

# 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.

<b>DHHS/DCM Contract Administrator:</b>	Chris Moiles	<b>Office/Division/Program of Contract Administrator:</b>	Maine CDC / Disease Prevention and Control
<b>Est. Contract Amount:</b>	\$64,874.00	<b>Contract or RQS Number:</b>	RQS 10A 20190226*936
Account Coding: 013.10A.1592.01.5020.Z19901		<b>Purchasing Maine ID:</b>	
		<b>DHHS Agreement Number:</b>	CD0-19-5470A
<b>Proposed Start Date:</b>	4/1/2019	<b>Proposed End Date:</b>	9/29/2019
<b>Vendor/Provider Name, City, State</b>	Committee for Children 2815 Second Ave, Suite 400 Seattle, WA 98121		
<b>Short Description of Good or Service:</b>	Prevention Curriculum for Schools.		
<b>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.</b>		<i>To be completed by the Division of Procurement Services</i> Posting dates on Division of Procurement Services website: From: 4/11/2019 To: 4/17/2019	
<b>Notice of Intent to Waive Competitive Bidding Number:</b>		NOI# 0420190443	
<b>1. Statutory Justification</b>			
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> <b>Signature:</b>	
		<b>Printed Name:</b>	<b>Date:</b>
<input checked="" type="checkbox"/>	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;		
<input type="checkbox"/>	D. It appears to be in the best interest of the State to negotiate for the procurement of petroleum products;		
<input type="checkbox"/>	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: <a href="http://www.maine.gov/purchases/info/forms/govcoop.doc">http://www.maine.gov/purchases/info/forms/govcoop.doc</a></i>			
<input type="checkbox"/>	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;		
<input type="checkbox"/>	G. The procurement of goods or services involves expenditures of \$10,000 or less, and procurement from a single 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:			
<b>Please note that the following four points below (#2 through 5) all require a response.</b>			



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## 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.

Maine CDC/Tobacco and Substance Use Prevention and Control Program has received funding to prevent the misuse of opiates. An important component of prevention is the ability to make healthy decisions. Social emotional learning teaches children how to utilize knowledge, attitudes and skills necessary to understand and manage emotions, achieve goals, make and maintain positive relationships, make responsible decisions and achieve goals. After much research and investigation, the Department determined that the best use of these funds was to provide Social-Emotional Learning (SEL) curriculums to schools across the state. Research and investigation about available curriculums resulted in the selection of Committee for Children's Second Step curriculum. Compared to other curriculums, Second Step provides a comprehensive approach to teaching social emotional learning and is currently being utilized effectively by a cohort of schools in the state. Providing this curriculum to the listed schools is part of a stepped approach to increase exposure to SEL across the state. Expected results include an increased ability to resist peer pressure, make healthy decisions and increased resilience and coping skills - all crucial protective factors for the prevention of substance use throughout the lifespan. The funding utilized for this project is from the prevention set aside of the State Opioid Response grant. This request is to purchase Second Step curriculum for schools selected to implement the program with prevention funds. Applications will be collected from schools interested in the program and purchase requests will be made in phases as schools become ready to implement. It is anticipated that there will be a total of five separate purchases of curriculum over the two-year funded project timeline. The project is funded to \$155,869.00 per year in FY2019 and FY2020.

## 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.

The Department and any other governmental entity does not have the staff, resources and expertise to provide this service.

## 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 cost of the Committee for Children's Second Step curriculum is consistent with the cost of similar, evidence-based programs. Committee for Children will provide a discount and free shipping to each of the implementation schools. Because of the nature of the curriculum, these are one-time costs will allow participating schools to implement the program over the next five years.

## 5. Future Competition

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

If this pilot program to implement Second Step in selected schools is successful, and if future funding becomes available, the program could be extended to other school systems in Maine. In that instance, schools could re-assess whether Second Step is the curriculum that best meets their needs for developing social and emotional learning skills.

**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

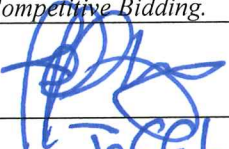
Please explain if the goods or services required are unique to a specific vendor. Describe the unique qualifications, abilities, and/or expertise of the vendor and how those particular unique factors address the specific need identified above. If the vendor has unique equipment, facilities, or proprietary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

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Second Step provides a specific, evidence-based curriculum that has been demonstrated to positively affect decision-making related to health risk behavior and substance use among youth. While the theory of the program is not unique to Committee for Children's Second Step curriculum, their comprehensive approach, added value, technical support and sets them above other program developers. Content experts at the Maine Department of Education have identified Second Step as the program best adapted to meet the needs of Maine teachers and students.

**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.

<b>Signature of requesting Department's Commissioner or Chief Executive (or designee within the Commissioner's Office):</b>	<i>By signing below, I signify that my Department requests, and I approve of, this Waiver of Competitive Bidding.</i>
<b>Printed Name:</b>	 Jeff Wiley
<b>Date:</b>	21 March 19



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## Schools Implementing Second Step Program

School System	Ship to Contact and Address	Amount Purchased
<b>MSAD 1</b>	Dianne Leavitt RSU70/MSAD1 Presque Isle Middle School 569 Skyway Street Presque Isle, ME 04769	\$2,499
<b>Saco School Department</b>	Burns School 135 Middle Street Ext. Saco, ME 04072 Attn: Julie Smyth	\$2,574
<b>Saco School Department</b>	Saco Middle School 40 Buxton Road Saco, ME 04072	\$2,499
<b>Maine Admin Sch Dist #60</b>	Vivian Hussey School 20 Blackberry Hill Rd North Berwick, ME 03901 Attn: Audra Beauvais	\$11,334
<b>Maine Admin Sch Dist #60</b>	Knowlton School 8 Noble Lane Berwick, ME 03901 Attn: Michelle Keniston	\$4,390
<b>Maine Admin Sch Dist #60</b>	Lebanon Elementary 53 Upper Guinea Road Lebanon, ME 04207 Attn: Patti Gilley	\$10,354
<b>Maine Admin Sch Dist #60</b>	North Berwick Elementary 25 Varney Road North Berwick, ME 03906 Attn: Michael Archambault	\$6,534
<b>RSU 13</b>	Cushing Community School 54 Cross Road Cushing, ME 04563 Attn: Hope Hersom	\$2,359
<b>School Admin District 64</b>	Central Community Elementary 118 Main St PO Box 7 Corinth, ME 04427	\$15,114
<b>RSU 70/MSAD 70</b>	RSU 70 MSAD 70 175 Hodgdon Mills Rd Hodgdon, ME 04730-4277 Attn: Loreen Wiley	\$7,217
<b>Total</b>		<b>\$64,874</b>