

MAINE STATE LEGISLATURE

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OFFICE OF THE PRESIDENT
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January 20, 2022

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

Honorable Ryan Fecteau
Speaker of the House
2 State House Station
Augusta, Maine 04333

Dear President Jackson and Speaker Fecteau:

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, 2020, through June 30, 2021, 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 horizontal line. The signature is fluid and cursive, with a large loop at the end.

David Daigler
President

MCCS 5 M.R.S.A. §12023
Report for the Period
July 1, 2020, through June 30, 2021

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

5 M.R.S.A. §12023 requires a report, for the period July 1, 2020, through June 30, 2021, 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 textbooks, 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, 28,056 transactions, totaling \$37.551 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 approximately 4.2% 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

Cognisco Technologies, Inc.	\$ 10,490
- Pivot to remote classes required simulation software. Vendor is only dealer that offers CNC (computer numerically controlled) and milling simulation software.	
Flywheel Brands	\$ 11,598
- Desktop partitions for classrooms required due to COVID-19.	
Pepsi-Cola*	\$ 13,160
- Soda purchase for resale.	
Pine Tree Food Equipment	\$ 12,293
- Repairs to food service equipment performed prior to procurement of maintenance agreement. Contract for maintenance agreement is now in place. Six transactions less than \$1,000 and two greater than \$1,000.	
Nason Mechanical Systems	\$ 19,730
- Emergency repairs to boiler along with service and repairs to equipment campus wide. Eighteen transactions less than \$1,000 and four greater than \$1,000.	
Robert Half Int'l	\$ 20,021
- Vendor specializes in accounting and mid-management level positions and able to meet immediate placement of Accountant temp.	

EMCC

Advanced Educational Technologies, LLC	\$ 87,950
- Vendor sole sourced as only authorized dealer in Maine for Festo Didactic Inc. training products that match existing used in the electrical program.	

James M Carr	\$ 26,500
- Vendor sole sourced for expertise in leadership training and coaching senior staff.	
FW Webb Company, Inc	\$ 12,947
- Materials and supplies purchased for building and maintenance needs. Forty-five transactions less than \$1,000 and three greater than \$1,000 were all competitively bid. Procurement for blanket order in place as of January 2022.	
Full Spectrum Laser	\$ 13,121
- System sole sourced for computer technology coding program. Vendor is sole manufacturer and distributor for this technology that is used in the industry and has a fume extruder system requiring no outside venting. Self-contained unit also provides safety in the classroom.	
Horizon Solutions, LLC	\$ 10,912
- Parts and supplies purchased by multiple departments. Vendor offers educational discount which results in significant savings. Sixty-eight transactions less than \$1,000 and one greater than \$1,000 was competitively bid.	
JZA Training Systems, Inc	\$ 15,744
- Sole manufacturer and supplier of training used in automotive program to simulate wiring and electrical systems in vehicles.	
Maine Fire Protection Systems	\$ 14,350
- Contract extended because local providers were not able to provide quotes or take on a large client at this time.	
NEARPEER, Inc	\$ 44,412
- Vendor sole sourced for a grant funded program which specified using Near-Peer. Peer-matching algorithm solution used to connect students. Specifically serves introverted students where fit and belonging is top factor in choosing a college.	
Owl Labs, Inc	\$ 47,702
Only vendor that produces and sells 360-degree camera, microphone, and speakers with web-based software provides ability to hold in-person meetings with remote guests.	

The Evans Consulting Group, Inc \$ 15,000
- Vendor sole sourced for specific expertise in financial aid process and regulations.

Triangle Engineering, Inc \$ 27,334
- Quotes were received, but formal RFP process was not performed in the procurement of these welding supplies.

KVCC

Basix Automotive \$ 96,437
- Vendor is only dealer in Maine offering part sales and service for Continuum door controls and locking mechanisms used on campus buildings. Sole sourced for consistency of equipment throughout both campuses.

CMLabs Simulations, Inc \$126,012
- Heavy equipment simulator sole sourced for compatibility of equipment and multiple software options used in curriculum. Vendor is sole provider of this brand.

Guardian Systems of Maine, LLC \$ 14,428
- Sole sourced for initial inspection and inventorying of alarm systems performed. RFP for future inspections and service work will be issued.

Home Depot \$ 10,305
- Supplies ordered for multiple departments and programs. Forty-nine transactions less than \$1,000 and two greater than \$1,000.

Jeremiah Johnson \$ 15,250
- Vendor was able to meet the quantity and specifications for thirty refurbished Dell OptiPlex 7020 desktop computers. Purchase was priced by two other suppliers, but formal RFP was not completed.

Kennebec Valley Community Action Program (KVCAP) \$ 30,930
- Memorandum of Understanding is in place with KVCAP to provide early childhood education students with practicum completion through KVCAP Educare Central Maine Discovery Group.

Kennebec Valley Consolidated Schools \$ 26,640
- Mid Maine Regional Adult and Community Education is the developer and training partner of CNA training for Northern Light Health.

Maine Oxy-Acetylene Supply Company \$ 76,582
- Gas ordered for multiple programs. One hundred thirteen transactions less than \$1,000 and one greater than \$1,000.

Maine Paper & Janitorial Products, Inc \$ 17,206
- Janitorial supplies purchased as needed. RFP now completed for future purchases. Thirty-three transactions less than \$1,000 and five greater than \$1,000.

Medical Shipment, LLC \$ 35,998
Only vendor that sells Pyxis Medstation to institutions of higher education. Sole sourced for consistency of equipment within labs.

New Hampshire CPR, LLC \$ 12,000
- Only vendor that is state approved provider of EMS training in this area.

Pulse Marketing, LLC \$ 23,997
- Vendor is sole sourced for knowledge of college community essential for branding, social media management, crafting press releases and communications in the absence of marketing department.

Tital Mechanical, Inc \$ 10,578
- Vendor is used by maintenance department for gas piping needed on campus. Fifteen transactions less than \$1,000 and three greater than \$1000 for emergency repairs.

NMCC

Advance Stores Company, Inc \$ 12,192
- Purchases for automotive and maintenance departments as needed. RFP will be issued for future purchases. One hundred forty-three transactions less than \$1,000 and one transaction greater than \$1,000.

Advanced Educational Technologies, LLC	\$ 44,053
- Vendor is only supplier of updated acquisition part used for units in wind power technology program.	
Dysarts Service	\$ 13,608
- Sole vendor that will deliver diesel to education site for mechanized logging program. Twenty-one transactions, seven greater than \$1,000.	
FW Webb Company, Inc	\$18,176
- Materials and supplies purchased for multiple programs and departments. RFP will be issued for future purchases. Ninety transactions less than \$1,000 and one greater than \$1,000.	
Honeywell International, Inc	\$37,674
- Only vendor in the region who can service existing Honeywell products used campus wide.	
Rathburn Lumber Company	\$ 12,935
- Supplies purchased for multiple programs and departments. RFP will be issued for future purchases. Seventy-Eight transactions less than \$1,000 and one greater than \$1,000.	
Square Grove, LLC	\$ 11,998
- Additional furniture purchased to match existing pieces.	
Lifelight Foundation	\$ 77,443
- Lifelight of Maine is the partner for Maine Quality Center project. Lifelight has a specific curriculum for training employees.	
SMCC	
Aeroclave, LLC	\$ 49,262
- Decontamination system to clean classrooms of COVID-19 virus. Sole sourced based on recommendation and immediate availability of product.	
Bio-Rad Laboratories, Inc.	\$ 12,239
- Only vendor that carried imaging system for marine biology INBRE grant. Equipment was specified in the grant.	

BLT TentandTable.com \$ 13,993
- Purchased tent to facilitate social distancing, sole sourced based on availability.

Amy L Catlin \$ 30,536
- Vendor is dba Academy of Medical Professionals and provides online pharmacy tech program for non-credit continuing education.

Fisher Scientific \$ 11,614
- Sole sourced equipment for marine biology INBRE grant. Equipment was specified in the grant and is compatible with other ThermoFisher equipment in the lab.

Graybar Electric Company \$ 16,091
- IT parts and supplies purchased. Eleven transactions less than \$1,000 and four greater than \$1,000.

Icon Connections, Inc. \$ 25,840
- Fiber optic installation on campus, labor was competitively bid, but the fiber optic line was not.

Isimulate, LLC \$ 67,910
- CPR simulators purchased to match existing used in the emergency medical services program.

JM & MM, Inc. \$ 46,400
- During transition of facilities manager position, painting was performed throughout campus using vendor that previously held contract. Services have since been competitively bid.

WCCC

Calais Market, Inc ¹ \$ 11,555
- Purchases from a local grocery store that are used by multiple departments, as well as snack bar services for resale items. Thirteen transactions less than \$1000 and two greater than \$1,000.

¹ WCCC reported Calais Market in the FY17 and FY19 reports. WCCC will discontinue reporting this procurement unless future circumstances warrant reporting.

Johnson's True Value \$ 11,759
- Hardware and supplies purchased by multiple departments. One hundred forty-one transactions all less than \$1,000.

Matheson Tri-Gas, Inc. \$ 11,244
- Six months of the year was sole sourced prior to issuing RFP for gas used in various programs. Thirty-three transactions, all less than \$1,000.

Mechanical Services, Inc. \$ 10,558
- Seven transactions less than \$1,000 and three greater than \$1,000 which were all emergency repairs to HVAC system.

YCCC

Anatamage, Inc. \$ 68,250
- Research resulted in vendor to supply 3D tool to image the human body. Product compatible with unique needs of medical and health care programs.

Glidden Roofing Corporation \$ 17,355
- Emergency repairs to damaged roof cornice.

Trident Machine Tools, Inc. \$ 14,894
- Vendor is only authorized dealer for equipment compatible with existing HAAS machinery in precision metals manufacturing program.

Troiano's Waste Services \$ 10,942
- Extension of original timeline for waste removal resulted in additional costs. Thirty transactions less than \$1,000 and three greater than \$1,000.

SYSTEM OFFICE

Chmura Economics 7 Analytics, LLC \$ 16,664
- Analytics for Maine Quality Center programs. This career exploration platform interfaces with Jobs EQ software used to identify employment, occupation and job trends.

Readspeaker, LLC

\$ 10,795

- Only Text-to-Speech service that can directly integrate into Brightspace D2L online learning management system. Service is necessary for compliance in providing ADA accommodations.

36
135

253

"Contributions" Greater than \$1,000

5 M.R.S.A. §12023 requires a report, for the period July 1, 2020, through June 30, 2021, 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	\$ 4,316
Eastern Conference Athletic Conference	\$ 1,500
National Association of Financial Aid Administrators	\$ 1,517
National Council of State Authorization for Reciprocity Agreements	\$ 2,000
National League for Nursing	\$ 2,160
New England Commission of Higher Education	\$12,770
United States Collegiate Athletic Association	\$ 7,500
Yankee Small College Conference	\$ 2,562

EMCC

American Association of Community Colleges	\$ 4,024
American Council on Education	\$ 2,448
Council for Opportunity in Education	\$ 3,250
National Association of Financial Aid Administrators	\$ 1,530
National Council for State Authorization Reciprocity Agreements	\$ 2,000
New England Commission of Higher Education	\$13,158
Regional School Unit 22 – Professional Development membership	\$ 1,600

KVCC

Accreditation Council for Business Schools and Programs	\$ 2,950
American Association of Community Colleges	\$ 3,159
American Association of Community Colleges	\$ 1,050
Council for Opportunity in Education	\$ 3,250
Maine Campus Compact	\$ 3,650
National Association of Student Financial Aid Administrators	\$ 2,004
National Council for State Authorization Reciprocity Agreements	\$ 2,000
New England Commission of Higher Education	\$11,366

NMCC

Accreditation Council for Business Schools & Programs	\$ 2,950
Council for Opportunity in Education	\$ 2,950
Eastern College Athletic	\$ 1,500
EBSCO Information Services	\$ 2,861
Junior Achievement of Maine ²	\$ 2,000
National League for Nursing	\$ 1,215
New England Commission of Higher Education	\$10,118
Northern Maine Development Commission	\$ 2,500

SMCC

American Association of Community Colleges	\$ 8,333
American Association of Collegiate Registrars and Admissions Officers	\$ 1,310
American Culinary Federation, Inc.	\$ 1,535
American Society of Composers, Authors and Publishers	\$ 1,470
Commission on Accreditation of Allied Health Education Programs	\$ 1,200
Committee on Accreditation of Educational Medical Services Professions	\$ 3,100
Commission on Accreditation for Respiratory Care	\$ 2,200
Council for Opportunity in Education	\$ 2,950
Convention & Visitors Bureau of Greater Portland – Visit Portland	\$ 1,956
Joint Review Committee on Education in Cardiovascular Tech	\$ 1,250
JCERT Joint Review Committee on Education	\$ 2,270
Maine Campus Compact	\$ 5,535
North American Fire Training Directors	\$ 1,000
National Association of Student Financial Aid Administrators	\$ 2,218
National Association of Student Personnel Administrators	\$ 1,131
National Council for State Authorization Reciprocity Agreements	\$ 4,000
National League for Nursing	\$ 2,535
New England Commission of Higher Education	\$15,818
National Institute for Staff and Organizational Development	\$ 1,125
Portland Regional Chamber of Commerce	\$ 5,325
United States Collegiate Athletic Association	\$ 6,000
University of Texas at Austin – Program Development/Evaluation	\$ 7,080
University of Southern Maine Consortium	\$ 1,650
Yankee Small College Conference	\$ 2,750

WCCC

American Association of Community Colleges	\$ 1,502
Council For Opportunity in Education	\$ 3,250

² Sponsorship of local event generating valuable marketing opportunity

National Association of College and University Business Officers	\$ 1,486
New England Commission of Higher Education	\$ 8,578
Phi Theta Kappa Honor Society	\$ 1,190

YCCC

National Association of Student Financial Aid Administrators	\$ 1,018
National Community College Benchmark Project	\$ 1,250
National Council for State Authorization Reciprocity Agreements	\$ 2,000
New England Commission of Higher Education	\$ 9,636
United States Collegiate Athletic Association	\$ 3,000

System Office

American Association of Community Colleges	\$ 1,500
American Council on Education	\$ 1,717
Council For Adult and Experiential Learning	\$ 3,250
Maine State Chamber of Commerce	\$ 1,080
National Association of College and University Attorneys	\$ 2,010
National Association of College and University Business Officers	\$ 1,850
University Professional Continuing Education Association	\$ 1,900

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, 2020, through June 30, 2021, to MCCS policies and procedures required by 5 MRSA §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.