

# State of Maine Waiver of Competitive Bidding Request Form

<b>DHHS/DCM Contract Administrator:</b>	Chris Moiles / Ryan Roberts	<b>Office/Division/Program of Contract Administrator:</b>	Maine CDC / BFRSS/Melissa Damren/Belinda Golden
<b>Est. Contract Amount:</b>	Original \$992,140	<b>Contract or RQS Number:</b>	CT10A-20171215*1969
	Amendment \$49,607	<b>Purchasing Maine ID:</b>	
	New total \$1,041,747	<b>DHHS Agreement Number:</b>	CD0-18-1255B
<b>Proposed Start Date:</b>	1/1/2018	<b>Proposed End Date:</b>	12/31/2019
<b>Vendor/Provider Name, City, State</b>	Issues and Answers 5151 Bonney Road Virginia Beach, VA 23462		
<b>Short Description of Good or Service:</b>	BRFSS Data Collection		
<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>		<i>To be completed by the Division of Procurement Services</i> Posting dates on Division of Procurement Services' website: From: <u>8/24/2019</u> To: <u>8/30/2019</u>	
<b>Notice of Intent to Waive Competitive Bidding Number:</b>		NOI# 0820191417	
<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.			
<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> <b>Signature:</b>	
		<b>Printed Name:</b>	<b>Date:</b>
<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 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: <a href="http://www.maine.gov/purchases/info/forms/govcoop.doc">http://www.maine.gov/purchases/info/forms/govcoop.doc</a>.</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 checked="" type="checkbox"/>	If a different authorization specifically allows for this non-competitive procurement, please provide that reference here:	Competitive Award Adjustment	

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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.

BRFSS is the nation's premier system of health-related telephone surveys that collect State data about Maine residents regarding their health-related risk behaviors, chronic health conditions, and use of preventive services. The collection of BRFSS data helps the Department with policy development, program planning, and other public health interventions. Issues & Answers has conducted the Maine BRFSS survey for the past 19 months collecting information for the Department to: 1) Develop health profiles for Maine's sixteen (16) counties; 2) Identify trends (1990-2016) in health characteristics and risk factors for Maine residents; 3) Provide prevalence data to Department programs (e.g., immunization, breast and cervical cancer, diabetes, tobacco control, physical activity, and nutrition) for use in tracking trends and patterns, planning, and preparing grant applications; 4) Develop and monitor indicators for Maine's Comprehensive Cancer Control Plan; 5) Support implementation of the Maine Partnership for a Tobacco-Free Maine by providing data and training on data use; 6) Assess alcohol consumption and dependence; 7) Assess the burden of diabetes in Maine; and 8) Evaluate the status of women's health in Maine.

The dynamics of conducting telephone interviewing have changed markedly over the past two years. The preponderance of telemarketing and robocalls coupled with an extreme number of political polls have led to much lower cooperation rates among selected respondents. This Amendment is to support the additional phone surveys necessary to compensate for the lower than originally anticipated cooperation rates.

## 3. Availability of other Public Resources

Please explain how the requesting Department concluded that enough 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.

DHHS does not have the resources or expertise in-house to conduct these surveys.

## 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**.

These services were competitively procured under RFP 201708139. Providing this 5% increase for the next 6 months of services is fair and reasonable as the total cost for providing the service below the one other bid received as well as the Department's previous vendor.

## 5. Future Competition

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

This service is scheduled to be competitively bid for a 1/1/2022 contract start date as a result of RFP 2017081396.

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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.

As the current provider of these services, Issues and Answers has been collecting Maine's data as a result of RFP 201708139 resulting in continuity of the collected data. Interruption in services would result in the loss of obtaining the necessary data in order to keep the Department informed.

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

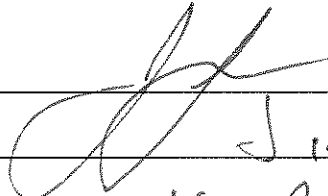
Please explain if time is of the essence and an emergency exists which requires the immediate procurement of goods or services. Describe the nature of this emergency, provide the date by which the goods or services must be delivered, and explain how that date was determined and its significance (i.e.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