

MAINE STATE LEGISLATURE

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January 30, 2017

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

Honorable Sara Gideon
Speaker of the House
2 State House Station
Augusta, ME 04333-0002

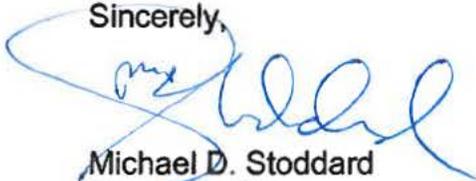
Dear President Thibodeau and Speaker Gideon:

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, 2017.

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

Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael D. Stoddard".

Michael D. Stoddard
Executive Director

MEMORANDUM

To: President Thibodeau and Speaker Gideon
From: Michael D. Stoddard, Executive Director
Re: Title V §12023 Reports
Date: January 30, 2017

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

- The report of the Trust's FY2016 sole source procurements as required in 2.A;
- The report of the Trust's FY2016 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 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 16 Reports
February 1, 2017

Title 5 Chapter 379 §12023 2.A. Efficiency Maine Trust has prepared the following list of all procurements exceeding \$10,000 for which competitive procurement was waived in Fiscal Year 2016 or previously through:

1. Sole Source Procurement

Public Information and Outreach:

- a. Hygrade Business Group, Inc.: Total spent for year: \$27,435.33
- b. Google AdWords: Total spent for year: \$159,670.28

Data Analytics

- a. GDS Associates: Total spent for year: \$92,829.15

Training

- a. Northwest Energy Efficiency Council: Total spent for year: \$34,455.00

2. Sole Source additions in FY 16 to existing sole source contracts

Personnel Services:

- a. ICMA Retirement Corp: Total spent for year: \$47,948.06

Data Analytics

- a. GDS Associates – Total spent for year: \$100,000.00

Administrative:

- a. Meadow Park Development Corp (office space lease): Total spent for year: \$80,679.75
- b. Great Pond, LLC (office lease space): Total spent for the year: \$12,679.27
- c. Perkins Thompson : Total spent for year: \$60,965.82
- d. Time Warner Cable Business Class: Total spent for year: \$20,619.50

3. Additions in FY 16 to existing contracts originating from a competitive procurement process.

Administrative:

- a. Tyler Technologies: Total spent for year: \$27,203.46

Data Analytics

- a. NMR Group - Total spent for year: \$14,161.00



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 2016:

1. Individual persons
 - a. None

2. Association Sponsorships – Integral to Program Delivery
 - a. Consortium for Energy Efficiency, Inc.: Total spent for year: \$18,878
 - b. Northeast Energy Efficiency Partnerships, Inc.: Total spent for year: \$6,900
 - c. 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: \$54,130.93
 - b. Forward Capacity Market, ISO-NE: Total Spent for year: \$5,000