

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.

DHHS/DCM Contract Administrator:	Chris Moiles/Patti Wall	Office/Division/Program of Contract Administrator:	DHHS/MECDC/Division of Disease Prevention/CSHN Maryann Harakall
Est. Contract Amount:	Original \$100,000.00 Adding \$50,000.00 New Total \$150,000.00	Contract or RQS Number:	CT 10A 20180508*3494
		Purchasing Maine ID:	
		DHHS Agreement Number:	CD0-19-4284A
Proposed Start Date:	7/1/2018	Proposed End Date:	12/31/2019
Vendor/Provider Name, City, State	Maine Parent Federation Farmingdale, Maine 04344		
Short Description of Good or Service:	Linking families of children with special health care needs/disabilities to information and support through a Family Navigator Program.		
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>05/28/2019</u> To: <u>06/03/2019</u>	
Notice of Intent to Waive Competitive Bidding Number:		NOI# 0520190763	
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>			

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	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:	RFP Extended

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.

According to the 2009/2010 National Survey for Children and Youth with Special Health Care Needs (CYSHCN) there are an estimated 53,122 children with special health care needs living in Maine. CYSHCN requires health and related services beyond those that are received by children generally and families continue to express the desire to have dedicated community-based personnel who can assist them in navigating the health care system, private/public insurance, the education system and other related services that can lead to optimal outcomes for their children. This service addresses that need by supporting the Family Support Navigators who are located in 28 different sites in Maine. This contract addresses the federal Maternal and Child Health requirement of "increasing the percent of families who report that services are accessible and community-based". Baseline: 64% of families report they find the services accessible (2009/2010 National Survey for Children and Youth with Special Health Care Needs).

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.

There is insufficient staffing and resources within the State of Maine MCDC and other governmental entities to provide community-based Family Support Navigators in each DHHS regional Office.

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**.

Since MCDC anticipates a review of all CSHN contracts within the next year, the Department will ask for the same amount of service delivery at the same cost as last year.

5. Future Competition

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

The Department issued RFP201901007 which resulting in a non-award. The Department intends to issue an RFP for a 1/1/2020 contract start 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.

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The Maine Parent Federation (MPF) is the only state-wide agency that works with the entire population of children with special health care needs; other agencies such as the Autism Society of Maine only provides information and support to those children who are on the autism spectrum. Through their on-line newsletter MPF has access to approximately 40,000 individual families and continues to provide training for future Family Support Navigators. MPF also provides statewide workshops for families on such topics as special education; transitioning from the children's health care system to the adult system; medical home; transitioning from high school and beyond; and advocacy training to name a few.

The Maine Parent Federation has over 26 years of experience providing leadership, education, and advocacy to the families of Maine who have children with special health care needs and other disabilities. MPF provides information, advocacy, education and training to parents and professionals to benefit all children and youth with special health. Employees of the agency are all parents of children with special health care needs and have the expertise and knowledge on issues that are faced by families with regards to early intervention, school, medical services, transitioning to adult services, and community recreation. MPF provides disability resources and information at the community and state level through workshops, lending library and one-on-one parent support.

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.

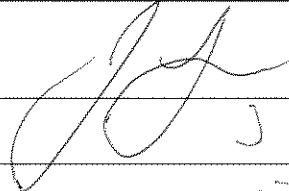
N/A

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:

Date:


 J. Lopitosh
 23-May-19