

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:	Brandi Cota	Office/Division/Program of Contract Administrator:	Maine DOE, Early Learning Team
Est. Contract Amount:	\$ 9,861.25	Contract or RQS Number:	218020600000002335
Proposed Start Date:	8/30/2019	Proposed End Date:	12/31/2019
Vendor/Provider Name, City, State:	University of Southern Maine PO Box 9300 Portland, ME 04014		
Short Description of Good or Service:	Provide training on classroom environments and inclusion for public school preschool staff and administrators, as well as follow-up technical assistance.		
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.	<p>To be completed by the Division of Procurement Services</p> <p>Posting dates on Division of Procurement Services website: From: <u>09/04/2019</u> To: <u>09/10/2019</u></p>		
Notice of Intent to Waive Competitive Bidding Number:	NOI# 0920191459		
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:

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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) 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.

As determined through the Preschool Development Grant, Birth-5 awarded to Maine in January 2019, and activity 5 addressing "Improving Overall Quality of Programming for Children Birth-Age 5," Maine will provide training to support Public preschool teachers and school administrators serving children with disabilities or suspected delays and to help them identify and apply strategies for addressing development and learning. Building off the success of the Supplemental Preschool Development Grant pilot, Maine DOE and University of Southern Maine, working with Maine Roads to Quality Professional Development Network, will provide teachers and administrators from 2 schools with 4 prek programs training and technical assistance.

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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 of Maine does not have the knowledge or ability to provide these trainings which were developed by the University of Southern Maine, working with Maine Roads to Quality Professional Development Network, who implemented the initial pilot project.

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**.

Based on the cost of the previous pilot training, the remaining funds from the Supplemental Preschool Development Grant fund, and a detailed budget from Maine Roads to Quality Professional Development Network, the contribution from the Preschool Development Grant, B-5 is reasonable and less than was estimated during the application process.

5. Future Competition

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

As there may be future opportunities for training around environment and inclusion, the Maine DOE can look for opportunities to expand competition among providers at that time.

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

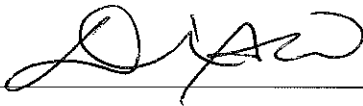
Please explain if the goods or services required are unique to a specific vendor. Describe the unique qualifications, abilities, and/or expertise of the vendor and how those particular unique factors address the specific need identified above. If the vendor has unique equipment, facilities, or proprietary data, also explain the necessity of these particular unique assets.

The University of Southern Maine (USM), working with Maine Roads to Quality Professional Development Network (MRTQ PDN), promotes and supports professionalism in the early care and education field. They provide professional development opportunities, Community of Practice groups, and technical assistance offering support to early childhood programs working to improve quality. USM, working with MRTQ PDN, collaborates with the Center for Community Inclusion and Disability Studies (CCIDS), Maine's University Center for Excellence in Developmental Disabilities. Staff from CCIDS are directly involved with planning and implementation of the Environments and Inclusion training.

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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.

(This area is currently blank for the user to provide justification.)

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:	
Date:	Danielle A. Clute 28 Jun 2019