (i.e. impact if delayed beyond this date). Also, provide information as to how it was determined this vendor is the best option to address this time-sensitive procurement.

The dates for the summer conference were selected based on the availability of the content specialist team. There were limited dates on which all content specialists were available for this region. Only venues that could accommodate on the selected dates were considered.

Signature of requesting Department's Commissioner or Chief Executive (or designee within the Commissioner's Office):	<i>By signing below, I signify that my Department requests, and I approve of, this Waiver of Competitive Bidding.</i>
Printed Name:	 A. Pender Makin Daniel A. Chubta
Date:	20 Mar 2019