

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:	Maryalice Crofton	Office/Division/Program of Contract Administrator:	Maine Commission for Community Service/Dept of Education
Est. Contract Amount:	\$ 8,200.00	Contract or RQS Number:	2019080200000000404
Proposed Start Date:	9/9/2019	Proposed End Date:	11/30/2019
Vendor/Provider Name, City, State:		Points of Light Foundation, DBA Points of Light, 600 Means St., Ste. 210, Atlanta, GA 30318	
Short Description of Good or Service:		The Provider shall provide a complete Service Enterprise, Train the Trainer Workshop in Augusta, Maine for up to 15 participants during the month of September 2019, with follow up webinar-based sessions in October and November of 2019.	
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>08/29/2019</u> To: <u>09/04/2019</u>	
Notice of Intent to Waive Competitive Bidding Number:		NOI# 0820191445	
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.			
	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> Signature:	
	Printed Name:	Date:	
	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		

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	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;
X	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) 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.

The Maine Commission for Community Service is responsible under its statute for providing training and technical assistance to public and private organizations engaging volunteers in delivery of their mission related services. The Commission has searched for a number of years for a research-based organizational change process that would move agencies engaging volunteers from dependence on the individual overseeing a volunteer program to dependence on institutional policies and procedures that ensure volunteers add value to all aspects of operation and are managed as seriously as other human resources. Nine years ago, such a research model was developed based on research of TCC Group and Deloitte. The model which has been tested nationwide leads public and private nonprofit agencies through a planning and organizational change process using a standardized assessment (pre/post), training program, development of a change plan, and review of a portfolio of evidence the changes have been made. Known as Service Enterprise, subsequent evaluation of the model finds that organizations accredited as Service Enterprises perform as if they have a budget three times greater than their actual budget. That is because they intentionally and in a planned manner, engage volunteers in all aspects of their operation. Because the Maine has so many micro-nonprofits, this model is significant, and after careful review, the Commission made a commitment to introduce and implement it in Maine.

After the model was developed, piloted, and evaluated, it was taken on by Points of Light Institute as one of its initiatives.

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Points of Light is based in Atlanta Georgia and is the only source for being licensed to offer the program and be certified as a trainer qualified to work with community agencies seeking to become Service Enterprises.

This contract will create a cohort of Maine-based trainers who can work with groups of agencies in various parts of the state to guide them through the Service Enterprise process. As a result of the contract, Maine will have 12-18 individuals certified in Service Enterprise rather than 4 people and increase access as well as timeliness of participation in Service Enterprise by agencies around the State of Maine. The Maine Community Foundation has funded this contract in a grant to the Maine Commission for Community Service as part of its work to build community capacity.

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.

Points of Light Foundation is the owner of this intellectual property. No other trainer can provide the training.

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**.

There are two aspects to the cost issue. First, Points of Light Foundation is presently the only source of certification training for Service Enterprise trainers. Second, the partnership between the Commission and Maine Community Foundation to bring the trainers to Maine and develop a cohort of trainers who will be nurtured by the Commission means the resource is made available on a cost-efficient basis to more parts of the state. The normal process for a trainer to obtain certification is attendance at periodic national trainings in Georgia. This entails a registration fee plus travel plus accommodations and meals – almost \$2,000 per person. By partnering with MCF which is funding this contract for trainers/travel/curriculum, participation is reduced to just under \$200 per person.

5. Future Competition

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

The next step after establishing a cohort of qualified trainers in Maine is to help some set of them gain the experience and qualifications needed to be certified to deliver the training of trainers' program. Because experience is based on delivering the program, Maine doesn't have qualified people at the moment.

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.

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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 Service Enterprise model was developed by two research entities in conjunction with Reimagining Service, Bank of America, Gap, Opportunity Nation, Deloitte, Points of Light Institute, Presidio, University of Texas, and others. It is the only organizational change model in the US that focuses on intentional engagement of volunteers based on planning, policies, and procedures.

Once the beta test phase was completed with organizations in California, the model was piloted nationally and Maine participated in a small (3 volunteer centers) scale. Based on the assessment of the pilot program which lasted 18 months, Reimagining Service and its partners made the decision to entrust the on-going operation of the initiative to Points of Light Institute which is a national training, research and technical assistance entity founded in 1989 by President George HW Bush. Its mission has remained unchanged: Inspire, equip and mobilize people to take volunteer action that changes the world. [It] envisions a world in which everyone has discovered their power to make a difference, creating healthy communities in vibrant, participatory societies. (<http://www.pointsoflight.org/facts>)

Thus, in selecting this model to foster strong volunteer engagement in Maine, the Commission has to deal with Points of Light Foundation and the unique responsibility it was given by national leaders in the American volunteer sector.

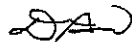
7. Timeframe (Complete only if B. is the Statutory Justification marked on Page 1)

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.

N/A

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. Chuhta

Date:

8/13/2019