

**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>	Bethany Atkins	<b>Office/Division/Program of Contract Administrator:</b>	MDIFW/Bureau of Resource Management/Wildlife
<b>Est. Contract Amount:</b>	\$ 15,000	<b>Contract or RQS Number:</b>	09A-2019100800000 0001249
<b>Proposed Start Date:</b>	10/5/2019	<b>Proposed End Date:</b>	10/1/2020
<b>Vendor/Provider Name, City, State:</b>		Forest Research LLC Orono, ME	
<b>Short Description of Good or Service:</b>		The contractor will complete "desktop" technical appraisal reviews and reports of real property appraisals completed for the Maine Department of Inland Fisheries and Wildlife for compliance with state and federal grant requirements.	
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 style="text-align: center;"><b>To be completed by the Division of Procurement Services</b></p> Posting dates on Division of <b>Procurement Services</b> website: From: <u>10/22/19</u> To: <u>10/28/19</u>	
<b>Notice of Intent to Waive Competitive Bidding Number:</b>		NOI# 1020191754	
<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;		
<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> <b>Signature:</b>	
		<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		

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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:  <a href="http://www.maine.gov/purchases/info/forms/govcoop.doc">http://www.maine.gov/purchases/info/forms/govcoop.doc</a>.</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.

"Desktop" technical appraisal reviews are required in order to stay in compliance with open federal grant awards from the USFWS National Coastal Wetland Grants Program, USFWS North American Waterfowl Conservation Act Grants Program, and USFWS Wildlife and Sportfish Restoration Program as well as others. They are also necessary to ensure a high level of assurance that the Department is spending public funds appropriately.

**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.

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As determined by federal grant requirements, appraisal reviews must be completed by a Certified General Real Property Appraiser licensed in Maine and qualified, competent and experienced in the performance of appraisal reviews. The State of Maine does not specifically employ individuals with these qualifications and experience.

**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**.

This contractor has agreed to complete each typical review for \$1250. To date we know of 8 appraisals that will require appraisal reviews over the next year and that need to be completed by this appraiser. Because there is a possibility that we will encounter a particularly difficult or technical appraisal issue that may result in additional cost or need additional appraisals reviewed, we have included enough funds for the appraiser to complete additional work if necessary.

**5. Future Competition**

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

The Department always seeks the best delivery of services for the least economic impact. Even though this type of service must be conducted by licensed professionals and resources are limited, the Department will continue to seek the best price.

**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.

To meet the federal requirements identified above, appraisal reviews must be completed by a Certified General Real Property Appraiser licensed in Maine and qualified, competent and in the performance of appraisal reviews. This contractor meets these specific qualifications and specializes in completing appraisal reviews for the federal programs identified.

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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):**

*By signing below, I signify that my Department requests,  
and I approve of, this Waiver of Competitive Bidding.*

*Joseph Camuso*

**Printed Name:**

*Joseph Camuso*

**Date:**

*10/17/19*