

State of Maine Waiver of Competitive Bidding Request Form

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| DHHS/DCM Contract Administrator: | Chris Moiles / Valerie Fredericks | Office/Division/Program of Contract Administrator: | DHHS/OCFS/Lauren Mournouris |
| Est. Contract Amount: | \$1,918,636.00 | Contract or RQS Number: | 20190808*0474 |
| | | Purchasing Maine ID: | |
| | | DHHS Agreement Number: | OVP-20-3004 |
| Proposed Start Date: | 10/1/19 | Proposed End Date: | 9/30/2021 |
| Vendor/Provider Name, City, State | Pine Tree Legal Assistance Portland Maine | | |
| Short Description of Good or Service: | To provide pro-bono civil legal services to victims of sexual and domestic violence so they may access safety, justice, and all other remedies under Maine and federal law to which they are entitled. | | |
| 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>9/11/2019</u> To: <u>9/17/2019</u> | |
| Notice of Intent to Waive Competitive Bidding Number: | | NOI# 0920191500 | |
| 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; | | |
| | <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: |
| <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; | | |
| <input type="checkbox"/> | D. It appears to be in the best interest of the State to negotiate for the procurement of petroleum products; | | |
| <input type="checkbox"/> | 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> | | |
| <input type="checkbox"/> | 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; | | |

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| | <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> | |
| <p>Please note that the following four points below (#2 through 5) <u>all</u> require a response.</p> | | |
| <p>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.</p> | | |
| <p>Civil legal services afford qualifying victims of sexual violence, domestic violence, and human trafficking the ability to access all available remedies under Maine and federal law to which they are entitled. Civil legal remedies for victims include personal safety; family matter representation for the non-offending parent or caregiver of a child victim of sexual violence; school-based advocacy such as Title IX and special education advocacy; protecting the victim’s privileged and confidential mental health, medical and education records; preserving employment; maintaining safe housing; securing or maintaining victim’s immigration status; victim’s rights; and accessing victim compensation and public benefits to which they may qualify for.</p> | | |
| <p>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.</p> | | |
| <p>The Department does not have the necessary resources to provide this service.</p> | | |
| <p>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.</p> | | |
| <p>The cost was based on the cost negotiations of a similar legal service for another part of DHHS.</p> | | |
| <p>5. Future Competition Please describe potential opportunities which may be available to foster competition for these goods or services in the future.</p> | | |
| <p>The Department does not intend to request proposals for these services in the future.</p> | | |
| <p>Please note that <u>only one</u> of the two points below (“Uniqueness” or “Timeframe”) requires a response. Requesting Departments are not required to respond to both points.</p> | | |
| <p>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.</p> | | |

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Pine Tree Legal Assistance is a Statewide, non-profit organization, committed to providing high-quality, free, civil legal assistance to victims of sexual violence, domestic violence, and/or human trafficking in Maine. Pine Tree Legal's mission is to ensure that state and federal laws affecting victims are enforced while also addressing systemic barriers to justice that the victims face.

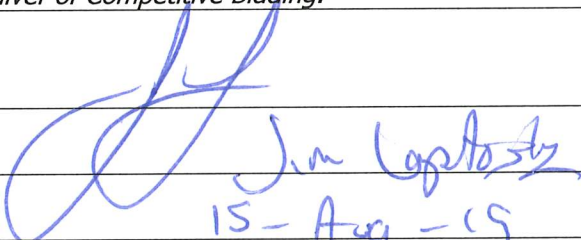
The civil legal service provided to victims of sexual violence, domestic violence, and/or human trafficking includes the maintenance of confidentiality standards in line with professional standards for legal services; the demonstration of significant experience in providing sexual violence, domestic violence, and/or human trafficking related civil legal services; and access to ongoing specialized training for the support of victims of sexual violence, domestic violence, and/or human trafficking and their non-offending parents or caregivers.

Pine Tree Legal's priority is family law. Their Victim's Rights Unit is comprised of a dedicated team of thirteen (13) attorneys and three (3) paralegals who specialize in working with victims of sexual violence, domestic violence, and/or human trafficking. Because of their experience, these attorneys have been asked to: participate in legislation regarding sexual violence, domestic violence, human trafficking, and orders of protection from harassment and/or abuse; and, to train judges who preside over cases in which there is a victim of sexual violence, domestic violence, and/or human trafficking.

Pine Tree Legal is providing this service on behalf of victims of sexual violence, domestic violence, and/or human trafficking statewide and is currently the only eligible provider doing so while utilizing only attorneys who specialize in working with victims of sexual violence, domestic violence, and human trafficking.

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.

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| 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: | 15 - Aug - 19 |