



OFFICE OF THE PRESIDENT
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January 28, 2021

Honorable Ryan Fecteau
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 Fecteau 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, 2019 through June 30, 2020 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 opportunities 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", written over a white background.

David Daigler
President

MCCS 5 M.R.S.A. §12023
Report for the Period
July 1, 2019 through June 30, 2020

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

5 M.R.S.A. §12023 requires a report, for the period July 1, 2019 through June 30, 2020, 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 use customary prudence and care to ensure that the System secures the best-known 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, 36,700 transactions, totaling \$42.77 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 3% 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

Bonney Staffing, Inc. \$14,529

- Research for temporary workers resulted in vendor offering the most qualified temporary maintenance workers.

Johnson Controls Fire Protection \$11,492

- Vendor is only dealer in Northeast offering sales and service for Simplex control panels currently used campus-wide.

Napa Auto Parts, Inc. \$20,542

- Contract in place with vendor for purchases greater than \$1,000. Vendor is only supplier that will deliver to CMCC within one hour of order. Additional miscellaneous parts and supplies purchased for automotive program and maintenance as needed. Three hundred thirty-four transactions all less than \$1,000.

Nason Mechanical Systems \$12,956

- \$2,708 for necessary plumbing repairs. \$10,248 miscellaneous maintenance and equipment repairs. Nineteen transactions less than \$1,000 and one transaction greater than \$1,000.

Pepsi-Cola Company* \$65,821

- Soda purchased for resale in cafeteria.

Robert Half International \$79,785

- Vendor specializes in accounting and mid-management level positions and was able to meet immediate placement of Accountant Temp.

EMCC

Bell/Simons Companies¹ \$11,644

- Competitive bid process used by some departments. Multiple departments order supplies. Thirty-four transactions all less than \$1,000.

¹ EMCC has reported Bell Simmons Companies in the FY18 through FY20. MCCC will discontinue reporting this procurement unless future circumstances warrant reporting.

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| Bonney Staffing, Inc. | \$12,437 |
| <ul style="list-style-type: none"> - Research resulted in vendor offering the most qualified temporary workers. RFP issued late and contract is now in place. | |
| Eastwood Contractors, Inc. | \$23,434 |
| <ul style="list-style-type: none"> - Emergency repairs to broken water main and installation of new fire hydrant valve in gymnasium. | |
| F W Webb Company, Inc. | \$12,612 |
| <ul style="list-style-type: none"> - Materials and supplies purchased for welding program and maintenance department. RFP will be issued for future purchases. Forty transactions all less than \$1,000. | |
| Horizon Solutions, LLC | \$18,508 |
| <p>Sole source distributor for Rockwell Automation supplies. The electrical program standardized on this brand and one other based on feedback from the advisory committee. Vendor offers educational discount which results in significant savings. Other departments within the college use vendor and a campus-wide RFP will be issued for future purchases. One hundred six transactions all less than \$1,000.</p> | |
| J C Electrical & HVAC, LLC | \$10,465 |
| <ul style="list-style-type: none"> - Labor and material for duct work and boiler service. RFP for future purchases completed in FY21. | |
| J H Technologies, Inc. | \$36,517 |
| <ul style="list-style-type: none"> - Replaced microscopes in microbiology lab with scopes that make use of modern phase contract technology and have networkable microscope cameras. Only vendor that met specifications and gave educational discount with proprietary software at no cost. | |
| Maine Kenworth, LLC | \$13,648 |
| <ul style="list-style-type: none"> - Only authorized dealer in area to provide service and repairs to Kenworth trucks for diesel truck and heavy equipment program. | |
| S J Rollins Technologies, Inc. | \$92,691 |
| <ul style="list-style-type: none"> - IT department was in transition and staff were unable to maintain operations at the level needed. No other local vendor with the technical capacity to provide on-site services of sufficient technical depth and for the duration needed. | |

KVCC

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| Advance 1 Cleaning Services, Inc. | \$13,323 |
| - Emergency cleaning service due to COVID-19 and flooding in Frye Building. | |
| Clean O Rama | \$11,270 |
| - Emergency COVID-19 cleaning supplies and essential inventory for janitorial department. Twelve transactions less than \$1,000 and two transactions greater than \$1,000. | |
| Hampden Engineering Corporation | \$47,703 |
| - Only vendor that builds compatible electric motors and equipment to existing training stations for electrical program. | |
| Home Depot Credit Services | \$11,934 |
| - Supplies ordered for nursing and science programs labs and campus repairs. Pricing was compared to Lowes when ordering. Thirty-four transactions less than \$1,000 and two transactions greater than \$1,000. | |
| Horizon Solutions, LLC | \$18,825 |
| - Horizon Solutions is the only vendor who provides equipment to create motor control training stations compatible with existing stations used in electrical program. Vendor offers educational discount which results in significant savings. Ten transactions less than \$1,000 and two transactions greater than \$1,000. | |
| Hydron, Inc. | \$18,556 |
| - Only vendor certified to repair Buckingham climbing belts used in lineworker program. | |
| Lockdown Securities, Inc. | \$11,394 |
| - Vendor is only manufacturer of Universal Fabricator that reduces need to purchase multiple tools for various programs resulting in significant savings. | |
| Maine Paper & Janitorial Products | \$13,540 |
| - Supplies ordered for janitorial services. Twenty-four transactions less than \$1,000, two transactions greater than \$1,000. RFP for future purchases completed in FY21. | |

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| Native Maine Produce | \$11,300 |
| <ul style="list-style-type: none"> - Organic produce used in culinary program. Vendor allows college to purchase small quantities. Fifty-two purchases, all less than \$1,000. RFP will be issued for future purchases. | |
| NLC Ink, LLC | \$13,559 |
| <ul style="list-style-type: none"> - Purchases to facilitate KVCC Open House. Local vendor that requires no minimum order. Five transactions less than \$1,000, five transactions greater than \$1,000. | |
| NMCC | |
| Anatamage, Inc. | \$77,240 |
| <ul style="list-style-type: none"> - Research resulted in vendor to supply 3-D tool to image the human body. Product compatible with unique needs of the nursing program. | |
| Coastal Auto Parts, Inc. ² | \$14,824 |
| <ul style="list-style-type: none"> - Parts and supplies used in automotive program. One hundred fifty-one transactions less than \$1,000 and two transactions greater than \$1,000. RFP will be issued for future purchases. | |
| Full Measure Education | \$18,500 |
| <ul style="list-style-type: none"> - Collaborative research was done to find other vendors with similar options. Vendor was only company that could offer complete application platform used to communicate to student base preferred mobile device. Year two of three-year contract. | |
| J P Rivard Trailer Sales, Inc. | \$17,000 |
| <ul style="list-style-type: none"> - Price comparison used to purchase two Great Dane trailers. | |
| P & E Distributors ³ | \$22,995 |
| <ul style="list-style-type: none"> - Grounds keeping supplies competitively bid. \$19,541 for cleaning supplies and protective equipment purchased due to COVID-19. Thirty-six transactions less than \$1,000 and seven transactions greater than \$1,000. | |

² NMCC has reported Coastal Auto Parts, Inc. in the FY18 through FY20. MCCC will discontinue reporting this procurement unless future circumstances warrant reporting.

³ NMCC has reported P&E Distributors in the FY18 through FY20. MCCC will discontinue reporting this procurement unless future circumstances warrant reporting.

Presque Isle Country Club \$15,279
- Rental of commercial kitchen during commons renovations. Selection based on availability within proximity.

SAD 29 \$18,746
- Rental of local facility to conduct NMCC classes through a contract with Houlton Adult Education. Facility had the technology and set-up needed for classroom instruction.

Springtide Inc. \$25,290
LifeFlight of Maine is the partner for this MQC project. LifeFlight has a specific curriculum for training employees and they utilize Springtide Inc. who provide the instruction on critical care transport services to LifeFlight of Maine. LifeFlight has a direct relationship with Springtide.

Technical Education Products, Inc. \$58,230
- Robotic arm purchased for precision metal manufacturing program. Industry standard is FANUC and Technical Education Products is the only authorized distributor of robotic arms compatible with FANUC for this area.

Traction-Genuine Parts Company \$14,688
- Purchases for automotive and maintenance departments as needed and parts for diesel hydraulics program. RFP will be issued for future purchases. One hundred forty-nine transactions less than 1,000 and one transaction greater than 1,000.

Trident Machine Tools, Inc. \$21,144
- Vendor is only authorized dealer for equipment compatible with existing HAAS machinery used in precision metals manufacturing program.

SMCC

Formlabs \$11,612
- 3-D Printer purchased to fabricate COVID-19 ventilator parts. Faculty worked with Maine Medical Center on ventilator manifold project. Formlabs 3D printer was only known printer that was effective given the design tolerances. Acting in the interest of public health, it was sole sourced and purchased to expedite the manufacturing process.

Isimulate, LLC \$27,960
- Simulator equipment for health sciences program which matches existing simulators used in the program.

Maine Paper & Janitorial Products \$17,791
- Supplies purchased for emergency COVID-19 cleaning and sanitizing.

Textmagic.com \$10,400
- Texting to student mobile device platform was originally purchased a few years ago. When the pandemic hit, the platform was pushed out to additional college departments to facilitate communicating with students.

WCCC
- There were no reportable procurements identified for Washington County Community College.

YCCC

Masters Precision, Inc. \$37,629
- Vendor is supplier of current CMM Machine and uses Aberlink software. Sole sourced for consistency of software in current curriculum. Aberlink is used by many manufacturers and is an industry standard for quality control.

CDW Government, Inc. \$10,185
- Only vendor that could supply laptops and i-Pads for employees due to urgent campus-wide COVID-19 shut down.

I B Controls, Inc. \$11,865
- Miscellaneous repairs to campus-wide HVAC system. Six transactions less than \$1,000 and three transactions greater than \$1,000. RFP will be issued for future work.

SYSTEM OFFICE

Chmura Economics and Analytics, LLC \$29,679
- Analytics for Maine Quality Center programs, this career exploration platform interfaces with Jobs EQ software used to identify employment, occupation and job trends.

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

5 M.R.S.A. §12023 requires a report, for the period July 1, 2019 through June 30, 2020, 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

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| American Association of Community Colleges | \$ 6,028 |
| Council for Opportunity in Education | \$ 2,950 |
| Eastern College Athletic Association | \$ 1,300 |
| Lewiston-Auburn Metropolitan Chamber of Commerce | \$ 3,500 |
| National Association of Collegiate Esports | \$ 2,500 |
| National Association of Student Financial Aid Administrators | \$ 1,510 |
| National Conference for State Authorization Reciprocity Agreements | \$ 2,000 |
| New England Commission of Higher Education | \$12,770 |

EMCC

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| American Association of Community Colleges | \$ 4,024 |
| American Council on Education | \$ 2,448 |
| Council for Advancement and Support of Education | \$ 1,000 |
| Council for Advancement and Support of Education - FY21 | \$ 1,000 |
| Council for Opportunity in Education | \$ 3,250 |
| National Association of Student Financial Aid Administrators | \$ 1,632 |
| National Council for State Authorization Reciprocity Agreements | \$ 2,000 |
| New England Commission of Higher Education | \$11,935 |

KVCC

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| American Association of Community Colleges | \$ 4,209 |
| Accreditation Council for Business Schools and Programs | \$ 2,600 |
| Council for Opportunity in Nursing | \$ 2,950 |
| Maine Campus Compact | \$ 3,650 |
| Maine Info Net Collaborative | \$ 1,200 |
| National Association of Student Financial Aid Administrators | \$ 1,497 |
| National League of Nursing | \$ 1,200 |
| National Council for State Authorization Reciprocity Agreements | \$ 2,000 |
| New England Commission of Higher Education | \$11,366 |
| Online Learning Consortium | \$ 1,440 |

NMCC

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|---|----------|
| Accreditation Council for Business Schools and Programs | \$ 2,600 |
| Council for Opportunity in Education | \$ 2,950 |
| National Council for State Authorization Reciprocity Agreements | \$ 2,000 |
| National League for Nursing | \$ 1,201 |
| New England Commission of Higher Education | \$10,118 |
| Northern Maine Development Commission | \$ 2,500 |

SMCC

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| American Association of Collegiate Registrars and Admissions Officers | \$ 1,280 |
| Academy of Nutrition and Dietetics | \$ 2,075 |
| Accreditation Commission for Education in Nursing | \$ 2,875 |
| Accrediting Bureau of Health Education Schools | \$ 3,200 |
| American Association of Community Colleges | \$ 8,333 |
| American Culinary Federation, Inc. | \$ 1,520 |
| American Society of Composers, Authors and Publishers | \$ 1,669 |
| Committee on Accreditation of Educational Medical Services Professions | \$ 1,700 |
| Commission on Accreditation for Respiratory Care | \$ 2,100 |
| Council for Opportunity in Education | \$ 3,250 |
| JCERT Joint Review Committee on Education | \$ 2,270 |
| Maine Campus Compact | \$ 6,150 |
| North American Fire Training Directors | \$ 1,000 |
| National Association of Student Financial Aid Administrators | \$ 1,714 |
| National Association of Student Personnel Administrators | \$ 1,131 |
| National Institute for Staff and Organizational Development | \$ 2,150 |
| National League for Nursing | \$ 2,505 |
| National Council for State Authorization Reciprocity Agreements | \$ 4,000 |
| Northeast Regional Computing Program, Inc. | \$ 1,134 |
| New England Commission of Higher Education | \$15,818 |
| Pine Tree Admissions Consortium | \$ 1,600 |
| Portland Regional Chamber of Commerce | \$ 5,000 |
| University of Southern Maine Consortium | \$ 1,650 |
| United States Collegiate Athletic Association | \$ 6,000 |
| Yankee Small College Conference | \$ 3,250 |

WCCC

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|---|----------|
| American Association of Community Colleges | \$ 1,502 |
| American Boat and Yacht Council | \$ 5,499 |
| Council for Opportunity in Education | \$ 2,950 |
| New England Commission of Higher Education | \$ 8,578 |
| Phi Theta Kappa Honor Society | \$ 1,200 |
| St. Croix Valley Chamber of Commerce ⁴ | \$ 2,000 |

⁴ Sponsorship of local event generating valuable marketing opportunity.

YCCC

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| American Association of Community Colleges | \$ 2,698 |
| National Council for State Authorization Reciprocity Agreements | \$ 2,000 |
| National Association of Student Financial Aid Administrators | \$ 1,010 |
| New England Commission of Higher Education | \$ 9,177 |

System Office – system wide

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| Achieving the Dream, Inc. ⁵ | \$30,000 |
| American Association of Community Colleges | \$ 1,500 |
| American Council on Education | \$ 1,700 |
| Council for Adult and Experiential Learning | \$ 3,250 |
| Maine Science Festival ⁶ | \$ 5,000 |
| Maine State Chamber of Commerce | \$ 1,080 |
| National Association of College and University Attorneys | \$ 2,309 |
| National Association of College and University Business Officers | \$ 1,850 |

⁵ Membership funded by the Kresge Foundation. Participation in the ATH network supports improved retention system wide.

⁶ 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, 2019 through June 30, 2020 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.