

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:	Terry Morrell	Office/Division/Program of Contract Administrator:	Maine Telecommunications Relay Services Council (Maine TRS Council)
Est. Contract Amount:	\$ 7,800 (650 per month)	Contract or RQS Number:	CT 95T 20190731000000000377
Proposed Start Date:	December 1, 2019	Proposed End Date:	November 30, 2020
Vendor/Provider Name, City, State	Disability Rights Maine (DRM) 160 Capitol Street, Suite 4, Augusta ME 04330		
Short Description of Good or Service:	Administrative services to assist the Council in providing telecommunications relay services provided in Maine to the deaf, hard-of-hearing, late-deafened or speech-impaired users of telecommunications devices		

Please note, for transparency purposes, Waivers of Competitive Bidding will be publicly posted. Public postings are placed on the Division of Purchases' website for a period of seven consecutive calendar days.	To be completed by the Division of Purchases Posting dates on Division of Purchases' website: From: <u>10/28/2019</u> To: <u>11/4/2019</u>
Notice of Intent to Waive Competitive Bidding Number:	NOI# 1020191790

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;
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.	By signing below, I signify as the Governor's designee there is an emergency that necessitates this non-competitive procurement. Signature: N/A 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;
	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;
	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 Purchases "GOVCOOP" form, found here: http://www.maine.gov/purchases/info/forms/govcoop.doc .
	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;

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X	G. The procurement of goods or services involves expenditures of \$10,000 or less, and procurement from a single
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source is the most economical, effective and appropriate means of fulfilling a demonstrated need.

If a different authorization specifically allows for this noncompetitive procurement, please provide that reference here:	
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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.

Disability Rights Maine (DRM) is the current provider of outreach services to the Maine TRS Council. DRM is also a member of the Council. As such, DRM is familiar with the Council's statutory mandate and its operations. The Council is in need of administrative services to assist and support it in the form of providing support for board meetings, preparation of meeting minutes, preparation of annual reports, coordination of financial and contractual matters between the Council's treasurer and the DAFS service center, preparation of materials for implementation of pilot programs, and assistance in posting items for the Council webpage. DRM has agreed to provide these services for a period of one year while the Council explores the possibility of obtaining a legislative change that would allow it to hire an executive director.

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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The Maine TRS Council is made up of appointed members who serve on a voluntary basis. The Council has no staff available to provide administrative services.

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 Maine TRS Council is proposing to pay \$7,800 (\$650 per month) for a period of one year. DRM is providing these services as a very low cost to the Council, which would not be able to procure administrative services from a commercial source at such a low rate.

5. Future Competition

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

The Maine TRS Council will be seeking a legislative change that will allow for the hiring of an executive director to handle administrative tasks.

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.

DRM is currently providing outreach services and therefore has the materials needed to serve deaf, hard-of-hearing, late-deafened and speech-impaired individuals who are using or may need to use telecommunications relay services. DRM has the knowledge of the Council's work and has the administrative staff that can provide the needed services.

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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The TRS Council is comprised of volunteer members. It has no administrative staff and has struggled for several years to meet its statutory obligations. The Council's need for administrative support

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:	Terry Morrell
Date:	October 17, 2019