

State of Maine Waiver of Competitive Bidding Request Form (Formerly Sole Source Authorization 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:	Fred Brittain	Office/Division/Program of Contract Administrator:	DAFS/OIT
Est. Contract Amount:	\$118,971.00	Contract or RQS Number:	RQS 18B-20190613-1345
Proposed Start Date:	July 1, 2019	Proposed End Date:	June 30, 2020
Vendor/Provider Name, City, State	Gartner, Inc. 56 Top Gallant Road, Stamford, CT 06904		
Short Description of Good or Service:	Information Technology Independent Research Services		
Please note, for transparency purposes, Waivers of Competitive Bidding will be publicly posted. Public postings are placed on the Division of Purchases' website for a period of seven consecutive calendar days.		To be completed by the Division of Purchases Posting dates on Division of Purchases' website: From: <u>06/21/19</u> To: <u>06/27/19</u>	
Notice of Intent to Waive Competitive Bidding Number:		NOI# 0620191043	
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;		
<input type="checkbox"/>	<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 Purchases "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;		
<input type="checkbox"/>	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.		
<input type="checkbox"/>	If a different authorization specifically allows for this non-competitive procurement, please provide that reference here:		

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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.

As the State of Maine continues to deploy more cloud-hosted, enterprise-class SaaS applications, complex information security protection services and appliances and is updating its electronic communications infrastructure, engaging industry experts to advise in these initiatives is essential. As a vendor agnostic company, Gartner's knowledge of the IT industry and vendors has become increasingly valuable to OIT as we enter long-term relationships with these partners.

Gartner offers OIT:

- Gartner Research - a wide array of coverage on technology trends and issues. Various report types provide key technology advice, insight, and resources needed.
- Gartner Key IT Metrics - research focused on benchmarking IT metrics in Outsourcing, Security, Infrastructure and Applications. There are several reports in each of these areas.
- Gartner Toolkits - actionable resources to designed to save your time while ensuring best practices. They include RFP templates, job descriptions, project checklists, and more.
- Analyst interactions - pre-planned discussions with Gartner subject matter experts who apply thought leadership, answer questions, review business plans, contracts, & RFP's. Analysts essentially become an extension of your staff.

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.

No public resources are available.

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**.

Last year multiple avenues were explored to obtain a competitive quote including resellers. The best value/cost was attained through Gartner.

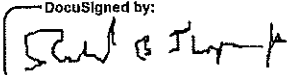
5. Future Competition

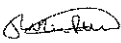
Please describe potential opportunities which may be available to foster competition for these goods or services in the future.

OIT will continue to seek multiple cost quotes through the vendor and the NASPO software reseller contract.

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.

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<p>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 unique factors address the specific need identified above. If the vendor has unique equipment, facilities, or proprietary data, also explain the necessity of these unique assets.</p>	
<p>Gartner is the world's leading information technology research and advisory company. Through the resources of Gartner Research, Gartner Executive Programs, Gartner Consulting and Gartner Events, OIT works with them to research, analyze and interpret the business of IT.</p> <p>Gartner has been independently involved in reviewing and commenting on many of OIT's large enterprise RFPs and contracts from business requirements to pricing. Microsoft 365, Avaya telecommunication services, data network modernization, Oracle cloud services and data analytics are a few of the initiatives reviewed and discussed with Gartner. OIT periodically submits contracts to Gartner for review and comment. Their feedback has been extremely helpful in these complex service arrangements.</p> <p>OIT anticipates engaging Gartner in other major IT initiatives over the next year.</p>	
<p>7. Timeframe 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.</p>	
<p>Signature of requesting Department's Commissioner or Chief Executive (or designee within the Commissioner's Office):</p>	<p><i>By signing below, I signify that my Department requests, and I approve of, this Waiver of Competitive Bidding.</i></p>
<p>Printed Name:</p>	<p>DocuSigned by:  <small>F10B257DB19B4AC...</small> Richard B. Thompson</p>
<p>Date:</p>	<p>6/15/2019</p>

DocuSigned by:

052B9AC7F56A489...

Frederick Brittain

6/13/2019