

## 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.

<b>Requesting Department's Contract Administrator:</b>	Paul Lavin	<b>Office/Division/Program of Contract Administrator:</b>	Maine Ethics Commission
<b>Est. Contract Amount:</b>	\$122,380 (amendment amount)	<b>Contract or RQS Number:</b>	CT94E2018060700000003867
<b>Proposed Start Date:</b>	9/1/2019 (amendment start date)	<b>Proposed End Date:</b>	6/30/2020 (unchanged)
<b>Vendor/Provider Name, City, State:</b>	PCC Technology, Inc. 100 Northfield Dr., Suite 300A, Windsor, CT 06095		
<b>Short Description of Good or Service:</b>	Information Technology/Electronic Filing and Database Application Support & Maintenance & Hosting		
<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>	<p><b>To be completed by the Division of Procurement Services</b></p> <p>Posting dates on Division of <b>Procurement Services</b> website:            From: <u>09/04/2019</u> To: <u>09/10/2019</u></p>		
<b>Notice of Intent to Waive Competitive Bidding Number:</b>	NOI# 0920191458		
<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>	<p><i>By signing below, I signify as the Governor's designee there is an emergency that necessitates this non-competitive procurement.</i></p> <p><b>Signature:</b></p>		
	<b>Printed Name:</b>	<b>Date:</b>	
<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;		

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	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:  <a href="http://www.maine.gov/purchases/info/forms/govcoop.doc">http://www.maine.gov/purchases/info/forms/govcoop.doc</a>.</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:	
<b>Please note that the following four points below (#2 through 5) <u>all</u> require a response.</b>		
<b>2. Description of Specific Need</b>		
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 Ethics Commission is required by statute to "provide a means for [executive employees and legislators] to file statements [of sources of income] in an electronic format that must immediately place the statement on a publicly accessible website. [Executive employees and legislators] shall file statement required by this section using the electronic format prescribed by the commission." (5 MRS § 19 and 1 MRS § 1016-G(5)) The contract amendment is to increase the scope and contract amount for the customization of the base product developed by PCC Technology, Inc. for government officials to file personal financial statements. PCC Technology's Statement of Financial Interests module will be added onto the Commission's existing e-filing system for candidates and political committees. (CT94E20180607000000003867)		

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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 Statement of Financial Interests module is one of the three components of PCC Technology's Declare Suite for ethics and disclosure reporting solutions. The Statement of Financial Interests is proprietary and solely owned and available through PCC Technology. The Commission is already using the Campaign Finance module of PCC Technology's Declare Suite. The Statement of Financial Interests module will be linked to the Campaign Finance module for the purpose of obtaining information about Legislators who have to file statements of financial interests. The Declare Suite modules all have the same UI/UX to provide both filers and public users a convenient and consistent experience across the three modules. The modules are web-based solutions maintained on servers under the control of PCC Technology, as is the data collected by the modules. Because PCC Technology will be customizing an existing product for the Commission's needs, it will be more efficient and cost-effective than building an entirely new solution to meet the Commission's business needs.

**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 cost of the customization of PCC Technology's statement of financial interests module is based on the customization rates established in the Commission existing contract with PCC Technology (CT94E20180607000000003867) and are reasonable and in line with industry standards.

**5. Future Competition**

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

The Commission anticipates that the current e-filing system will be adequate to meet the needs of the Commission for a number of years. When the Commission determines that the e-filing system must be replaced due to substantial changes in the business requirements of the Commission, advances in technology, or other factors, the Commission will initiate a request for proposals for a campaign finance, lobbyist disclosure, and personal financial statement reporting and database application to replace the current system.

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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.

Declare Suite modules are proprietary and solely owned and available through PCC Technology which is one of the few vendors nationally that offer an OTS application for campaign finance reporting and for filing personal financial statements by public officials. Due to the proprietary nature of the product, PCC Technology is the only provider that is capable of supporting, maintaining, and hosting the Commission’s version of the Campaign Finance and Statement of Financial Interest software and database. The Statement of Financial Interests module will be linked to the Campaign Finance reporting module in order to allow registered campaign finance users to use a single log in to access both reporting modules.

**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:**

Paul Lavin

**Date:**

8/30/2019