

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:	\$163,750.00	Contract or RQS Number:	20190621*3920
Proposed Start Date:	7/15/2019	Proposed End Date:	6/30/2020
Vendor/Provider Name, City, State:	The Maine Highlands 188 Maine Avenue Building 121 Bangor, ME 04401		
Short Description of Good or Service:	Maine Tourism Marketing Partnership Program Regional Grant		
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>7/4/2019</u> To: <u>7/10/2019</u></p>		
Notice of Intent to Waive Competitive Bidding Number:	NOI# 0720191161		
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.			
<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><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></p>		<p><i>By signing below, I signify as the Governor's designee there is an emergency that necessitates this non-competitive procurement.</i></p> <p>Signature:</p>	
		Printed Name:	Date:
<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>			

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

	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.	
X	If a different authorization specifically allows for this non-competitive procurement, please provide that reference here:	5 MRSA: Chapter 383 §13090-C
Please note that the following four points below (#2 through 5) <u>all</u> 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.		
Under 5 MRSA §13090-C(2)(E), it states that the Director of the DECD Office of Tourism shall "Provide basic support and discretionary matching grants to local, regional and statewide non-profit agencies that directly affect the achievement of the duties and responsibilities of the office." This regional grant has been established under that authorization.		
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.		

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

There is no other entity in local, state, or federal government that is responsible for coordinating tourism within the State of Maine, and the DECD Office of Tourism has been authorized in statute to provide these grants.

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 first regular session of the 120th Maine legislature established the Tourism Promotion Marketing Fund in the Department of Economic and Community Development, Office of Tourism as a non-lapsing, dedicated account.

The source of the fund is an amount, as certified by the State Tax Assessor, that is equivalent to 5% of the 8% tax and 5% of the 9% tax imposed on tangible personal property and taxable services pursuant to Title 36, section 1811, for the prior fiscal year after the reduction for the transfer to the Local Government Fund as described by 30-A, MSRA §5681, (5). The tax amount must be based on actual sales for the fiscal year and may not consider any accruals that may be required by law.

A minimum of 10% of the funds received by the Tourism Marketing Promotion Fund must be used for regional marketing promotion and regional special events promotion.

[2001, c.439, Pt. UUUU, Para.1 (new).]

The process above describes the funding calculation for the Tourism Marketing Promotion Fund. The DECD Office of Tourism has determined that the amount of this specific grant (funded by the aforementioned Fund) is fair and reasonable because funds determined to support regional organization marketing are equally divided between the eight tourism regions

5. Future Competition

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

In accordance with the statutory reference mentioned previously in this form, a competitive bidding process is not required for the establishment of these grants.

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.

State of Maine Waiver of Competitive Bidding Request Form

Grant funds are issued to eight regional tourism marketing organizations. Guidelines have been established (<https://motpartners.com/programs-services/marketing-grants/>) that identify organizational eligibility requirements and project eligibility for specific marketing efforts. All grants are reviewed by a panel represented by DECD, Maine Office of Tourism, advertising, media relations staff members to assure eligibility is met and guidelines are followed for the expenditure of funds. The grant recipient named on the first page of this form is the approved regional organization selected by this panel to receive these funds.

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:

Denise Garland

Date:

7-2-19