

## 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.

<b>Requesting Department's Contract Administrator:</b>	Ann Salverson-Seales	<b>Office/Division/Program of Contract Administrator:</b>	DAFS/OIT/IBM Services Rates
<b>Est. Contract Amount:</b>	\$6,830.88	<b>Contract or RQS Number:</b>	RQS 18B 20191004*428
<b>Proposed Start Date:</b>	12/1/2019	<b>Proposed End Date:</b>	11/30/2020
<b>Vendor/Provider Name, City, State:</b>	Software Engineering of America 1325 Franklin Ave Suite 545 Garden city, New York 11530		
<b>Short Description of Good or Service:</b>	Software Renewal for PLUSIPACK Prog Prod		
<b>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.</b>	<p style="text-align: center;"><b>To be completed by the Division of Procurement Services</b></p> <p>Posting dates on Division of <b>Procurement Services</b> website:          From: <u>10/09/19</u> To: <u>10/15/19</u></p>		
<b>Notice of Intent to Waive Competitive Bidding Number:</b>	NOI# 1020191684		
<b>1. Statutory Justification</b>			
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>	<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><b>Signature:</b></p>	
		<b>Printed Name:</b>	<b>Date:</b>
<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;		

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	D. It appears to be in the best interest of the State to negotiate for the procurement of petroleum products;		
	<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: <a href="http://www.maine.gov/purchases/info/forms/govcoop.doc">http://www.maine.gov/purchases/info/forms/govcoop.doc</a>.</i></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;		
	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.		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">If a different authorization specifically allows for this non-competitive procurement, please provide that reference here:</td> <td style="width: 50%;"></td> </tr> </table>	If a different authorization specifically allows for this non-competitive procurement, please provide that reference here:	
If a different authorization specifically allows for this non-competitive procurement, please provide that reference here:			
<b>Please note that the following four points below (#2 through 5) <u>all</u> require a response.</b>			
<b>2. Description of Specific Need</b>			
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>PLUS!PACK is an essential software component installed on the State of Maine's IBM Enterprise Server and is utilized by both support staff and application developers/support staff. The software product is a productivity toolset which application programmers and support staff use to detect and correct job control errors before they occur. This is accomplished via Job Control Language syntax checking and validations. Errors are discovered and reported before running batch job streams, reducing the risk of job failures or errors that would result in delays in running batch workloads. The specific batch workload this software product supports is the State of Maine's Humans Resources/Payroll system.</p> <p>The software support is only provided by Software Engineering of America and is not available from the standard State of Maine software reseller, SHI.</p>			

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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.

COTS software product for Job Control Language checking.

24x7 Technical Support for the product, product enhancements, corrective code and release upgrades are provided by the vendor and are included in the annual software charge paid to the vendor by the State of Maine

The State of Maine has not staff with the expertise in developing and supporting a 'home-grown' equivalent of this software product.

### 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**.

No cost increase, remains flat at \$6,830.88.

### 5. Future Competition

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

The Controller's Office and OIT are actively working on replacing the HR/Payroll application which will result in retiring the IBM mainframe. Current project projections are that the IBM mainframe and this software product will no longer be required after 2020.

If, at a later date, it is determined this product no longer meets the needs of the State of Maine and a replacement product is deemed to be necessary, procurement will be via the competitive bid process prescribed by State of Maine statute and the policies, procedures and guidelines established by the State of Maine Procurement Services Division.

**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 PLUS!PACK product is copyright protected, marketed and licensed exclusively by the computer software vendor, Software Engineering of America. This proprietary product is presently licensed for use by the State of Maine to support business applications which are hosted on the State of Maine's IBM Enterprise Server. Since this software product is proprietary, as opposed to 'open-source' software, no other vendor can provide the required support for this product.

The software support is only provided by Software Engineering of America and is not available from the standard State of Maine software reseller, SHI.

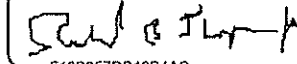
### 7. Timeframe (Complete only if B. is the Statutory Justification marked on Page 1)

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.*

DocuSigned by:



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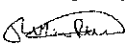
**Printed Name:**

Richard B. Thompson

**Date:**

10/7/2019

DocuSigned by:



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Frederick Brittain

10/7/2019