

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:	Terry Morrell	Office/Division/Program of Contract Administrator:	Labor/BRS/Div. for the Deaf Hard of Hearing Late Deafened				
Est. Contract Amount:	\$42,000	Contract or RQS Number:	CT 12A 20190619*3888				
Proposed Start Date:	07/01/2019	Proposed End Date:	06/30/2020				
Vendor/Provider Name, City, State:		Maine CART & Captioning Service Marsha Dulac-Swain 660 South Belfast Ave. Augusta, ME 04330					
Short Description of Good or Service:		Communication Access Real-Time Translation services for Maine's Deaf, Hard of Hearing and Late Deafened customers					
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 Procurement Services website: From: <u>8/23/2019</u> To: <u>8/29/2019</u>					
Notice of Intent to Waive Competitive Bidding Number:		NOI# 0820191414					
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.							
<table style="width: 100%; border: none;"> <tr> <td style="width: 5%; border: none;"><input type="checkbox"/></td> <td style="border: none;">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;</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;">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;</td> </tr> </table>				<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;
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<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: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Printed Name:</td> <td style="width: 50%; border: none;">Date:</td> </tr> <tr> <td style="border: none; height: 40px;"></td> <td style="border: none; height: 40px;"></td> </tr> </table>		Printed Name:	Date:		
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X	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;	
	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.	
	If a different authorization specifically allows for this non-competitive procurement, please provide that reference here:	
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.		
This service is needed to provide communication access to Deaf, Hard of Hearing and Late Deafened people in meetings conducted by the Division for D/HOH/LD and the Division of Vocational Rehabilitation. This access is required under Federals 504 and ADA statues.		
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.		

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This service is not available within this Department or other agencies.
The Division works with other agencies in cost sharing when appropriate to contain cost.

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**.

An internet search for a freelance CART Provider minimum fees range from \$95 to \$195 for the first two hours with additional charges for provision of projection equipment and provision of ASCII file. Maine CART is providing services from \$ 75 - \$115 depending on time of day and service required. These fees remain unchanged from the prior year.

Hourly Weekday Rate: \$85 per hour
(7 am – 5 pm)
Early Evening Rate: \$95 per hour
(5 pm – 10 pm)
Overnight Rate: \$150 per hour
(10 pm – 6 am)
Projected Text: \$10.00 per hour in addition
to hourly fee
Weekend Rates: Add \$10 to the weekday rates
Holiday Rates: Add \$20 to the weekday rates

5. Future Competition

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

There is scarcity of qualified CART providers, and the Commission for the Deaf, Hard of Hearing and Late Deafened has the responsibility of researching requirements and options for CART.

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.

Marsha Dulac-Swain d/b/a Maine CART and Captioning Service is the only provider in Maine able to provide both Communication Access Real-Time Translation (CART) on-site and provide or make arrangements for remote CART for meetings held by Division f/t Deaf, Hard of Hearing and Late Deafened and the Division of Vocational Rehabilitation.

The contractor is nationally certified and brings the unique equipment required to provide the service. This is the only Maine firm listed on the NCRA site.

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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:

Laura A. Fortman, Commissioner

Date:

8/22/2019