

## Quasi-Independent State Entity Review Checklist

Committee: IDEA

Date:

Entity Reviewed:

### 5 M.R.S. §12023(3):

**3. Committee review and report.** By March 1st of every second regular session, beginning in 2016, a joint standing committee of the Legislature receiving reports pursuant to subsection 2 shall review the reports received within the past 2 calendar years, and gather additional information as necessary from the submitting entities, to assess whether policies and procedures adopted by a governing body in accordance with section 12022, subsections 3 to 5 are consistent with expectations established in those subsections and whether all reported waivers of competitive procurement and reported contributions made are in compliance with the adopted policies and procedures, including proper justification and documentation. The joint standing committee shall report the results of its review, including any areas that should be reviewed in more depth, to the joint legislative committee established to oversee program evaluation and government accountability matters.

Statutory Criterion	Met	Unmet (comments)
<p><b>§12022(3): Policies for selection of vendors</b> must be “designed to ensure that the entity secures the best value in its procurements” and must:</p> <ul style="list-style-type: none"> <li>• Establish competitive procurement as standard procurement method;</li> <li>• Specify conditions for waiving competitive procurement; and</li> <li>• Require written justification for all non-competitive procurements &gt; \$10,000 &amp; maintain records for 5 years</li> </ul>		
<p><b>§12023(3):</b> <i>Were all waivers of competitive procurement reported in the past 2 years in compliance with the entity’s policies and procedures?</i></p>		
<p><b>§12022(4): Policies for use of entity’s resources for contributions</b> must require:</p> <ul style="list-style-type: none"> <li>• Contributions to be directly related to entity’s mission and activities;</li> <li>• Contributions to be budgeted and accounted for separately from other expenditures in entity’s records;</li> <li>• Maintaining documentation to support each contribution; and</li> <li>• Governing body to approve annual budget for contributions and be given periodic reports on contributions made by entity.</li> </ul>		
<p><b>§12023(3):</b> <i>Were all contributions made by entity and reported in the past 2 years in compliance with the entity’s policies and procedures?</i></p>		
<p><b>§12022(5): Policies for use of entity’s resources for travel, meals and entertainment</b> must:</p> <ul style="list-style-type: none"> <li>• Limit these costs to those reasonable &amp; necessary to accomplish the entity’s mission and activities;</li> <li>• Specify for whom these costs will be paid, conditions under which they will be paid, and whether they will be paid directly or through reimbursement;</li> <li>• Set requirements for supporting documentation and approval of these costs;</li> <li>• Require that these costs be budgeted and accounted for separately from other expenditures in entity’s records; and</li> <li>• Require governing body to approve annual budget for these costs.</li> </ul>		