

State of Maine Waiver of Competitive Bidding Request Form

Requesting Department's Contract Administrator:	Lisa Kane	Office/Division/Program of Contract Administrator:	MDIFW, I/E
Est. Contract Amount:	\$ 190,000	Contract or RQS Number:	09A-20190419* 3041
Proposed Start Date:	July 1, 2019	Proposed End Date:	June 30, 2020
Vendor/Provider Name, City, State	University of Maine 4-H Camp & Learning Center (BP), 5717 Corbett Hall, Orono, ME 04469		
Short Description of Good or Service:	Provide 1 week of residential conservation camp for up to 633 8-17 yr old Maine resident boys and girls.		
Please note, for transparency purposes, Waivers of Competitive Bidding will be publicly posted. Public postings are placed on the Division of Purchases' website for a period of seven consecutive calendar days.		To be completed by the Division of Purchases Posting dates on Division of Purchases' website: From: <u>4/22/2019</u> To: <u>4/28/2019</u>	
Notice of Intent to Waive Competitive Bidding Number:		NOI# 0420190490	
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>	By signing below, I signify as the Governor's designee there is an emergency that necessitates this non-competitive procurement. 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 Purchases "GOVCOOP" form, found here: http://www.maine.gov/purchases/info/forms/govcoop.doc.</i>		
	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 source is the most economical, effective and appropriate means of fulfilling a demonstrated need.		
X	If a different authorization specifically allows for this non-competitive procurement, please provide that reference here:		Any qualified and/or willing DHHS licensed summer camp

4/19/19

State of Maine Waiver of Competitive Bidding Request Form

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 Moose Permit Auction was created by the Legislature in 1995 to fund as many Maine resident girls and boys as possible to attend conservation camp at a Maine summer camp facility (Title 7463-A, #13) S. P. 57 – L.D. 175; 12 MRSA 11154, sub-11.

MDIFW auctions 10 moose hunting permits annually to applicants who submit the highest bids through a written bid process. All funds from the sale of these permits are deposited in a non-lapsing fund used to pay the costs to administer the program and to fund Youth Conservation Education Programs – i.e. Youth Conservation Camp scholarships, in Maine.

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.

N/A, please see Section 2.

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**.

Grant amounts for scholarships are based upon the annual fees charged per camper per camp. The MDIFW **Policy To Administer And Award Funds From The Auction Of Moose Hunting Permits To Fund Youth Conservation Camp Education Programs states:** Full scholarship (defined as a maximum distribution of \$400.00 per camper for one week of basic conservation camp) funding will be provided for Basic Conservation Camp and Partial scholarship (defined as a maximum distribution of \$300.00 per camper for one week other than basic conservation camp).

5. Future Competition

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

MDIFW will consider contracting with any qualified and/or willing provider. Should the number of qualified applicants exceed available funding, MDIFW will go to bids via the RFP process for these services.

State of Maine Waiver of Competitive Bidding Request Form

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.

- A. Full scholarship (defined as a maximum distribution of up to \$400.00 per camper for one week of basic conservation camp) funding will be provided for Basic Conservation Camp. Any summer camp, nonprofit, for profit or other conservation education organization seeking funding must demonstrate the ability and documented experience to provide the following Basic Conservation Camp curriculum through either a residential or day camp experience for Maine resident boys and girls ages 8-17. The full scholarship amount will be reviewed annually by the Department.
1. The full slate of 12 required Basic Conservation Camp topics must be organized into a Department approved block schedule that fits into the Sunday evening through Friday morning residential or Monday through Friday day camp schedule. The Department must review and approve curriculum developed by the camps covering all required topics.
 2. The Basic Conservation Camp Schedule will include instruction in the following topics:
 - a. Hunter/range safety / 22 cal. rifle shooting/bow hunting in compliance with hunter safety education standards and certification;
 - b. Map and compass/orienteering
 - c. Outdoor survival
 - d. Archery
 - e. Forest ecology and tree identification
 - f. Fishing instruction and fish biology
 - g. Wildlife management, endangered species, and wildlife identification
 - h. Habitat differentiation and investigations
 - i. Sportsman's ethics/landowner relations
 - j. Introduction to trapping
 - k. Hiking
 - l. Low impact outdoor recreation principles (Leave No Trace)
 3. Other natural science, wildlife, fisheries, recreational safety and/or conservation topics, activities and games should be included in the proposed Basic Conservation Camp block schedule if all topics listed above have been covered and there is additional time during the week.
- B. Partial scholarship (defined as a maximum distribution of up to \$300.00 per camper for one week other than basic conservation camp) funding for boating safety certification (including canoe and/or kayak safety); and/or ATV safety certification and/or snowmobile safety certification may be provided if offered during camp weeks other than Basic Conservation Camp. The partial scholarship amount will be reviewed annually by the Department
1. These other camp weeks shall provide a block schedule, reviewed and approved by MDIFW, which also includes instruction in the following topics:
 - a. Outdoor survival
 - b. Fishing instruction and fish biology
 - c. Wildlife management, endangered species, and wildlife identification
 - d. Sportsman's ethics/landowner relations
- C. The full cost per camper for a week of residential or day camp must be specified in the applicant's request for funding.
- D. Other required information, documentation and services that must be provided in conjunction with the topics, curriculum and schedule include the following:

State of Maine Waiver of Competitive Bidding Request Form

1. Proof of a current license and documentation of compliance with all rules relating to Youth Camps, Primitive and Trip Camping (10-144 CMR 208) as administered by the Department of Health and Human Services
2. A copy of the previous and current year's operating budgets
3. A list of camp staff positions and when possible, resumes of staff filling those positions and for how long, including but not limited to summer camp director, program manager, counselors, cooks, nurses, and maintenance staff
4. A list of camp equipment necessary and available for implementing the Department topics and curriculum with seasonal and annual maintenance plans
5. Program administration tasks including but not limited to:
 - i. year-round response to requests for information/ inquiries
 - ii. creation and updating of brochure/registration printing and mailings
 - iii. camp marketing and promotion to a statewide audience
 - iv. maintenance of an electronic database of current campers and other interested parties
 - v. processing of all camper registrations, maintenance of medical forms, camper confirmations, cancellations and last minute replacements
 - vi. organization of weekly room/space assignments for campers with desired 50/50 boy/girl ratios
 - vii. maintenance of a year-round web site
 - viii. a current annual medical emergency plan
6. Any or all organizations selected to deliver Department youth conservation education programming shall be subject to several random, unannounced site and program monitoring visits for the duration of camp weeks from Department staff or its approved agent(s), documenting and ensuring satisfactory and consistent delivery of Department programming throughout the summer camp season. Any observations made will be shared with camp's staff as they are reported after each visit.

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.

N/A

Signature of requesting Department's Commissioner or Chief Executive (or designee within the Commissioner's Office):

By signing below, I signify that my Department requests, and I approve of, this Waiver of Competitive Bidding.



Printed Name:

Judith Camuso, Commissioner

Date:

4/12/19