

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:	Maryalice Crofton	Office/Division/Program of Contract Administrator:	Maine Commission for Community Service
Est. Contract Amount:	\$ 6,000	Contract or RQS Number:	20190715*0164
Proposed Start Date:	7/15/2019	Proposed End Date:	10/31/2019
Vendor/Provider Name, City, State:	Rachel Elisa Kosarin, 104 Grace Lane, Falls Church, VA 22046		
Short Description of Good or Service:	Keynote presentation plus 2 teaching sessions (90 min each) at state volunteer leaders conference.		
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>10/02/2019</u> To: <u>10/08/2019</u></p>		
Notice of Intent to Waive Competitive Bidding Number:	NOI# 1020191637		
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>	<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>	
		Printed Name:	Date:
	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;		

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	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: <ol style="list-style-type: none"> (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:</i> http://www.maine.gov/purchases/info/forms/govcoop.doc .	
X	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) <u>all</u> 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.		
One of the duties of the Maine Commission for Community Service is to provide training and technical assistance to individuals responsible for leading/managing volunteer programs. In addition to the online course and individual coaching, the commission organizes a one-day intensive educational program each year. The goal is to make the Maine volunteer leaders aware of national research, emerging trends, and provide opportunities for increasing their skills/abilities. Of the four national lead trainers approached, one could only do a virtual session this year due to time commitments; a second is unavailable (presenting overseas); a third person is on sabbatical and not available; and the person covered by this contract is the third.		

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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 Commission is the sole state agency charged with providing professional development for volunteer leaders/managers/administrators. Through a previous project the Commission attempted to enlist the community colleges, UMaine, and University of Southern Maine in providing educational content for novice, intermediate, advanced, and expert practitioners in the volunteer sector. Within three years of setting up the educational programming, the higher ed institutions abandoned it despite positive response from graduate and community students. Thus, the Commission has continued to be the lead expert but staff are not in a position to represent national research or provide the international perspective of this speaker/trainer.

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 rates for this speaker are comparable to rates charged by past lead presenters (\$5000). The distinction is this vendor will need to travel by air and come the day before due to air travel routes which adds overnight expenses to air travel.

5. Future Competition

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

The planning committee that works with the Commission always approaches 2-3 potential keynote speakers at the start of its organizing. It has rejected very expensive – although expert and well known – presenters based on cost. Future opportunities for open competition for the keynote could be contemplated.

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 skills, knowledge, and abilities needed by individuals responsible for leading/managing volunteer driven programs are codified as competencies and the basis for an international certification. Ms Kosarin consults, coaches, and trains on volunteer management best practices. She has presented at numerous conferences and has served on the faculty for the Center for Nonprofit Advancement and the Catalogue for Philanthropy, both located in Washington, DC.

Certified in Volunteer Administration (CVA), Elisa blogs regularly on her Twenty Hats website and guest posts frequently for the VolunteerMatch Engaging Volunteers website.

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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.

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 _____ of Competitive Bidding.</i>
Printed Name:	
Date:	10/1/2019

Certificate Of Completion

Envelope Id: CEC94B6E51EA457D9AEFD0B1B47800FE	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 4	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Daniel A. Chuhta
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	Daniel.Chuhta@maine.gov
	IP Address: 162.248.184.11

Record Tracking

Status: Original 10/1/2019 8:43:37 AM	Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Carahsoft OBO Maine Department of Education	Location: DocuSign

Signer Events

Signer Events	Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	 Signature Adoption: Uploaded Signature Image Using IP Address: 198.182.163.102	Sent: 10/1/2019 8:44:40 AM Viewed: 10/1/2019 8:44:53 AM Signed: 10/1/2019 8:45:43 AM Freeform Signing

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	10/1/2019 8:44:40 AM
Certified Delivered	Security Checked	10/1/2019 8:44:54 AM
Signing Complete	Security Checked	10/1/2019 8:45:43 AM
Completed	Security Checked	10/1/2019 8:45:43 AM

Payment Events

Status

Timestamps