

**State of Maine
Waiver of Competitive Bidding Request Form**

	D.	It appears to be in the best interest of the State to negotiate for the procurement of petroleum products;
	E.	<p>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: http://www.maine.gov/purchases/info/forms/govcoop.doc.</i></p>
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) 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 MDIFW Fisheries and Hatcheries Division needs to hold a joint meeting at a single location to discuss staffing, law and regulation changes, ongoing management and research relevant to the core mission of the Department. This contract for the AMC is to provide a meeting location that can accommodate over 60 Department staff over 2 days that will include room and board. In addition, the AMC meeting location is within a critical fisheries management area and provides a hands-on learning experience for all staff.

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 Department does not own a facility that is large enough to hold 60 staff over a two-day meeting, nor does it have lodging or food availability for the staff. We are not aware of any other available public resources.

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4. Future Competition

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

The Department contacted a few vendors for quotes and AMC was the most economical fit for our needs; however, access that information has been lost due to a vacated position. The Department follows Purchases conferences and meetings rules and will continue to do so.

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 contractor (AMC) provides a unique capability to host the Department’s meeting because of their central location in the state (approximately 20 miles east of Greenville) that will allow efficient travel time for all staff. The AMC can house all Department staff and provide onsite lodging and meals at a responsible price. In addition, the meeting locations are immediately adjacent to two waters that are critical to fisheries management in the state, providing an ideal location for hands-on training opportunities for staff. In addition, the AMC provides many fishing courses taught by registered Maine guides that the Department certifies; this is a unique opportunity for fisheries managers to interact directly with area guides.

The AMC is experienced hosting diverse groups and providing meeting facilitation. The AMC provides all meals and lodging on-site and can set up 3 separate conference rooms as needed for the meeting.

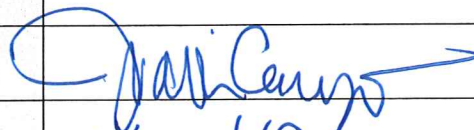
7. Timeframe (Complete only if B. is the Statutory Justification marked on Page 1)

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.

Printed Name:



Date:

10/29/19