

## **Memo**

**To:** Finance Committee members  
**From:** Brian Whitney  
**Date:** January 29, 2018  
**Re:** **Contributions policy UPDATED**

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Pursuant to Title 5, Section 12021, Subsection 2, "Contributions" are defined as "payments for membership dues and fees, gifts, donations and sponsorships, including those that result in public advertisement of the entity." In accordance with that definition, MTI has adopted the following policies.

### **Membership Dues:**

MTI's President, in consultation with the Board of Directors, shall determine what, if any, membership organizations the institute ought to join. Any affiliations need to be mission-oriented and the associated costs of membership need to be scrutinized closely to ensure it falls within MTI's limited administrative budget and provides appropriate organizational value. For example, MTI is a member of SSTI, the national trade association representing technology-based economic development organizations. Membership benefits include: technical assistance relating to best practices nationally, reduced event registrations, weekly newsletter with latest news and analysis on science, technology, innovation and entrepreneurship, free webinars, member listserv access, and SSTI's funding supplement.

### **Donations:**

Recognizing its nature as a 501(c)(3) entity funded largely by State appropriations and bond funding, MTI will not, as a general rule, authorize and make charitable contributions. Its President, however, may authorize contributions in an amount no greater than \$100.00, per donation, in cases where such contributions either serve a public purpose within the community in which its offices are located or commemorate a memorial event.

### **Sponsorships:**

MTI's sponsorship policy governs externally developed events for which MTI provides a financial contribution in exchange for sponsorship recognition. It does not govern events that MTI hosts, attends, or MTI staff participates in as panelists or exhibitors. MTI's sponsorships fall into three broad categories:

1. Marketing – informing targeted audiences about MTI's programs and highlighting the success of MTI portfolio companies with a goal of generating a strong application pipeline and greater understanding of MTI's mission, goals and success.
2. Celebration/aspiration/recognition – celebrating the success of an MTI partner, program, or portfolio company with a goal of encouraging a culture of aspiration and success in Maine.
3. Education or connection – providing MTI portfolio companies, potential MTI portfolio companies, entrepreneurs and innovators with educational or connections/networking opportunities needed to strengthen their ability to grow and succeed.

MTI's sponsorship policy is designed to complement, but not duplicate, other MTI funding programs. MTI will not entertain sponsorship applications from organizations receiving funding through overlapping MTI programs.

MTI's will establish a sponsorship budget each fiscal year. The Board's Program Committee shall recommend the annual sponsorship budget to the Board of Directors as part of the budget development process, based upon the assessment of prior sponsorship events and current MTI needs.

MTI anticipates its level of support to range from \$1,000-\$5,000 per event. MTI does not entertain sponsorship requests for events that are political or partisan in nature.

#### Process for Requesting a Sponsorship

Organizations with an event to be considered for MTI sponsorship should submit a description of the event, including sponsorship costs and expected benefits, in writing to Brian Whitney, MTI President at [bwhitney@mainetechnology.org](mailto:bwhitney@mainetechnology.org).

The description should include a description of the intended audience, audience size, and any historical data on past events. It should also outline who other event partners are and how they are connected.

While MTI will accept a generic sponsorship package, the request should also indicate into which of the above three categories the event falls. It should also indicate how the event might increase MTI's client base or reach, and which technology sector(s) will benefit from the event goals.

Priority will be given to efforts that demonstrate an understanding of how the event falls within the entrepreneurial and innovation ecosystem and demonstrates coordination and collaboration with other ecosystem partners. The request will be reviewed by MTI staff and if dollar amount warrants, the Program Committee of the Board of Directors.

#### Event Follow Up

It is MTI's expectation that the event host will provide MTI with contact information from event participants or attendees for MTI sponsored events and a brief follow up of event results as compared to anticipated outcomes. The follow up can be in a generic format that is provided to all sponsors.

## Memo

**To:** Bob Martin                      Finance Committee members  
**From:** Jim Fecteau  
**Date:** May 13, 2014  
**Re:** **Request For Proposal (RFP) policy**

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### Background

In response to State legislation enacted in 2012, MTI adopted a bid solicitation policy, attached as a reference in association with the development of the following. As a general rule, MTI has utilized a \$10,000 threshold (consistent with the State's Division of Purchases) for determining which project-type services or needs will be subject to competitive bidding.

### Policy

This policy provides guidelines for the preparation, review and submission of requests for proposals or variations thereto (e.g. requests for information) where MTI seeks services for which payment will be rendered; heretofore, these will be referred to collectively as RFP's. The following does not apply to requests for applications as employed under MTI's award programs.

### Preparation and content

RFP's will contain 1) a description of MTI's history or business nature, sufficient in length and content to impart to the average reader an understanding of MTI that will enable the preparation of a detailed proposal; 2) a description of bidder eligibility restrictions, if any; 3) the proposal timetable; 4) whether or not notices of intent to bid are required; 5) MTI contact information; 6) submission deadlines, including consequences; 7) proposal format guidelines; 8) confidentiality or public disclosure expectations; 9) the selection process and evaluation criteria; and 10) a detailed description of services required. Historical or current usage information should be provided with as much detail as relevant to the services required.

An important question that needs to be resolved prior to RFP preparation is whether or not responses will be accepted only from entities with a presence in the State of Maine. This consideration recognizes that MTI is State-funded and expected to conduct business with Maine-based businesses, inasmuch as possible. RFP's may be opened to out-of-state firms if Maine-based resources are limited in capability or inadequate in number to ensure that low-cost bids are available. "Presence" does not equal "headquartered in"; a firm that maintains business offices in Maine is considered to have presence, even if headquartered in another State or country.

### Distribution

Inasmuch as possible, RFP's should be distributed on a public, available-to-all basis. The nature of certain needs, however, is sufficiently narrow or specialized that there is available evidence to suggest that only a limited number of qualified providers exists and a targeted, by-invitation solicitation is justified. In such cases, MTI should document the justification for a limited-scope solicitation, citing, among all applicable factors, the size of the qualified applicant pool, cost justifications, the value of associated labor, an estimate of the opportunity to be lost through a limited solicitation, historical precedence or previous bid results, and the approach to be used to identify qualified providers. The written justification should be able to withstand a challenge from a provider not deemed to be qualified.

### Review

All RFP's must be reviewed and approved by MTI's President.

### Publicity

RFP's that will be distributed on a public, available-to-all basis should be publicized through legal ads in the Portland Press Herald and Bangor Daily News, and any other relevant Maine publications, for a minimum of three days. Ads should be of sufficient size to be noticed by the casual reader (e.g. ~2" by ~2" notice). A notice or link to a separate webpage should be placed on MTI's homepage. The RFP document should be accessible on the website for the length of the proposal submission period. All other relevant means of communication should be used to ensure maximum exposure.

RFP's to be targeted to a limited number of qualified providers need not be advertised or put onto MTI's website.

## Memo

**To:** Bob Martin Finance Committee members  
**From:** Jim Fecteau  
**Date:** October 31, 2012  
**Re:** Bid solicitation policy

### Background

The solicitation of bids for the provision of services to MTI is currently not governed by a written policy. In practice, within the last four years, MTI has solicited bids for two major services – its banking and accounting relationships. MTI's banking relationship represents its most significant business element, excluding the State of Maine, and the accounting relationship is a major, costly commodity-type service that is naturally and normally put out to bid on a periodic basis. Please refer to the business volume analysis, attached, which presents current business providers and the average business volume and number of years active for each such provider, over the span of the past three calendar years.

### Policy

This policy provides a written guideline for which business services will be bid-solicited and a time interval thereto.

### Banking services

No less frequent than three years

MTI's banking relationship will be bid to interested parties every three years. Interest earned on deposits exceeds \$250K over the past three years and the bid process this past April generated a winning proposal that yielded a rate of return significantly higher than the next nearest bidder. The interest income formula was guaranteed for the three year term of the business banking agreement therefore there is neither risk nor anticipated reward to soliciting a bid for an interval of less than three years, unless either a guarantee is not provided or the interest rate environment is so volatile that a three year window is inadvisable.

### Program consultants

No less frequent than two years

Bids will be solicited for each case where the anticipated cost will exceed \$10,000 except in those cases where consultants possess specialized skills, knowledge or training which are unlikely to be easily replaceable within the service market. In cases where competitive bids are not obtained, documentation shall be prepared outlining the vendor's unique characteristics and/or project timeframe or cost parameters that justify a sole source contract or selection. This justification shall be submitted, reviewed and approved by MTI's President.

### Other consultants and professional advisors

Three to five year bid window

MTI will solicit bids for business services such as accounting, communications and media management, IT-system management and other marketing and promotion services every three to five years, when these services exceed \$10,000 in annual business volume and the service that is provided is not considered to be of such a highly-specialized nature that would otherwise limit the market for qualified service providers (e.g. commodity-type services). Special consideration will be given to the provision of legal services and whether this relationship involves contact, history or knowledge that precludes its inclusion in this policy. Consideration will also be given to bidding out legal elements such as bankruptcy or real estate matters, apart from the provision of general advisory services, should the likely annual or project cost exceed \$5,000. Sole source contracting will be permitted according to the criteria noted above (see Program consultants).

### Service providers and other suppliers

Bid as prudent

These services will be bid or shopped as determined by individual factors. For instance, the current telecom agreement with GWI has a five-year term and solicitations would be sought no more than six months before the termination date. Accordingly, all relationships involving a service agreement (telecom or copier maintenance, or mobile telecom, among others) will be evaluated according to their respective agreement terms. For services that do not involve an agreement, alternate providers will be evaluated as frequently as market conditions or other factors dictate.

# MEMORANDUM

**To:** Brian Whitney  
**From:** Greg Lee  
**Date:** January 10, 2019  
**Re:** Travel, meals and entertainment policy

## Background

The following policy statement is drawn from MTI's Employee Handbook.

## Policy

The Institute will reimburse employees for all necessary and reasonable travel expenses related to the normal conduct of business. To administer uniform guidelines for reimbursement of business-related travel, meals, and entertainment expenses, the following policies and procedures have been established. If you have any questions regarding the business nature or reimbursement of expenses, check with your supervisor before you commit to spending any funds.

## Mileage reimbursement

1. Employees receive reimbursement for direct business mileage at a rate equal to that published by the Office of the Controller of the State of Maine.
2. The use of a personal automobile for business related travel is only authorized if the automobile is covered by a current insurance policy that includes coverage for bodily injury and for property damage. Any damages, repair costs, and/or maintenance costs incurred by an employee in the use of their privately-owned vehicle in conjunction with Institute business will be the sole responsibility of the employee.

## *Mileage reimbursement scenarios:*

1. *Travel from home to the office without stops at additional business-related locations are not reimbursable.*
2. *Travel from the office to a business-related location and returning to the office are reimbursable.*
3. *Travel between business-related locations is fully reimbursable.*
4. *When an employee travels round trip directly from their home to a business-related location, they will be reimbursed for the lesser of the round-trip mileage from their home to that location or the round-trip miles from the office to that location.*

## Vehicle rentals

There may be circumstances under which it is preferable for an employee to rent a car rather than drive a personal vehicle on Institute business. This is permissible with the approval of the

President. Care should be taken to select a vendor based on reasonableness of cost and availability of appropriate vehicles.

#### Air travel

It is expected that employees make every effort to minimize the cost of air travel, including considering Saturday night stays or departures out of various available airports, if possible.

#### Spouse's travel costs

Travel expenses related to an employee's spouse are not reimbursable by the Institute.

#### Lodging

The selection of overnight lodging should be guided by considerations of safety, quality and reasonableness of room rates. Again, the most useful guide to cost effective accommodations is to spend money as if it were your own. When rooms are guaranteed for late arrival and the trip is cancelled or other lodging is secured, the reservation must be cancelled to avoid being billed for a "No Show." Hotels may require either a 24 or 48-hour cancellation notice to avoid these charges. The costs of in-room movies and other personal incidentals are not reimbursable.

#### Documentation, submission and review

In order to assure timely record keeping and a proper review, expense reports must be submitted within 30 days of a travel occasion. All travel expenditures exceeding \$25.00 must be accompanied by a printed receipt or other form of documentation. Employees must sign and date their expense reports and submit them to their supervisor for review and approval. Approved expense reports will be provided to Finance for processing within seven days