

## 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>	Cathy Severance	<b>Office/Division/Program of Contract Administrator:</b>	DOE-Educ In The Unorg Territories
<b>Est. Contract Amount:</b>	\$25,000.00	<b>Contract or RQS Number:</b>	05C20190719*208
<b>Proposed Start Date:</b>	08/15/2019	<b>Proposed End Date:</b>	08/14/2020
<b>Vendor/Provider Name, City, State:</b>		Stacey White PO Box 23, Passadumkeag, ME 04475 VC0000148702	
<b>Short Description of Good or Service:</b>		Speech Therapy Services for EUT operated Kingman Elem School. Identified as Special Education in an IEP.	
<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>07/30/2019</u> To: <u>08/05/2019</u>	
<b>Notice of Intent to Waive Competitive Bidding Number:</b>		NOI# 0720191295	
<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;			

## 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: <ol style="list-style-type: none"> <li>(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;</li> <li>(2) A sharing of project responsibilities and, when appropriate, costs;</li> </ol>	
	<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;	
	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.	
<b>X</b>	If a different authorization specifically allows for this non-competitive procurement, please provide that reference here:	The EUT is willing to contract with any willing and qualified provider.

**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.

Student's residing in the unorganized territories will be provided special education services as identified in each student's Individual Education Plan (IEP). Students are identified using mandated criteria set forth per Federal IDEA & Maine State Regulations. Every school is required by federal statute to provide a Free Appropriate Public Education (FAPE) for all students regardless of disability. The EUT does not have certified licensed speech therapist professionals on staff to provide the required services. The EUT reaches out to and is **willing to contract with any willing and qualified, certified licensed provider to perform the necessary services.**

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

**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 Kingman Elementary School is located in an Unorganized Territory and the State of Maine does not provide staff in those areas to provide the necessary consultation, evaluation, or Speech services as required per each student's IEP. Again, the EUT reaches out to and is **willing to contract with any willing certified licensed provider to perform the necessary services.**

**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 Kingman Elementary School is located in an Unorganized Territory and the State of Maine does not provide trained, qualified staff in the area of expertise to provide the necessary consultation, evaluation and Speech services as required per each student's IEP in order to meet Federal mandates for services. Again, the EUT reaches out to and is **willing to contract with any willing certified licensed provider to perform the necessary services.**

**5. Future Competition**

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

The EUT began the State of Maine process of submitting an RFP in order to advertise/request services from providers. During the RFP review process, it was determined that due to the location of the 3 EUT schools being in remote rural areas, limited responses to past competitive bids for these services, and the fact that the UT was willing to accept any willing, certified licensed provider, a competitive process would not be required at this time."  
The UT continually inquires, coordinates and collaborates with local area school districts in order to gain information regarding providers in order to acquire willing providers who are qualified and/or are already providing services in other local districts.

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

**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.

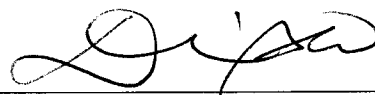
Stacey White is a fully certified, professional service provider that is qualified, licensed, and fingerprinted to perform the necessary services in our schools. Stacey White is located in Passadumkeag, which is a reasonable distance from the school that the student's needing these services attends. The cost of travel for Stacey White is less costly because of the location of the office in Passadumkeag and the distance to the school that is being served.

**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 A. DeWitt*

**Date:**

*25 Jul 2019*