

PM-19597
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:	Karen Yeaton	Office/Division/Program of Contract Administrator:	Corrections
Est. Contract Amount:	\$ 60,000 (\$5,000 p/month)	Contract or RQS Number:	03A 20190701-0047
Proposed Start Date:	October 1, 2019	Proposed End Date:	September 30, 2020
Vendor/Provider Name, City, State:		Military Talent Source, PO Box 293, Auburn, ME 04212	
Short Description of Good or Service:		Matches veteran talent with career opportunities with the Maine Department of Corrections. Specialized recruitment process that conducts military recruiting and veteran employment consulting as a full focus.	
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>09/24/2019</u> To: <u>09/30/2019</u>	
Notice of Intent to Waive Competitive Bidding Number:		NOI# 0920191576	
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;		
<input type="checkbox"/>	<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:	
<input type="checkbox"/>		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		

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	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.

The Maine Department of Corrections (MDOC) is charged with managing offenders confined in prison as well as those released into the community on probation and parole. Correctional staff, both within institutions and in the community, must protect the public from individuals accused or convicted of crimes, some of whom are dangerous. However, staff must also prepare those under correctional control for successful, law-abiding lives in the community and support these individuals through the reentry process. Correctional staff are in a unique position to have a significant impact not only on the lives of the offenders with whom they interact and those offenders' chances for successful outcomes but also on the larger communities where these individuals reside or to which they will return upon release. Given these complexities, it is impossible to overstate the importance of building a high-quality correctional workforce. However, attracting and retaining qualified staff has historically been an arduous task, particularly in institutional corrections.

Military Talent Source will work with MDOC to build veteran-friendly hiring solutions that fit our unique employment needs. They will work together with MDOC to create and implement end-to-end solutions

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to attract and retain top talent. They have multiple recruiters in multiple states, locations, and events looking for MDOC's next employee. Simultaneously, their talent management team is setting up screening interviews for the candidates. Military Talent Source will begin the process of working with the Maine Apprenticeship Program for our current employees as well as qualifying them for On-the-Job training program through the military.

The Maine State Prison, MDOC's only maximum and largest facility, currently has 20 vacancies. Recruitment to this area for the pay offered is difficult. This relationship with Military Talent Source will make it more beneficial for potential military personnel to begin a career with MDOC. They can offer incentives that MDOC cannot do, to include housing stipends through GI loans, food allowances etc. Recruitment efforts to this area of Maine would be easier with this support in place.

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.

Recently MDOC created a position of Workforce Efficiency Coordinator. This position is limited in that they do not have established contacts outside the state of Maine, nor the Military contacts this vendor has. Veterans are a known quality talent and employee pool. They have full access to these potential candidates which MDOC does not.

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 per month is less than the recruitment efforts that are currently being afforded to the Department to include job fair costs, radio advertising, print advertising, and social media advertising. These efforts by MDOC could be reduced to supplement the costs negotiated with Military Talent Source, which the Department considers to be 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.

This contract will be for a twelve-month trial period. Outcome measures will be evaluated for cost benefit analysis and effectiveness. MDOC is unaware of another company that has Recruitment Process Outsourcing that encompasses multiple states, locations, and events.

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.

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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.

Maine DOC believes Military Talent Source is uniquely situated to provide the requested services due to their proficiency in the following areas:

More Recruiters -Their talent acquisition and talent management teams are working all the time looking to fill positions. On any given day, they have multiple recruiters in multiple states, locations, and events looking for our next employee. Simultaneously, their talent management team is setting up screening interviews for the candidates met.

Unique Talent Pool -Veterans are a known quality talent and employee pool. The problem most companies have is accessing that talent. They take care of that for us.

Low Fees - Recruitment Process Outsourcing almost always reduces overall recruitment costs. A flat monthly service fee makes their services attainable for businesses of all sizes.

Never One and Done - their process is about the relationship not a transaction. Working together, they are always striving to improve the overall hiring process while also searching for the best talent to fill our next position.

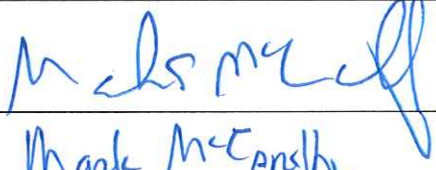
Enhanced Employer Brand - they can help MDOC become an employer of choice. They can build greater awareness of MDOC to potential employees.

Better Candidate Care - from the very first meeting through the entire process, they will work with the candidate to help them navigate our hiring process keeping them up-to-date throughout. A positive candidate experience makes for a positive potential employee experience and will improve the impression of MDOC.

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:	Mark McCarthy
Date:	9/23/14