

**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:	Annette Stevens	Office/Division/Program of Contract Administrator:	DOL/BRS/DBVI
Est. Contract Amount:	\$ 18,000.00	Contract or RQS Number:	2019082900000000691
Proposed Start Date:	October 1, 2019	Proposed End Date:	September 30, 2020
Vendor/Provider Name, City, State:	C.A.R.E.S. Inc. 134 Main St., Ste. 2C Winthrop, ME 04364		
Short Description of Good or Service:	C.A.R.E.S., Inc. will serve as the fiscal agent for the DBVI State Rehabilitation Council (SRC). Services included are: issue checks on behalf of the SRC and handle the disbursements of funds authorized by the DBVI SRC for this contract, supplying the DBVI SRC with monthly financial reports, filing all necessary Federal and State Tax reports, maintaining confidentiality of all DBVI SRC activities, contracting with an insurance company for adequate bonding insurance coverage, providing space for DBVI SRC office equipment and fiscal files, and employing the DBVI SRC administrative assistant		
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 <i>Procurement Services</i> website: From: <u>9/9/2019</u> To: <u>9/15/2019</u>	
Notice of Intent to Waive Competitive Bidding Number:	NOI# 0920191483		
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;		

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<p><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>	<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>Signature:</p>	
	<p>Printed Name:</p>	<p>Date:</p>
X	<p>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;</p>	
	<p>D. It appears to be in the best interest of the State to negotiate for the procurement of petroleum products;</p>	
	<p>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:</p> <p>(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;</p> <p>(2) A sharing of project responsibilities and, when appropriate, costs;</p>	
	<p><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></p>	
	<p>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;</p>	
	<p>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.</p>	
	<p>If a different authorization specifically allows for this non-competitive procurement, please provide that reference here:</p>	

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.

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In accordance with federal law, Maine DBVI is required to have a State Rehabilitation Council, 34 CFR § 361.16: Establishment of an independent commission or a state rehabilitation council. The SRC is not an incorporated entity therefore DBVI needs to develop a contract with a nonprofit organization to disburse funds. C.A.R.E.S., Inc. will administer the \$16,000.00 of the SRC's operating funds for the Council to carry out its activities and will charge \$500/quarter as an administrative fee for a total contract of \$18,000.00

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 funds are from Title I Basic Grant for Division for the Blind and Visually Impaired per 34 CFR § 361.16.

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 contract funds are renewed annually by the Director of the Division for the Blind and Visually Impaired. This company charges a rate comparable to other agencies providing the similar types of service. Therefore, DBVI felt that the rates negotiated were fair and reasonable.

5. Future Competition

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

Maine DBVI compared fees for fiscal agents between C.A.R.E.S., Inc. and another agency providing similar services to another council with a similar operating budget. C.A.R.E.S., Inc. was able to provide the services required at a reasonable rate. DBVI will continue to evaluate or seek out other agencies that provide similar services to compare to this current vendor.

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.

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The Statewide Rehabilitation Council is given latitude by Federal Statute (see above) to work as an independent entity. C.A.R.E.S., Inc has a history of providing service to State of Maine government programs. They currently provide contracted services for other Bureau of Rehabilitation Services and Division of Vocational Rehabilitation programs and projects. In addition, they are quite familiar with our funding and billing processes, which include being able to quickly produce a documented approved federal indirect cost rate.

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 contract is for October 1, 2019 –September 30, 2020

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:

Kimberly Smith

Date:

9/4/2019