

MAINE STATE LEGISLATURE

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MAINE MARITIME ACADEMY
CASTINE, MAINE 04420
207-326-4311



January 29, 2015

Honorable Mark. W. Eves
Speaker of the House
2 State House Station
Augusta, ME 04333

Honorable Michael D. Thibodeau
President of the Senate
3 State House Station
Augusta, ME 04333

Dear Speaker Eves and President Thibodeau:

Pursuant to 5 M.R.S.A., Section 12023, please consider this the letter of transmittal for the required report from Maine Maritime Academy due by February 1, 2015.

Please contact me if you have any questions or need additional information.
Thank you.

Sincerely,

A handwritten signature in black ink that reads "E. James Soucie". The signature is written in a cursive style.

E. James Soucie
Chief Financial Officer for Maine Maritime Academy

Encl (1)

CC:

Dr. William J. Brennan, President of Maine Maritime Academy
Robert J. Peacock, II, Chairman of the Maine Maritime Academy Board of Trustees
John F. "Dugan" Shipway, Treasurer of the Maine Maritime Academy Board of Trustees
Morten Arntzen, Maine Maritime Academy Board of Trustees

MAINE MARITIME ACADEMY

Quasi-independent State Entity Report to the Legislature

January 29, 2015

As the *Governing Body* of a *Quasi-independent State Entity* pursuant to 5 M.S.R.A §12023, the Board of Trustees of the Maine Maritime Academy submits this report to the Legislature pertaining to our most recent Budget Cycle that commenced on July 1, 2013. In summary, the 15 vendors reported here, where competitive bidding has been waived, account for 2.98% of the \$27,334,191.49 in procurement reviewed between July 1, 2013 and June 30, 2014. As regards to contributions greater than \$1,000, the Academy has no gifts, donations or sponsorships to report, and eight mission related memberships to report. Finally, there are no changes to policies or procedures required by Section 12022 of the Act to report.

- A. **A list of all procurements exceeding \$10,000 for the period beginning July 1, 2013 and ending June 30, 2014 for which competitive procurement was waived under the policies adopted pursuant to section 12022, subsection 3, including procurements exceeding \$10,000 that were made under contracts previously entered into for which competitive procurement was not required.**

Vendor	Total Payments	# of Pymts	Description of Purchases
Blackbaud, Inc.	15,994.14	3	The Academy uses Raizer's Edge software for its fundraising activities. Raizer's Edge requires the Academy to use Blackbaud, Inc., a unique vendor, for maintenance and support of their system.
Community Counselling Service, LLC	270,000.00	9	Professional services contracted for Capital Campaign fundraising.
Cummins Northeast, Inc.	25,032.01	4	Cummins Northeast, Inc. has the maintenance contract for campus "life safety generators" and was called in to address emergency repairs to the main dormitory generator.
Digitalis Education Solutions, Inc.	32,025.00	1	Digitalis Education Solutions, Inc. is the unique vendor for the Digitarium Zeta Planetarium Projector necessary for our planetarium.
Ellucian Support Inc	47,872.00	4	The Academy uses Power Campus software for our student billing, financial aid, etc. Our maintenance agreement with Power Campus stipulates that support be provided by the unique vendor Ellucian Support Inc.

Elsevier Science	23,884.18	3	This unique vendor provides Science Direct online subscription services for library use.
Global Marine Consulting Inc.	87,400.00	2	This specialized equipment was authorized and approved by the DOT for the DOT UTC federal grant; this equipment is part of the grant evaluation process and necessary for the project. This is a unique piece of equipment - an Emission Management System and Fuel Management System.
Innovative Interfaces, Inc.	38,638.00	3	The Maine State Library initially chose this product in Maine and colleges and universities in the State followed their lead. Innovative Interfaces, Inc. offers service contract/support services for Millennium Software that is used by libraries for their main software package.
K&L Gates LLP	90,503.97	8	The Academy serves as the Secretariat of the Consortium of State Maritime Academies. As such, it receives funds from each of the member institutions to pay representative fees for addressing federal U.S. Coast Guard and Maritime Administration regulatory and management matters. (See also section B, Consortium of State Maritime Academies.)
Keller McIntyre & Associates	50,000.00	5	This firm represents the Academy in securing federal research grants. It was selected because of its unique expertise in the field and knowledge of the unique nature of the Academy's programs.
Marlink Inc.	23,328.91	1	This unique vendor provides specialized communication technology used by oceangoing vessels for Broadband and Iridium satellite communication.
Rockland Marine Corporation	29,406.51	3	This vendor has setup and equipment for repairs/maintenance for the training tug <i>Pentagoet</i> which is used for instructional purposes.
Safran	28,233.00	1	Safran is the firm selected via a competitive bid process by the U.S. Coast Guard to conduct background checks of personnel issued merchant marine documentation. The Academy is required by the federal government to use this unique vendor's service.

Seal Ledge Marina	17,471.65	2	This vendor provided a unique and specialized heavy lift crane barge necessary to set anchors for an offshore wind turbine.
Sonic Mixing and Process Equipment	35,722.50	1	This specialized equipment was authorized and approved by the DOT for the DOT UTC federal grant. This is a unique piece of equipment - Dual Feed Pilot Sonolator 3500 System.
TOTALS:	815,511.87	50	

B. A list of all persons which the entity made contributions greater than \$1,000 during the period beginning July 1, 2013 and ending June 30, 2014 and the total amount contributed to each. All of the following are memberships.

Vendor	Total Payments	# of Pymts	Description of Purchases
Council for Advancement & Support of Education (CASE)	1,405.00	1	CASE offers publications and conferences; updates on education issues and trends; research on advancement compensations and capital campaigns and an online document library. Membership also includes discounts on conferences, books, and online job postings and resume search capabilities.
Eastern College Athletic Conference (ECAC)	3,510.00	2	ECAC is a college athletic conference comprising schools that compete in 19 sports (15 men's and 17 women's). It has 303 member institutions in NCAA Division I, II, and III, ranging from Maine to North Carolina and west to Missouri. Includes Sport Information Directors Association Dues, Football, Men's Basketball and Women's Basketball Officiating Assigning Fees.
Castine Golf Club	1,750.00	1	Membership required to enable the Academy's Intercollegiate Golf Team to practice and host tournaments at the local golf course.
Consortium of State Maritime Academies	22,137.60	2	This consortium, financially administered by a secretariat, represents the interest of the six state academies with respect to federal U.S. Coast Guard and Maritime Administration regulatory and management matters (see also section A, K&L Gates LLP).

National Association of College and University Business Officers (NACUBO)	2,620.00	1	NACUBO serves a membership of more than 2,500 higher education service providers across the country. NACUBO represents chief administrative and financial officers through a collaboration of knowledge and professional development, advocacy, and community.
New England Association of Schools & Colleges, Inc. (NEASC)	10,815.00	2	NEASC is the nationally recognized accrediting body that enables the Academy to grant degrees. Membership in an accrediting body is essential for an institution of higher education.
New England Football Conference (NEFC)	3,000.00	1	The NEFC is the league within which the Academy's football team participates in intercollegiate play, pursuant to provisions of the NCAA.
North Atlantic Conference (NAC)	13,500.00	1	The NAC is the league within which most of the Academy's intercollegiate athletic programs operate.
TOTALS:	58,737.60	11	

C. A description of changes made during the period beginning July 1, 2013 and ending June 30, 2014 to the written policies and procedures required by section 12022 or to the procedures used by the governing body to monitor compliance with those policies and procedures.

No changes were made in the preceding year to written policies and procedures required by Section 12022 or to the procedures used by the Academy to monitor compliance with those policies and procedures.