

# 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>	Susan D. Reed	<b>Office/Division/Program of Contract Administrator:</b>	Maine DOE Learning Systems/Standards and Instruction
<b>Est. Contract Amount:</b>	\$ 8,504.00	<b>Contract or RQS Number:</b>	20190607*3749
<b>Proposed Start Date:</b>	8/1/19	<b>Proposed End Date:</b>	12/31/19
<b>Vendor/Provider Name, City, State</b>	Catherine Marchant 9 Rawson Rd. Brookline, MA 02445		
<b>Short Description of Good or Service:</b>	To provide professional support and training to coaches working with teachers on K for ME curriculum and to provide coaching support in one Maine classroom.		
<b>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.</b>		<b>To be completed by the Division of Procurement Services</b> Posting dates on Division of <i>Procurement Services</i> website: From: <u>06/20/2019</u> To: <u>06/26/2019</u>	
<b>Notice of Intent to Waive Competitive Bidding Number:</b>		NOI# 0620191033	
<b>1. Statutory Justification</b> 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> <b>Signature:</b>		
	<b>Printed Name:</b>	<b>Date:</b>	
	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: <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		

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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.

Maine DOE received a \$1 million PEG Supplemental Grant award from the US Department of Education in December 2017. This has allowed Maine DOE to adapt and pilot the Boston kindergarten curriculum to Maine in schools which have chosen to apply for the opportunity. Dr. Marchant has been a curriculum developer, coach and trainer in the Boston Public Schools for many years. There is no one in Maine who has this expertise and who can build capacity with both Maine DOE and district coaches. This must be completed in a 5 month period and with someone who has experience with this program.

**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 Early Learning staff at Maine DOE do not have the time, nor the expertise with this curriculum.

**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**.

Dr. Marchant is a highly respected professor emeritus, author, and coach in this early language and literacy field. She has given us a discount to her usual rate of \$1000/day.

**5. Future Competition**

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

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If the Maine DOE were to obtain another grant of this kind and there was sufficient time to have a competitive bidding process, that will be used.

**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.

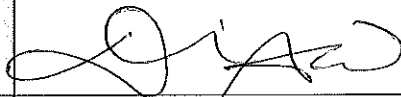
Dr. Marchant helped to write, train and coach on this curriculum in Boston. She has worked with many kindergarten teachers, administrators and coaches in supporting this curriculum "shift". Although all teachers in the project have applied voluntarily to this project, it will be a big change in their daily programming and they will need a lot of time to plan and reflect on their implementation in this pilot. Dr. Marchant lives in Boston and is the only person within a reasonable travel distance who can perform these services. She has the time each month to devote to the work as she is retired from her full time position in Boston Public Schools.

**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:**

Daniel Chuhta, Deputy Commissioner

**Date:**

14 June 2019