

MAINE STATE LEGISLATURE

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February 1, 2016

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

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

Dear President Thibodeau and Speaker Eves:

Pursuant to 5 M.R.S.A., Section §12023, please consider this the letter of transmittal for the required report from Efficiency Maine Trust due by February 1, 2016.

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

Thank you.

Sincerely,

Michael D. Stoddard
Executive Director



MEMORANDUM

To: President Thibodeau and Speaker Eves
From: Michael D. Stoddard, Executive Director
Re: Title V §12023 Reports
February 1, 2016

The Efficiency Maine Trust is submitting its Title V, §12023 reports as attached:

The report of the Trust's FY2015 sole source procurements as required in 2.A;

The report of the Trust's FY2015 contributions as required in 2.B;

There are no changes to written policies and procedures to report as required in 2.C.

Efficiency Maine adheres to the *Contract Invoice Process-Roles and Responsibilities*, the *ARRA Monitoring and Compliance Plan, Chapter 1: Contracting Process for Service Providers and Grant Recipients*, the *Travel Policy* and *Contribution Policy* as approved by the Efficiency Maine Trust Board of Trustees previously transmitted to the Legislature.

The Board monitors compliance through ongoing reports from staff and by relying on the external auditors who report annually to the Board on the Trust's adherence to its policies as part of its annual and A-133 audit of the Trust's financial statements. The audit reports are presented to and adopted by the Board and reported to the State's Office of the Controller.



Efficiency Maine Trust
Title 5 §12023 FY 15 Reports
February 1, 2016

Title 5 Chapter 379 §12023 **2.A.** Efficiency Maine Trust has prepared a list of all procurements exceeding \$10,000 for which competitive procurement was waived in Fiscal Year 2015 or previously through:

1. Sole Source Procurement

Public Information and Outreach:

- a. Hygrade Business Group, Inc.: Total spent for year: \$22,151.62

Data Analytics

- a. GDS Associates: Total spent for year: \$57,170.15

Training

- a. Northwest Energy Efficiency Council: Total spent for year: \$76,102.59

2. Sole Source additions in FY 15 to existing sole source contracts

Personnel Services:

- a. ICMA Retirement Corp: Total spent for year: \$72,947.59

Administrative:

- a. Meadow Park Development Corp (office space lease): Total spent for year: \$72,569.07
b. Great Pond, LLC (office lease space): Total spent for the year: \$11,742.54
c. Perkins Thompson : Total spent for year: \$63,654.40
d. Time Warner Cable Business Class: Total spent for year: \$18,329.91

3. Additions in FY 15 to existing contracts originating from a competitive procurement process.

None

Title 5 Chapter 379 §12023 **2.B.** Efficiency Maine Trust has prepared a list of all persons who received contributions (as defined in §12021) greater than \$1,000 in Fiscal Year 2015:

1. Individual persons

None

2. Association Sponsorships – Integral to Program Delivery

- a. Consortium for Energy Efficiency, Inc.: Total spent for year: \$18,673
b. Mainebiz: Total Spent for the Year: \$7,500
c. Northeast Energy Efficiency Partnerships, Inc.: Total spent for year: \$4,600
d. New Building Institute: Total spent for year: \$40,000

3. Association Membership – On behalf of the State of Maine

- a. Regional Greenhouse Gas Initiative, Inc.: Total Spent for year: \$76,585.95
b. Forward Capacity Market, ISO-NE: Total Spent for year: \$5,000