

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:	Mark Belserene/Laurie Brann	Office/Division/Program of Contract Administrator:	Office of the Attorney General/Office of Chief Medical Examiner
Est. Contract Amount:	\$ 35,000	Contract or RQS Number:	CT 26A20190610*3771
Proposed Start Date:	7/1/2019	Proposed End Date:	6/30/2020
Vendor/Provider Name, City, State	Kristin Sweeney, MD 167 Caleb Street, Portland, ME 04102 VC1000051583		
Short Description of Good or Service:	Forensic Pathologist conducting autopsies, completing associated reports, providing office and weekend coverage, completing examinations, and other associated work		
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.		To be completed by the Division of Procurement Services Posting dates on Division of <i>Procurement Services</i> website: From: <u>7/31/19</u> To: <u>8/6/19</u>	
Notice of Intent to Waive Competitive Bidding Number:		NOI# 0720191299	
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;		
	<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 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.

This contract is for the purpose of contracting with a Forensic Pathologist to perform autopsies, complete associated reports, provide office and weekend coverage, complete examinations, and other associated work. There are two forensic pathologists employed by OCME.

The additional contract pathologist is designed to distribute the autopsy case load in a manner that will ensure efficient and timely completion of cases. There has been an increase in autopsies, specifically as a result of suspected drug overdose. Delays in processing of cases results in delays of closure for families, delays in paperwork completion from insurance companies, and stress on the two full time pathologists. Additionally, when the Chief and Deputy Chief Medical Examiners are not available for office coverage, Dr. Sweeney may cover. This is necessary to ensure the timely completion of forms and procedural guidance to keep this busy office moving.

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 State of Maine Office of Chief Medical Examiner requires a Board Certified Forensic Pathologist for performing autopsies. There are only 5 in the State of Maine and the OCME utilizes each in some way in order to manage the important work of this office.

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 OCME has negotiated with Dr. Sweeney an amount of \$1,000 per completed autopsy. This is approximately half the national average for the same services. This fee is a great value to the state for the work completed as Dr. Sweeney performs nearly twice the autopsies for the same money.

5. Future Competition

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

If the Office of Chief Medical Examiner can identify any competition they will also be offered a chance to negotiate and provide this service. To date we are not aware of anyone meeting the qualifications and able to assist in this role.

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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

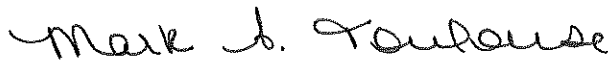
Please explain if the goods or services required are unique to a specific vendor. Describe the unique qualifications, abilities, and/or expertise of the vendor and how those particular unique factors address the specific need identified above. If the vendor has unique equipment, facilities, or proprietary data, also explain the necessity of these particular unique assets.

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If the Office of Chief Medical Examiner can identify any competition they will also be offered a chance to negotiate and provide this service. To date we are not aware of anyone meeting the qualifications and willing to assist in this role.

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):	<i>By signing below, I signify that my Department requests, and I approve of, this Waiver of Competitive Bidding.</i>
Printed Name:	
Date:	Mark A. Toulouse, Administrative Services Division Chief
	6/2/2019