

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.

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| DHHS/DCM Contract Administrator: | Chris Moiles/Lisa Munster | Office/Division/Program of Contract Administrator: | DHHS/OCFS Lisa Salger |
| Est. Contract Amount: | \$ 46,222.22 | Contract or RQS Number: | |
| | | Purchasing Maine ID: | |
| | | DHHS Agreement Number: | CFS-20-8501 |
| Proposed Start Date: | 7/1/2019 | Proposed End Date: | 7/31/2020 |
| Vendor/Provider Name, City, State | Maine State Housing Authority Augusta Maine | | |
| Short Description of Good or Service: | MaineHousing Family Unification Program-Youth and Family Self Sufficiency Program, Building Youth Futures | | |
| 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. | | <i>To be completed by the Division of Procurement Services</i> Posting dates on Division of <i>Procurement Services</i> website: From: <u>6/20/2019</u> To: <u>6/26/2019</u> | |
| Notice of Intent to Waive Competitive Bidding Number: | | NOI# 0620191031 | |
| 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: |
| <input checked="" type="checkbox"/> | 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; | | |
| <input type="checkbox"/> | D. It appears to be in the best interest of the State to negotiate for the procurement of petroleum products; | | |
| <input type="checkbox"/> | 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> | | |
| <input type="checkbox"/> | 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; | | |

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| | 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.

The Department of Health and Humans Services Office of Child and Family Services has a legal requirement to support family unification efforts and support of transitioning youth out of foster care under MRS Title 22 subsection 5308 and MSR 22a subsection 203.. This service will serve youth aging out of foster care. The Family Unification Program (FUP) vouchers and services provided will be used for families whose lack of adequate housing is a primary factor in the threat of separation or re-unification of a family and for youth between the ages of eighteen (18) and twenty-one (21) who have left the foster care system at the age of sixteen (16) or older and lack adequate housing. These youths may receive FUP Youth rental assistance with assistance from Maine Housing's Family Self-Sufficiency (FSS) program. These services will both support youth transitioning out of foster care as well supporting family unification efforts of the Department. The Agreement will pay for a subcontracted community service provider to provide case management services to the Youth receiving FUP, FSS, and MaineHousing FUP-FSS Program Pilot: Building Youth Futures.

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.

MaineHousing serves as the public housing authority (PHA) for Maine and currently administers the Family Unification Program (FUP) for the state and the Family Self Sufficiency (FSS) Program for those communities without a local PHA FSS program. As an Independent state agency already providing this service they are best positioned to effectively and efficiently provide this service within the available State resources.

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 Office of Child and family Services believes that the cost of the services as defined within the Memorandum of Understanding (MOU) dated January 23, 2009 and amended on September 26, 2016 is fair and reasonable based on past and current memberships in similar activities provided directly by OCFS.

5. Future Competition

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

The Department does not intend to RFP these services.

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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.

MaineHousing is an independent state agency that bridges public and private housing finance, combining them to benefit Maine's low and moderate-income people. MaineHousing serves as the public housing authority for Maine and currently administers the Family Unification Program for the state and the Family Self Sufficiency Program for those communities without a local PHA FSS program. As an Independent state agency already providing this service they are best positioned to effectively and efficiently provide this service within the available resources.

Maine Housing has been administering the Family Self Sufficiency (FSS) program since 1992. They have had 97 successful participants in this program and continue to serve families and youth in this and many other programs. They have built community relationships with service provider agencies throughout the State which had aided in providing effective and efficient services to the people of Maine. This connection has led to the formation of a Statewide Program Coordinating Committee which enhances efforts to provide the necessary assistance to program participants.

This MaineHousing is the only State authority of this kind in Maine. There is no competition for this Authority as MaineHousing serves as the public housing authority for Maine and currently administers the Family Unification Program(FUP) for the state and the Family Self Sufficiency (FSS) Program for those communities without a local PHA FSS program.

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

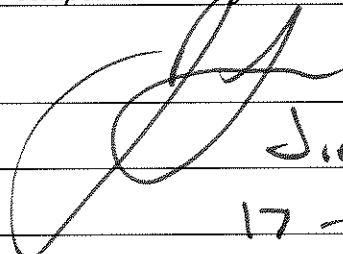
Please explain if time is of the essence and an emergency exists which requires the immediate procurement of goods or services. Describe the nature of this emergency, provide the date by which the goods or services must be delivered, and explain how that date was determined and its significance (i.e. 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:

Date:


 Jim Legros
 17-Jun-19