

# 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>DHHS/DCM Contract Administrator:</b>	Chris Moiles/Lisa Munster	<b>Office/Division/Program of Contract Administrator:</b>	DHHS/OCFS/Homeless Youth
<b>Est. Contract Amount:</b>	Amend Total: \$1,283,660.93	<b>Contract or RQS Number:</b>	See attached list
		<b>Purchasing Maine ID:</b>	
		<b>DHHS Agreement Number:</b>	See attached list
<b>Proposed Start Date:</b>	<b>1/1/2020</b>	<b>Proposed End Date:</b>	6/30/2020
<b>Vendor/Provider Name, City, State</b>	See attached list		
<b>Short Description of Good or Service:</b>	Homeless Youth Services		
<p><b>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.</b></p>		<p><b>To be completed by the Division of Procurement Services</b> Posting dates on Division of <b>Procurement Services</b> website: From: <u>12/17/2019</u> To: <u>12/23/2019</u></p>	
<b>Notice of Intent to Waive Competitive Bidding Number:</b>		NOI# 1220192055	
<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.			
	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;		
	<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>	<p><i>By signing below, I signify as the Governor's designee there is an emergency that necessitates this non-competitive procurement.</i></p> <p><b>Signature:</b></p>	
		<b>Printed Name:</b>	<b>Date:</b>
	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:		
	<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>		
	<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;		

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	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.	
<b>X</b>	If a different authorization specifically allows for this non-competitive procurement, please provide that reference here:	RFP Extended.

**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.

This service is to provide community support and outreach for homeless youth. The services engage homeless youth and their families who are receiving services or basic survival supports for the purposes of informing individuals of resources, providing temporary safe places to reside, re-establishing relationships with families and/or communities, accessing local resources or systems of care, and obtaining or developing skills needed for independent adulthood. This service is vitally important to identify homeless youth individuals and assist them either directly or through referrals with the end goal of stability for the youth.

The amendment is needed to extend the contract by an additional six (6) months to allow additional time while the RFP goes through processing and publishing and ensure that there is not a gap in service.

**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 currently does not have the resources to provide these 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**.

These rates were negotiated through RFP 201205315. The increase in funding was determined by a projection based off the same scope of work for the extended period.

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**5. Future Competition**

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

The Department is in the process of competitively bidding this service under T2017023 with a new contract start date for 7/1/2020.

**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 prevent a lapse in service due to the delay in the RFP process, this Agreement is being extended to 6/30/2020. These Providers are currently providing Homeless Youth services and this amendment is extending the current agreements to ensure that there is not a disruption in services.

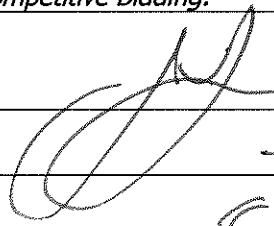
**7. Timeframe (Complete only if B. is the Statutory Justification marked on Page 1)**

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.

**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:**



J.M. Lepatosh

**Date:**

8-Nov-19

## State of Maine Waiver of Competitive Bidding Request Form

**Office:** Office of Child and Family Services

**Service Group:** Homeless Youth Services

**Note:** Amendment to extend contract period to allow for completion of the RFP process

Vendor	CT	Agreement Number	Start Date	End Date	Amendment Amount	Total Agreement Amount
Day One	CT 10A 20180413000000003127	CBH-19-3008B	7/1/2018	6/30/2020	\$67,250.00	\$269,000.00
New Beginnings, Inc	CT 10A 20171212000000001947	CFS-18-8315D	1/1/2018	6/30/2020	\$155,163.75	\$746,263.75
Penquis CAP, Inc.	CT 10A 20171212000000001935	CFS-18-8317C	1/1/2018	6/30/2020	\$52,500.00	\$252,500.00
Preble Street	CT 10A 20171218000000001980	CFS-18-8316D	1/1/2018	6/30/2020	\$245,940.98	\$1,182,858.98
Shaw House	CT 10A 20171218000000001982	CFS-18-8314D	1/1/2018	6/30/2020	\$190,494.68	\$916,188.68
The Opportunity Alliance	CT 10A 20171213000000001953	CFS-18-8313C	1/1/2018	6/30/2020	\$98,199.68	\$472,293.68
<b>Grand Total</b>					<b>\$809,549.09</b>	<b>\$3,839,105.09</b>