

# M.C.C.A.

Stephen Gorden, President  
Cumberland County

Michael Cote, Vice President  
York County

William Blodgett, Secretary-Treasurer  
Lincoln County

Lauren Haven  
Office Manager



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## MAINE COUNTY COMMISSIONERS ASSOCIATION

Order of Business for July 8, 2020 MCCA Zoom Board Meeting at 10:00 am.

- I. Call to Order
- II. Roll Call
- III. Approval of the Agenda
- IV. Approval of the Minutes
- V. Officer Reports:
  - a. Financial Report, Lauren Haven
  - b. NACo: National Legislation, Peter Baldacci –  
Federal Bill - potential county funding w/ Charles Pray?
- VI. Committee Reports
  - a. Standing Committees:
    - i. Legislative Committee - Amy Fowler, Chr
      1. w/ Norm Fournier: Explain the (Draft) Lobbyist RFP and the reason for the proposed dates
      2. Legislative Activity - Charles Pray
      3. The Legislative Committees that affects Counties, Charles Pray
      4. Do we have any legislation we wish to propose?
    - ii. Professional Committee - Mike Cote
      1. MCCA State Convention sub-committee
        - a. Announcement of dates & location
        - b. Sub-committee members
      2. Volunteers for updating MCCA governing Docs?
    - iii. Risk Pool Agency - Norm Fournier w/ Malcolm - announcements?
    - iv. Affiliate Association Committee: Do any of our Affiliated Associations have reports?
    - v. Other
  - b. Ad Hoc Committees (none at this time)
- VII. Special Orders  
Usually items become special orders or general orders by adoption of the motion to postpone.
- VIII. Unfinished Business
- IX. New Business
- X. Remarks for Good of the Association - This time is set aside for members to offer comments without formal motions about the MCCA, this is usually when intentions and resolutions may be brought forward for the body to hear without action.
- XI. Adjournment

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## MAINE COUNTY COMMISSIONERS ASSOCIATION

### Board of Directors' Meeting Minutes

MCCA Zoom Conference, June 10<sup>th</sup>, 2020

#### I. Introductions and Board of Directors' Meeting Minutes 5-13-20

MCCA Vice President Michael Cote called the meeting to order. Attendees announced themselves. Comm. Baldacci moved to accept the May meeting minutes. Admin. Carrie Kipfer requested to be added to the meeting attendee list. The motion was **seconded** by Comm. Blodgett and the motion **passed** unanimously.

##### DIRECTORS PRESENT:

Aroostook – Comm. Norman Fournier  
Cumberland – Comm. Steve Gorden  
Hancock – Admin. Scott Adkins proxy for Comm. William Clark  
Kennebec – Admin. Bob Devlin proxy for Comm. George Jabar  
Knox – Comm. Sharyn Pohlman  
Lincoln – Comm. William Blodgett  
Oxford – Admin. Tom Winsor proxy for Comm. Steven Merrill  
Penobscot – Comm. Peter Baldacci  
Piscataquis – Comm. Wayne Erkkinen  
Sagadahoc – Comm. Brian Hobart  
Somerset – Admin. Dawn DiBlasi proxy for Comm. Newell Graf  
Waldo – Comm. Amy Fowler  
Washington – Comm. Chris Gardner  
York – Comm. Michael Cote

##### OTHERS PRESENT:

Lincoln – Admin. Carrie Kipfer  
Piscataquis – Admin. Mike Williams  
Sagadahoc – Admin. Pam Hile  
Somerset – Comm. Robert Sezak  
MACCAM – Admin. Bill Collins

##### DIRECTORS ABSENT:

Androscoggin – Comm. Noel Madore  
Hancock – Comm. William Clark  
Kennebec – Comm. George Jabar  
Oxford – Comm. Steven Merrill  
Somerset – Comm. Newell Graf

##### STAFF PRESENT:

Risk Pool Manager Malcolm Ulmer  
Office Manager Lauren Haven

## II. Executive Committee Officers

Vice President Mike Cote asked Comm. Norm Fournier to speak on behalf of the Nominating Committee. The Nominating Committee which included Comm. Fournier, Comm. Blodgett, and Comm. Baldacci made the recommendation to nominate Comm. Stephen Gorden to MCCA president for the remainder of 2020. Comm. Cote asked the group if there were any other nominations to consider. Hearing none, Comm. Hobart moved to cease nominations, seconded by Comm. Fowler and the motion passed with no objections. Comm. Fournier moved to elect Comm. Gorden to serve as the MCCA president. Comm. Hobart seconded the motion and it passed unanimously. Comm. Cote stated he would remain in his position as Vice President. All thanked Comm. Cote for filling in during the absence of a president.

President Stephen Gorden graciously accepted the position, saying a few words to the meeting attendees. He then proceeded with the remaining agenda topics.

## III. MCCA Organizational Structure

There were two items under this topic: the results of the organizational structure survey, and consideration of the legislative coverage proposal submitted by former Executive Director, Charles Pray.

President Steve Gorden presented a summary of the results of the organizational structure survey. There were 22 completed forms submitted including 17 surveys from commissioners. The overall opinion revealed participants were not strongly in favor of hiring a full-time, or a part-time executive director. However, participants generally leaned toward hiring a part-time lobbyist who would work the necessary hours during the active legislative session and who would provide little or no coverage during times when there was little or no legislative activity. President Gorden stated a change in the office manager position might be in order as the survey results reflected eight participants in favor, and ten who might be in favor of a change. There were also many helpful overall comments and ideas about staffing.

During the open discussion, the group seemed to agree the history of MCCA showed members of the organization were not likely to be happy with an executive director who was charged with providing lobbying services for the Association. If a lobbyist needed to be hired, it would be important to develop guidelines for the contract before requesting proposals and estimates from individual lobbyists and lobbying firms. Also, the Board might consider a two-year contract with higher monetary compensation for the first session when more hours would be required. Comm. Baldacci moved to request the Executive Committee create an org chart for the Board to consider as well as an outline of expectations for a prospective lobbyist. The motion was seconded by Comm. Gardner and the motion passed unanimously. President Gorden agreed to hold a meeting of the Executive Committee to create a document draft which would be forwarded to all the Board members for comment.

The Executive Committee met on Monday June 8<sup>th</sup> to discuss the lobbying proposal submitted by Mr. Pray. The group discussed negotiating several points in the contract to make it a better fit for MCCA. Some of these included an end date of September 25<sup>th</sup>, a price cap of \$9,000, pre-approval for lodging and meals, no charge for drive time, and the wording changed from, “a minimum of ten (10) hours per week” to, “not to exceed eight (8) hours per week”.

There was some question if lobbying coverage was needed for the summer. Even though the legislature was not currently holding public hearings and meetings, there was activity. The Appropriations and Financial Affairs Committee had met twice recently, and MCCA might need representation as there is 150 million dollars in federal funding not yet distributed. Funds are earmarked for county and towns but \$9,000 is a likely to be a wise investment to continue to have county interests represented. Comm. Baldacci moved to accept the revised legislative coverage proposal if Mr. Pray agreed to the contract changes. The motion was seconded by Comm. Cote and the motion passed with Somerset County and Washington County in opposition.

## IV. Reopening Business and COVID-19 (No discussion took place on this topic.)

## V. Financial Reports

Office Manager Lauren Haven presented the May financial reports. There was not much to note aside from the deposit of the funds approved for the Paycheck Protection Program (PPP) in the amount of \$26,972. New legislation had been passed (The PPP Flexibility Act) regarding the guidelines for utilizing the funds. One significant change was the allotted funds could now be used through the end of the year. If MCCA spends the money on the office manager's salary, the loan forgiveness requirement of 75% usage for payroll will be met. Not all meeting participants were in favor of utilizing these funds. Comm. Gardner commented the loss of revenue due to COVID-19 was not enough to warrant MCCA participation in the program. He requested a breakdown of MCCA's loss of revenue from Finance Committee Chair Norm Fournier. Others commented it is the Board's fiduciary responsibility to take advantage of such programs as the association supports county government thus benefiting taxpayers.

After the discussion, Lauren invited questions about the reports. As none were posed, Comm. Baldacci **moved to accept the financial reports, seconded by Comm. Fowler and the motion passed without opposition.**

## VI. Legislative Policy Committee (There was no further discussion on this item.)

## VII. Stakeholders Advisory Group (Rx Abuse Leadership Initiative)

Comm. Wayne Erkkinen had been selected to participate the Stakeholders Advisory Group on May 14<sup>th</sup> and May 21<sup>st</sup>. No report about the meeting was given, however, audio recordings are available on the COVID-19 page here: <https://www.courts.maine.gov/covid19.shtml>.

## VIII. 2021 Convention of Maine Counties

Office Manager Lauren Haven presented the new 2021 contract proposal from Sunday River. If accepted, the 2020 conference deposit would be transferred to the next year. Beyond the loss of expected revenue in the budget, the band hired for 2020 filed for bankruptcy, therefore the \$1,200 already paid would not be refunded.

President Steve Gorden requested the Board of Directors wait to consider this contract until the Executive Committee developed a plan for next steps for the organization.

## IX. Other Business

No other business was brought before the Board.

## X. Adjournment

MCCA President Steve Gorden invited a **motion to adjourn at approximately 11:55 a.m. Comm. Baldacci made the motion seconded by Comm. Hobart, and the motion was approved.** The group adjourned.

Respectfully submitted,

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MCCA Office Manager, Lauren Haven

Attested:

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MCCA Secretary-Treasurer, Comm. William Blodgett

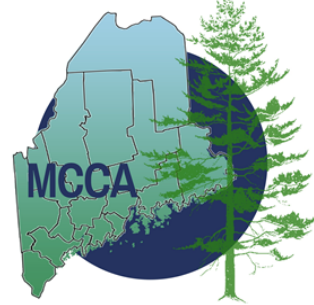
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Maine County Commissioners Association  
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Augusta, ME 04330  
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## MAINE COUNTY COMMISSIONERS ASSOCIATION CONTRACT AGREEMENT

This Contract is made and entered into this 10th day of June 2020 between the Maine County Commissioners Association (hereafter called MCCA) and Charles Pray (hereafter called Contractor) pursuant to these terms and conditions:

- A. Whereas, the MCCA wishes to contract the services of Contractor; and
- B. Whereas, the MCCA and Contractor desire to provide for certain services; and
- C. Whereas Contractor wishes to accept the following under the terms and conditions stated herein.

Now, therefore, in consideration of the mutual covenants contained herein, and intending to be legally bound hereby, the MCCA and Contractor agree to the following:

**FOR THE ELECTRONIC PARTICIPATION:** There will be a charge rate of \$55.00 per hour, recorded in 15 minutes increments, not to exceed eight (8) hours per week without the approval of the MCCA President. All time will be recorded which will include conversations, meetings, including meetings and calls, with the MCCA, its members and committees, staff, County officials, including Commissioners, Sheriffs, Probate, Deeds, MACCAM, as well as Executive branch personnel, Legislative and Judicial representatives.

Weekly, a written document shall be submitted by the contractor reporting on all the legislative activity affecting the MCCA; specifically, the positions put forth in the name of the MCCA and accounting for the opposing organizations' views.

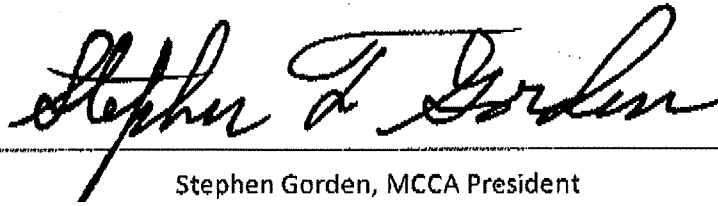
**FOR A NEED TO TRAVEL:** For an in-person meeting in Augusta or other locations, approved by the MCCA President, for addressing business in the interest of County governing, the charge rate of \$75.00 per hour will apply, recorded in 15 minute increments, plus related expenses such as meals and lodging at the Legislative rate of \$38.00 for lodging and \$32.00 for meals, \$70.00 per day, plus mileage, at the federal rate of \$57.5 cents per mile. Travel time hours will not be charged.

Contractor would participate and report in MCCA monthly meetings, LPC calls as they are called, as well as regular calls with the Officers and MCCA staff as directed by the MCCA President.

This Contract would be from June 15, 2020 to September 25, 2020. Total Contract would not exceed \$9,000 and can only be increased with MCCA Board approval.

IN WITNESS WHEREOF, and intending to be legally bound, the parties have, in good faith, executed this Contract the day and year above written.

6-10-2020



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DATE

Stephen Gorden, MCCA President

6-10-2020



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DATE

Charles Pray, Contractor

# **MAINE COUNTY COMMISSIONERS ASSOCIATION**

## **June 2020 Financial Report**

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Attached please find the financial reports for the month of June 2020. The Balance Sheet shows total assets and liabilities at \$160,721.93. This amount includes \$12,446 from the money market account for MainePERS employer contributions.

Debits to the bank account in June totaled \$11,284.45 and receipts of \$1,202 were credited to the account. The debits were from normal operating expenses during the month and the purchase of the new firewall to replace the expired unit. The credit was from the NACo endorsements. Most of the financial reports are based on accrual. Please note the Profit & Loss report reflects an additional \$3,000 in the "4400-00 Other Income" field. This revenue is funding from the RALI grant for a drug abuse education project. MCCA is working with NAMI to develop and distribute a brochure on the topic which will be made available for member counties to hand out.

The general fund checking account balance as of June 30<sup>th</sup> was \$144,972.51 as some transactions had not yet cleared.

Additional details of financial transactions appear in the *Profit & Loss Budget vs. Actual, Transaction Detail, Expenses by Vendor*, and *Profit & Loss Previous Year Comparison* reports. Please don't hesitate to contact me with any questions and please let me know if you would like to see anything presented differently in the financial reports.

Respectfully submitted,



Lauren Haven  
Office Manager

Accepted by:

Date: July 8, 2020

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Michael Cote, Vice-President

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William Blodgett, Secretary-Treasurer

# Maine County Commissioners Association

## Balance Sheet (accrual)

As of June 30, 2020

	June 2020
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000-00 · Bank and Cash Accounts	
1010-00 · MCCA Checking-Savings Bank	144,972.51
1020-00 · Money Market Account	12,446.42
1030-00 · Petty Cash Account	200.00
<b>Total 1000-00 · Bank and Cash Accounts</b>	<b>157,618.93</b>
<b>Total Checking/Savings</b>	<b>157,618.93</b>
<b>Accounts Receivable</b>	
1300-00 · Receivables	2,517.00
<b>Total Accounts Receivable</b>	<b>2,517.00</b>
<b>Total Current Assets</b>	<b>160,135.93</b>
<b>Fixed Assets</b>	
1200-00 · Fixed Assets	
1210-00 · Accumulated Depreciation	-6,074.00
1220-00 · Equipment	6,660.00
<b>Total 1200-00 · Fixed Assets</b>	<b>586.00</b>
<b>Total Fixed Assets</b>	<b>586.00</b>
<b>TOTAL ASSETS</b>	<b>160,721.93</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000-00 · Accounts Payable	-600.00
<b>Total Accounts Payable</b>	<b>-600.00</b>
<b>Other Current Liabilities</b>	
2100-00 · Other Current Liabilities	
2120-00 · MainePERS Employee Contribution	111.79
2130-00 · Employee Health Insurance Contr	1,043.11
2140-00 · Accrued Vacation	820.90
<b>Total 2100-00 · Other Current Liabilities</b>	<b>1,975.80</b>
<b>Total Other Current Liabilities</b>	<b>1,975.80</b>
<b>Total Current Liabilities</b>	<b>1,375.80</b>
<b>Total Liabilities</b>	<b>1,375.80</b>
<b>Equity</b>	
3000-00 · Equity Accounts	
3020-00 · Fund Balance to Current Yr Inc	-89,430.00
<b>Total 3000-00 · Equity Accounts</b>	<b>-89,430.00</b>
3100-00 · Earnings	148,926.82
Net Income	99,849.31
<b>Total Equity</b>	<b>159,346.13</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>160,721.93</b>



**Maine County Commissioners Association**  
**Reconciliation Summary**  
1020-00 · Money Market Account, Period Ending 06/18/20

	<b>June 2020</b>
<b>Beginning Balance</b>	<b>12,445.89</b>
<b>Cleared Transactions</b>	
<b>Deposits and Credits - 1 item</b>	<b>0.53</b>
<b>Total Cleared Transactions</b>	<b>0.53</b>
<b>Cleared Balance</b>	<b>12,446.42</b>
<b>Register Balance as of 06/18/20</b>	<b>12,446.42</b>
<b>Ending Balance</b>	<b>12,446.42</b>

## Maine County Commissioners Association

### Reconciliation Summary

1010-00 · MCCA Checking-Savings Bank, Period Ending 06/30/20

	<b>June 2020</b>
<b>Beginning Balance</b>	156,866.51
<b>Cleared Transactions</b>	
Checks and Payments - 14 items	-11,284.45
Deposits and Credits - 2 items	1,202.22
<b>Total Cleared Transactions</b>	<b>-10,082.23</b>
<b>Cleared Balance</b>	<b>146,784.28</b>
<b>Uncleared Transactions</b>	
Checks and Payments - 4 items	-1,811.77
<b>Total Uncleared Transactions</b>	<b>-1,811.77</b>
<b>Register Balance as of 06/30/20</b>	<b>144,972.51</b>
<b>Ending Balance</b>	144,972.51

# Maine County Commissioners Association

## Reconciliation Detail

1010-00 · MCCA Checking-Savings Bank, Period Ending 06/30/20

	Type	Date	Name	Amount	Balance
<b>Beginning Balance</b>					<b>156,866.51</b>
<b>Cleared Transactions</b>					
<b>Checks and Payments - 14 items</b>					
	Bill Pmt -Check	5/29	Maine Farm Bureau	-1,497.17	-1,497.17
	Bill Pmt -Check	5/29	Camden National Bank	-161.90	-1,659.07
	Bill Pmt -Check	5/29	Haven, Lauren	-75.00	-1,734.07
	Bill Pmt -Check	6/5	Bangor Payroll	-2,552.22	-4,286.29
	Bill Pmt -Check	6/12	Bangor Payroll	-962.46	-5,248.75
	Bill Pmt -Check	6/12	MainePERS	-954.31	-6,203.06
	Bill Pmt -Check	6/12	Solutions Granted	-600.00	-6,803.06
	Bill Pmt -Check	6/12	US Bank	-377.99	-7,181.05
	Bill Pmt -Check	6/12	Eastern Alliance	-156.00	-7,337.05
	Bill Pmt -Check	6/19	Bangor Payroll	-962.40	-8,299.45
	Bill Pmt -Check	6/24	Spectrum Business/TWC	-176.44	-8,475.89
	Bill Pmt -Check	6/26	Bangor Payroll	-2,616.75	-11,092.64
	Bill Pmt -Check	6/26	Camden National Bank	-134.73	-11,227.37
	Bill Pmt -Check	6/26	Liberty Mutual Insurance	-57.08	-11,284.45
Total Checks and Payments				-11,284.45	-11,284.45
<b>Deposits and Credits - 2 items</b>					
	Deposit	6/8		1,195.98	1,195.98
	Deposit	6/30		6.24	1,202.22
Total Deposits and Credits				1,202.22	1,202.22
Total Cleared Transactions				-10,082.23	-10,082.23
Cleared Balance				-10,082.23	146,784.28
<b>Uncleared Transactions</b>					
<b>Checks and Payments - 4 items</b>					
	Bill Pmt -Check	10/24	Treasurer, State Of Maine	-100.00	-100.00
	Bill Pmt -Check	6/12	Unlimited Technology	-125.00	-225.00
	Bill Pmt -Check	6/26	Maine Farm Bureau	-1,497.17	-1,722.17
	Bill Pmt -Check	6/26	Haven, Lauren	-89.60	-1,811.77
Total Checks and Payments				-1,811.77	-1,811.77
Total Uncleared Transactions				-1,811.77	-1,811.77
Register Balance as of 06/30/20				-11,894.00	144,972.51
<b>Ending Balance</b>				<b>-11,894.00</b>	<b>144,972.51</b>

**Maine County Commissioners Association**  
**Profit & Loss Budget vs. Actual**  
January through June 2020

	<b>2020 Budget</b>	<b>June 2020</b>	<b>Jan to Jun 2020</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Income</b>					
<b>4100-00 · Convention Income</b>					
4110-00 · Plaques	400			-400	
4120-00 · Registration	26,000		353	-25,647	1%
4130-00 · Sponsorship	10,000			-10,000	
4140-00 · Vendor	9,000			-9,000	
<b>Total 4100-00 · Convention Income</b>	<b>45,400</b>		<b>353</b>	<b>-45,047</b>	<b>1%</b>
<b>4300-00 · Dues</b>	<b>166,690</b>		<b>166,689</b>	<b>-1</b>	<b>100%</b>
<b>4400-00 · Other Income</b>	<b>10,000</b>	<b>4,196</b>	<b>33,521</b>	<b>23,521</b>	<b>335%</b>
<b>4500-00 · NACo Roster</b>	<b>500</b>			<b>-500</b>	
<b>4600-00 · MCCA Risk Pool Assessment</b>	<b>27,038</b>			<b>-27,038</b>	
<b>4810-00 · Interest Earned</b>	<b>100</b>	<b>7</b>	<b>35</b>	<b>-65</b>	<b>35%</b>
<b>Total Income</b>	<b>249,728</b>	<b>4,203</b>	<b>200,598</b>	<b>-49,130</b>	<b>80%</b>
<b>Gross Profit</b>	<b>249,728</b>	<b>4,203</b>	<b>200,598</b>	<b>-49,130</b>	<b>80%</b>
<b>Expense</b>					
<b>5000-00 · Payroll Expenses</b>					
5020-00 · Payroll Fees	2,000	148	940	-1,060	47%
5030-00 · FICA	8,574	408	4,697	-3,877	55%
5040-00 · MainePERS Contributions	8,445	954	4,973	-3,472	59%
5050-00 · Salary-Office Manager	51,161	3,935	25,861	-25,300	51%
5060-00 · Salary-Executive Director	70,861	1,595	36,693	-34,168	52%
<b>Total 5000-00 · Payroll Expenses</b>	<b>141,041</b>	<b>7,040</b>	<b>73,164</b>	<b>-67,877</b>	<b>52%</b>
<b>5100-00 · Insurance</b>					
5110-00 · Health Insurance	12,105	1,007	6,040	-6,065	50%
5120-00 · Commercial, Crime, D&O Ins	2,070	57	1,705	-365	82%
5130-00 · Workers Comp	550	156	156	-394	28%
5140-00 · Unemployment Comp Ins	450		268	-182	60%
<b>Total 5100-00 · Insurance</b>	<b>15,175</b>	<b>1,220</b>	<b>8,169</b>	<b>-7,006</b>	<b>54%</b>
<b>6010-00 · Prof. Services</b>					
6012-00 · Prof Services - Legal Services	500			-500	
6013-00 · Financial Audit	3,000			-3,000	
<b>Total 6010-00 · Prof. Services</b>	<b>3,500</b>			<b>-3,500</b>	
<b>6030-00 · Lobbying</b>					
6031-00 · Lobbying Reg	200		200		100%
<b>Total 6030-00 · Lobbying</b>	<b>200</b>		<b>200</b>		<b>100%</b>
<b>6040-00 · NACO Expenses</b>					
6041-00 · Conferences	6,465			-6,465	
<b>Total 6040-00 · NACO Expenses</b>	<b>6,465</b>			<b>-6,465</b>	
<b>6050-00 · Education and Training</b>	<b>600</b>			<b>-600</b>	
<b>6100-00 · Bank Charges</b>	<b>50</b>			<b>-50</b>	
<b>6110-00 · Convention Expense</b>					

	<b>2020 Budget</b>	<b>June 2020</b>	<b>Jan to Jun 2020</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
6113-00 · Entertainment/Speakers	2,500		1,200	-1,300	48%
6114-00 · MCCA Staff Registration Expense	1,000			-1,000	
6118-00 · Meeting Exp.	32,500			-32,500	
6121-00 · Supplies	300			-300	
6124-00 · Commissioner Retirement Plaques	400			-400	
<b>Total 6110-00 · Convention Expense</b>	<b>36,700</b>		<b>1,200</b>	<b>-35,500</b>	<b>3%</b>
6140-00 · Copies-Printing					
6142-00 · Directory	100		96	-4	96%
<b>Total 6140-00 · Copies-Printing</b>	<b>100</b>		<b>96</b>	<b>-4</b>	<b>96%</b>
6145-00 · Dues Expense	1,400		600	-800	43%
6150-00 · Equipment - Office					
6151-00 · Computer Hardware & Software	300		105	-195	35%
6152-00 · IT Services	1,700	137	846	-854	50%
6153-00 · Photocopier Lease	4,092	378	2,268	-1,824	55%
6154-00 · Printer & Supplies	1,000		202	-798	20%
6156-00 · Other	400			-400	
<b>Total 6150-00 · Equipment - Office</b>	<b>7,492</b>	<b>515</b>	<b>3,421</b>	<b>-4,071</b>	<b>46%</b>
6160-00 · Fees	100		35	-65	35%
6170-00 · Meeting Expense					
6171-00 · Annual Meeting	2,000		1,062	-938	53%
6172-00 · County Officials' Workshop	3,000			-3,000	
6173-00 · Monthly	3,600		812	-2,788	23%
6175-00 · Meetings - Other	2,000			-2,000	
<b>Total 6170-00 · Meeting Expense</b>	<b>10,600</b>		<b>1,874</b>	<b>-8,726</b>	<b>18%</b>
6180-00 · Mileage & Travel Expense	600		131	-469	22%
6195-00 · Office Space Rental	19,000	1,497	10,480	-8,520	55%
6215-00 · Postage-Shipping	250	15	53	-197	21%
6230-00 · Advertising	250		-1,196	-1,446	-478%
6235-00 · Supplies	2,000	82	292	-1,708	15%
6240-00 · Telephone, Fax & Internet					
6243-00 · Phone, Fax & Internet	2,200		1,065	-1,135	48%
6240-00 · Telephone, Fax & Internet - Other	1,305	176		-1,305	
<b>Total 6240-00 · Telephone, Fax &amp; Internet</b>	<b>3,505</b>	<b>176</b>	<b>1,065</b>	<b>-2,440</b>	<b>30%</b>
6250-00 · Website	200	40	40	-160	20%
6260-00 · Contingency	500			-500	
<b>Total Expense</b>	<b>249,728</b>	<b>10,585</b>	<b>99,624</b>	<b>-150,104</b>	<b>40%</b>

# Maine County Commissioners Association

## Expenses by Vendor Detail

June 2020

07/06/2020

Accrual Basis

	Type	Date	Memo	Account	Amount	Balance
<b>Bangor Payroll</b>						
	Bill	6/5	Office Managers Salary	5050-00 · Salary-Office Manager	983.87	983.87
	Bill	6/5	Taxes	5030-00 · FICA	193.62	1,177.49
	Bill	6/5	Processing fee	5020-00 · Payroll Fees	34.00	1,211.49
	Bill	6/5	ED Salary	5060-00 · Salary-Executive Director	1,595.35	2,806.84
	Bill	6/12	Office Managers Salary	5050-00 · Salary-Office Manager	983.87	3,790.71
	Bill	6/12	Taxes	5030-00 · FICA	71.58	3,862.29
	Bill	6/12	Processing fee	5020-00 · Payroll Fees	34.00	3,896.29
	Bill	6/17	Office Managers Salary	5050-00 · Salary-Office Manager	983.87	4,880.16
	Bill	6/17	Taxes	5030-00 · FICA	71.52	4,951.68
	Bill	6/17	Processing fee	5020-00 · Payroll Fees	34.00	4,985.68
	Bill	6/26	Office Managers Salary	5050-00 · Salary-Office Manager	983.87	5,969.55
	Bill	6/26	Taxes	5030-00 · FICA	71.58	6,041.13
	Bill	6/26	Processing fee	5020-00 · Payroll Fees	46.00	6,087.13
	Bill	6/26	ER Health Insurance Contributions	5110-00 · Health Insurance	1,006.70	7,093.83
Total Bangor Payroll					7,093.83	7,093.83
<b>Camden National Bank</b>						
	Bill	6/26	Email Backup	6152-00 · IT Services	12.00	12.00
	Bill	6/26		6250-00 · Website	40.34	52.34
	Bill	6/26		6235-00 · Supplies	82.39	134.73
Total Camden National Bank					134.73	134.73
<b>Eastern Alliance</b>						
	Bill	6/12		5130-00 · Workers Comp	156.00	156.00
Total Eastern Alliance					156.00	156.00
<b>Haven, Lauren</b>						
	Bill	6/26		6241-00 · Cell Phone	75.00	75.00
	Bill	6/26		6215-00 · Postage-Shipping	14.60	89.60
Total Haven, Lauren					89.60	89.60
<b>Liberty Mutual Insurance</b>						
	Bill	6/26		5120-00 · Commercial, Crime, D&O Ins	57.08	57.08

	Type	Date	Memo	Account	Amount	Balance
Total Liberty Mutual Insurance					57.08	57.08
<b>Maine Farm Bureau</b>						
	Bill	6/26	Printed by MCCA	6195-00 · Office Space Rental	1,497.17	1,497.17
Total Maine Farm Bureau					1,497.17	1,497.17
<b>MainePERS</b>						
	Bill	6/12		5040-00 · MainePERS Contributions	954.31	954.31
Total MainePERS					954.31	954.31
<b>NACo</b>						
	Depos	6/8	Deposit	6230-00 · Advertising	-106.65	-106.65
Total NACo					-106.65	-106.65
<b>NACo Public Employee Benefits LLC</b>						
	Depos	6/8	Deposit	6230-00 · Advertising	-936.85	-936.85
	Depos	6/8	Deposit	6230-00 · Advertising	-152.48	-1,089.33
Total NACo Public Employee Benefits LLC					-1,089.33	-1,089.33
<b>Spectrum Business/TWC</b>						
	Bill	6/24		6243-00 · Phone, Fax & Internet	176.44	176.44
Total Spectrum Business/TWC					176.44	176.44
<b>Unlimited Technology</b>						
	Bill	6/12		6152-00 · IT Services	125.00	125.00
Total Unlimited Technology					125.00	125.00
<b>US Bank</b>						
	Bill	6/12		6153-00 · Photocopier Lease	377.99	377.99
Total US Bank					377.99	377.99
<b>TOTAL</b>					<b>9,466.17</b>	<b>9,466.17</b>

# Maine County Commissioners Association

## Transaction Detail by Account

June 2020

Accrual Basis

	Date	Name	Memo	Amount	Balance
<b>1000-00 · Bank and Cash Accounts</b>					
<b>1010-00 · MCCA Checking-Savings Bank</b>					
	6/5	Bangor Payroll	Payroll for week 5/25 to 5/31/20	-2,552.22	-2,552.22
	6/8		Deposit	1,195.98	-1,356.24
	6/12	MainePERS		-954.31	-2,310.55
	6/12	Eastern Alliance		-156.00	-2,466.55
	6/12	Unlimited Technology		-125.00	-2,591.55
	6/12	US Bank		-377.99	-2,969.54
	6/12	Bangor Payroll	Payroll for week 6/1 to 6/7/20	-962.46	-3,932.00
	6/12	Solutions Granted		-600.00	-4,532.00
	6/19	Bangor Payroll	Payroll for week 6/8 to 6/14/20	-962.40	-5,494.40
	6/24	Spectrum Business/TWC		-176.44	-5,670.84
	6/26	Liberty Mutual Insurance		-57.08	-5,727.92
	6/26	Maine Farm Bureau	Printed by MCCA	-1,497.17	-7,225.09
	6/26	Camden National Bank		-134.73	-7,359.82
	6/26	Haven, Lauren		-89.60	-7,449.42
	6/26	Bangor Payroll	Payroll for week 6/15 to 6/21/20	-2,616.75	-10,066.17
	6/30		Interest	6.24	-10,059.93
Total 1010-00 · MCCA Checking-Savings Bank				-10,059.93	-10,059.93
<b>1020-00 · Money Market Account</b>					
	6/18		Interest	0.53	0.53
Total 1020-00 · Money Market Account				0.53	0.53
Total 1000-00 · Bank and Cash Accounts				-10,059.40	-10,059.40
<b>1300-00 · Receivables</b>					
	6/24	RALI		3,000.00	3,000.00
Total 1300-00 · Receivables				3,000.00	3,000.00
<b>2000-00 · Accounts Payable</b>					
	6/5	Bangor Payroll	Payroll for week 5/25 to 5/31/20	-2,552.22	-2,552.22
	6/5	Bangor Payroll	Payroll for week 5/25 to 5/31/20	2,552.22	0.00
	6/12	MainePERS		-954.31	-954.31



Accrual Basis

Date	Name	Memo	Amount	Balance
6/12	MainePERS		954.31	0.00
6/12	Eastern Alliance		-156.00	-156.00
6/12	Eastern Alliance		156.00	0.00
6/12	Unlimited Technology		-125.00	-125.00
6/12	Unlimited Technology		125.00	0.00
6/12	US Bank		-377.99	-377.99
6/12	US Bank		377.99	0.00
6/12	Bangor Payroll	Payroll for week 6/1 to 6/7/20	-962.46	-962.46
6/12	Bangor Payroll	Payroll for week 6/1 to 6/7/20	962.46	0.00
6/12	Solutions Granted		600.00	600.00
6/17	Bangor Payroll	Payroll for week 6/8 to 6/14/20	-962.40	-362.40
6/19	Bangor Payroll	Payroll for week 6/8 to 6/14/20	962.40	600.00
6/24	Spectrum Business/TWC		-176.44	423.56
6/24	Spectrum Business/TWC		176.44	600.00
6/26	Liberty Mutual Insurance		-57.08	542.92
6/26	Maine Farm Bureau	Printed by MCCA	-1,497.17	-954.25
6/26	Liberty Mutual Insurance		57.08	-897.17
6/26	Maine Farm Bureau	Printed by MCCA	1,497.17	600.00
6/26	Camden National Bank		-134.73	465.27
6/26	Camden National Bank		134.73	600.00
6/26	Haven, Lauren		-89.60	510.40
6/26	Haven, Lauren		89.60	600.00
6/26	Bangor Payroll	Payroll for week 6/15 to 6/21/20	-2,616.75	-2,016.75
6/26	Bangor Payroll	Payroll for week 6/15 to 6/21/20	2,616.75	600.00
Total 2000-00 · Accounts Payable			600.00	600.00
<b>2100-00 · Other Current Liabilities</b>				
<b>2120-00 · MainePERS Employee Contribution</b>				
6/5	Bangor Payroll	Employee Contribution	-206.34	-206.34
6/12	Bangor Payroll	Employee Contribution	-78.71	-285.05
6/17	Bangor Payroll	Employee Contribution	-78.71	-363.76
6/26	Bangor Payroll	Employee Contribution	-78.71	-442.47
6/26	Bangor Payroll	EE MEPERS Retirement Contributions	442.47	0.00
Total 2120-00 · MainePERS Employee Contribution			0.00	0.00

Accrual Basis

**2130-00 · Employee Health Insurance Contr**

Date	Name	Memo	Amount	Balance
6/5	Bangor Payroll	EE Health Insurance Contributions	-48.28	-48.28
6/12	Bangor Payroll	EE Health Insurance Contributions	-48.28	-96.56
6/17	Bangor Payroll	EE Health Insurance Contributions	-48.28	-144.84
6/26	Bangor Payroll	EE Health Insurance Contributions	193.06	48.22
6/26	Bangor Payroll	EE Health Insurance Contributions	-48.22	0.00

Total 2130-00 · Employee Health Insurance Contr

0.00 0.00

Total 2100-00 · Other Current Liabilities

0.00 0.00

**4400-00 · Other Income**

6/24	RALI	Opioid Education Resources	-3,000.00	-3,000.00
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Total 4400-00 · Other Income

-3,000.00 -3,000.00

**4810-00 · Interest Earned**

6/18		Interest	-0.53	-0.53
6/30		Interest	-6.24	-6.77

Total 4810-00 · Interest Earned

-6.77 -6.77

**5000-00 · Payroll Expenses**

**5020-00 · Payroll Fees**

6/5	Bangor Payroll	Processing fee	34.00	34.00
6/12	Bangor Payroll	Processing fee	34.00	68.00
6/17	Bangor Payroll	Processing fee	34.00	102.00
6/26	Bangor Payroll	Processing fee	46.00	148.00

Total 5020-00 · Payroll Fees

148.00 148.00

**5030-00 · FICA**

6/5	Bangor Payroll	Taxes	193.62	193.62
6/12	Bangor Payroll	Taxes	71.58	265.20
6/17	Bangor Payroll	Taxes	71.52	336.72
6/26	Bangor Payroll	Taxes	71.58	408.30

Total 5030-00 · FICA

408.30 408.30

**5040-00 · MainePERS Contributions**

6/12	MainePERS		954.31	954.31
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Total 5040-00 · MainePERS Contributions

954.31 954.31

**5050-00 · Salary-Office Manager**

6/5	Bangor Payroll	Office Managers Salary	983.87	983.87
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Accrual Basis

Date	Name	Memo	Amount	Balance
6/12	Bangor Payroll	Office Managers Salary	983.87	1,967.74
6/17	Bangor Payroll	Office Managers Salary	983.87	2,951.61
6/26	Bangor Payroll	Office Managers Salary	983.87	3,935.48
Total 5050-00 · Salary-Office Manager			3,935.48	3,935.48
<b>5060-00 · Salary-Executive Director</b>				
6/5	Bangor Payroll	ED Salary	1,595.35	1,595.35
Total 5060-00 · Salary-Executive Director			1,595.35	1,595.35
Total 5000-00 · Payroll Expenses			7,041.44	7,041.44
<b>5100-00 · Insurance</b>				
<b>5110-00 · Health Insurance</b>				
6/26	Bangor Payroll	ER Health Insurance Contributions	1,006.70	1,006.70
Total 5110-00 · Health Insurance			1,006.70	1,006.70
<b>5120-00 · Commercial, Crime, D&amp;O Ins</b>				
6/26	Liberty Mutual Insurance		57.08	57.08
Total 5120-00 · Commercial, Crime, D&O Ins			57.08	57.08
<b>5130-00 · Workers Comp</b>				
6/12	Eastern Alliance		156.00	156.00
Total 5130-00 · Workers Comp			156.00	156.00
Total 5100-00 · Insurance			1,219.78	1,219.78
<b>6150-00 · Equipment - Office</b>				
<b>6152-00 · IT Services</b>				
6/12	Unlimited Technology		125.00	125.00
6/26	Camden National Bank	Email Backup	12.00	137.00
Total 6152-00 · IT Services			137.00	137.00
<b>6153-00 · Photocopier Lease</b>				
6/12	US Bank		377.99	377.99
Total 6153-00 · Photocopier Lease			377.99	377.99
Total 6150-00 · Equipment - Office			514.99	514.99
<b>6195-00 · Office Space Rental</b>				
6/26	Maine Farm Bureau	Printed by MCCA	1,497.17	1,497.17
Total 6195-00 · Office Space Rental			1,497.17	1,497.17
<b>6215-00 · Postage-Shipping</b>				
6/26	Haven, Lauren		14.60	14.60

**Accrual Basis**

Total 6215-00 · Postage-Shipping

**6230-00 · Advertising**

Total 6230-00 · Advertising

**6235-00 · Supplies**

Total 6235-00 · Supplies

**6240-00 · Telephone, Fax & Internet****6241-00 · Cell Phone**

Total 6241-00 · Cell Phone

**6243-00 · Phone, Fax & Internet**

Total 6243-00 · Phone, Fax &amp; Internet

Total 6240-00 · Telephone, Fax &amp; Internet

**6250-00 · Website**

Total 6250-00 · Website

Date	Name	Memo	Amount	Balance
			14.60	14.60
6/8	NACo	Deposit	-106.65	-106.65
6/8	NACo Public Employee Benefits LLC	Deposit	-936.85	-1,043.50
6/8	NACo Public Employee Benefits LLC	Deposit	-152.48	-1,195.98
			-1,195.98	-1,195.98
6/26	Camden National Bank		82.39	82.39
			82.39	82.39
6/26	Haven, Lauren		75.00	75.00
			75.00	75.00
6/24	Spectrum Business/TWC		176.44	176.44
			176.44	176.44
			251.44	251.44
6/26	Camden National Bank		40.34	40.34
			40.34	40.34

# Maine County Commissioners Association

## Profit & Loss Prev Year Comparison

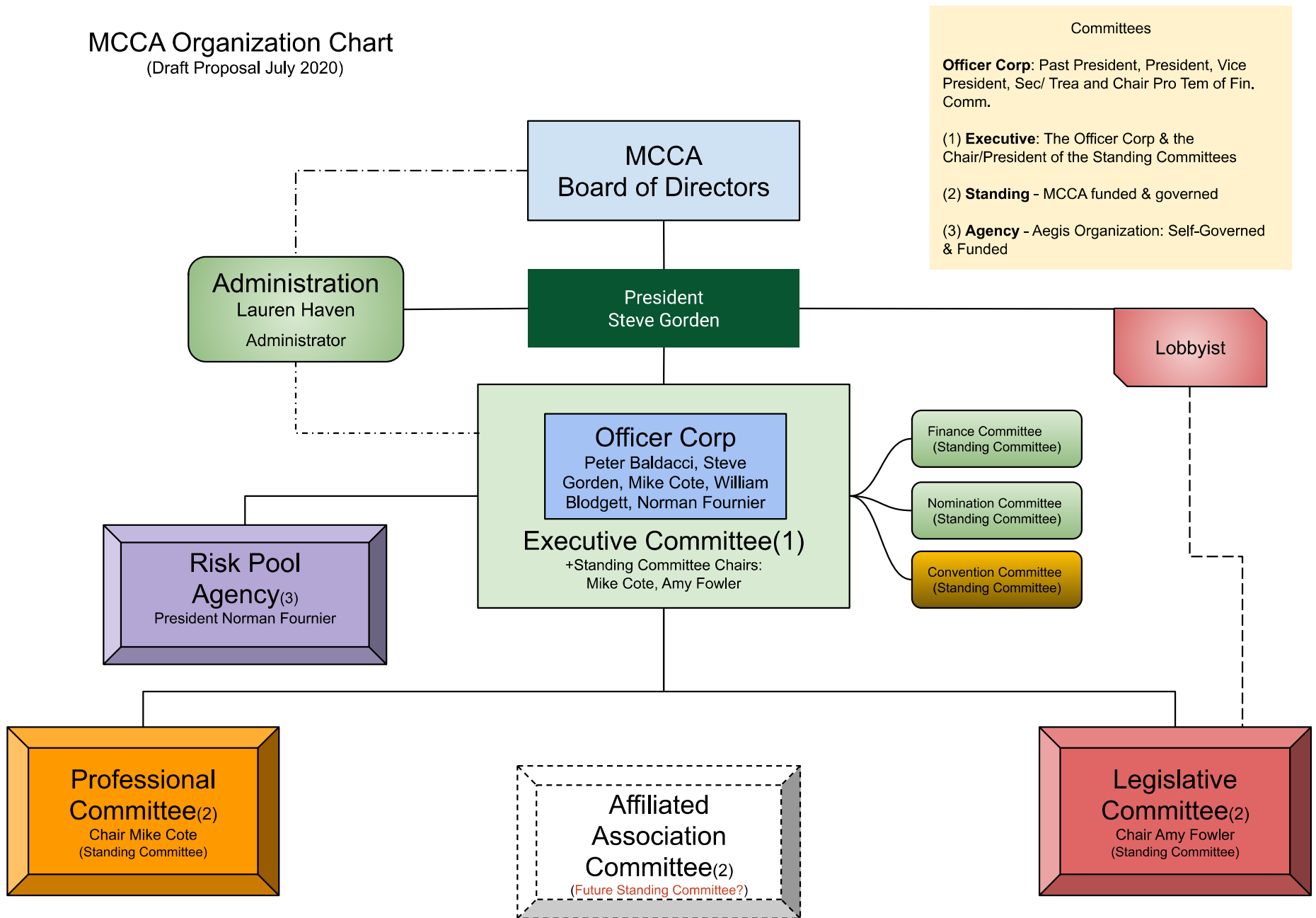
June 2020

Accrual Basis

	Jun 20	Jun 19	\$ Change	% Change
<b>Income</b>				
4100-00 · Convention Income				
4120-00 · Registration	0.00	587.18	-587.18	-100.0%
4130-00 · Sponsorship	0.00	1,700.00	-1,700.00	-100.0%
4140-00 · Vendor	0.00	1,350.00	-1,350.00	-100.0%
<b>Total 4100-00 · Convention Income</b>	<b>0.00</b>	<b>3,637.18</b>	<b>-3,637.18</b>	<b>-100.0%</b>
4400-00 · Other Income	4,195.98	54.93	4,141.05	7,538.78%
4810-00 · Interest Earned	6.77	10.68	-3.91	-36.61%
<b>Total Income</b>	<b>4,202.75</b>	<b>3,702.79</b>	<b>499.96</b>	<b>13.5%</b>
<b>Gross Profit</b>	<b>4,202.75</b>	<b>3,702.79</b>	<b>499.96</b>	<b>13.5%</b>
<b>Expense</b>				
5000-00 · Payroll Expenses				
5020-00 · Payroll Fees	148.00	148.00	0.00	0.0%
5030-00 · FICA	408.30	740.96	-332.66	-44.9%
5040-00 · MainePERS Contributions	954.31	901.14	53.17	5.9%
5050-00 · Salary-Office Manager	3,935.48	3,795.52	139.96	3.69%
5060-00 · Salary-Executive Director	1,595.35	6,080.00	-4,484.65	-73.76%
<b>Total 5000-00 · Payroll Expenses</b>	<b>7,041.44</b>	<b>11,665.62</b>	<b>-4,624.18</b>	<b>-39.64%</b>
5100-00 · Insurance				
5110-00 · Health Insurance	1,006.70	977.37	29.33	3.0%
5120-00 · Commercial, Crime, D&O Ins	57.08	56.83	0.25	0.44%
5130-00 · Workers Comp	156.00	165.00	-9.00	-5.46%
<b>Total 5100-00 · Insurance</b>	<b>1,219.78</b>	<b>1,199.20</b>	<b>20.58</b>	<b>1.72%</b>
6040-00 · NACO Expenses				
6041-00 · Conferences	0.00	2,102.83	-2,102.83	-100.0%
<b>Total 6040-00 · NACO Expenses</b>	<b>0.00</b>	<b>2,102.83</b>	<b>-2,102.83</b>	<b>-100.0%</b>
6150-00 · Equipment - Office				
6152-00 · IT Services	137.00	125.00	12.00	9.6%
6153-00 · Photocopier Lease	377.99	296.75	81.24	27.38%
<b>Total 6150-00 · Equipment - Office</b>	<b>514.99</b>	<b>421.75</b>	<b>93.24</b>	<b>22.11%</b>
6170-00 · Meeting Expense				
6173-00 · Monthly	0.00	350.73	-350.73	-100.0%
<b>Total 6170-00 · Meeting Expense</b>	<b>0.00</b>	<b>350.73</b>	<b>-350.73</b>	<b>-100.0%</b>
6195-00 · Office Space Rental	1,497.17	1,497.17	0.00	0.0%
6215-00 · Postage-Shipping	14.60	22.00	-7.40	-33.64%
6235-00 · Supplies	82.39	23.67	58.72	248.08%
6240-00 · Telephone, Fax & Internet				
6241-00 · Cell Phone	75.00	75.00	0.00	0.0%
6243-00 · Phone, Fax & Internet	176.44	175.62	0.82	0.47%
<b>Total 6240-00 · Telephone, Fax &amp; Internet</b>	<b>251.44</b>	<b>250.62</b>	<b>0.82</b>	<b>0.33%</b>
6250-00 · Website	40.34	0.00	40.34	100.0%
<b>Total Expense</b>	<b>10,662.15</b>	<b>17,533.59</b>	<b>-6,871.44</b>	<b>-39.19%</b>

# MCCA Organization Chart

(Draft Proposal July 2020)



## NOTICE TO VENDORS

The Maine County Commissioner Association (MCCA) is requesting RFQ/RFP (Request for Qualifications/Request for Proposal) submittals for State Lobbying Services. The requirements for submitting a quotation are stated in the form. Presently, the MCCA represents 15 of the 16 Maine counties; Franklin County is excluded from these services. Quotations endorsed **State Lobbying Services** to be furnished to the MCCA will be received by its Administrator at 4 Gabriel Drive, Suite 2, Augusta, Maine until **12:00 pm, August 13th**. The MCCA reserves the right to reject any or all quotations. Office telephone 207-623-4697.

This RFQ/RFP outlines a description of the services sought and the documents, interested entities or individuals will be required to submit as one (1) electronic copy of the Proposal on a CD or flash drive in PDF and one (1) original Proposal signed in ink by an Entity official authorized to make a legal and binding offer. The RFQ/RFP must be submitted in a sealed box or opaque envelope plainly marked as follows:

Request for RFQ/RFP  
Attention: Lauren Haven, Administrator  
RFQ/RFP - State Lobbying Services

It is the intent of the MCCA to select a single Entity, firm or individual, to accomplish all the services outlined in this Quotation. RFQ/RFP questions must be written and directed to Lauren Haven electronically at [lauren.haven@mainecounties.org](mailto:lauren.haven@mainecounties.org) or by phone 207-623-4697.

## SECTION ONE: INSTRUCTIONS TO VENDORS

**1.1 READ, REVIEW AND COMPLY:** It shall be the Vendor's responsibility to read this entire document, review all enclosures and attachments, and any addenda thereto, and comply with all requirements specified herein, regardless of whether appearing in these Instructions to Vendors or elsewhere in this RFQ/RFP document.

**1.2 LATE PROPOSALS:** Late proposals, regardless of cause, will not be opened or considered, and will automatically be disqualified from further consideration. It shall be the Vendor's sole responsibility to ensure delivery at the designated office by the designated time.

**1.3 ACCEPTANCE AND REJECTION:** The MCCA reserves the right to reject any and all proposals, to waive any informality in proposals and, unless otherwise specified by the Vendor, to accept any item in the proposal.

**1.4 WITHDRAWAL OF PROPOSAL:** No proposal may be changed or withdrawn after the time of the proposal due date. Any modifications or withdrawals requested before this time shall be acceptable only when such request is made in writing to the MCCA Administrator.

**1.5 CONFLICT OF INTEREST:** Each bidder shall affirm that no official or employee of the MCCA is directly or indirectly interested in this proposal for any reason of personal gain.

**1.6 EQUAL EMPLOYMENT OPPORTUNITY:** The MCCA respects an Equal Employment Opportunity Clause, whereby a vendor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry; by submitting a quotation, the entity is attesting that they are an Equal Opportunity Employer.

**1.7 SMALL LOCAL BUSINESS ENTERPRISE (SLBE) PROGRAM:** It is the policy of the MCCA to provide small and local businesses equal opportunity for participating in all aspects of County contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchase, and professional and personal service contracts. In accordance with this policy, the MCCA respects a Small, Local, Business Enterprise (SLBE) Plan and subsequent program.

All entities submitting bids agree to utilize small and local suppliers and service providers whenever possible.

**1.8 REHABILITATION ACT AND ADA:** Federal law prohibits handicapped discrimination by all governmental units. By submitting a proposal, the vendor is attesting to its policy of nondiscrimination regarding the handicapped.

**1.9 TAXES:** Sales taxes may be listed on the proposal, but as a separate item. No charge will be allowed for Federal Excise and Transportation tax from which the MCCA is exempt.

**1.10 MCCA RIGHTS AND OPTIONS:** The MCCA, at its sole discretion, reserves the following rights:



- 1.10.1** To supplement, amend, substitute or otherwise modify this RFQ/RFP at any time.
- 1.10.2** To cancel this RFQ/RFP with or without the substitution of another RFQ/RFP.
- 1.10.3** To take any action affecting this RFQ/RFP, its process, or the Services subject to this RFQ/RFP that would be in the best interests of the MCCA.
- 1.10.4** To issue additional requests for information or clarification from Offerors or to allow corrections of errors or omissions.
- 1.10.5** To require one or more Service Providers to supplement, clarify or provide additional information in order for the MCCA to evaluate the Responses submitted.
- 1.10.6** To negotiate a contract with a Service Provider based on the information provided in response to this RFQ/RFP

**1.11 PUBLIC RECORDS:** Any material submitted in response to this RFQ/RFP will become a “public record.” Proposers must claim any applicable exemptions to disclosure provided by law in their response to this RFQ/RFP. Proposers must identify materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary and legal. The MCCA reserves the right to make all final determination(s) of the applicability.

**1.12 ACCURACY OF RFQ/RFP AND RELATED DOCUMENTS:** Each Entity must independently evaluate all information provided by the MCCA. The MCCA makes no representations or warranties regarding any information presented in this RFQ/RFP, or otherwise made available during this procurement process, and assumes no responsibility for conclusions or interpretations derived from such information. In addition, the MCCA will not be bound by or be responsible for any explanation or conclusions regarding this RFQ/RFP or any related documents other than those provided by an addendum issued by the MCCA. Entity may not rely on any oral statement by the MCCA or its agents, advisors, or consultants.

If an Entity identifies potential errors or omissions in this RFQ/RFP or any other related documents, the Entity should immediately notify the MCCA of such potential discrepancy in writing. The MCCA may issue a written addendum if the MCCA determines clarification necessary. Each Entity requesting an interpretation will be responsible for delivering such requests to the MCCA's designated representative as directed in RFQ/RFP Section Three.

**1.13 EXPENSE OF SUBMITTAL PREPARATION:** The MCCA accepts no liability, and Entities will have no actionable claims, for reimbursement of any costs or expenses incurred in participating in this solicitation process. This includes expenses and costs related to Proposal submission, submission of written questions, evaluation interviews, contract negotiations, or activities required for contract execution.

**1.14 PROPOSAL BINDING:** This proposal is binding for a period of ninety (90) days

## **SECTION TWO: GENERAL TERMS AND CONDITIONS**

**2.1 NON-DISCRIMINATION:** The MCCA does not discriminate on the basis of race, color, sex, national origin, religion, age or disability. Any contractors or vendors who provide services, programs or goods to the MCCA are expected to fully comply with the intent of the law.

**2.2 NON-COLLUSION:** Respondents, by submitting a signed proposal, certify that the accompanying submission is not the result of, or affected by, any unlawful act of collusion with any other person or Entity engaged in the same line of business or commerce, or any other fraudulent act punishable under Maine or United States law.

**2.3 PAYMENT TERMS:** The MCCA agrees to pay all approved invoices Net Thirty (30) days from the date received and approved. The MCCA does not agree to the payment of late charges or finance charges assessed by the seller or vendor for any reason.

**2.4 GOVERNING LAW:** Any agreement, contract or purchase order resulting from this invitation to bid, request for proposals or request for qualifications or quotes, shall be governed by the laws of the State of Maine.

**2.5 SERVICES PERFORMED:** All services rendered under this agreement will be performed at the Seller's own risk and the Seller expressly agrees to indemnify and hold harmless the MCCA, its officers, agents, and employees from any and all liability, loss or damage that they may suffer as a result of claims, demands, actions, damages or injuries of any kind or nature whatsoever by or to any and all persons or property.

**2.6 INDEPENDENT CONTRACTOR:** It is mutually understood and agreed the Seller is an independent contractor and not an agent of the MCCA and as such, Seller, his or her agents and employees shall not be entitled to any MCCA employment benefits, such as but not limited to vacation, sick leave, insurance, worker's compensation, pension or retirement benefits.

**2.7 VERBAL AGREEMENT:** The MCCA will not be bound by any verbal agreements.

**2.8 INSURANCE REQUIREMENTS:** Contractor shall maintain at its own expense (a) Commercial General Liability Insurance in an amount not less than \$1,000,000 per occurrence for bodily injury or property damage; MCCA, Augusta, Maine shall be named as additional insured. (b) Professional Liability insurance in an amount not less than \$1,000,000 per occurrence-if providing professional services; (c) Workers Compensation Insurance as required by the general statutes of the State of Maine and Employer's Liability Insurance not less than \$500,000 each accident for bodily injury by accident, \$500,000 each employee for bodily injury by disease, and \$500,000 policy limit; (d) Commercial Automobile Insurance applicable to bodily injury and property damage, covering all owned, non-owned, and hired vehicles, in an amount not less than \$1,000,000 per occurrence as applicable. Certificates of Insurance shall be furnished prior to the commencement of Services.

### **SECTION THREE: PROCUREMENT PROCESS 3.1 SCHEDULE AND PROCESS**

The following chart shows the schedule of events for the conduct of this RFQ/RFP. The key events and deadlines for this process are as follows:

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Upon review of the RFQ/RFP documents, entities may have questions to clarify or interpret the RFQ/RFP in order to submit the best proposal possible. To accommodate the Proposal Questions process, Vendors shall submit any such questions by the below due date.

**Written questions** shall be emailed to [lauren.haven@mainecounties.org](mailto:lauren.haven@mainecounties.org) by the date and time specified below. The email subject line must be as follows: "Questions RFQ/RFP – State Lobbying Services."

**Responses** will be posted in the form of an addendum to the RFQ/RFP on the MCCA's website at <https://www.mainecounties.org/lobbying-rfp.html>. No information, instruction or advice provided orally or informally, whether made in response to a question or otherwise in connection with this RFQ/RFP, shall be considered authoritative or binding.

No contact regarding this RFQ/RFP will be allowed between Proposers or potential Proposers and employees of the MCCA staff after issuance of the RFQ/RFP with the exception of the MCCA contact person named on the cover page. Any such contact may disqualify a entity from further consideration. Requests for clarification from Proposers will be allowed provided that such requests are made through the MCCA Administrator.

Event	Date (2020) and Time
Issuance of RFQ/RFP	Friday, July 10 <sup>th</sup>
Deadline to submit questions	Thursday, July 23 <sup>rd</sup>
Answers to questions provided	Thursday, July 30 <sup>th</sup> at 12:00 PM
Proposal Due	Thursday, August 13 <sup>th</sup> at 12:00 p.m.

### **3.2 PROPOSAL SUBMITTAL:**

One (1) signed, executed copy and one (1) digital copy of the proposal on a flash drive or CD in Word format submitted in a sealed envelope shall be received as shown on the schedule above.

All proposals should be clearly marked on the outside of the package with the Vendor's name:  
Mailing & Hand Delivery Address: Maine County Commissioners Association, 4 Gabriel Drive,  
Augusta, Maine 04330

Attn: Lauren Haven, Administrator, RFQ/RFP – State Lobbying Services

PLEASE NOTE: IT IS THE PROPOSER'S RESPONSIBILITY TO ENSURE THAT PROPOSALS ARE RECEIVED BY MCCA ADMINISTRATOR BY THE STATED DAY and TIME. No late proposals will be accepted.

All proposals must be signed by an authorized official of the entity. The vendor shall insert the required responses and supply all the information, as requested. The prices inserted shall be net and shall be the full cost, including all factors whatsoever.

### **SECTION FOUR: SCOPE OF STATE LOBBYING SERVICES**

The MCCA requires an Entity to lobby the Maine Legislature on its behalf. The MCCA is searching for an Entity (individual or firm) to perform these Services starting in October and extending for the remainder of 2020, and then providing regular lobbying services for the 2021 Legislative Session. The MCCA will evaluate the work of the Entity and decide whether to extend the engagement into future sessions. The Entity shall work under the direction of the MCCA legislative Committee reporting to its Chair and the President of the MCCA.

The Entity will actively and continuously lobby the Maine government to assist the MCCA in several key areas including, but not limited to, the following:

- Public safety, Law enforcement and Jails
- Registry of Probate and Deeds
- Emergency Management
- Public Labor Policies
- Tax policies
- Telecommunications and broadband
- Economic development
- Unorganized Territories
- Planning and land use
- Other MCCA Board priorities.

The Entity shall also:

- Maintain liaison with the leadership of the Legislature
- Assist with County Delegation Meetings
- Facilitate relationships between state officials and MCCA representatives
- Review state executive proposals, legislation under consideration, proposed and adopted administrative rules and regulations, and other developments for the purpose of advising the MCCA of issues that may have a bearing on the MCCA's policies and programs
- Identify and aggressively act to obtain funding for the MCCA, including grant opportunities in addition to seeking direct appropriations that may be available for the MCCA
- Develop briefing materials and talking points (may include written testimony) for Legislative meetings and discussions with state officials
- Review on a continuing basis all existing and proposed state policies, programs, and legislation. Identify those issues that may affect the MCCA or its citizens, and regularly inform the MCCA on these matters. Provide legislative expertise and consulting services
- Alert the MCCA to potential new opportunities that will further the MCCA's interests and to posing threats that could negatively impact the MCCA's interest
- Provide written monthly updates and quarterly status reports on the entity's achievements as they relate to the goals and objectives set forth in the MCCA's legislative programs
- Confer with the MCCA's Legislative Committee Chair and Executive Corp on preparation and implementation of legislative agendas

## **SECTION FIVE: CONTRACT TERM**

The term for any contract resulting from this quotation (RFQ/RFP) is for one (1) year. The contract may be extended for as many as four (4) additional twelve (12) month periods, for a total of five years, provided that both parties agree and funds are made available for this purpose.

## **SECTION SIX: PROPOSAL CONTENT AND FORMAT**

The MCCA desires all Proposals to be identical in format in order to facilitate comparison. While the MCCA's format may represent departure from an Entity's preference, the MCCA requires strict adherence to the format. The Proposal will be in the format described below:

- 1. Cover letter;**
- 2. Approach to providing lobbying services and accomplishing the required scope of work;**
- 3. Qualifications including background and experience;**
- 4. Past and current clients;**
- 5. Pricing**

*Entities are required to organize the information requested in this RFQ/RFP in accordance with the format and instructions outlines above and detailed below. Failure to do so may result in the MCCA, at its sole discretion, deeming the Proposal non-responsive.*

*All Proposals must be:*

## Maine County Commissioners Association Request for State Lobbying Services

- No greater than five (5) pages, single-sided, single spaced
- Printed on 8 1/2" x 11" paper with standard text no smaller than eleven (11) points
- Unless necessary, all Proposal originals should minimize or eliminate use of non-recyclable or non-reusable materials such as 3- ring binders, plastic report covers, plastic dividers, and vinyl sleeves

### 6.1 Proposal Content:

#### 1. Cover letter

*The Proposal must include a letter of transmittal attesting to its accuracy, signed by an individual authorized to execute binding legal documents. The cover letter shall provide the name, address, telephone and facsimile numbers of the Entity along with the name, title, address, email address, telephone and facsimile numbers of the executive that has the authority to contract with the MCCA. The cover letter shall present the Entity's understanding of the Project and a summary of the approach to perform the Services. All addenda must be acknowledged in this letter.*

#### 2. Approach to providing lobbying services and accomplishing the required scope of work

*For each component of the Scope of Work described in Section Four, state how your Entity plans to provide the best approach to meeting stated goals. Describe the key individuals along with their qualifications, professional certifications and experience that would comprise your Entity's team for providing Lobbying Services. Identify any sub-consultants who would be retained to provide services and the percentage of work assigned. How many lobbyists would be assigned to the MCCA?*

#### 3. Qualifications including background and experience

*How many years has your Entity been in business? Provide a brief overview and history of your Entity. Describe your experience lobbying on behalf of local government issues, particularly those issues listed in the Scope of Services. Describe your entity's experience lobbying and/or employment with the State of Maine Legislature. Describe your working relationship with members of both political parties. Are you a registered Maine Lobbyists? Also, disclose any litigation that your Entity has been involved with during the past three (3) years for Lobbying Services.*

#### 4. Past and current clients

*Provide a listing of current and past public sector (cities or counties) clients and the general services provided. Identify clients that are similar to the MCCA (e.g.: in size, complexity, location). Provide contact information (i.e.: name, phone number, email address) for those that will serve as a reference.*

#### 5. Pricing



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*Provide a detailed fee schedule of expenses. Express your administrative fee in a lump sum payable monthly over the course of the year. Expenses not specifically listed will not be considered.*

All Proposals must include a maximum not-to-exceed amount and separate price for travel and related (if applicable). An Entity shall incur no travel or related expenses chargeable to the MCCA without prior approval by an authorized MCCA representative. The actual contract amount will be negotiated after the consultant has been selected and the scope of work finalized.

### SECTION SEVEN: EVALUATION CRITERIA

Proposals will be assessed to determine the most comprehensive, competitive and best value solution for the MCCA based on, but not limited to, the criteria below. The MCCA reserves the right to modify the evaluation criteria or waive portions thereof.

Proposals will be evaluated on the following major categories:

1. Project Approach/Proposed Solution
2. Qualifications and Experience
3. Cost Effectiveness and Value

### VENDOR INFORMATION

Entity Name (including DBA)	
List Type of Organization (Corporation, Partnership, etc.)	
Name and Title of Person Authorized to Contract with MCCA	
Name and Title of Person Submitting Quote	
Entity Address	
Entity's Phone Number	
Email Address of Entity Submitting	

## List of Potential Lobbyists

### Large firms:

Jim Cohen, Verrill Dana [jcohen@verrill-law.com](mailto:jcohen@verrill-law.com)  
Dan Walker, Preti Flaherty [dwalker@preti.com](mailto:dwalker@preti.com)  
Andrea Maker, Pierce Atwood [amaker@pierceanwood.com](mailto:amaker@pierceanwood.com)  
Kate Knox, Bernstein Shur (represents Portland) [kknox@bernsteinshur.com](mailto:kknox@bernsteinshur.com)  
Toby McGrath, Drummond Woodsum [TMcGrath@dwmlaw.com](mailto:TMcGrath@dwmlaw.com)  
Bill Ferdinand, Eaton Peabody [bferdinand@eatonpeabody.com](mailto:bferdinand@eatonpeabody.com)

### Small-medium firms

Jim Mitchell, Mitchell Tardy Jackson [jim@mitchelltardyjackson.com](mailto:jim@mitchelltardyjackson.com)  
Mike Saxl, Maine Street Solutions  
(Verrill Dana subsidiary) [msaxl@mainestreetolutions.com](mailto:msaxl@mainestreetolutions.com)  
Alexandra Serra-Wolfington, Serra Public Affairs [alex@serrapublicaffairs.com](mailto:alex@serrapublicaffairs.com)  
Cate Pineau, Pineau Policy Associates [pineaupolicy@gmail.com](mailto:pineaupolicy@gmail.com)  
Jim Katsiaficas at Perkins Thompson [perkinsthompson.com](http://perkinsthompson.com)