

# MAINE STATE LEGISLATURE

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**MaineHousing**  
Maine State Housing Authority

January 28, 2016

Honorable Mark W. Eves  
Speaker of the House  
2 State House Station  
Augusta, Maine 04333-0002

Honorable Michael D. Thibodeau  
President of the Senate  
3 State House Station  
Augusta, Maine 04333-0003

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 the Maine State Housing Authority due by February 1, 2016.

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

Thank you.

Sincerely,

John Gallagher  
Director

**Maine State Housing Authority**  
**For The Year Ended December 31, 2015**

**A. Procurements Greater than \$10,000**

<b>Description</b>	<b>Amount</b>
CFX Incorporated	\$465,443.78
Creative Imaging Group	\$33,258.19
EnableIT	\$11,700.00
Image Master	\$20,429.17
Joseph Associates, Inc	\$43,435.00
Maine Employers Mutual (MEMIC)	\$42,165.00
Maine State Central Fleet	\$152,509.63

**B. Contributions Greater than \$1,000**

<b>Description</b>	<b>Amount</b>
Association of Government Accountants - (11) Employee Annual Memberships	\$1,100.00
Green & Healthy Home Initiative - Lead Awareness Sponsor	\$1,000.00
Maine Real Estate & Development Association - Annual Membership 14/15 & 15/16	\$2,200.00
Maine Real Estate Management Association - Bi-State Conference Annual Sponsor	\$1,000.00
Maine State Bar Association - (4)Employee Annual Memberships	\$1,080.00
Mortgage Bankers Association - Annual Affiliate membership	\$1,325.00
National Association for State Community Services Programs - Annual Membership	\$1,603.00
National Council of State Housing Agencies - Annual Membership	\$26,702.00
National Energy Assistance Directors' Association - Annual Membership	\$4,100.00
New England Resident Service Coordinator Conference 2015	\$2,500.00
Northern New England Community Action- Training Conference Sponsor	\$1,000.00
Northern New England Housing Investment Fund - Annual Membership	\$1,000.00

**B. Changes to MaineHousing's written policies or procedures.**

MaineHousing's procurement policy was updated on March 17, 2015 to include the following changes:

- A new federal "micro-purchase" provision is added allowing us to solicit only one quote for purchases with federal funds up to \$3,000, with any inflationary adjustments by the federal government. Previously, only HUD had a micro-purchase rule capped at \$2,000, so at least three quotes were required when using other federal funds.
- For types of procurements at which the threshold has been \$100,000, the dollar level is raised to \$150,000, with any inflationary adjustments by the government, to conform to recent federal changes.

- In an existing provision of the Policy creating a streamlined competitive procedure for buying consumable office supplies, the resulting contract could run for 5 years (changed from 3 years to conform to existing maximum 5 year contract duration in the Policy).
- For purchases above the proposed \$150,000 level mentioned above (currently \$100,000 in the Policy), a formal, published RFP is required unless an exception exists in the Policy. An exception to the RFP requirement is added for off-the-shelf software requiring an annual maintenance contract even if the cost of the software plus maintenance will be over \$150,000, as long as software, by itself, is less than \$150,000 and at least three quotes are solicited.
- Two exceptions to the general rule requiring MaineHousing to do a competitive procurement are added. A sole source procurement is allowed when a federal agency authorizes it in writing. This is expressly allowed under the federal procurement rules. A sole source procurement is also allowed when the State of Maine has entered into a contract for goods and/or services after a competitive procurement and makes those goods/services available to State or quasi-independent agencies under the contract. In either one of those cases, the maximum contract term would be what the federal authorization or State contract allows.