

## 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>  | Jan M. Adams  | <b>Office/Division/Program of Contract Administrator:</b>  | Workers' Compensation Board |
| <b>Est. Contract Amount:</b>  | \$ 9,900.00   | <b>Contract or RQS Number:</b>   | RQS 90C<br>20190531.1305    |
| <b>Proposed Start Date:</b>   | June 1, 2019  | <b>Proposed End Date:</b>  | June 30, 2021               |
| <b>Vendor/Provider Name, City, State:</b>   | Alley & Morrisette Reporting Service  |  |                             |
| <b>Short Description of Good or Service:</b>  | Transcription services  |  |                             |
| <p>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>  |   | <p><b>To be completed by the Division of Procurement Services</b><br/>Posting dates on Division of <b>Procurement Services</b> website:<br/>From: <u>6/4/2019</u> To: <u>6/10/2019</u></p> |                             |
| <b>Notice of Intent to Waive Competitive Bidding Number:</b>  | NOI# 0620190818   |  |                             |
| <p><b>1. Statutory Justification</b><br/>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.</p> |   |  |                             |
|   | <p>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;</p>   |  |                             |
|   | <p>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;</p> |  |                             |
|   |   | <p>By signing below, I signify as the Governor's designee there is an emergency that necessitates this non-competitive procurement.</p>  |                             |
|   |   | <b>Signature:</b>  |                             |
|   |   | <b>Printed Name:</b>   | <b>Date:</b>                |
|   | <p>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;</p>  |  |                             |

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|---|--|--|
|   | 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:<br>(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;<br>(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:<br/><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;   |  |
| <b>X</b>  | 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:   |  |
| <b>Please note that the following four points below (#2 through 5) all require a response.</b>  |  |  |
| <b>2. Description of Specific Need</b>  |  |  |
| 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.   |  |  |
| Parties litigating claims in the Workers' Compensation system - employees, employers and insurance companies - require official transcripts of the Board's administrative law hearings to litigate claims and to submit into evidence. The Board has relatively shorter timeframes for proceedings compared to courts so the individuals and/or businesses selected must demonstrate their ability and resources to produce transcripts in an accurate manner while meeting strict deadlines. In particular they must show: they possess adequate equipment and staff to provide the requested services; have experience transcribing audio & digital recordings; the ability to meet regular and emergency deadlines; are familiar with the Board's hearing system, workers' compensation terminology and digital audio software; are able to services offices statewide; and have adequate security measures to protect the integrity and security of recordings containing potentially confidential information. |  |  |

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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.

The Board has not found any other department in state government or other governmental entities that provide transcription services. We think this is because the production of legal transcripts (transcripts of administrative or court proceedings) requires specialized training and a sufficient volume of business to be cost-effective. In addition, independent transcriptionists are perceived as neutral to all parties, including the agency, addressing potential bias in rendering testimony into a document admissible into evidence.

**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**.

Advertisements are placed in the Kennebec Journal, Bangor Daily News, Lewiston Sun Journal and Portland Press Herald requesting interested parties submit proposals to be authorized to provide official transcription services for Board hearings. The potential vendor must provide charges for specific services and any other charges not specified.

**5. Future Competition**

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

None we are aware of. Most of the vendors already compete against each other for this business. This year we received inquiries from three potential bidders, one from outside the state of Maine.

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**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.

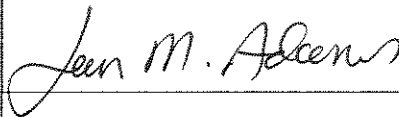
Transcribers must demonstrate they have the ability to produce transcripts using both electronically (digital) recorded and taped hearings, accurately rendering medical and other terms unique to workers’ compensation proceedings, and to do so within specific timeframes in order to support the Board’s mission as required by statute to “fairly and expeditiously...ensure[] compliance with the workers’ compensation laws...[and] ensuring the prompt delivery of benefits legally due....” Title 39-A §151-A.

**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:**

Jan M. Adams

**Date:**

May 31, 2019