

# 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>Requesting Department's Contract Administrator:</b>	Torrey Gray	<b>Office/Division/Program of Contract Administrator:</b>	DECD/OBD		
<b>Est. Contract Amount:</b>	\$22,474.00	<b>Contract or RQS Number:</b>	CT19A20180529*3749 ~ 5		
<b>Proposed Start Date:</b>	<b>July 1, 2018</b>	<b>Proposed End Date:</b>	June 30, 2019		
<b>Vendor/Provider Name, City, State</b>	Maine International Trade Center 511 Congress Street, Portland, ME 04101				
<b>Short Description of Good or Service:</b>	These funds are provided by the legislature as part of the FY18-19 Biennial Budget for the support of the Maine International Trade Center and North Atlantic Development Office.				
<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>		<b>To be completed by the Division of Procurement Services</b>			
		Posting dates on Division of <b>Procurement Services</b> website: From: <u>5/21/2019</u> To: <u>5/27/2019</u>			
<b>Notice of Intent to Waive Competitive Bidding Number:</b>		NOI# 0520190695			
<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.					
	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. <b>Signature:</b>  <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"><b>Printed Name:</b></td> <td><b>Date:</b></td> </tr> </table>		<b>Printed Name:</b>	<b>Date:</b>
<b>Printed Name:</b>	<b>Date:</b>				
	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: <ol style="list-style-type: none"> <li>(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;</li> <li>(2) A sharing of project responsibilities and, when appropriate, costs;</li> </ol>				
	<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>				
	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.				
<b>X</b>	If a different authorization specifically allows for this non-competitive procurement, please provide that reference here:	MRSA 10; Chapter 107-B			

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**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 International Trade Center (MITC), a quasi-state agency [501(c)(3) non-profit corporation] established by the 117th Legislature under 10 M.R.S.A chapter 107-B, to implement the State of Maine's activities and initiatives pertaining to international trade. This amendment to the original grant allocates the full funding provided by the legislature in account 01019A067445. \$30,262 was withheld from the original contract in anticipation of needs for personal services attrition. The department was able to cover the attrition shortfall and the remaining funds are being provided to MITC pursuant to statute.

## **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.

International trade activities are conducted through MITC which has the staffing and expertise to conduct economic development activities for Maine's international business community. The MITC director and Director of the Maine North Atlantic Development Office are employees of DECD, remaining staff are MITC employees.

## **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 Legislature appropriates funding for the Maine International Trade Center. These funds are passed through DECD to MITC via a grant/sole source.

## **5. Future Competition**

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

Not Applicable

**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.

The Maine International Trade Center will administer a program of work designed to effectively support and encourage increased international trade by Maine businesses, and the attraction of direct foreign investment by foreign businesses in Maine. The Center's activities will focus upon providing technical assistance and trade counseling to businesses, organizing and conducting international trade missions, conducting training programs and seminars on all aspects of international trade, assisting businesses with overseas trade shows, and conducting a marketing program to attract foreign investment as appropriate.

### 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.

**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:**

Denise Garland

**Date:**

May 20, 2019