

# MAINE STATE LEGISLATURE

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OFFICE OF THE PRESIDENT  
323 State Street, Augusta, ME 04330-7131  
(207) 629-4000 | Fax (207) 629-4048 | mccs.me.edu

January 30, 2016

The Honorable Michael D. Thibodeau, President  
Maine State Senate  
3 State House Station  
Augusta, ME 04333-0002

Dear President Thibodeau:

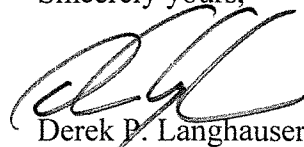
I am pleased to submit on behalf of the Board of Trustees of the Maine Community College System (MCCS) the attached report on certain procurements, contributions, and policy changes for the period July 1, 2014 through June 30, 2015 as required by 5 M.R.S.A. § 12023.

To report the information required by §12023, MCCS developed a customized reporting feature in the business management module of our information systems for each of the seven colleges and the System Office, and then fed that module with data from the purchase order, cash disbursement, and credit card systems. Combined, the seven colleges and the MCCS System Office make tens of thousands of purchases and expenditures each year. While the task of reporting on these transactions is complex, our review indicates that the colleges' compliance with existing policies is extremely high, and expenditures are consistently mission related. In those few areas where we have identified need for improvement, refinements have been made or are under way.

MCCS will continue to use its internal controls and annual outside audit to adapt its systems to changing needs, and our Board of Trustees will continue its own ongoing attention to these matters at its regular meetings.

If you have any questions, please do not hesitate to contact me. Thank you.

Sincerely yours,



Derek P. Langhauser  
Interim President

Attachment



# Maine Community College System

## OFFICE OF THE PRESIDENT

323 State Street, Augusta, ME 04330-7131  
(207) 629-4000 | Fax (207) 629-4048 | mccs.me.edu

January 30, 2016

The Honorable Mark Eves, Speaker  
Maine State House of Representatives  
2 State House Station  
Augusta, ME 04333-0002

Dear Speaker Eves:

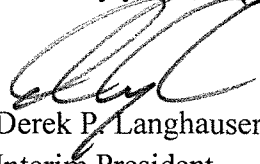
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**MCCS 5 M.R.S.A. §12023**  
**Report for the Period**  
**July 1, 2014 through June 30, 2015**

**A. Procurements over \$10,000 without Competitive Procurement**

5 M.R.S.A. §12023 requires a report, for the period July 1, 2014 through June 30, 2015, of procurements over \$10,000 made without competitive procurement under the MCCS policy adopted pursuant to 5 M.R.S.A. §12022. The following transactions, or grouping of transactions, have been identified as sole sourced either because there was no known competitive procurement, or because the competitive procurement process took place sufficiently long ago to be deemed no longer valid.<sup>1</sup>

Although our internal procurement recording system is transaction-based by college, the colleges closely adhere to System-wide financial procedures. In total, 47,690 transactions, totaling \$86 million, were made during the reporting period. The transactions included in this report—those over \$10,000 that were made without competitive procurement—account for only 1.7% of total procurements.

All of the procurements listed below are mission related. Some represent individual purchases of considerably less than \$10,000 but are included here because the college did not anticipate purchasing more than \$10,000 from the same vendor over the course of the reporting period. In these instances, we elected to report the aggregate value of the transactions as a single "procurement." As noted below, one improvement we are already making is to try and better anticipate future procurements in such recurring areas and, when practicable, to make broader use of blanket Request for Proposals (RFP) or other like efficient approaches.

**TRANSACTIONS WHERE COMPETITIVE PROCUREMENT WAS WAIVED:<sup>2</sup>**

**CMCC**

David Kempkie DBA Advanced Educational Technologies, LLC	\$ 12,672
- Lab Volt process control equipment meets the standards for the Electro Mechanical curriculum by simulating the industrial systems using the types of controls students will encounter in the field.	

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<sup>1</sup> Note that payments to public utilities, municipalities or municipal subdivisions with monopolistic authority to deliver certain services (such as water, electricity, municipal transportation and sewer) are not reported as "sole source purchases" because competitive procurement is not feasible.

<sup>2</sup> No reportable procurements were identified for the System Office.

CI Sports <sup>3</sup>	\$ 19,173
- Soft goods purchases for resale in the bookstore.	
Gear for Sports <sup>3</sup>	\$ 13,181
- Soft goods purchases for resale in the bookstore.	
Kelly Services, Inc.	\$ 18,609
- Temporary maintenance help. Only known local agency that could fill the specific positions needed at that time. CMCC will issue an RFP for a blanket contract in FY16.	
Steven B. Norcross <sup>3</sup>	\$ 10,400
- Pepperidge farm purchases for resale in the bookstore and cafeteria. Sixty-seven transactions all under \$1,000.	
On Course, Inc.	\$ 14,460
- Unique training to improve student success and retention as required and specified by a grant.	
Pepsi-Cola <sup>3</sup>	\$ 71,308
- Soda purchase for re-sale in the cafeteria. Eighty-five transactions; thirty-one transactions over \$1,000.	

**EMCC**

Apple Computers, Inc.	\$ 66,923
- Computer purchases. The only way an institution can access the Apple educational discount is to purchase the computers directly through Apple.	
Bell/Simons Companies	\$ 21,855
- Lab supplies for HVAC. One hundred seventeen transactions; two over \$1,000.	

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<sup>3</sup> Purchasing is competitive, but not technically compliant with the policy currently in place. MCCC has secured consulting services to review all aspects of the bookstore and dining services operations to insure the colleges' programs are competitive and efficient. Competitive procurement for bookstore and dining programs is a central focus of that review.

Bonney Staffing, Inc.	\$ 32,227
<ul style="list-style-type: none"> <li>- Temporary office help for a variety of locations on campus. Forty-two transactions; two over \$1,000. EMCC issued an RFP for a blanket contract for these services for the FY 16 year.</li> </ul>	
Home Depot Credit Services	\$ 22,169
<ul style="list-style-type: none"> <li>- Lab supplies for HVAC. Ninety-seven transactions; none over \$1,000.</li> </ul>	
Horizon Solutions, LLC	\$ 14,507
<ul style="list-style-type: none"> <li>- Lighting and electrical supplies used for projects throughout the EMCC campus. Fifty-four transactions; one over \$1,000.</li> </ul>	
Kamco Supply Company	\$ 13,405
<ul style="list-style-type: none"> <li>- Door and lockset replacements located throughout the campus. Twenty-eight transactions; two over \$1,000.</li> </ul>	
Maine Paper & Janitorial Products	\$ 47,895
<ul style="list-style-type: none"> <li>- Janitorial and housekeeping supplies for the Facilities Maintenance Department. One hundred sixteen transactions; none over \$1,000.</li> </ul>	
Matheson Tri-Gas, Inc.	\$ 11,684
<ul style="list-style-type: none"> <li>- Various gas and cylinder rentals utilized by the Welding department. Fifty-two transactions; two over \$1,000</li> </ul>	
Northcenter Foodservice	\$ 24,870
<ul style="list-style-type: none"> <li>- Food purchases for Culinary Arts program. Forty-nine transactions; two over \$1,000. Competitive bid blanket order now in effect for FY 16.</li> </ul>	
NH Bragg	\$ 17,294
<ul style="list-style-type: none"> <li>- Welding/tool supply and safety equipment for instructional departments. Selected as most comprehensive and well-stocked supply and educational discount in the local market. EMCC will issue an RFP for a blanket contract in FY16.</li> </ul>	

Pine Tree Waste Services, Inc.	\$ 38,372
<ul style="list-style-type: none"> <li>- Environmental waste management, called on an 'as needed basis'. Forty-two transactions; nineteen over \$1,000. Competitive bid blanket now in effect for FY 16.</li> </ul>	
Plumbmaster	\$ 10,803
<ul style="list-style-type: none"> <li>- Plumbing supplies used for projects throughout the EMCC campus. Fifteen transactions; none over \$1,000.</li> </ul>	
The Maintenance Connection, Inc.	\$ 13,537
<ul style="list-style-type: none"> <li>- Various tools and safety equipment used by facilities management staff. Eighteen transactions; none over \$1,000.</li> </ul>	
 <b>KVCC</b>	
Advanced Educational Technologies	\$ 19,835
<ul style="list-style-type: none"> <li>- Transformer training systems. Purchased from Advanced Educational Technologies to be consistent with existing equipment in the classroom lab.</li> </ul>	
Apple Computer, Inc.	\$ 68,334
<ul style="list-style-type: none"> <li>- Computer purchases. The only way an institution can access the Apple educational discount is to purchase the computers directly through Apple.</li> </ul>	
Bonney Staffing, Inc.	\$ 77,037
<ul style="list-style-type: none"> <li>- Temporary office help for a variety of locations on campus. Forty-one transactions; none over \$1,000. KVCC issued an RFP for a blanket contract in FY15.</li> </ul>	
Clearpath Innovations, Inc.	\$ 10,010
<ul style="list-style-type: none"> <li>- Bookstore Point of Sale System emergency programming when KVCC programmer resigned from the college.</li> </ul>	
G&E Roofing, Inc.	\$ 12,804
<ul style="list-style-type: none"> <li>- Emergency roof repairs needed to ensure student safety.</li> </ul>	
Laerdal Medical Corporation	\$ 29,640
<ul style="list-style-type: none"> <li>- Equipment purchase for Simulation Lab. Laerdal is the only manufacturer and supplier of the virtual IV system in the US.</li> </ul>	

Lawrence Adult Education	\$ 20,855
<ul style="list-style-type: none"> <li>- Contracted support with Lawrence High School for transitioning thirty-five special population students from the Adult Education Program to KVCC. Since the students were transitioning from the Fairfield Adult Education program Lawrence High School was uniquely qualified to support the transitioning of its students to KVCC.</li> </ul>	
Maine Controls, Inc.	\$ 135,963
<ul style="list-style-type: none"> <li>- KVCC selected Andover Building Automation Controls through competitive procurement for door security control throughout the several years ago.[HP1]</li> </ul>	
Maine Paper & Janitorial Products	\$ 21,361
<ul style="list-style-type: none"> <li>- Janitorial and housekeeping supply purchases for the Facilities Maintenance Department. Twenty-five transactions; three over \$1,000.</li> </ul>	
McGrath, Jeffrey <sup>3</sup>	\$ 11,068
<ul style="list-style-type: none"> <li>- Campus café providing catering services. Thirty-six transactions; two over \$1,000.</li> </ul>	
Mechanical Services, Inc.	\$ 40,201
<ul style="list-style-type: none"> <li>- Security and door controls to expand existing Security System for Alford campus buildings.</li> </ul>	
Philips Medical Systems, NA	\$ 15,707
<ul style="list-style-type: none"> <li>- Free-standing non-invasive ventilator. Philips Medical Systems is the sole vendor that sells industrial free-standing non-invasive ventilators.</li> </ul>	
Pocket Nurse	\$ 11,161
<ul style="list-style-type: none"> <li>- Mobile medication system. Pocket Nurse provided the only equipment that was compatible in existing nursing lab. Expenses included \$8,195 for a Mobile Medication system; remaining miscellaneous lab supplies were under \$1,000.</li> </ul>	
Tri-State Staffing, Inc.	\$ 34,674
<ul style="list-style-type: none"> <li>- Temporary office help for a variety of locations on campus. Eleven transactions; four over \$1,000. KVCC issued an RFP for a blanket contract in FY15.</li> </ul>	



**NMCC**

Horizon Solutions, LLC \$ 16,348

- An NMCC team (including instructors from the Trades Department) met with local industry partners; the brand selection for this purchase is based on equipment that is used in local industrial plants. Horizon Solutions is the only authorized seller in the state of Maine.

P&E Distributors \$ 33,935

- Janitorial supply purchases for the Facilities Maintenance Department. Eighty transactions; ten over \$1,000. NMCC issued an RFP for a blanket contract in FY16.

Tempo Employment Services \$ 138,009

- Temporary maintenance help. Only known local agency that could fill the specific positions needed at that time. In FY16 three permanent custodial staff were hired to minimize the use of Tempo Services.

City of Presque Isle \$ 70,219

- Rent for the Alternative Energy Laboratory in a facility immediately proximate to the college.

Gear for Sports<sup>3</sup> \$ 13,442

- Soft goods purchases for resale in the bookstore.

**SMCC**

Breakwater Condominium Association \$ 32,000

- One-year rental of adjacent parking lot to accommodate overflow parking.

Cumberland Country Civic Center \$ 11,151

- The college needs an indoor facility to host its graduation ceremony. The Cumberland County Civic Center is the only venue in the area large enough to host this event.

Enterprise Trenchless Technologies, Inc.	\$ 10,826.
<ul style="list-style-type: none"> <li>- The college utilized the bid process of the Midcoast Regional Redevelopment Authority to contract a snow removal service for the Midcoast campus in Brunswick.</li> </ul>	
Hannaford	\$ 11,290
<ul style="list-style-type: none"> <li>- Food and supplies purchased for multiple departments. Hannaford is the only local grocery store that allows purchases to be billed on account. Ninety-five transactions; none over \$1,000.</li> </ul>	
Higgins Office Products, Inc.	\$ 15,150
<ul style="list-style-type: none"> <li>- Minor equipment computer purchases. Purchases are made with this vendor due to its competitive pricing on larger purchases.</li> </ul>	
Medical Shipment LLC	\$ 22,108
<ul style="list-style-type: none"> <li>- Medical equipment purchase for academic use. Medical Shipment LLC provides the industry standard for hospitals in the Southern Maine area.</li> </ul>	
Pasco Scientific	\$ 11,759
<ul style="list-style-type: none"> <li>- Scientific equipment for academic use. Special pricing is provided to educational systems.</li> </ul>	
Portland Pottery, Inc.	\$ 20,034
<ul style="list-style-type: none"> <li>- College faculty chose this facility for the college's ceramics courses. It was selected primarily for its proximity to the South Portland campus.</li> </ul>	
Shi International Corp.	\$ 22,401
<ul style="list-style-type: none"> <li>- Software license to continue using existing software. Shi International provides the only deep academic discount.</li> </ul>	

## WCCC

Aroostook Mental Health Services, Inc.	\$ 13,540
- Professional counseling for students.	
Calais Shop and Save	\$ 11,986
- Food and supplies purchased for multiple departments. Forty-five transactions; one over \$1,000.	
Johnson's True Value	\$ 11,396
- Building materials & hardware purchase for the maintenance department and instructional programs. Eighty-five transactions; none over \$1,000. WCCC issued an RFQ for a blanket contract for these products in February 2015.	
Pepsi-Cola <sup>3</sup>	\$ 16,014
- Soda purchase for re-sale in the cafeteria. Twenty-one transactions; one over \$1,000. WCCC issued an RFQ for a blanket contract for these products beginning March 2015.	

## YCCC

Shields Meats & Produce, Inc.	\$ 10,498
- Food purchases for Culinary Arts program. Sixty-four transactions; none over \$1,000. YCCC will be issuing an RFP for a blanket contract for these products.	

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

5 M.R.S.A. §12023 requires a report, for the period July 1, 2014 through June 30, 2015, of contributions greater than \$1,000. Under 5 M.R.S.A. § 12022, "contributions" means payments for "membership dues and fees, gifts, donations and sponsorships." College compliance with the MCCS contributions procedure has been substantial.

MCCS has no donations, two gifts, two sponsorships, and 67 memberships to report. All are mission related.

The memberships provide the colleges with educational and administrative expertise to support delivery of the System's nearly 300 certificate, diploma, and associate degree program options.

**CMCC**

American Association of Community Colleges	\$3,490
Challengecoinltd.com <sup>4</sup>	\$2,816
Council for Opportunity in Education	\$2,950
National League of Nursing	\$1,915
New England Association of Schools and Colleges	\$11,687
United States Collegiate Athletic Association	\$5,000
Yankee Small College Conference	\$2,025

**EMCC**

Achieve the Dream <sup>5</sup> –	\$10,000
American Association of Community Colleges	\$ 2,646
American Council on Education	\$ 1,656
Council for Opportunity in Education	\$ 3,168
Maine Campus Compact	\$ 3,650
National League for Nursing	\$ 1,130
New England Community College Council	\$11,235
Penobscot River Educational Partnership-RSU #22	\$ 3,216
Yankee Small College Conference	\$ 2,040
United States Collegiate Athletic Association	\$ 5,000

**KVCC**

Accreditation Council for Business Schools and Programs	\$2,150
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<sup>4</sup> Groundbreaking Ceremony gifts

<sup>5</sup> Membership funded by the Kresge Foundation, offers free national conference attendance and includes the cost of ATD coaches to train EMCC staff on the campus. Participation in this network helps to promote higher retention efforts at EMCC.

American Association of Community Colleges	\$2,646
American Occupational Therapy Association	\$3,550
Commission on Accreditation for Health Informatics and Information Management Education	\$2,500
Commission on Accreditation in Physical Therapy Education	\$3,500
Council for Opportunity in Education	\$3,168
Joint Review Committee on Education in Radiologic Technology	\$1,500
Joint Review Committee on Education in Radiologic Technology	\$1,995
Medical Assisting Education Review Board	\$1,000
Medical Assisting Education Review Board	\$1,800
National Association of Student Financial Aid Administrators	\$1,236
New England Association of Schools and Colleges	\$10,120
National League of Nursing	\$1,130
Verint Americas	\$3,770

#### **NMCC**

Council for Opportunity in Education	\$2,868
National Association of Student Financial Aid Administrators <sup>6</sup>	\$1,783
National League for Nursing	\$1,130
New England Association of Schools and Colleges	\$9,438
Northern Maine Development Commission	\$2,500
Presque Isle Hockey League	\$3,055
United States Collegiate Athletic Association	\$5,000
Yankee Small College Conference	\$2,500

#### **SMCC**

American Association of Community Colleges	\$6,644
Academy Of Nutrition and Dietetics	\$1,750
Accreditation Commission for Education in Nursing Annual	\$2,625
American Culinary Federation Inc.	\$1,200
American Society of Composers Authors and Publishers	\$1,721
Commission on Accreditation for Respiratory Care	\$1,900
Curtis Memorial Library Membership Fees for Midcoast Students <sup>7</sup>	\$6,500
Joint Review Committee on Education in Radiologic Technology	\$1,890
Joint Review Committee on Education in Radiologic Technology	\$1,890

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<sup>6</sup> Two years of membership

<sup>7</sup> Membership for SMCC's Midcoast Campus students because that Campus does not have a staffed library

Maine Campus Compact	\$6,150
Maine Higher Ed Council	\$1,231
National Association of Student Financial Aid Administrators	\$1,515
National Association of Student Personnel Administrators	\$1,063
National League for Nursing	\$2,175
New England Association of Schools and Colleges	\$15,730
Pine Tree Admissions Consortium	\$1,600
United States College Athletic Association	\$5,000
Yankee Small College Conference	\$2,025
<b>WCCC</b>	
American Association Of Community Colleges	\$1,936
Council For Opportunity In Education	\$2,868
New England Association of Schools and Colleges	\$7,258
St. Croix Valley Chamber Of Commerce <sup>8</sup>	\$2,000
WQDY Basketball Tournaments <sup>9</sup>	\$1,175
<b>YCCC</b>	
American Association of Community Colleges	\$2,646
American Council on Education	\$3,264
Council for Opportunity in Education	\$3,168
New England Association of Schools and Colleges	\$8,990
R & W Engraving, Inc <sup>10</sup>	\$1,172
<b>System Office/System-Wide</b>	
American Association Of Community Colleges	\$1,430
Maine State Chamber Of Commerce	\$1,650
National Association of College and University Business Officers <sup>11</sup>	\$3,316
National Association of College and University Attorneys	\$1,794

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<sup>8</sup> Sponsorship of a local event generating valuable marketing opportunity

<sup>9</sup> Sponsorship of basketball tournaments

<sup>10</sup> Employee service award gifts

<sup>11</sup> Two years of membership

**C. Description of Policy and Procedure Changes**

Finally, 5 M.R.S.A. §12023 requires a report of the description of changes, made in the period July 1, 2014 through June 30, 2015, to MCCS policies and procedures required by 5 M.R.S.A. §12022, or used by MCCS to monitor compliance with such policies and procedures.

1. MCCS has not issued any policy or procedure changes that have not already been reported.