

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:	Leigh Hallett, Director of Market Development	Office/Division/Program of Contract Administrator:	DACF/ Ag Resource Development
Est. Contract Amount:	\$ 9,900.00	Contract or RQS Number:	20190520*3498
Proposed Start Date:	6/13/2019	Proposed End Date:	5/29/2020
Vendor/Provider Name, City, State:		Maine Federation of Farmers' Markets 165 Seabasticook St. Pittsfield, ME 04967	
Short Description of Good or Service:		Purchase and distribute EBT equipment to farms and farmers' markets, provide technical support and training, develop and implement a program to educate consumers about using SNAP benefits to purchase local food.	
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 <i>Procurement Services</i> website: From: <u>5/29/2019</u> To: <u>6/4/2019</u>	
Notice of Intent to Waive Competitive Bidding Number:		NOI# 0520190768	
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.			
<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> Signature:	
		Printed Name:	Date:

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	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>	
	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:	Public Law Chapter 437, S.P. 557 – L.D. 1584 "An Act to Expand the Local Foods Economy by Promoting Local Foods Procurement"
Please note that the following four points below (#2 through 5) <u>all</u> 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.		
LD 1584 directs the Department to work "in partnership with a statewide federation of farmers' markets" to promoting the use of SNAP at farmers' markets, encourage participation in CSAs, assist farmers' markets in obtaining equipment, and facilitating the processing of such payment. The law also directs the Dept. to work with DHHS to educate recipients of food supplement food programs of the opportunity to use the benefits at farmers' markets, and the benefits of such use. This project furthers that goal by enlisting MFFM in work with Maine SNAP-ED and DACF.		

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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 currently no funding available through the State for the purchase of EBT equipment, or to provide technical assistance of the kind required by LD1584.

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**.

Pricing of the equipment is standard and public information, with the type of equipment required being dependent upon local circumstances (such as which cell phone providers offer service in the area). Costs for materials and fees for technical support are in keeping with going rates.

5. Future Competition

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

Currently there is only one statewide farmers' market federation in Maine, so it is likely that we will continue to partner with MFFM, as specified in the law. The pricing of the materials may change in future years, such as if a new type of EBT equipment became available, or we were to employ different outreach and education tactics.

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.

MFFM is the only statewide farmers' market federation in Maine. It offers proprietary data, access to the market farmers named in the law, and can offer the technical assistance for implementing EBT access at farmers' markets and other remote sites as required by LD1584. There are no other organizations with this expertise or constituent base.

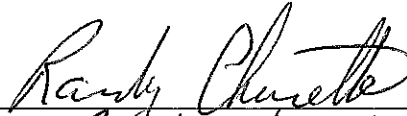
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7. Timeframe (Complete only if B. is the Statutory Justification marked on Page 1)

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:

Randy Charette

Date:

5/28/19