

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:	Hannah Collins	Office/Division/Program of Contract Administrator:	DECD – Maine Office of Tourism
Est. Contract Amount:	\$ 50,000	Contract or RQS Number:	20190522*3518
Proposed Start Date:	July 1, 2019	Proposed End Date:	June 30, 2020
Vendor/Provider Name, City, State:	Maine Crafts Association 288 Lewiston Road West Gardiner, ME 04345		
Short Description of Good or Service:	Provide visitor services at the visitor information center within the Maine Crafts Center operating in the Maine Turnpike Authority Service Plaza in West Gardiner.		
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.	<p>To be completed by the Division of Procurement Services</p> <p>Posting dates on Division of Procurement Services website: From: <u>5/29/2019</u> To: <u>6/4/2019</u></p>		
Notice of Intent to Waive Competitive Bidding Number:	NOI# 0520190776		
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</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:	

**State of Maine
Waiver of Competitive Bidding Request Form**

	<i>Governor's "designee") sign and date on the right.</i>	
X	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.	
	If a different authorization specifically allows for this non-competitive procurement, please provide that reference here:	

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.

Tourism is essential to the Maine economy. According to 2017 MOT research, three in four overnight visitors use their personal car to travel to Maine. Part of an overriding strategic economic plan to move visitors throughout the state is to provide easily accessed information exchange service centers along major travel corridors within the state.

The Maine Office of Tourism (MOT) was mandated in 1983 by the State legislature to provide visitor services in state owned Visitor Information Centers.

**State of Maine
Waiver of Competitive Bidding Request Form**

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 Provider furnishes all qualified travel specialists, equipment, materials and services necessary to operate the visitor information desk. These services are beyond the staffing capacity of MOT to operate with existing state resources.

Hospitality and travel information services targeting Maine's tourism industry are not provided by any other governmental agency.

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**.

MCA has been required through contract to furnish all qualified personnel, equipment, materials and services necessary to operate and manage, in consultation and cooperation with the Department, the information station located in the Center for Maine Crafts in the West Gardiner, Maine service plaza owned by the Maine Turnpike Authority. The base contract dollar amount has remained stable based on staffing operations required to fulfill the scope of work required by this contract. The Department receives monthly invoices from the Maine Crafts Association as part of the "Scope of Services". These costs are considered fair and reasonable from the DECD viewpoint.

5. Future Competition

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

The information desk in the Center for Maine Crafts is a unique operation and represents an effort to collaborate with the Maine Turnpike Authority, the Maine Craft Association and the Department to reach visitors.

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.

**State of Maine
Waiver of Competitive Bidding Request Form**

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 information desk in the Center for Maine Crafts is a unique operation and represents a successful collaboration between the Maine Turnpike Authority, the Maine Craft Association and the DECD-Maine Office of Tourism to reach visitors.


The Center for Maine Crafts is operated by the Maine Crafts Association to promote Maine craftsmanship and to encourage visitors to explore the back roads of the state to meet the artisans and craftspeople at studios and shops. The staff is familiar with their suppliers and operations.

The Maine Turnpike Authority owns the Center for Maine Crafts facility in West Gardiner. The MCA provides all the display fixtures for information distribution and storage racks at the visitor center. The MCA collects and distributes statewide travel information through the Maine Tourism Association warehouse.

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.

State of Maine
Waiver of Competitive Bidding Request Form

Signature of requesting Department's Commissioner or Chief Executive (or designee within the Commissioner's Office):	<i>By signing below, I signify that my Department requests, and I approve of, this Waiver of Competitive Bidding.</i>
Printed Name:	 Denise Garland
Date:	5-23-19