

MAINE STATE LEGISLATURE

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OFFICE OF THE PRESIDENT
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January 22, 2020

Honorable Sara Gideon
Speaker of the House
2 State House Station
Augusta, Maine 04333

Honorable Troy D. Jackson
President of the Senate
3 State House Station
Augusta, ME 04333-0002

Dear Speaker Gideon and President Jackson:

On behalf of the Board of Trustees of the Maine Community College System (MCCS), I respectfully submit the attached report on certain procurements, contributions, and policy changes for the period July 1, 2018 through June 30, 2019 as required by 5 M.R.S.A. § 12023.

To compile this report, MCCS used customized reporting features built into our business management systems. We then tested the validity of those reports and reviewed several transactions with college personnel. Combined, the seven colleges and the MCCS System Office make thousands of purchases each year.

While reporting 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 to monitor compliance through regular reporting and an ongoing dialogue with auditors.

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

Sincerely yours,

A handwritten signature in black ink, appearing to read "David Daigler", is written over a white background.

David Daigler
President

MCCS 5 M.R.S.A. §12023
Report for the Period
July 1, 2018 through June 30, 2019

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

5 M.R.S.A. §12023 requires a report, for the period July 1, 2018 through June 30, 2019, of procurements over \$10,000 made without competitive procurement under the MCCS policy adopted pursuant to 5 M.R.S.A. §12022.

By their nature, certain transactions do not lend themselves to competitive procurement and so they are not reported here. One such category includes payments to public utilities, municipalities, including law enforcement or municipal subdivisions with monopolistic authority to deliver certain services (such as water, electricity, municipal transportation, and sewer). A second category includes payments for text books, certain academic supplies, and certain support services that are necessary to meet specific academic requirements.

MCCS also purchases items for resale in dining halls and food service operations. Procurement of items for resale is competitive, but MCCS does not use a request for proposal or solicit bids from vendors. Items purchased for resale are reported herein and denoted with an asterisk (*) to distinguish their procurement from operational supplies and services.

In all cases, the colleges are required to use customary prudence and care to ensure that the System secures the best value in its procurements.

The following transactions, or grouping of transactions, have been deemed reportable under the statute. Although our internal procurement recording system is transaction-based by college, the colleges closely adhere to System-wide financial procedures. In total, 45,592 transactions, totaling \$72.37 million, were completed during the reporting period. The transactions included in this report, those over \$10,000 that were made without competitive procurement, account for less than 2% of total procurements.

All procurements listed below are mission related. Some individual purchases reported herein are considerably less than \$10,000, but, because the aggregate value of the annual procurement from the same vendor is in excess of \$10,000 and could have reasonably been anticipated, the aggregate transaction value has been reported. In these instances, the colleges are consistently working to anticipate their purchasing needs and, when practicable, make use of blanket Requests for Proposal (RFP) or deploy other more efficient competitive procurement approaches.

TRANSACTIONS WHERE COMPETITIVE PROCUREMENT WAS WAIVED:

CMCC

FAAC Inc.	\$ 94,700
- Company is the sole source vendor for simulation theater system that integrates with existing driving simulator used in Criminal Justice Programs.	
Pepsi-Cola Company*	\$ 50,519
- Soda purchased for resale in cafeteria.	

EMCC

McLeod Ascanio & Company	\$ 27,456
- Emergency Sole Source - IT audit to determine extent of August 2018 data breach.	
Blue Spruce Technologies, Inc.	\$ 21,600
- Emergency Sole Source – Company recommended by the firewall provider which secured preferred pricing.	
Experian Marketing Solutions, LLC	\$ 64,114
- Emergency Sole Source - Security specialist providing credit protection services to August 2018 breach victims.	
Bell/Simons Companies	\$ 31,960
- Lab supplies for the HVAC Program. In addition, multiple departments order supplies. One hundred nineteen transactions less than \$1,000, one transaction greater than \$1,000.	
F W Webb Company, Inc.	\$ 17,540
- Education supplies along with multiple departments ordering supplies. Forty-four transactions less than \$1,000.	
J.C. Electrical & HVAC, LLC	\$ 18,425
- Blanket order was issued for hourly service work. Additional boiler and duct work was discovered and unplanned.	
JH Technologies, Inc.	\$ 13,282
- After researching various vendors, JHT was the only company who could supply specified precise microscope lens along with all points camera for math and science department.	
Johnstone Supply	\$ 11,834
- Several departments ordering supplies. Eighty-eight transactions less than \$1,000.	

NH Bragg & Sons \$ 23,160
Several departments ordering items. Blanket order was created for one department. One hundred sixteen transactions less than \$1,000.

RobotLAB, Inc. \$ 17,800
- Sole source vendor for Electrical and Automation Technology program.

Snap-On-Tools Corporation \$ 10,945
- Snap-on-Tools are standard automotive industry equipment used in many work environments, thus allowing students to train utilizing equipment used in the industry. Company also offers greatest discount for education programs.

The Maintenance Connection, Inc. \$ 13,043
- Small tools and supplies ordered by multiple departments. Twenty-six transactions less than \$1,000.

KVCC

Airgas USA, LLC \$ 10,574
- Various supplies and tools purchased for use in welding program and multiple Quality Center programs. Thirty-four transactions less than \$1,000, five transactions greater than \$1,000.

Basix Automation Integrators, Inc. \$ 19,799
- Repair work provided by manufacturer that designed and installed environmental control systems to reduce energy bills.

Matrix Power Services \$ 10,611
- Emergency repairs to boiler flue duct in Frye Building resulting from chimney/roof leak.

North American Supaflu System, Inc. \$ 19,879
- Emergency repairs to leaking chimney.

The Lincoln Electric Company \$ 10,242
- Educational supplies for Welding Program. Company offers substantial discount to educational institutions.

Titan Mechanical, Inc. \$ 16,117
- Emergency repairs to heat pump system.

Vex Robotics, Inc. \$ 13,450
- Sole source vendor for Applied Electronics and Computer Technology Vex products.

NMCC

Advanced Stores Company, Inc.	\$ 17,176
- Purchased as needed for repairs and labs, one hundred seventy-six transactions less than \$1,000.	
Alertus Technologies, LLC	\$ 12,896
- Hardware purchased in conjunction with grant.	
American Aquarium	\$ 12,230
- Sole source vendor makes specialty water tanks used to build lab for Water Treatment Program.	
Bonville Boys, Inc.	\$ 10,950
- Repairs to trucks used in Logging Program. Vendor offers on-site service to remote wood lots.	
Carter, Heidi	\$ 22,250
- Vendor has worked on numerous brochure designs for college. Her past experience would reduce cost of new view book.	
Coastal Auto Parts, Inc.	\$ 13,985
- Parts and supplies purchased for Automotive program. One hundred eighty-nine transactions less than \$1,000.	
Consolidated Electrical Distributors, Inc. ¹	\$ 14,710
- Materials purchased for building and grounds maintenance. One hundred thirty-one transactions less than \$1,000.	
Fastenal Company	\$ 12,497
- Small parts and supplies used across campus. Seventy-one transactions less than \$1,000.	
Full Measure Education	\$ 18,500
- Unique mobile app services for Admissions and Student Services Department. Collaborative research was done to find other vendors with similar options. Three-year contract.	
Howard P. Fairfield, LLC	\$ 11,250
- Sole source Swenson dealer in state that provides specific salt/sand spreader for campus truck.	
Madden Timberlands, Inc.	\$ 12,000
- Purchased 1995 Freightliner FL70 below market value for Logging Program.	

¹ NMCC has reported Consolidated Electrical Distributors, Inc. in the FY17 through FY19 reports. MCCC will discontinue reporting this procurement unless future circumstances warrant reporting.

Mapleton Oil Company	\$ 21,020
<ul style="list-style-type: none"> - Diesel fuel purchases for Mechanized Logging Program. Vendor is closest in proximity to Mapleton wood lot and campus. 	
P&E Distributors	\$ 13,070
<ul style="list-style-type: none"> - Grounds keeping supplies were competitively bid. Supplies purchased as needed for Janitorial services. Twenty-nine transactions less than \$1,000, three transactions greater than \$1,000. 	
Professional Logging Contractors of Maine	\$ 12,668
<ul style="list-style-type: none"> - Maine Quality Center Project – sole sourced with partner Professional Logging Contractors of Maine as part of training agreement. 	
Sullivan’s Floor Covering	\$ 12,319
<ul style="list-style-type: none"> - Purchased roller shade replacements and upgrades to match existing. 	
Traction-Genuine Parts Company	\$ 15,171
<ul style="list-style-type: none"> - Parts purchased for use in Diesel Hydraulics and Truck Driving Programs. One hundred seventy transactions less than \$1,000. 	
Winsupply of Presque Isle Maine Company	\$ 22,641
<ul style="list-style-type: none"> - Multiple departments purchase parts and supplies. Location is near campus and prices are competitive. Two hundred six transactions less than \$1,000. 	
SMCC	
Grainger	\$ 13,147
<ul style="list-style-type: none"> - Multiple departments purchase small tools and supplies as needed. Twenty-nine transactions less than \$1,000, two transactions greater than \$1,000. 	
Hannaford Charge Sales ²	\$ 13,072
<ul style="list-style-type: none"> - Food and supplies purchased for multiple departments. Hannaford is the only local grocery store that allows purchases to be billed on account. One hundred one transactions less than \$1,000. 	
Kamco Supply Company	\$ 23,986
<ul style="list-style-type: none"> - KAMCO is the only vendor that carries the ceilings tiles that match existing tiles. 	
Sanborn, Ricky	\$ 24,999
<ul style="list-style-type: none"> - Emergency repair to three chimneys. 	

² SMCC has reported Hannaford in the FY17 through FY19 reports. As this location is presently the only option for these purchases, MCCS will discontinue reporting until circumstances warrant reporting

WCCC

Advanced Educational Technologies, LLC	\$ 25,115
- Only authorized dealer in Maine to sell FESTO equipment that is specific to Electrical and Instrumentation Program for St. Croix Tissue Mill Project, part of MCCC workforce development.	
Calais Market, Inc.*	\$ 13,045
Purchase from a local grocery store that is used by multiple departments, as well as our snack bar services for resale items. Eighteen transactions less than \$1,000, Six transactions greater than \$1,000 represents multiple weekly purchases by college dining hall.	
Johnson's True Value	\$ 10,350
- Hardware and supplies purchased for multiple departments. One hundred fourteen transactions less than \$1,000, one transaction greater than \$1,000.	
Technical Education Products, Inc.	\$ 11,510
- Educational courses for students in Electrical and Instrumentation program.	
TII Technical Education Systems	\$ 50,070
- Equipment purchased that is specific to Electrical and Instrumentation Program for St. Croix Tissue Mill Training Program, part of MCCC workforce development project.	
Walmart	\$ 12,637
- Local vendor for as-needed supplies purchased by multiple departments. One hundred thirty-six transactions less than \$1,000.	

YCCC

Gaumard Scientific Company	\$ 10,056
- Purchased specialize Nursing Lab life size doll simulators for compatibility with nursing programs managed by SMCC at YCCC.	
Stratasys, Inc.	\$252,798
- Sole source vendor for 3D Additive Manufacturing training program and educational equipment used in the program.	

SYSTEM OFFICE

B & B Cleaning Services	\$ 10,680
- System Office previously reported that RFP would be issued in FY19. Due to building renovations, bid was put on hold until FY20.	

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

5 M.R.S.A. §12023 requires a report, for the period July 1, 2018 through June 30, 2019, of contributions greater than \$1,000. Under 5 MRSA § 12022, "contributions" means payments for "membership dues and fees, gifts, donations and sponsorships."

All of the following expenditures were mission related except for the gifts and sponsorships noted.

CMCC

American Association of Community Colleges	\$ 4,119
Council for Opportunity in Education	\$ 2,950
Lewiston Auburn Metropolitan Chamber of Commerce	\$ 1,100
National Education Opportunity Association	\$ 1,666
National Association of Collegiate Esports	\$ 2,500
National Association of Student Financial Aid Administrators	\$ 1,206
National League for Nursing	\$ 1,752
New England Commission of Higher Education	\$12,398
Yankee Small College Conference	\$ 7,999

EMCC

American Association of Community Colleges	\$ 3,909
American Council on Education	\$ 2,400
Bangor Area Stormwater Group, Inc.	\$ 1,600
Council for Opportunity in Education	\$ 3,250
National Association of Student Financial Aid Administrators	\$ 1,638
Nc3 National Coalition of Certification Centers	\$ 5,000
National Council for State Authorization Reciprocity Agreements	\$ 2,000
New England Commission of Higher Education	\$12,398
Regional School Unit 22	\$ 1,600

KVCC

Accreditation Council for Business Schools and Programs	\$ 2,600
American Association of Community Colleges	\$ 1,000
Community College Survey of Student Engagement	\$ 6,350
Council for Opportunity in Education	\$ 3,250
Maine Campus Compact	\$ 3,650
National League for Nursing	\$ 1,189
National Council for State Authorization for Reciprocity Agreements	\$ 2,000
New England Commission of Higher Education	\$11,587
Online Learning Consortium	\$ 1,400

NMCC

Accreditation Council for Business Schools and Programs	\$ 2,600
Accreditation Commission For Education In Nursing, Inc.	\$ 2,875
Council for Opportunity in Education	\$ 2,950

National Council for State Authorization for Reciprocity Agreements	\$ 2,000
National League for Nursing	\$ 2,477
New England Commission of Higher Education	\$ 9,823
Northern Maine Development Commission	\$ 2,500
The Aroostook Medical Center ³	\$ 3,000

SMCC

American Association of Collegiate Registrars and Admissions Officers	\$ 1,004
Academy of Nutrition and Dietetics	\$ 2,025
Accreditation Commission for Education in Nursing	\$ 2,875
Accrediting Bureau of Health Education Schools	\$ 3,200
American Association of Community Colleges	\$ 8,017
American Culinary Federation	\$ 1,335
American Society of Composers, Authors and Publishers (ASCAP)	\$ 1,383
Commission on Accreditation of Ed in EMS Professions (COAEMSP)	\$ 1,700
Commission on Accreditation for Respiratory Care	\$ 2,100
Council for Opportunity in Education	\$ 2,950
Joint Review Committee on Education (JRCERT)	\$ 2,100
Maine Campus Compact	\$ 6,150
National Association of Student Financial Aid Administrators	\$ 1,714
National Council for State Authorization Reciprocity Agreements	\$ 4,000
Northeast Regional Computing Program	\$ 1,134
New England Commission of Higher Education	\$15,357
Pine Tree Admissions Consortium	\$ 1,600
Portland Regional Chamber ⁴	\$ 5,000
University of Southern Maine Consortium	\$ 1,650
United States Collegiate Athletic Association	\$ 5,000
Yankee Small College Conference	\$ 3,000

WCCC

American Association of Collegiate Registrars and Admissions Officers	\$ 1,014
American Association of Community Colleges	\$ 1,502
Council for Opportunity in Education	\$ 3,250
New England Commission of Higher Education	\$ 8,328
Special Olympics Maine ³	\$ 1,000
WQDY/WALZ ⁴	\$ 2,934

YCCC

4Imprint, Inc. ⁵	\$ 2,649
American Association of Community Colleges	\$ 2,698
American Council on Education	\$ 1,802
Council for Opportunity in Education	\$ 3,250

³ Sponsorship of local event generating valuable marketing opportunity

⁴ Sponsorship advertising

⁵ Promotional gifts for student recruitment

National Association of Student Financial Aid Administrators	\$ 1,016
National Council for State Authorization Reciprocity Agreements	\$ 2,000
New England Commission of Higher Education	\$ 8,910
New England Council	\$ 1,500
Online Learning Consortium	\$ 1,400

System Office – system wide

Achieving the Dream ⁶	\$35,800
American Association of Community Colleges	\$ 1,452
American Council on Education - 2019	\$ 1,667
American Council on Education - 2020	\$ 1,700
Maine Science Festival ⁷	\$ 5,000
Maine State Chamber of Commerce	\$ 1,000
National Association of College and University Business Officers	\$ 1,811
National Association of College and University Attorneys	\$ 1,950
National Institute for Staff and Organizational Development	\$ 1,025

⁶ membership funded by the Kresge Foundation. Participation in the ATD network supports improved retention system wide

⁷ Sponsorship of local event generating valuable marketing opportunity

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, 2018 through June 30, 2019 to MCCA policies and procedures required by 5 MRSA §12022, or used by MCCA to monitor compliance with such policies and procedures.

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