

MAINE STATE LEGISLATURE

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OFFICE OF THE PRESIDENT
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January 25, 2023

Honorable Rachel Talbot Ross
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 Talbot Ross 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, 2021, through June 30, 2022, 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 blue ink, appearing to read "D. Daigler", is written over the "Sincerely yours," text. The signature is fluid and stylized, with a large loop at the end.

David Daigler
President

MCCS 5 M.R.S.A. §12023
Report for the Period
July 1, 2021, through June 30, 2022

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

5 M.R.S.A. §12023 requires a report, for the period July 1, 2021, through June 30, 2022, 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, 33,925 transactions, totaling \$45.51 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 4.5% 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

Cengage Learning	\$24,966
- Health based online certifications the college quickly set up during COVID disruption. RFP in progress for online training programs.	
Citrix Store	\$13,902
- Emergency purchase of COVID test from only vendor with supply available.	
City of Auburn	\$56,590
- Hockey rink rental and police traffic control selected for proximity to college.	
Coca-Cola Bottling Company*	\$17,010
- Soda purchased for resale.	
Diversity Food Brands*	\$18,056
- Food products purchased for resale. RFP will be issued for future purchases. Twenty-six transactions less than \$1,000 and two greater than \$1,000.	
Faro Technologies, Inc.	\$75,403
- Criminal Justice software and equipment is industry standard for Law Enforcement 3D scanning and compatible with existing equipment.	
Maine Paper & Janitorial Products	\$17,057
- Supplies purchased for maintenance department. RFP will be issued for future purchases. Twelve transactions less than \$1,000 and six greater than \$1,000.	
Nason Mechanical Systems	\$13,886
- Emergency repairs to boiler and ice machine. Maintenance service to various equipment. Sixteen transactions less than \$1,000 and six transactions greater than \$1,000.	
Northeast Charter and Tour	\$45,040
- Chartered transportation for athletics and student services events. RFP will be issued for future service. Fifteen transactions greater than \$1,000.	
Roof Management Services	\$10,556
- Emergency repairs to roof after ice jam.	
United Rentals	\$14,640
- RFP resulted in no bidders. No supply of storage container for purchase. Vendors only willing to rent. United Rental was only vendor willing to sell the containers.	

Valley Distributors* **\$37,291**
- Food products purchased for resale. RFP will be issued for future purchases. Sixty-one transactions, eight greater than \$1,000.

EMCC

James M. Carr **\$27,952**
- Vendor sole sourced for expertise in leadership training and coaching senior staff.

Chartwells Dining Services **\$11,341**
- Vendor supplies food for on campus meetings and events as part of vendor/college relationship. Dining service for students living on campus was procured through RFP.

Shane Hendrick **\$24,437**
- Sole sourced for emergency control of brown tail moth infestation on campus.

Isimulate, LLC **\$10,985**
- ALS patient condition simulation package sole sourced for consistency and compatibility with current equipment used in the EMS program.

Laerdal Medical Corporation **\$15,420**
- Quotes were received but formal RFP process was not performed in the procurement of these simulation manikins used in nursing program.

Maine Kenworth, LLC **\$19,466**
- Only vendor in this part of Maine that will work on Kenworth trucks used in CDL program.

Triangle Engineering **\$28,139**
- Quotes were received, but formal RFP was not issued for welding certification test supplies.

KVCC

Basix Automation Integrators, Inc. **\$23,877**
- Vendor sole sourced as only authorized dealer in Maine for Continuum door controls and locking mechanisms used on campus buildings.

Bell/Simons Company **\$13,829**
- Heat pump was donated by Bell/Simons in partnership with Mitsubishi, sole sourced the installation.

City of Augusta **\$30,972**
- Rental of Buker Community Center facility sole sourced for classroom space and location needed to serve students in the central Maine area.

G.E. Precision Healthcare, LLC	\$28,467
- Vendor sole sourced for Panda Ires Warmer used to regulate infant temperature in nursing program.	
Home Depot	\$16,361
- Price comparison performed for supplies ordered for multiple departments and programs. Fifty-four transactions less than \$1,000 and one greater than \$1,000.	
Isimulate, LLC	\$26,985
- Vendor sole sourced for equipment that integrates wireless live streaming, Dynamic 12 lead ECG's, and simulates widely used proprietary monitors and defibrillators. Equipment reflects what is used in the field and for EMS program accreditation.	
Laerdal Medical Corporation	\$270,827
- Vendor sole sourced for compatible simulation equipment used in nursing program.	
Maine General Medical Center	\$20,673
- Local vendor equipped to expedite COVID testing results.	
Maine Oxy-Acetylene Supply Company	\$23,287
- Vendor sole sourced for educational discount given on supplies purchased for welding technology program. One hundred twenty transactions less than \$1,000 and three transactions greater than \$1,000. Two emergency repair transactions were sole sourced as vendor was able to get the parts needed and make timely repairs.	
Maine Paper & Janitorial Products	\$22,907
- Janitorial supplies purchased as needed. RFP will be completed for future purchases. Thirty-six transactions less than \$1,000 and five transaction greater than \$1,000.	
Roof Systems of Maine	\$12,627
- Emergency repairs to three buildings after developing leaks during 10/19/21 storm.	
NMCC	
Advance Stores Company	\$24,762
- Purchases for automotive and maintenance department as needed. RFP will be issued for future purchases. One hundred twenty-nine transactions less than \$1,000 and one greater than \$1,000.	
City of Presque Isle	\$13,364
- Sole sourced sand and salt from the City of Presque Isle for proximity to college. Unable to confirm the city procured through RFB.	

Dysarts Service	\$27,786
- Sole vendor that will deliver diesel fuel to education site for mechanized logging program. Six transactions less than \$1,000 and eight greater than \$1,000.	
F.W. Webb Company	\$17,480
- Material and supplies purchased for multiple programs and departments. Eighty-nine transactions, all less than \$1,000.	
Gaumard Scientific Company	\$194,987
- Vendor sole sourced for compatible simulation equipment used in nursing program.	
Honeywell International, Inc	\$28,615
- Only vendor in the region who can service existing Honeywell HVAC products used campus wide.	
Isimulate, LLC	\$15,990
- Sole sourced Virtual Cardiac Monitor Simulators that integrate with existing simulators used in nursing and EMS programs.	
Labster, Inc	\$18,999
- Online platform that allows students to gain virtual laboratory experience. Several platforms evaluated and Labster was chosen for capability to integrate into learning management system and diversity of use across multiple programs.	
New England Communications	\$15,676
- Barracuda IT security software used systemwide. IT reviewed several products and rated this product highest.	
Square Grove, LLC	\$22,724
- Vendor supplies ergonomic sit/stand desks, sole sourced for consistency of furniture in place on campus.	
S.W. Collins Company	\$11,287
- Supplies purchased for building maintenance as needed. Forty-two transactions less than \$1,000 and two greater than \$1,000.	
Technical Education Products	\$22,751
- Vendor sole sourced for consistency of equipment throughout both NMCC and SMCC campuses. Water treatment program is one program run at both locations.	
Whited Truck Center	\$20,436
- Repairs, parts, and supplies purchased for CDL truck driving and diesel hydraulics programs. RFP will be issued for future purchases. Twenty-four transactions less than \$1,000 and four greater than \$1,000.	

SMCC

American Steel & Aluminum **\$12,483**

- Supplies purchased for Workforce Development training program. Six transactions greater than \$1,000.

Donald G. Burton **\$26,792**

- Vendor dba Future Tech Auto is the sole distributor of the high voltage discharging unit purchased for automotive technology program.

Maine Manufacturing Extension Partnership **\$10,998**

- Sole sourced instruction in LEAN Manufacturing training required for BIW Manufacturing Tech and Welding Academy. SMCC faculty trained as co-facilitators of LEAN.

MaineHealth **\$151,000**

- Vendor was required in contract by NorDx for phlebotomy instruction. NorDx curriculum is the only currently acceptable curriculum which leads to a national certification. NorDx pre-hires these students to be phlebotomists in training while they complete their course work and clinical rotations.

Mount Desert Island Biological Laboratory **\$20,546**

- SMCC is subrecipient of INBRE grant. Grant specified students participating in the Genetics Short Course at MDIBL.

WCCC

Assistex, Inc **\$35,863**

- Vendor sole sourced for recognition in certified medical coding program and testing.

Deep Cove Marine Services, LLC **\$19,828**

- Services from local vendor for marine needs and supplies. Twenty-six transactions, one sole sourced due to expense of moving boat to another vendor would eliminate any cost savings.

Edsights, Inc **\$28,350**

- Only vendor which provides retention software that utilizes SMS chatbots and artificial intelligence in the software and engages with students directly.

Johnson's True Value **\$13,840**

- Hardware and supplies purchased by multiple departments. RFP was issued and awarded to another vendor, some departments continue to use Johnson's. One hundred thirty-nine transactions less than \$1,000 and one transaction greater than \$1,000.

Mechanical Services, Inc **\$10,901**
 - Six transactions less than \$1,000 and four greater than \$1,000 which were emergency repairs to HVAC system.

Pratt Associates, Inc **\$29,998**
 Purchase of 2019 Ram 1500 for campus use, obtained competitive pricing, but formal RFP was not issued.

Sunrise County Economic Council **\$26,216**
 - College partnered with vendor to share development and promotion of a project aimed at training the next generation of Maine's Aquaculture Workforce.

YCCC

Blue Icon Advisors **\$73,980**
 - Vendor sole sourced for specific expertise in Financial Aid process and regulations. Both Financial Aid positions were vacant during the period of engagement.

Downeast Energy **\$19,311**
 - Initial services with vendor were competitively bid. Contract was extended until new procurement was completed later in FY22.

Johnson Controls Fire Protection **\$14,243**
 - Emergency repair of the fire suppression system in culinary. Classes were suspended until system passed inspection.

Sodexo **\$54,840**
 - College procurement resulted in no responses. YCCC extended vendor's contract under SMCC contract terms and pricing.

Troiano's Waste Services **\$11,353**
 - Extension of original contract for waste removal due to vendor handling waste from ongoing renovation. RFP will be issued in 2023 for regular monthly service.

W.H. Demmons, Inc. **\$83,420**
 - Emergency repairs to boiler at beginning of heating season, determined that boiler had to be replaced.

SYSTEM OFFICE

Readspeaker, LLC **\$10,000**
 - Readspeaker is only Text-to-Speech service that can directly integrate into Brightspace, D2L online learning platform. Service is necessary for compliance in providing ADA accommodations.

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

5 M.R.S.A. §12023 requires a report, for the period July 1, 2021, through June 30, 2022, 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 (AACC)	\$4,401.00
American Collegiate Hockey Association (ACHA)	\$1,442.00
Council for Opportunity in Education (COE)	\$3,125.00
Council for Opportunity in Education	\$3,250.00
Eastern College Athletic Association	\$1,500.00
Lewiston-Auburn Metropolitan Chamber of Commerce	\$3,850.00
National Association of Collegiate Esports (NACE)	\$2,500.00
National Association of Student Financial Aid Administrators (NASFAA)	\$1,510.00
National Council for State Authorization Reciprocity Agreements	\$2,000.00
National League for Nursing	\$2,185.00
New England Commission of Higher Education (NECHE)	\$13,351.00
US Collegiate Athletic Association (USCAA) 21-22	\$6,000.00
Yankee Small College Annual Conference	\$2,750.00

EMCC

American Association of Community Colleges	\$4,024.00
American Welding Society	\$1,230.00
Council for Opportunity in Education	\$3,250.00
National Association of Student Financial Aid Administrators	\$1,632.00
National Council for State Authorization Reciprocity Agreements	\$2,000.00
New England Commission of Higher Education	\$13,757.00

KVCC

Accreditation Council for Business Schools & Programs (ACBSP)	\$2,950.00
American Association of Community Colleges	\$3,221.00
American Association of Community Colleges	\$1,050.00
Council for Opportunity in Education	\$3,250.00
I17 School Certification	\$1,250.00
Maine Campus Compact	\$1,850.00
Maine Info Net Collaborative	\$1,200.00
National Association of Student Financial Aid Administrators	\$2,001.00

National Council for State Authorization Reciprocity Agreements	\$2,000.00
New England Commission of Higher Education	\$12,173.00
Online Learning Consortium	\$1,530.00
UT National Institute for Staff and Organizational Development	\$1,200.00

NMCC

Accreditation Council for Business Schools & Programs (ACBSP)	\$2,950.00
Council for Opportunity in Education	\$3,125.00
Eastern College Athletic	\$1,500.00
Maine Infonet Collaboration	\$4,000.00
National Council for State Authorization Reciprocity Agreements	\$2,000.00
National League for Nursing	\$1,230.00
New England Commission of Higher Education	\$9,885.00
Northern Maine Development Commission	\$2,500.00
Northern Maine Fair Association ¹	\$1,500.00

SMCC

American Association of Collegiate Registrars & Admissions Officers	\$1,330.00
American Association of Community Colleges	\$8,498.00
American Society of Composers, Authors, and Publishers	\$1,285.03
Commission On Accreditation for Respiratory Care	\$2,250.00
Council for Opportunity in Education	\$3,525.00
Joint Review Committee on Education	\$2,270.00
Maine Campus Compact	\$5,535.00
Maine Development Foundation	\$1,500.00
North American Fire Training Directors	\$1,250.00
National Association of Student Financial Aid Administrators	\$2,241.00
National Association of Student Financial Aid Administrators	\$1,056.00
National League for Nursing	\$2,565.00
National Council for State Authorization Reciprocity Agreements	\$4,000.00
New England Commission of Higher Education	\$16,537.00
Portland Regional Chamber	\$5,340.00
University Of Texas at Austin – Program Development/Evaluation	\$8,117.50
US Collegiate Athletic Association	\$12,000.00
UT National Institute for Staff and Organizational Development	\$1,200.00
Yankee Small College Conference	\$6,750.00

¹ Sponsorship of local event generating valuable marketing opportunity

WCCC

American Association of Community Colleges	\$1,427.00
Council for Opportunity in Education	\$3,125.00
Maine Infonet	\$4,000.00
National Association of Behavioral Intervention & Threat Assessment	\$1,099.00
National Council for State Authorization Reciprocity Agreements	\$2,000.00
New England Commission of Higher Education	\$8,750.00
Phi Theta Kappa Honor Society	\$1,190.00

YCCC

Competency Based Education Network	\$1,500.00
National Association of Colleges & University Business Officers	\$1,705.00
National Association of Student Financial Aid Administrators	\$1,015.00
National Council for State Authorization Reciprocity Agreements	\$2,000.00
New England Commission of Higher Education	\$10,075.00
US Collegiate Athletic Association	\$6,000.00
Yankee Small College Conference	\$2,750.00

System Office – system wide

American Association of Community Colleges	\$1,500.00
Maine Science Festival ²	\$5,000.00
Maine State Chamber of Commerce	\$2,260.00
National Association of Colleges & University Attorneys	\$2,409.00
National Association of Colleges & University Business Officers	\$1,895.00
NNE Law Publishers – 2022 HRC Expo ³	\$3,500.00
University Professional Continuing Education Association	\$3,400.00

² Sponsorship of local event generating valuable marketing opportunity

³ 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, 2021 through June 30, 2022 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.