

# MAINE STATE LEGISLATURE

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OFFICE OF THE PRESIDENT

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January 30, 2024

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, 2022, through June 30, 2023, 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 "David Daigler", is written over a large, stylized blue scribble that extends across the page.

David Daigler  
President



**MCCS 5 M.R.S.A. §12023**  
**Report for the Period**  
**July 1, 2022, through June 30, 2023**

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

5 M.R.S.A. §12023 requires a report, for the period July 1, 2022, through June 30, 2023, 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, 42,961 transactions, totaling \$62.36 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 4.63% 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**

<b>Air Cleaning Specialists of New England</b>	<b>\$ 13,317</b>
- Sole sourced vendor to evaluate dust collection system based on proximity to college and ability to respond quickly to address indoor air quality concerns.	
<b>American Steel &amp; Aluminum</b>	<b>\$ 22,263</b>
- Evening cohort added requiring additional supplies for welding program. Thirty-two transactions, three greater than \$1,000.	
<b>Axis Business Solutions</b>	<b>\$ 31,831</b>
- Vendor sole sourced for anti-virus/anti-malware software used uniformly across the system.	
<b>City of Auburn</b>	<b>\$ 32,343</b>
- Hockey rink rental selected for proximity to college and police traffic control.	
<b>Coca-Cola Bottling Co.*</b>	<b>\$ 51,700</b>
- Soda purchased for resale.	
<b>Diversity Food Brands*</b>	<b>\$ 32,728</b>
- Food products purchased for resale.	
<b>Hari OM</b>	<b>\$213,750</b>
- Sole sourced hotel for proximity to campus and availability of rooms. College rented entire hotel to fulfill housing needs of students.	
<b>Hilton Garden Inn</b>	<b>\$ 10,598</b>
- Only hotel with capacity to handle attendance of annual meeting event in close proximity to the college.	
<b>Home Depot</b>	<b>\$ 35,305</b>
- Supplies purchased for maintenance department and multiple programs. One hundred forty-five transactions, six greater than \$1,000.	
<b>Lowe's</b>	<b>\$22,531</b>
- Supplies purchased for maintenance department and multiple programs. Eighty-two transactions, two greater than \$1,000.	
<b>MSC Industrial Supply</b>	<b>\$ 12,103</b>
- Supplies purchased for maintenance department and multiple programs as needed. Thirty transactions, one greater than \$1,000.	

<b>Northcenter Food Service*</b>	<b>\$144,233</b>
- Food products purchased for resale. Eighty-nine transactions, sixty-four greater than \$1,000.	
<b>Northeast Charter and Tour</b>	<b>\$ 57,654</b>
- Chartered transportation for national championship athletic tournaments and student services events. Fifteen transactions, all greater than \$1,000.	
<b>Original Pizza of Boston*</b>	<b>\$ 16,873</b>
- Food products purchased for resale. Twenty-three transactions, four greater than \$1,000.	
<b>Pepsi-Cola Company*</b>	<b>\$ 50,189</b>
- Soda purchased for resale.	
<b>Pine State Trading Company*</b>	<b>\$ 18,025</b>
- Food Products purchase for resale. Fourteen transactions, one greater than \$1,000.	
<b>Siemens Industry</b>	<b>\$ 29,569</b>
- Emergency HVAC repairs in Fortin Hall for boiler failure.	
<b>Stanley Elevator Company</b>	<b>\$ 11,597</b>
- Sole sourced vendor for testing and repairs to elevators. Contract in place for general maintenance.	
<b>Staples</b>	<b>\$ 32,859</b>
- Supplies purchased for multiple departments and programs. One hundred fifty-nine transactions, two greater than \$1,000.	
<b>Uline</b>	<b>\$ 20,697</b>
- Supplies purchased for maintenance department and multiple programs as needed. Eleven transactions, three greater than \$1,000.	
<b>Valley Distributors, Inc*</b>	<b>\$ 41,575</b>
- Food products purchased for resale. Sixty-seven transactions, five greater than \$1,000.	
<b>Wal-Mart</b>	<b>\$ 10,810</b>
- Supplies purchased for multiple departments and programs. One hundred nine transactions all less than \$1,000.	
<b>ZORO Tools</b>	<b>\$ 13,563</b>
- Supplies purchased for maintenance department. Thirty-three transactions, two greater than \$1,000.	

## EMCC

<b>Bell/Simons Companies</b>	<b>\$ 21,061</b>
- Supplies purchased for maintenance department and multiple programs as needed. Forty-two transactions all less than \$1,000.	
<b>Eastwood Contractors, Inc</b>	<b>\$ 20,847</b>
- Vendor sole sourced to correct parking lot flooding issues.	
<b>F.W. Webb Company</b>	<b>\$ 55,618</b>
- Supplies purchased for maintenance department and multiple programs as needed. Sixty-seven transactions all less than \$1,000.	
<b>G &amp; E Roofing Company</b>	<b>\$ 22,295</b>
- Emergency roof repairs to Katahdin, Schoodic and Maine Hall after winter storm.	
<b>Henry Schein, Inc</b>	<b>\$ 23,497</b>
- Various lab supplies purchased for multiple programs. Twenty-eight transactions, two greater than \$1,000.	
<b>Isimulate, LLC</b>	<b>\$ 11,980</b>
- Cardiac monitor, defibrillator, pacemaker, and ventilator sole sourced for consistency and compatibility with current equipment.	
<b>Lowe's</b>	<b>\$ 25,372</b>
- Supplies purchased for maintenance department and multiple programs. One hundred forty-two transactions, five greater than \$1,000.	
<b>Midwest Motor Supply Co.</b>	<b>\$ 10,863</b>
- Supplies purchased for maintenance department and multiple programs. Twenty-eight transactions, all less than \$1,000.	
<b>Maine Kenworth</b>	<b>\$ 13,723</b>
- Repairs for CDL trucks used statewide. Seven transactions, two greater than \$1,000.	
<b>NAPA Auto Parts of Bangor</b>	<b>\$ 16,545</b>
- Supplies purchased for maintenance department and multiple programs. One hundred twenty-seven transactions, one greater than \$1,000.	
<b>Technology Education Concepts</b>	<b>\$ 56,290</b>
- Vendor sole sourced for Hybrid and EV training module integration with our learning management system. This allows student to safely take actual Hybrid and Electric Vehicle measurements without the risk of electric shock.	

## KVCC

<b>American Time &amp; Signal Company</b>	<b>\$ 12,363</b>
- Vendor sole sourced for compatibility with existing equipment and ability to automatically manage time on network.	
<b>Bangor Steel Service</b>	<b>\$ 10,306</b>
- Various supplies purchased for welding programs. Ten transactions, four greater than \$1,000.	
<b>Bell/Simons Companies</b>	<b>\$ 15,091</b>
- Various supplies purchased for maintenance department and plumbing programs. Thirty-four transactions, two greater than \$1,000.	
<b>Bridgewell Resources Holdings, LLC</b>	<b>\$ 12,412</b>
- Only vendor that sells untreated line worker poles.	
<b>F.W. Webb Company, Inc.</b>	<b>\$33,474</b>
- Various supplies purchased for maintenance department and plumbing program. Sixty-two transactions, eight greater than \$1,000.	
<b>Home Depot<sup>1</sup></b>	<b>\$10,289</b>
- Various supplies purchased for maintenance department. Forty-two transactions, two greater than \$1,000.	
<b>Laerdal Medical Corporation</b>	<b>\$ 36,545</b>
- Vendor sole sourced for consistency of simulation equipment currently used in programs.	
<b>Macro Retailing</b>	<b>\$ 11,263</b>
- Supplies purchased for multiple programs. Thirty transactions, two greater than \$1,000.	
<b>MSC Industrial Supply</b>	<b>\$ 20,311</b>
- Various supplies purchased for maintenance department and multiple programs. One hundred transactions, one greater than \$1,000.	
<b>Otis Elevator, Inc.</b>	<b>\$ 13,274</b>
- Vendor sole sourced for service and repairs to Otis installed elevator.	
<b>Titan Mechanical, Inc</b>	<b>\$ 39,325</b>
- Emergency repairs for HVAC. Includes some non-emergency services.	

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<sup>1</sup> KVCC has reported Home Depot in FY21 through FY23. MCCA will discontinue reporting this procurement unless future circumstances warrant reporting.



NMCC

<b>Advance Stores Company<sup>2</sup></b>	<b>\$ 13,245</b>
- Purchases for automotive and maintenance departments. Two hundred three transactions, all less than \$1,000.	
<b>Coastal Auto Parts, Inc</b>	<b>\$ 46,324</b>
- Auto parts purchased by several departments, auto tech, diesel mechanics and auto collision. Two hundred twenty-two transactions, three greater than \$1,000.	
<b>Consolidated Electrical Distributors</b>	<b>\$ 15,694</b>
- Purchases for multiple departments and programs for various supplies. Sixty transactions, one greater than \$1,000.	
<b>Dysarts Service<sup>3</sup></b>	<b>\$ 37,608</b>
- Sole vendor that will deliver fuel to education site for mechanized logging program. Forty-seven transactions, four greater than \$1,000.	
<b>Employment Experts, Inc</b>	<b>\$ 16,408</b>
- Vendor sole sourced for ability to staff custodial positions.	
<b>F.W. Webb Company</b>	<b>\$ 13,498</b>
- Purchases for multiple departments and programs for various supplies. seventy-three transactions, all less than \$1,000.	
<b>Freightliner of Maine, Inc</b>	<b>\$ 21,711</b>
- Closest vendor to CDL training site that could perform repairs to trucks on site.	
<b>Honeywell International, Inc<sup>4</sup></b>	<b>\$ 28,528</b>
- Only vendor in the region who can service existing Honeywell HVAC controls used campus wide.	
<b>Lowe's</b>	<b>\$ 13,608</b>
- Purchases for multiple departments and programs for various supplies. Two hundred ninety-nine transactions, one greater than \$1,000.	
<b>Maine Kenworth, LLC</b>	<b>\$ 16,694</b>
- Repairs for CDL trucks used statewide. Sixteen transactions, five greater than \$1,000.	
<b>New England Communications</b>	<b>\$ 19,308</b>
- Sole sourced by IT department for Barracuda firewall security.	

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<sup>2 3 4</sup> NMCC has reported 2; Advanced Stores Company, 3; Dysarts Service, and 4; Honeywell Int'l in FY21 through FY23. MCCC will discontinue reporting this procurement unless future circumstances warrant reporting.

<b>S.W. Collins Company</b>	<b>\$ 23,166</b>
- Purchases for multiple departments and programs for various supplies. Sixty transactions, two greater than \$1,000.	
<b>Square Grove, LLC</b>	<b>\$ 16,019</b>
- Vendor supplies ergonomic sit/stand desks, sole sourced for consistency of furniture in place on campus.	
<b>Whited Truck Center</b>	<b>\$16,017</b>
- Closest vendor to CDL training site that could perform repairs to trucks on site.	
<b>Winsupply of Presque Isle Maine</b>	<b>\$ 12,986</b>
- Purchases for multiple departments and programs for various supplies. Eight-five transactions, all less than \$1,000.	
 <b>SMCC</b>	
<b>Donald G. Burton</b>	<b>\$ 87,467</b>
- Vendor DBA Future Tech Auto is the sole distributor of the high voltage discharging unit purchased for automotive technology program.	
<b>Hannaford</b>	<b>\$27,026</b>
- Food purchased for various academic programs, meetings and student events. One hundred twenty-six transactions, all less than \$1,000.	
<b>Maine Manufacturing Extension Partnership, Inc</b>	<b>\$ 22,250</b>
- Sole sourced instruction in Lean Manufacturing training required for BIW Manufacturing Tech and Welding Academy. SMCC faculty trained as co-facilitators of LEAN.	
<b>MaineHealth</b>	<b>\$287,687</b>
- 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.	
<b>Odorite Company</b>	<b>\$ 11,005</b>
- Supplies purchased for maintenance department. Twenty-three transactions, three greater than \$1,000.	
<b>Sherwin Williams</b>	<b>\$ 14,880</b>
- Supplies purchased for maintenance department. Forty-two transactions, two greater than \$1,000.	

## WCCC

**Automotive Video Innovation** **\$ 81,560**

- Vendor sole sourced as only provider of actual production vehicle modified for classroom use, loaded with remote acute real-world faults and meets the need of the curriculum of the program.

**Edsights, Inc** **\$ 14,175**

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

**Faro Technologies, Inc** **\$ 59,276**

- Vendor sole sourced for ability to provide Faro scanner to non-law enforcement agency.

**Gaumard Scientific Co.** **\$ 53,925**

- Vendor sole sourced for compatibility to simulation equipment currently used in lab.

**Maine Fire Protection Systems** **\$ 15,150**

- Emergency repairs to sprinkler system and backflow check after alarm tripped.

**Mechanical Services, Inc** **\$ 16,743**

- Sole sourced for emergency HVAC repairs to provide heat.

**Visiplex, Inc** **\$ 29,291**

- Vendor sole sourced to provide audio and visual emergency alert system on campus based on ability to provide radio frequency.

## YCCC

**Basic Automation Integrators, Inc** **\$ 10,430**

- Sole sourced building HVAC control system software upgrade based on proprietary nature of software.

**Blue Icon Advisors, LLC** **\$ 68,156**

- Vendor sole sourced for specific expertise in Financial Aid process and regulations. Both Financial Aid positions were vacant during the period of engagement.

**Financial Aid Services, LLC** **\$ 55,012**

- Vendor sole sourced for specific ability to provide temporary staff for Financial Aid positions. Both Financial Aid positions were vacant during the period or engagement.

<b>Home Depot</b>	<b>\$ 12,120</b>
- Supplies and equipment for maintenance department and academic programs. Thirty-seven transactions, all less than \$1,000.	
<b>IDEXX Distribution, Inc.</b>	<b>\$ 25,850</b>
- Sole sourced based on utilization of analyzer equipment by Maine veterinarians and vendor provided an educational discount on equipment.	
<b>Isimulate, LLC</b>	<b>\$ 11,080</b>
- Sole sourced for continuity of equipment used in program.	
<b>Minuteman Security Technologies, Inc</b>	<b>\$ 17,668</b>
- Equipment competitively bid. Service and repairs not included in procurement and are proprietary in nature.	
<b>MSC Industrial Supply</b>	<b>\$ 22,117</b>
- Various educational supplies purchased as required. Forty-one transactions, seven greater than \$1,000.	
<b>Summit Manufacturing Systems, LLC</b>	<b>\$156,018</b>
- Sole sourced based on consistency and compatibility of existing equipment.	
<b>Thayer Corporation</b>	<b>\$ 19,966</b>
- Emergency repairs to HVAC system after fire. Trouble shooting and other repairs not included in maintenance agreement at time of procurement.	
<b>Troiano's Waster Services, Inc</b>	<b>\$ 15,021</b>
- Extension of original contract for waste removal due to vendor handling waste from ongoing renovation.	
<b>W.H. Demmons, Inc</b>	<b>\$ 15,255</b>
- Emergency repairs to roof and HVAC system.	

**SYSTEM OFFICE**

<b>Readspeaker, LLC<sup>5</sup></b>	<b>\$ 10,995</b>
- Only Text-to-Speech service that can directly integrate into Brightspace, D2L online learning platform.	

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<sup>5</sup> System Office has reported Readspeaker in FY21 through FY23. M CCS will discontinue reporting this procurement unless future circumstances warrant reporting.

## **"Contributions" Greater than \$1,000**

5 M.R.S.A. §12023 requires a report, for the period July 1, 2022, through June 30, 2023, 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**

Accreditation Commission for Education in Nursing	\$2,875.00
American Collegiate Hockey Association	\$1,442.00
American Association of Community Colleges	\$6,466.04
Council for Opportunity in Education	\$3,300.00
Eastern College Athletic Association	\$1,779.17
Lewiston-Auburn Metropolitan Chamber of Commerce	\$4,235.00
Lyrasis-Waldo--New York Times	\$2,168.42
National Community College Benchmarking	\$1,250.00
National Association of Financial Aid Administrators	\$1,498.00
National League for Nursing	\$1,105.02
US Collegiate Athletic Association	\$6,000.00
Yankee Small College Annual Conference Dues	\$3,249.50

### **EMCC**

American Association of Community Colleges	\$4,024.00
American Welding Society	\$1,360.00
Council for Opportunity in Education	\$3,300.00
National Association of Student Financial Aid Administrators	\$1,602.00
New England Commission of Higher Education	\$13,757.00

### **KVCC**

American Association of Community Colleges	\$5,240.00
Commission on Accreditation of Allied Health Education Programs	\$1,000.00
Council for Opportunity in Education (COE)	\$3,425.00
Maine Campus Compact	\$3,650.00
National Association of Student Financial Aid Administrators	\$1,995.00
National Council for State Authorization Reciprocity Agreements	\$2,000.00
National League of Nursing	\$1,245.00
New England Commission of Higher Education	\$11,883.00

ONLINE Learning	\$1,650.00
ONINE Learning Consortium	\$1,530.00

### **NMCC**

Accreditation Council for Business Schools & Programs	\$2,950.00
American Association of Community Colleges	\$1,880.00
Council for Opportunity in Education	\$3,300.00
Eastern College Athletic	\$1,600.00
National Association for Student Financial Aid Administrators	\$1,774.00
National Council for State Authorization Reciprocity Agreements	\$2,000.00
National League for Nursing	\$1,530.00
New England Commission of Higher Education	\$9,885.00
TALKLIFE LTD	\$2,250.00

### **SMCC**

American Association of Collegiate Registrars & Admissions Officers	\$1,420.00
Accreditation Commission for Education in Nursing	\$2,875.00
American Association of Community Colleges	\$8,751.00
American Culinary Federation Inc	\$1,120.00
American Society of Composers, Authors, and Publishers	\$1,305.40
Commission on Accreditation of Allied Health Education Programs	\$1,850.00
Committee on Accreditation for the EMS Professions	\$1,700.00
Commission On Accreditation for Respiratory Care	\$2,300.00
Council For Opportunity in Education	\$3,700.00
Joint Review Committee on Education	\$3,795.00
Maine Campus Compact	\$6,150.00
Medical Assisting Education Review Board	\$1,500.00
North American Fire Training Directors	\$1,500.00
National Association of Student Financial Aid Administrators	\$2,199.00
National Academic Advising Association (Nacada)	\$1,325.00
National League for Nursing	\$2,210.00
National Council for State Authorization Reciprocity Agreements	\$4,000.00
NE Regional Computing Program, Educause (Nercomp)	\$1,174.50
New England Commission of Higher Education	\$16,537.00
UT National Institute for Staff and Organizational Development (Ut Nisod)	\$1,200.00
Visit Portland	\$2,083.00

## WCCC

American Association of Community Colleges	\$1,502.00
Council for Opportunity in Education	\$3,600.00
Maine Infonet	\$4,000.00
National Association of Student Financial Aid Administrators	\$1,360.00
National Council for State Authorization Reciprocity Agreements	\$2,000.00
New England Commission of Higher Education	\$8,750.00
St. Croix Chamber of Commerce	\$4,000.00
United States Collegiate Athletic Association	\$3,000.00

## YCCC

American Library Association	\$2,698.00
Keith RN – nursing membership	\$1,095.00
National Association of Collegiate E-Sports	\$2,500.00
National Association of Student Financial Aid Administrators	\$1,561.00
National Council for State Authorization Reciprocity Agreements	\$2,000.00
New England Commission of Higher Education	\$9,595.00
Presto Sports – membership	\$3,281.00
United States Collegiate Athletic Association	\$6,000.00
Yankee Small College Conference - membership	\$3,950.00

## System Office – system wide

American Association of Community Colleges	\$1,550.00
American Council on Education	\$1,769.00
Maine State Chamber of Commerce	\$1,080.00
Maine State Chamber of Commerce DC Fly-In sponsorship <sup>6</sup>	\$1,000.00
National Association of Colleges & University Attorneys	\$2,070.00
National Association of Colleges & University Business Officers	\$1,936.00

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<sup>6</sup> 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, 2022, through June 30, 2023, to MCCA policies and procedures required by 5 M.R.S.A. §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.