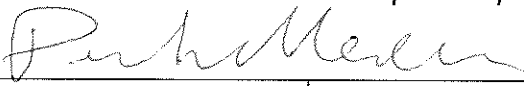


State of Maine Waiver of Competitive Bidding Request Form

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:	Walter Beesley	Office/Division/Program of Contract Administrator:	Department of Education/Child Nutrition
Est. Contract Amount:	\$ 100,000.00	Contract or RQS Number:	RQS20190801*139
Proposed Start Date:	September 1, 2019	Proposed End Date:	August 31, 2021
Vendor/Provider Name, City, State:	Nutri Link Technologies 281 Mavericks Run Martin, GA 30557		
Short Description of Good or Service:	Nutri-Cloud Online Free & Reduced Application entry system-annual service fee for Enterprise license		
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: _____ To: _____	
Notice of Intent to Waive Competitive Bidding Number:	NOI#		
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;		
<input checked="" type="checkbox"/>	<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: Pender Makin Date: 8/28/19	

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	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) 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.

PL2019 Chapter480, effective 9/19/2019, requires the Department to offer an online application option to school administrative units by October 1, 2019. This on-line internet system allows parents to go to one website, choose their child's school, and apply for meal benefits. It also allows SAU staff to retrieve that application data, process and export in any way they need it. This makes the process as simplified and uniformed as possible for both parents and the school.

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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 Office of Information Technology manages technology needs for the Department of Education. OIT does not have the resources to create an online system; to obtain those resources would require funds in excess of the cost of the NutriLink Systems and the time for development of the system would be in excess of the statutory requirement.

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**.

In response to the request for a fiscal note for the bill which was enacted in the form of this law, the Department gathered quotes from vendors from which the required system would be available. The cost of NutriLink is the lowest.

5. Future Competition

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

The market is currently limited to a very few companies and market presence is decreasing as companies are merging. The market for these programs does expand due to the finite number of states and school administrative units within those states. The Department will continue to review market offerings and should more become available, a future RFP could be considered, if an ongoing need for the service is proven.

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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.

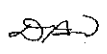
6. Uniqueness

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.

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.

PL 2019 Chapter 480 requires the Department of Education to make the Internet-based application for free or reduced-price school meals under the Maine Revised Statutes, Title 20-A, section 6601-A available by October 1, 2019. In response to the request for a fiscal note for the bill which was enacted in the form of this law, the Department gathered quotes from all vendors from which the required system would be available. The cost of NutriLink is the lowest.

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:	Daniel A. Chuhta
Date:	8/26/2019