

State of Maine Waiver of Competitive Bidding Request Form

DHHS/DCM Contract Administrator:	Shawn Belanger Nancy Tan	Office/Division/Program of Contract Administrator:	DHHS/OADS/Aging & LTC
Est. Contract Amount:	\$ 176,873	Contract or RQS Number:	CT 10A 201906060*3721
		Purchasing Maine ID:	
		DHHS Agreement Number:	CA-AD-20-100
Proposed Start Date:	July 1, 2019	Proposed End Date:	March 31, 2020
Vendor/Provider Name, City, State	University of Maine System dba University of Southern Maine Portland, ME		
Short Description of Good or Service:	Needs Assessment for State Plan on Aging (2020-2024)		
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>07/30/2019</u> To: <u>08/05/2019</u>	
Notice of Intent to Waive Competitive Bidding Number:		NOI# 0720191293	
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:	
<input type="checkbox"/>	Printed Name:		Date:
<input 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 checked="" 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;		
<input type="checkbox"/>	<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;		
<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 mandated under the Older Americans Act, every four years, the Office of Aging and Disability Services (OADS), as the designated State Unit on Aging, must submit a State Plan on Aging to the U.S. Department of Health and Human Services Administration on Community Living (ACL). The plan provides a vision and direction for aging services and a state framework for activities related to programs, activities, and services for older adults. The current State Plan on Aging (2016-2020) will expire the end of September 2020. A new State Plan on Aging (2020-2024) to start October 2020 must be developed and submitted to ACL.

The needs assessment data used to develop the current State Plan on Aging (2016-2020) is now outdated and does not accurately capture the current needs of older adults in Maine. A statewide needs assessment is needed to support development of Maine's new State and Area Plan on Aging (2020-2024). The statewide needs assessment will provide demographic information, characteristics, and other data about the target population (age 50 and older) relevant for planning purposes and will ensure that public input is collected and analyzed as part of the development of the new State Plan on Aging.

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.

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, to address the identified need more efficiently and effectively than the identified vendor.

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 total project cost reimbursable to the University is \$176,873

The attached budget outlines the various costs, fees, and rates the University of Southern Maine submitted to the Department for this Cooperative Agreement.

University faculty and salaried employees are paid based on a monthly distribution of their effort. The expectation of a full-time salaried employee is an average 40 hour/week and therefore 20% effort would loosely translate to 1 week per month (or 1 day per week) on a project. UMS payroll/accounting systems are based on this distribution of effort. This complies with state/federal labor law, as well as Uniform Guidance regulating use of federal funds. It also follows standard industry practice at Universities.

The expectation of full-time effort for graduate students is different than a full-time employee. A full time (100%) graduate assistantship would translate to an average 20 hours/week over the 24-week academic year; part time - 50% effort would translate to an average 10hrs/wk. Graduate student pay is based on a fixed amount distributed over the period of the assistantship.

For this Cooperative Agreement, the University has proposed a total of 1.47 full time staff (147% monthly effort) across a project team of nine, as well as a part time graduate student (50% effort). This is documented in the project budget.

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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 issue an RFP for these services.

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.

The Cutler Institute, the research arm of the Muskie School of Public Service at the University of Southern Maine, assists policymakers in defining and clarifying the issues they face, tailoring evidence-based policy solutions to their real-world circumstances and helping them understand how policy and practice changes will impact clients, partners, and communities. One of their key policy focus areas is on aging and disability where they work closely with federal/ state policy makers to provide technical assistance, conduct evaluations, identify best practices, and perform policy analysis work. The experience of the University in developing previous State Plans on Aging and expertise in the fields of qualitative data gathering, analysis, and reporting will facilitate timely completion of a comprehensive assessment of the current needs of older Mainers that the Department may use to develop Maine's State and Area Plans on Aging (2020-2024).

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

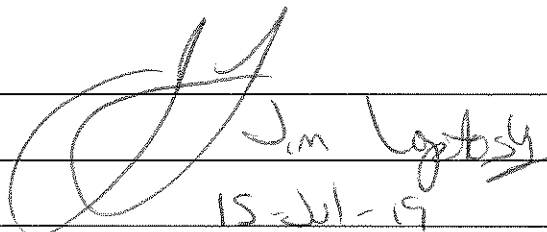
Please explain if time is of the essence and an emergency exists which requires the immediate procurement of goods or services. Describe the nature of this emergency, provide the date by which the goods or services must be delivered, and explain how that date was determined and its significance (i.e. 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 Logotsky
 15-Jul-19

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Needs Assessment for State Plan on Aging (OADS)

July 1, 2019 - March 31, 2020

UNIV CODE	DESCRIPTION	Total Project Funds
PERSONNEL		
		<u>FTE %</u> <u>Budget</u>
51100	Principal Investigator Edris, Nadine	25% 18,985
51100	Senior Policy Associate Gattine, Elizabeth	20% 12,502
51100	Research Analyst II Olsen, Louise	20% 10,022
51100	Research Analyst I Pratt, Jennifer	30% 11,518
51100	Manager of Survey Research Center (SRC) Leighton, Allan	10% 4,647
51100	Database Administrator Jolda, J Gregory	2% 1,033
51100	Research Analyst II Dumont, Robyn	15% 5,723
51100	Policy Assistant I Gormley, Margaret	20% 5,508
51100	Administrative Specialist CL2 Lops, Roberts	5% 1,241
51100	Salaries and Wages Total	147% 71,179
54800	Employee Benefits @ 53.4%	38,010
52012	SRC Interviewer I 722 hrs @ 13.50 per hour	9,747
52012	SRC Interviewer II 241 hours @ 14.75 per hour	3,555
52012	Temporary Salaries Total	13,302
54810	Temporary Benefits @ 7.8%	1,038
53600	Graduate Student Wages Graduate Assistant averaging 10 hrs/week for 24 weeks	3,600
Total Personnel		127,129
OTHER DIRECT COSTS		
60100	01 Professional Services Listening Session facilitators	3,248
60100	02 Professional Services Transcription	2,500
60100	03 Professional Services Interpreters	1,000
60100	04 Professional Services Samples (phone #) Exact Data and STS	8,000
60400	Postage	200
60600	Printing & Copying Recruitment materials	500
60800	Rentals & Leases Community rooms	1,000
61029	Refreshments Water	800
61400	USM Employee Travel - In State Portland to Augusta - \$0.44/mile x 120 miles per round trip x 14 trips	739
61400	USM Employee Travel - In State Key informant interviews - \$0.44/mile x 300 miles round trip x 3 trips	396
61400	USM Employee Travel - In State Listening Sessions - \$0.44/mile x 300 miles round trip x 10 trips	1,320
61400	USM Employee Travel - In State Overnight travel - (\$100/night lodging x 6 travelers) + (\$46/day meal allowance x 6 travelers)	876
62016	Computer Software Under \$5,000 Survey Monkey	250
64000	Telephone & Conferencing Expenses Survey calls	1,350
64000	Telephone & Conferencing Expenses Conference calls	200
64015	LAN Fees @ \$175/FTE/month	2,315
Total Other Costs		24,694
Total Direct Costs (Personnel + Other)		151,823
Less Sub-recipient Agreements > \$25,000 + Equip > \$5,000* + Rental & Leases		0
Net University Indirect Cost Base		151,823
F & A Costs @ 33%		33.0% 50,102
Total All Costs (Direct + F & A)		201,925
Less University Cost Share @ 16.5%		16.5% (25,052)
Total Project Cost Reimbursable to the University		176,873