

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:	Hannah Pingree/ Cheryl Miller	Office/Division/Program of Contract Administrator:	Governor's Office of Policy Innovation and the Future
Est. Contract Amount:	\$ 20,100	Contract or RQS Number:	20191107*1505
Proposed Start Date:	11/5/19	Proposed End Date:	12/1/2020
Vendor/Provider Name, City, State:	Jo D. Saffair Consulting Pownal, Maine		
Short Description of Good or Service:	Meeting facilitation for climate/natural working lands		
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 Procurement Services website: From: <u>11/14/19</u> To: <u>11/20/19</u>	
Notice of Intent to Waive Competitive Bidding Number:	NOI# 1120191870		
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.			
<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>	<i>By signing below, I signify as the Governor's designee there is an emergency that necessitates this non-competitive procurement.</i>	
		Signature:	
		Printed Name:	Date:
<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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	<p>D. It appears to be in the best interest of the State to negotiate for the procurement of petroleum products;</p>
	<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: http://www.maine.gov/purchases/info/forms/govcoop.doc.</i></p>
	<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;</p>
	<p>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.</p>
	<p>If a different authorization specifically allows for this non-competitive procurement, please provide that reference here:</p>

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 Maine Climate Council is created to advise the Governor and Legislature on ways to mitigate the causes of, prepare for and adapt to the consequences of climate change. State of Maine statute (38 MRSA §577-A) requires the Maine Climate Council to utilize the most recent science and technical information, analyze the technical feasibility and cost-effectiveness of potential solutions, and consider their impacts on Maine's people and communities.

The Natural and Working Lands working group is responsible to develop, evaluate and recommend strategies to the Maine Climate Council in the areas of natural and working lands, including mitigation and adaptation strategies related to agriculture, forestry and wildlife. The Natural and Working Lands working group includes a large and diverse group of stakeholders. This waiver is to procure a uniquely qualified consultant to facilitate monthly meetings, synthesize the meeting notes, and draft the recommendations document for the Natural and Working Lands working group.

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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.

Working with the Department of Agriculture, Conservation and Forestry, the Governor's Office of Policy Innovation and the Future determined the staffing and expertise related to these issues does not exist within state government.

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 Department has concluded that the cost of these services is fair and reasonable. This conclusion was reached through contacting others who have purchased similar services and confirming that the rates and costs offered by the vendor are consistent and appropriate.

5. Future Competition

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

When services and expertise are available via multiple vendors, the Governor's Office of Policy Innovation and the Future will obtain these services by the most appropriate means, including a competitive process such as releasing an RFP.

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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.

Jo D. Saffair has more than 25 years of consulting and facilitation experience, and in this role has worked extensively with NGO's, community groups, and state government on issues related to agriculture, forestry, fisheries and conservation in general. Jo D. has also undertaken projects with a specific focus on climate change and demonstrates a technical understanding of how this issue impacts our communities, environment, and the natural resource-based economy in Maine. In addition, she has a significant track record of achievements in efficiently and effectively facilitating processes that lead to tangible outcomes.

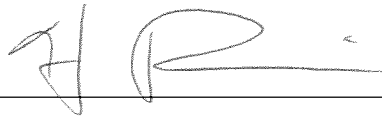
CV attached.

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:

Hannah Pingree, Director

Date:

11/5/19

JO D. SAFFEIR

67 Leighton Road, Pownal, Maine 04069
(207) 400-4810
jsaffeir@gmail.com

SUMMARY

- Twenty-six years private consulting experience with proven ability to meet client objectives through efficient strategizing and implementation
- Highly organized in managing complex projects involving diverse stakeholders
- Well developed editing, writing and planning skills
- Scientific and technical proficiency in natural resource issues, most notably land conservation, forestry, food systems, and agriculture
- Solid experience in large private and public (state and federal) fund administration
- Skilled in international and cross-cultural initiatives, with experience living abroad

AREAS OF EXPERTISE & ACCOMPLISHMENTS

Natural Resources and Agriculture

- Wholly designed an academic program for a Maine university in Food Studies, including an undergraduate minor, a Graduate Certificate Program, and a student internship program
- Staffed a non-profit coalition that advanced federal legislation to protect northern New England's forest resources by lobbying at the federal level and securing press coverage
- Organized a successful international symposium in Italy providing an informational exchange between farmers, scholars, and food policy experts on sustainable agriculture
- Ensured adequate environmental protections in state land use policies by representing a conservation advocacy organization on state land management committees
- Developed a comprehensive short-term management plan for an iconic coastal Maine beef farm transitioning from private to non-profit ownership

Fund Management and Philanthropy

- Developed and directed an innovative source of funding for conservation programs that directed \$11 million in new capital toward Maine's environment
- Staffed a funders network of environmental foundations and philanthropists managing a collaborative funding initiative and developing funder educational programming
- Staffed a \$6 million regrating program directing private foundation dollars toward large-scale forest land acquisitions throughout the Northern Forest
- Administered a U.S. Forest Service forestland protection program for the State of Maine, helping to secure over \$2 million for the State annually for over a decade
- Staffed a private family foundation making \$800,000 in annual funding recommendations to the Foundation's Board of Trustees

Project Management and Research

- Managed multiple rapidly growing profit centers for an organic recycling business, with responsibility for budgets exceeding \$4 million and supervision of multiple staff
- Managed a complex land protection project in Maine involving the acquisition of land

- from over a dozen landowners to create a multi-community public recreational trail
- Assisted state natural resource-based programs in securing funding by editing grant applications and researching funding requirements
- Organized a successful statewide campaign involving over 350 volunteers to enact conservation funding legislation

EDUCATION

Master of Environmental Law and Policy, to be completed 2020 (*GPA 4.0 to date*)
Vermont Law School, South Royalton, VT

B.S., Animal Science, *Magna Cum Laude* (*GPA 3.68*)
University of Connecticut College of Agriculture and Natural Resources, Storrs, CT

Professional Chef's Certificate, *Highest Academic Honors*
Cambridge School of Culinary Arts, Cambridge, MA

ADDITIONAL PROFESSIONAL TRAINING

Cooperative Extension Facilitation Training 2017
 Completed a five part training series designed to build internal and collaborative strength in facilitation for staff of agencies and organizations.

Sustainable Food Systems Leadership Institute 2016
 Nine month leadership development program for Maine-based food systems leaders for networking and skill development, and exposure to emerging food systems issues.

Maine Network Partners Fellows Program – Leadership Training 2014-15
 Intensive 18-month leadership development program focused on shared leadership and personal development as essential tool for addressing complex social problems,

Center for Whole Communities Fellowship – Whole Measures 2012
 Selected to participate in an extended training retreat focused on Whole Measures, a values-based evaluation framework for social and environmental change efforts which emphasizes social equity, human rights, ecosystem health, civic engagement, and economic vitality.

CIVIC ENGAGEMENT

Current	<i>Board of Trustees</i>	Sterling College
2011-19	<i>Vice Chair, Board of Directors; Chair, Development Committee</i>	Maine Huts & Trails
2016 & 18	<i>Reelection Committee</i>	Brownie Carson for ME State Senate
2008-10	<i>Grants Committee</i>	Maine Initiatives Harvest Fund
1995-00	<i>Two gubernatorial appointments</i>	Maine Board of Pesticides Control
1996-00	<i>Board of Directors</i>	Maine League of Conservation Voters
1999-00	<i>Founding Board member</i>	Maine Farmland Trust
1989-95	<i>Treasurer</i>	Cumberland County Soil & Water Conservation District

2000-01 *Board of Directors*
1991-93 *Gubernatorial appointment*

Pownal Land Trust
ME Waste Management Agency
Advisory Council

JO D. SAFFEIR CONSULTING CLIENT LIST

American Farmland Trust. 9/19 - Present

Preparing a policy snapshot of the State of New Hampshire and potentially Maine and Vermont summarizing state climate-related policies that pertain to agriculture including tracking measures, outcomes, and key stakeholders. As time allows, will prepare a comparative analysis of climate-related agriculture policies across the three northern New England states identifying gaps in policy.

Maine Farmland Trust. 9/18 - 9/19

Provided oversight, facilitation and design support for a comprehensive year-long planning process, with deliverables including a clearly articulated set of organizational values, vision statement, and strategic plan.

Southern Maine Conservation Collaborative. 5/19 - 6/19

Provided editorial support on a report prepared by SMCC for Maine Community Foundation that recommended a funding framework including selection criteria for a new source of conservation funding focused on land protection.

University of Southern Maine. 10/15 - 5/19

As a consultant to USM, managed a process to establish a new academic program at USM in Food Studies. Worked with USM faculty, graduate students, and a Planning Committee of internal and external stakeholders to design a diverse program that includes an undergraduate minor and Graduate Certificate program, a robust student internship program, and a significant community convening and engagement component. Served in a multi-year role to support the Program's implementation and ongoing development.

State of Georgia Department of Natural Resources. Annual contract, 2014 - Present

Provide annual editorial and coaching assistance to the State of Georgia to secure land conservation funding from multiple federal land conservation funding sources, resulting in nearly \$10 million in federal appropriations.

The Conservation Fund. Annual contracts, 2012 - 2017, 2019

Provide annual fundraising support to TCF nationwide to secure federal funding for land conservation projects. To date, have assisted in obtaining over \$20 million in federal funds. Provided public and private fundraising and project design assistance for the East Grand Watershed Initiative, a project encompassing over 12,000 acres of forested and waterfront international boundary land in eastern Maine, to serve as a permanent economic and natural resource asset for the region.

Creative Portland. 4/18 - 5/18

Helped design and facilitated a summit of Portland, Maine's art community leaders to secure a commitment to future collaborations and community-based arts initiatives.

Midcoast Conservancy. 6/16 - 7/17

Provided strategic input on a \$5 million capital campaign for this new and innovative regional land trust that was formed through the merger of four independent land conservation organizations.

Maine Farmland Trust. 3/16 - 9/16

Designed and facilitated a colloquium for food system leaders held at Bowdoin College titled *Land and Sea: A Fresh Look at our Region's Food Future*, hosted by Maine Farmland Trust and Penobscot East Resource Center (now Maine Center for Coastal Fisheries) to advance new thinking on a whole system approach to increased local food production that ensures long-term human, community and environmental health.

Maine Forest Legacy Program. 3/98 – 7/98; 2/00 – 12/16

As a contractor to the Maine Department of Conservation, provided staffing services for Maine's Forest Legacy Program. Work included drafting the Program's guiding document, the "Assessment of Need;" drafting State application guidelines and scoring criteria; establishing and overseeing the annual RFP process for applications; assisting partner NGO's in final application preparation; developing policy papers relevant to the proper management and stewardship of protected lands; representing the State of Maine at regional and national FLP meetings; and staffing all Maine Forest Legacy Committee meetings.

Maine Department of Conservation, Bureau of Parks and Lands. 3/00 –12/16

Worked on a wide range of land acquisition and conservation funding initiatives as a contractor to the Bureau of Parks and Lands. Provided strong coaching and editing support to Bureau staff and consultants on funding requests. In 2009, this resulted in a \$330,000 federal funding award for the Maine Conservation Corps. Served as project manager on a multi-year effort to create an over 500-acre link between Bradbury Mountain State Park and the Pineland Public Reserve Unit for multi-use recreation. Work included reviewing natural resource data; identifying and contacting key landowners; assisting in securing over \$1 million in funding; acting as liaison with attorneys, surveyor and other contractors; and organizing and chairing planning meetings. Also coordinated land conservation efforts in the Penobscot-Hancock Highlands region, helping to identify land protection priorities within this conservation area.

Maine Philanthropy Center. 3/15 – 6/15

Assisted MPC's President with educational program development for corporate funders as well as small family foundations during staffing transition. Helped develop and refine program content, create program materials, and drive registration.

Environmental Funders Network. 12/10 – 3/15

Served as Coordinator of a joint program between the Maine Community Foundation and the Maine Philanthropy Center which provided opportunities for environmental funders to exchange information and fund projects and organizations jointly. Provided all staffing to the Network, including meeting facilitation, preparation of funding requests, organization and delivery of funder educational forums, and administration of competitive grants program.

Rensselaer Plateau Alliance. 2/14

Provided editorial and coaching assistance to the Rensselaer Plateau Alliance to secure land conservation funding for a 350-acre community forest in Poestenkill, NY from the USDA Forest Service Community Forest Program, resulting in the #1 ranking nationally and a \$150,000 grant.

Woodie Wheaton Land Trust. 12/13 – 2/14

Prepared a comprehensive report to the Board on development opportunities in anticipation of a major fundraising effort to hire an Executive Director and strengthen the Land Trust's financial position.

Manomet Center for Conservation Sciences. 4/10 – 11/10

Served as organizer of the conference *Adapting to Climate Change in Northern New England: Developing Landscape Solutions for the Natural Resource Community*, engaging up to 200 people from the forestry, agriculture, habitat conservation, nature-based recreation and development sectors in developing practical and mutually advantageous strategies for adapting to climate change. Responsibilities included identifying and working with a core advisory committee; identifying over 25 speakers and facilitators; developing program content, and marketing and registration materials; and organizing all venue logistics.

Spannocchia Foundation. 2/08 – 3/09

Secured funding and coordinated a four-day symposium titled *Food, Landscape and Community in Tuscany and New England*, the first in a series of symposia on sustaining rural communities, held in Tuscany in February, 2009. Worked with a co-coordinator to identify funding sources, develop symposium content and participants, and coordinate all aspects of this international gathering.

Overhills Foundation. 9/07 – 12/08

Served as Program Officer for this family foundation whose mission is to conserve natural resources predominantly in the northeastern United States. Provided detailed funding recommendations annually to Foundation trustees.

Open Space Institute. 6/04 – 6/06; 9/07 – 12/07

As Field Coordinator for OSI's Northern Forest Protection Fund, administered a multi-million dollar grant and revolving loan fund that provides capital to landscape-scale forestland conservation projects throughout the Northern Forest. Analyzed grant and loan applications and drafted assessments regarding their suitability for funding.

Maine Outdoor Heritage Fund. 5/96 – 2/05

As contractor to the State, served as Executive Director of the Maine Outdoor Heritage Fund which provides over \$1 million in grants to wildlife conservation and outdoor recreation projects each year. Work included drafting the Fund's strategic plan; managing the Fund's financial performance; creating the Fund's grant application guidelines and scoring criteria; reviewing nearly 700 grant applications; tracking the performance of over \$10 million in funded projects; hosting over a dozen television programs about the Fund; overseeing media and press contractors; and representing the Fund before the Legislature.

Maine Coast Heritage Trust. 6/99 – 8/99

Developed a short-term management plan for Aldermere Farm, a 135-acre Belted Galloway farm in Rockport and Camden gifted to MCHT. Identified issues needing immediate attention to maintain smooth farm operations including staffing changes, cattle and land management considerations, farm equipment needs, an assessment of non-farm assets and buildings, and legal and regulatory issues.

Natural Resources Council of Maine. 9/98 – 12/98

Assumed responsibilities of 1/3 of staff attorney's workload while staff person was on sabbatical. Represented NRCM on issues involving Baxter State Park, the Allagash Wilderness Waterway, ecological reserves, and the Bureau of Parks and Lands' Integrated Resources Policy planning process.

Creative Conservation. 7/98 – 8/98

Assisted in the development of a Land for Maine's Future application to acquire Kennebec Highlands, 6,100 acres owned by 19 different landowners in Vienna, Rome, New Sharon and Mount Vernon. Gathered natural resource information and prepared all maps for application. The project received \$200,000 in initial funding from LMF.

Mainewatch Institute. 5/93 – 10/98

Provided staff support on a contract basis to the Institute's Board of Directors, including editing research reports, maintaining financial records and preparing correspondence. Attended Board meetings, prepared meeting minutes, distributed research publications and supported research project activities as needed.

Agricultural Council of Maine. 3/96 – 8/96

Hired by this association of agricultural commodity groups to develop a strategic plan for Maine agriculture. The project's goal was to surface the barriers to and opportunities for growth in Maine's agricultural sector and to identify both private and public sector initiatives that would lead to a thriving agricultural economy into the next century. Responsibilities included grant writing, organizing a series of farmer forums, and writing the draft strategic plan.

Northern Forest Alliance. 3/95 - 8/96

Worked as Maine's federal and state liaison to this coalition of over 25 environmental organizations whose goals were to improve forest management practices, permanently protect special areas, and enhance the economy of the Northern Forest spanning from northern Maine to northeastern New York. Met with state policymakers and Maine's Congressional delegation to promote legislation that would achieve these goals.

Public Access Liability Conference. 7/95-11/95

Organized a conference to answer legal concerns regarding allowing public access to private land for recreational purposes. Located facility, identified speakers, designed brochure, compiled proceedings, and managed all other conference details for 140 participants.

Natural Resources Council of Maine. 4/95 - 11/95

Provided assistance to staff attorney to build citizen opposition to 'takings' bills being considered by the State Legislature. Located and organized citizen activists from the land trust

and sporting communities to testify at the public hearing, write and call their legislators, attend work sessions and lobby during floor debate.

Maine Audubon Society and the Sportsman's Alliance of Maine. 9/94 - 2/95

Managed and successfully completed the Maine Outdoor Heritage Fund citizen's petition drive, to create a new source of funding for public land acquisition and wildlife conservation programs. Organized the state-wide campaign coordinating more than 350 volunteers and gathering over 53,000 signatures in less than three months to qualify the referendum for the 1995 ballot. Prioritized the state's precincts, recruited volunteers, organized coverage at voting locations, assisted with fundraising, and provided daily management of the project (the 117th Legislature, through a virtually unprecedented act, then passed the Heritage Fund into law, thereby eliminating the need for a citizen vote in 11/95).

Maine Coast Heritage Trust. 7/93

Assisted MCHT in the development of its strategic plan by interviewing environmental organizations in Maine; prepared summary report documenting the priorities of these organizations.