

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.

DHHS/DCM Contract Administrator:	Moiles	Office/Division/Program of Contract Administrator:	DHHS/OCFS/Lauren Mounouris
Est. Contract Amount:	See List	Contract or RQS Number:	10A 20190808*463
		Purchasing Maine ID:	
		DHHS Agreement Number:	OVP-20-2301
Proposed Start Date:	10/1/2019	Proposed End Date:	9/30/2021
Vendor/Provider Name, City, State	VC1000005860 See List Aroostook County Commissioners,		
Short Description of Good or Service:	144 Sweden Street, Suite 1, Caribou, ME 04736 Victim Witness Advocacy		
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: <u>9/18/2019</u> To: <u>9/24/2019</u>	
Notice of Intent to Waive Competitive Bidding Number:		NOI# 0920191542	
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;		
<input type="checkbox"/>	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.		

State of Maine Waiver of Competitive Bidding Request Form

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.

The purpose of this agreement is to provide victims and witnesses of crime access to advocacy services. These services are intended to provide victims with resources, to understand the criminal justice system and their rights within that system, and ensure the Victim or witness receives appropriate advocacy services.

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 does not have the resources to provide this service.

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 costs were determined fair and reasonable after review of previous and ongoing costs associated with scope of services.

5. Future Competition

State of Maine Waiver of Competitive Bidding Request Form

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

The Department does not intend to RFP this service.

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.

Each District Attorneys' office that provides Victim Witness Advocacy is provided funding for one (1) Victim Witness Advocate.

7. Timeframe (Complete only if B. is the Statutory Justification marked on Page 1)

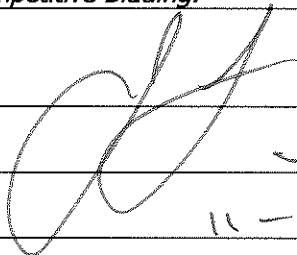
Please explain if time is of the essence and an emergency exists which requires the immediate procurement of goods or services. Describe the nature of this emergency, provide the date by which the goods or services must be delivered, and explain how that date was determined and its significance (i.e. 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:

Date:



 Jim Loubser

 11 - Sep - 19

State of Maine Waiver of Competitive Bidding Request Form

Androscoggin County District Attorney	OVP-20-2300	10/1/2019-9/30/2021	\$ 110,000.00
Aroostook County Commissioners	OVP-20-2301	10/1/2019-9/30/2021	\$ 110,000.00
City of Portland	OVP-20-2307	10/1/2019-9/30/2021	\$ 110,000.00
County of Kennebec	OVP-20-2303	10/1/2019-9/30/2021	\$ 110,000.00
County of Washington	OVP-20-2308	10/1/2019-9/30/2021	\$ 110,000.00
Knox County District Attorney	OVP-20-2304	10/1/2019-9/30/2021	\$ 110,000.00
Penobscot County District Attorney's Office	OVP-20-2305	10/1/2019-9/30/2021	\$ 110,000.00
York County District Attorney	OVP-20-2309	10/1/2019-9/30/2021	\$ 110,000.00

Victims Advocacy

Office OCFS

Start Date 10/1/2019

Agreement	Vendor	Original or Amend Amount	Rider A Approved	To Vendor for Signature	To DAFS	Encumbered CA	SPOC	SL*	NVA
OVP-20-2300	Androscoggin County District Attorney	\$110,000.00	8/30/2019			Lisa Munster	Lisa Munster	Yes	No
OVP-20-2301	Aroostook County Commissioners	\$110,000.00	9/4/2019			Lisa Munster	Arlene Jones	Yes	No
OVP-20-2307	City of Portland	\$110,000.00	9/4/2019			Lisa Munster	Matt Galletta	No	No
OVP-20-2303	County of Kennebec	\$110,000.00	9/4/2019			Lisa Munster	Mary Alderman	Yes	No
OVP-20-2308	County of Washington	\$110,000.00	9/4/2019			Lisa Munster	Mary Alderman	Yes	No
OVP-20-3002	Elder Abuse Institute of Maine	\$161,060.00	8/23/2019			Elizabeth Heath	Elizabeth Heath	No	No
OVP-20-2304	Knox County District Attorney	\$110,000.00	9/4/2019			Lisa Munster	Mary Alderman	Yes	No
OVP-20-2305	Penobscot County District Attorney's Office	\$110,000.00	9/4/2019			Lisa Munster	Parti Wall	Yes	No
OVP-20-2309	York County District Attorney	\$110,000.00	9/4/2019			Lisa Munster	Valerie Fredericks	Yes	No

Agreement Count: 9 Service Group Total: \$1,041,060.00