

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:	Nicole Madore	Office/Division/Program of Contract Administrator:	Department of Education
Est. Contract Amount:	\$ 9,400.00	Contract or RQS Number:	20191104*1471
Proposed Start Date:	December 1, 2019	Proposed End Date:	December 31, 2019
Vendor/Provider Name, City, State:	Teachstone Training, LLC		
Short Description of Good or Service:	Provide 2-day training for up to 15 participants using the CLASS K-3 Observation tool.		
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.		To be completed by the Division of Procurement Services Posting dates on Division of <i>Procurement Services</i> website: From: <u>11/08/2019</u> To: <u>11/14/2019</u>	
Notice of Intent to Waive Competitive Bidding Number:	NOI# 1120191856		
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;		
	By signing below, I signify as the Governor's designee there is an emergency that necessitates this non-competitive procurement.		
<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>	Signature:		
	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: (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: http://www.maine.gov/purchases/info/forms/govcoop.doc.</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;	
x	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.		
The Maine Department of Education (DOE) is currently conducting a Kindergarten curriculum pilot. In order to track the effectiveness of the curriculum and its implementation with respect to student engagement, interactions, and achievement, the Maine DOE will be completing an evaluation that includes the use of the CLASS Observation tool.		
Teachstone is the writer of the research-based CLASS Observation. This tool is used in settings with children across the birth through twelfth grade span. The tool itself measures adult and student interactions and over 200 research studies have proven that students in classrooms with high CLASS scores have better academic and social outcomes.		
Using this tool in pilot kindergarten classrooms will aid the department in studying its new kindergarten curriculum, "K For ME", as well as inform specific instructional coaching based on CLASS scores. CLASS is currently the only tool that observes and measures interactions in a kindergarten classroom with direct links to outcomes. In order to begin measuring these pilot		

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classrooms, observers and coaches need to engage in training to become reliable with the tool.

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.

Currently, the Maine DOE does not have any staff committed to this pilot who are reliable CLASS observers for kindergarten classrooms. Additionally, only Teachstone is qualified to provide training for the CLASS Observation tool.

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**.

Teachstone offers two methods of training.

The first is to send participants to a previously scheduled training at the cost of \$950 per person plus travel costs.

The second is to have Teachstone send a trainer for the cost of \$9,400.00 for up to 15 participants. This lowers the cost per person to \$627.00. An overall per person savings of \$323 over individual registration costs if sent to an offsite training.

5. Future Competition

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

In the event that another vendor becomes available to provide CLASS Observation tool training, the department will consider running a competition for training providers.

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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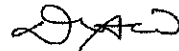
Teachstone is the unique vendor who provides training on the CLASS Observation tool. The only way to obtain training to achieve reliability with this tool is to be trained by Teachstone training staff.

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:

Daniel A. Chuhta

Date:

11/7/2019

Certificate Of Completion

Envelope Id: 9F8F524D4EFE4445972E22BEF23C72A5

Status: Completed

Subject: Please DocuSign This Document

Source Envelope:

Document Pages: 4

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Certificate Pages: 1

Initials: 0

Daniel A. Chuhta

AutoNav: Enabled

Daniel.Chuhta@maine.gov

Envelope Stamping: Disabled

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11/7/2019 9:31:56 AM

Daniel.Chuhta@maine.gov

Security Appliance Status: Connected

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Pool: Carahsoft OBO Maine Department of Education

Location: DocuSign

Signer Events

Daniel A. Chuhta

Daniel.Chuhta@maine.gov

Deputy Commissioner

Maine Department of Education

Security Level: Email, Account Authentication (None)

Signature



Signature Adoption: Uploaded Signature Image
Using IP Address: 169.244.50.11

Timestamp

Sent: 11/7/2019 9:31:59 AM

Viewed: 11/7/2019 9:32:17 AM

Signed: 11/7/2019 9:33:27 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

11/7/2019 9:31:59 AM

Certified Delivered

Security Checked

11/7/2019 9:32:18 AM

Signing Complete

Security Checked

11/7/2019 9:33:27 AM

Completed

Security Checked

11/7/2019 9:33:27 AM

Payment Events

Status

Timestamps