



***Board of Trustees’
Audit and Finance Committee
Meeting Materials***

May 23, 2008
8:30 a.m.

The Rouse Company Foundation Student Services Hall
Room: 120B

GROUND RULES

1. Board members practice respectful dialogue that serves the best interests of the college.
2. Each board member works to integrate servant-leadership into the board culture.
3. Each board member has the opportunity to speak uninterrupted.
4. Board members come prepared – board chair needs to understand what is required and set time and material appropriately.
5. Board chair acts as caretaker for the board – acts as filter, evaluates agenda for time well spent.
6. Board chair speaks for the board to the media.
7. Consent materials are available 10 days in advance; remaining board materials are available seven days in advance.
8. Board members should route any requests for additional information to the board chair or the president at least two business days prior to the board meeting.

Howard Community College's *Dragon Principles*

We promise to help our students, employees, and community members "get there from here."

We pledge to...

Be friendly

Be helpful to our students and community

Be considerate of each other



And we pledge to...

Be Fiscally Responsible





**Board of Trustees
Audit & Finance Committee**

May 23, 2008
8:30 a.m.

The Rouse Company Foundation Student Services Hall
Room 120B

- 1. Quarterly Sole Source Vendors Report**
(January 1, 2008 – March 31, 2008)
- 2. Meeting with College Auditor**
- 3. Year-end Purchases**
- 4. Semi-Annual Cumulative Purchases Greater Than \$25,000 Report**
- 5. Other**

1 – Quarterly Sole Source Report

Background: At its August 25, 1999, meeting, the board of trustees approved the delegation of authority to the president to approve sole source contracts under \$25,000. All sole source contracts approved by the president will be disclosed to the board on a quarterly basis.

The terminology listed under rationale has been standardized as follows:

- a. Timetable – emergency procurement or year-end procurement. These items will be disclosed at next available board meeting. The list will include true emergency repairs and the last quarterly report for the year will include year-end items.
- b. Unique Knowledge – this designation will be used for consulting contracts where long term expertise is necessary and/or specialized services are being provided.
- c. Proprietary Vendor – this category will be used for software and hardware maintenance agreements and/or license fees that can only be paid to the original supplier of goods or services.
- d. Compatibility – will be used for goods that must be used with existing college furniture/equipment.
- e. Specific Publisher – will indicate any book or instructional supplier of patented/copyrighted or exclusive distribution rights that had to be paid.
- f. Board approved – will represent a payment/purchase order that the board has expressly authorized that does not fit within one of the aforementioned categories and has not been through the quote or bid process.

Items included on reports in the past such as payments to governmental agencies and/or employee benefit payments, have been removed if the item was a repayment, governmental obligation or item previously approved by the board as a result of quotes or bid submissions.

Purpose: To disclose sole source purchases.

Timeline: January 1 – March 31, 2008

◆————— Recommendation —————◆

The quarterly sole source report is an information item and does not require committee or board action.

Compliance: The quarterly sole source report is in compliance with college procedure, Purchasing – 62.05.01.

Vendor Name	Description	Amount	Approval BOT	Approval PRES	Approval VP/CCM	Rationale
Aireco Supply Inc.	RAD Tech air handler	\$ 24,521.00		X	X	Proprietary Vendor
Carrier Mid Atlantic Inc.	CLC heat pump	\$ 6,530.00			X	Proprietary Vendor
* Cengage Learning (Formerly Thomson)	Books/supplies for resale in the bookstore and ConEd classes	\$ 175,483.14			X	Specific Publisher
Computer Specialists	Maintenance agreement for IBM pSeries 650	\$ 6,216.00			X	Proprietary Vendor
Douglas Stewart	Books/supplies for resale in the bookstore	\$ 10,784.66			X	Specific Publisher
Efron Computerized Studios Inc.	Radio media studio furniture	\$ 53,496.00	X	X	X	Proprietary Vendor
Elsevier Science	Books/supplies for resale in the bookstore	\$ 16,893.11			X	Specific Publisher
FEA/CASA	NEDP site fees	\$ 5,040.00			X	Proprietary Vendor
Follett Campus Resources	Books/supplies for resale in the bookstore	\$ 33,537.75			X	Specific Publisher
Gordon Feinblatt Rothman	Legal services	\$ 51,124.49	X	X	X	Unique Knowledge
* Houghton Mifflin	Books/supplies for resale in the bookstore	\$ 45,703.78			X	Specific Publisher
MACBOA	Officiating fees for men's and women's basketball	\$ 6,645.00			X	Proprietary Vendor
Maryland Public TV	License fees - telecourses	\$ 12,530.00			X	Proprietary Vendor
* McGraw Hill / Osborne Media	Books/supplies for resale in the bookstore and ConEd classes	\$ 155,650.81			X	Specific Publisher
Morton Publishing	Books/supplies for resale in the bookstore	\$ 10,099.20			X	Specific Publisher
* MPS	Books/supplies for resale in the bookstore	\$ 52,935.90			X	Specific Publisher
NACSCORP	Books/supplies for resale in the bookstore	\$ 7,201.44			X	Specific Publisher
Patton Harris & Rust Associates Inc	Athletic fields phase 4	\$ 8,500.00			X	Proprietary Vendor
* Pearson Education	Books/supplies for resale in the bookstore and ConEd classes	\$ 181,211.09			X	Specific Publisher
Perceptive Software Inc.	ImageNow concurrent license CaptureNow license	\$ 19,970.00		X	X	Proprietary Vendor
Rittenhouse Book Distributors	Books/supplies for resale in the bookstore	\$ 17,417.08			X	Specific Publisher
SHRM Learning Systems	SHRM learning systems materials with web access	\$ 10,787.00			X	Proprietary Vendor
* Siemens Building Tech	Fire alarm system upgrade/ RAD tech temperature control	\$ 135,173.01	X	X	X	Proprietary Vendor
SIGMAnet	CISCO2811 integrated services router	\$ 8,131.50			X	Proprietary Vendor
* United States Postal Service	Postage	\$ 81,462.00			X	Proprietary Vendor - Government
* W W Norton	Books/supplies for resale in the bookstore	\$ 32,197.75			X	Specific Publisher
Whitlock	TBC consoles for media studio - HCC TV	\$ 164,049.09	X	X	X	Proprietary Vendor
* Multiple Orders						
	Total	1,333,290.80				

2 – Meeting with College Auditor

Background: At the audit and finance meeting on May 23, a representative from SB & Company, LLC will attend to discuss the upcoming audit. Based on committee discussions at the March 12, 2008, committee meeting, the committee agreed to ask the auditors to review the following areas during the course of the FY08 audit:

- cash controls
- Belmont operations

The auditors started preliminary work at the college on May 12.

Purpose: To discuss the upcoming audit

Timeline: Audit for the period July 1, 2007, through June 30, 2008

◆———— Recommendation —————◆

This item is for discussion only and does not require committee or board action.

3 – Year-end Purchases

Background: Each year, the college holds funds budgeted for furniture and equipment in reserve until the enrollment for the spring semester has been finalized. By holding these funds, if there are any shortfalls in enrollment, there will be funds available in the budget to help absorb the shortfall. The college is now making decisions on purchases to be made at year-end. The president and vice presidents have brought forward lists of purchases from each area to be made with the funds. The following list details all the requests that have come forward. The administration does not anticipate funding all the requests. The college has a normal budget close out in mid-May and based on the total funds available, purchases will be made based on priority of need and funds available. Currently, the list is broken down as follows:

Computer equipment	\$312,274.50
Non-computer equipment	<u>\$506,789.71</u>
Total	\$819,064.21
Other	\$427,452.00 (Items on this list will only be purchased if funds are available)

These figures are estimates. As part of the college's purchasing procedures, the board must approve all purchases greater than \$25,000 (with some exceptions, such as books for re-sale, as outlined under purchasing procedure, 62.05.01). Items over \$25,000 will either be formally bid or purchased off an approved county or state contract, in order to secure the lowest price possible. Items over \$25,000 will be brought back to the board for approval.

- Purpose:** To review the current year-end purchase list for FY08
- Location:** College-wide
- Timeline:** Purchases to be made by June 2008
- Specifications:** Detailed on the following list
- Bids:** Items over \$25,000 will either be bid or purchased off an approved state contract.

◆————— Recommendation —————◆

This item is for information only and does not require committee or board action.

FY08 Year End Computer Purchases

Area	Cost Center	Description	Est. Amount	Comments
PRES	10-6-65100	Image Now scanner and laser printer	7,000.00	Alumni and development
	10-6-65000	Public relations - large formatted printer	5,000.00	Public relations
VPAA	10-1-12200	75 ea Adobe CS3 software	17,812.50	CMSY web courses
	10-1-11450	70 ea Adobe CS3 software	24,000.00	ARTT/MASS courses
	10-1-12200	7 ea Dell server - 1 GB RAM	3,500.00	Network security lab ELB 310
	10-1-12200	1 ea HP 4100N printer	500.00	Network security lab ELB 310
	10-1-12200	60 ea SATA removable drive caddy	7,200.00	Network security lab ELB 310
	10-1-12200	60 ea SATA hard drives	6,000.00	Network security lab ELB 310
	10-1-12200	36 ea SATA drive bays	6,480.00	Network security lab ELB 310
	10-1-12200	6 ea Proventia M-30 site licenses	5,400.00	Network security lab ELB 310
	10-1-12200	36 ea assorted color patch cables	360.00	Network security lab ELB 310
	10-1-11450	3 ea FCP/Mac student video editing stations	15,000.00	TV studio facility
	10-1-11450	9 ea Sony LCD monitors for video lab workstations	11,700.00	TV studio facility
	10-1-11450	4 ea AutoCad 2008	6,000.00	Horowitz Center
	10-4-43100	3 ea replacement projector systems - Hickory Ridge	4,092.00	Needed replacements
	10-1-48500	7 ea computers for new full-time faculty	8,400.00	New faculty
	10-1-12250	3 ea iWorks human physiology teaching kits	9,672.00	Anatomy and physiology
	10-1-11600	1 ea Wimba license - unlimited use	9,500.00	ESL and world languages
	10-1-11600	1 ea Eluminate license - 1 faculty and 25 students	7,000.00	Multiple divisions
	10-4-43100	1 ea long throw projection lense	3,300.00	Replacement for N220 system
	10-1-41002	1 ea Dell Optiplex mini tower	803.00	Replacement for E-Reserves station
	10-4-43100	3 ea projector replacements	4,092.00	Hickory Ridge
	10-4-43100	35 ea projector management device servers	3,500.00	ELB projectors
	10-4-43100	2 ea laptops for faculty use - with wireless capability	2,600.00	Increased demand
	10-1-41002	1 ea iMac desktop model	2,247.00	Instructional technology development
	10-1-41002	1 set classroom response system for 30 students	2,000.00	Instructional technology development
VPAF	10-6-61200	Finance office - 2 scanners - \$5,600 each - to replace existing obsolete scanners	11,200.00	
	42-0-90000	BELMONT - Micros sales and catering system and software, Micros point of sale system and software	42,888.00	
VPSS	10-5-51000	Image Now scanner	5,600.00	
	10-5-54000	Image Now scanner	5,600.00	Financial aid services
	10-5-55001	2 Image Now scanners (\$5,600 each)	11,200.00	Admissions/advising - workgroup
	10-5-53100	Cameras (12 - \$270 each, multi-channel multiplexer \$1500, installation (\$460), cabling (\$350)	5,500.00	Test center
	10-5-55001	2 HP printers - \$847 each	1,694.00	Admissions/advising - workgroup
	10-5-55001	2 security cameras - \$270 each	540.00	Admissions/advising - workgroup
	10-5-54000	Laptop	1,850.00	Financial aid services
	10-5-55001	Laptop for Admissions/Advising	1,850.00	Admissions/advising - workgroup
	10-5-55001	3 laptops - \$1,850 each - for acad and transfer adv, Excelsior and trans - eval, and Allied Health nursing	5,550.00	Admissions/advising - workgroup
	10-5-53100	10 laptops - \$1,850 each	18,500.00	Test center
	10-5-56000	Laptop	1,850.00	Records and registration
	10-5-55001	2 Printers - \$847 each - for nursing/outreach	1,694.00	Admissions/advising - workgroup
	10-5-56000	Flatbed digital scanner	3,000.00	Test center
	10-5-53500	Printer control/monitoring for LAC computer lab	10,000.00	Learning assistance center
	40-0-95001	Color poster making machine	5,000.00	Student life
	10-5-53500	Image Now scanner	5,600.00	Learning assistance center
		TOTAL - COMPUTERS	312,274.50	

FY08 Year End Non-Computer Purchases

Pres/VP Area	Cost Center #	Description	Est. Amount	Comments
PRES	10-6-61000	Hourly money	10,000.00	
	10-6-65000	Public relations - funds to support the Business Monthly's salute to HCC	3,000.00	
	10-6-65000	Public relations - overage in printing and postage	20,000.00	
VPAA	10-1-11450	10 ea grand piano climate control system	5,950.00	Horowitz Center
VPAA	10-1-11450	5 ea upright piano climate control system	2,475.00	Horowitz Center
VPAA	10-1-11450	2 ea Mason & Hamlin dollies	1,800.00	Horowitz Center
VPAA	10-1-12100	1 ea infant warmer system - model 4400	7,985.00	Nursing
VPAA	10-1-12120	1 ea Stryker MX-PRO R-3 ambulance cot	3,940.51	EMS
VPAA	10-1-12120	1 ea respirator-trainer complete	3,654.00	EMS
VPAA	10-1-12120	1 ea respirator-trainer neolung option	250.00	EMS
VPAA	10-1-48500	Furniture for new faculty and replacement desk chair	15,500.00	New Faculty
VPAA	10-1-11300	11 ea replacement office chairs	3,000.00	5 for staff & 5 for faculty
VPAA	10-1-41002	1 ea camcorder package	600.00	Instructional technology development
VPAA	10-1-11450	Nikon D3000 digital SLR	2,249.00	image acquisition for digital arts
VPAA	10-1-12200	1 set signage/virtual workplace materials	600.00	Network Security Lab ELB 310
VPAA	10-1-12200	4 ea U-bins	450.00	Network Security Lab ELB 310
VPAA	10-1-48500	2 ea desk workstation units for service learning	5,000.00	Network Security Lab ELB 310
VPAA	10-1-11450	24 ea replacement bulbs for gallery and lobby	3,139.20	Horowitz Center
VPAF	42-0-90000	BELMONT - used Toro workman utility vehicle	5,500.00	
	10-7-71500	Portable stage	20,000.00	
	10-6-63400	SECURITY : 4 radios with batteries and chargers - \$500 each	2,000.00	
		AON threat assessment	60,000.00	
	10-7-71500	SAFETY : blue light phone at track	2,000.00	
	10-7-71500	SAFETY : 3 AED's	5,000.00	
	10-7-71500	SAFETY : 12 large indoor LED signs	12,000.00	
	10-7-71500	SAFETY : 2 - 800 MHz radios	6,000.00	
	10-7-71500	SAFETY : 200 digital clocks (\$300 each)	60,000.00	
	10-7-71500	SUSTAINABILITY : green ride computer program	2,000.00	
	10-7-71500	SUSTAINABILITY : 25 steel recycling cans (\$250 each)	5,000.00	
	10-7-71500	SUSTAINABILITY : 2 pair field trash and recycle bins	8,000.00	
	10-7-71500	SUSTAINABILITY : Native plants RCF	10,000.00	
	VPSS	10-5-51000	Replacement international flags and associated supplies	1,500.00
10-5-56000		Hourly money	21,000.00	Records/Registration
10-5-53100		ACCUPLACER testing units	20,000.00	Test Center
10-5-54000		Financial aid spotlight event expenses	7,500.00	Financial Aid Services
10-5-55001		Supplies - outreach, international and transfer	8,000.00	Admissions/Advising
10-5-56000		Stationary - registration statements, transcript paper, envelopes	5,000.00	Records/Registration
10-5-53100		Hourly money	6,000.00	Test Center
10-5-56000		Folding machine	2,000.00	Records/Registration
10-5-46600		Furniture and bookcases for Hickory Ridge location	6,000.00	Welcome Center

Pres/VP Area	Cost Center #	Description	Est. Amount	Comments
	10-5-52100	Tile and plaster pool finish	52,198.00	Athletics
	10-5-52100	Tile pool decking and gutters	78,999.00	Athletics
	60-0-92500	HVAC unit	7,500.00	Children's Learning Center
	40-0-95001	Massage chair	2,000.00	Student Life
	60-0-92500	Landscaping	2,000.00	Children's Learning Center
TOTAL NON-COMPUTERS			506,789.71	
TOTAL COMPUTERS			312,274.50	
GRAND TOTAL			819,064.21	

NOTE: The items listed below will only be purchased if additional funds are available.

Pres/VP Area	Cost Center #	Description	Est. Amount	Comments
ITEMS ON HOLD				
VPAA		Conference tables to replace existing smaller tables - ELB	15,000.00	
VPAA	10-1-12200	Replacement faculty computers	4,500.00	Needed replacements
VPAA		Theatre brochure for Rep Stage	18,000.00	
VPAA	10-1-11450	Genie IWP 30, 30 ft. tall personnel lift	8,500.00	Safety, maintenance, set construction
VPAA	10-1-12100	Auto-pulse training system	6,895.00	Nursing program
VPAA	10-1-12100	Pacing upgrade	2,275.00	Nursing program
VPAF	10-6-63400	SECURITY: radar gun - \$1500	1,500.00	
VPAF	10-7-71500	SAFETY: radar speed sign	10,000.00	
VPAF	10-7-71500	SUSTAINABILITY: Campus-wide energy metering	150,000.00	
VPAF	10-7-71500	SAFETY: 2 campus entrance LED signs	20,000.00	
VPAF	10-7-71500	SAFETY: 1 cell phone booster - Outback	6,000.00	
VPAF	10-7-71500	SUSTAINABILITY: nature trail / arboretum documentary	25,000.00	
VPAF	10-7-71500	SUSTAINABILITY: geothermal study	25,000.00	
VPAF	10-7-71500	SAFETY: tornado siren / speakers	80,000.00	
VPAF		Small hybrid vehicles for college use (2)	50,000.00	
VPSS	10-5-51000	Desktop unit for student services	1,100.00	
VPSS	10-5-46600	11 monitors - 19" (\$228 each)	2,508.00	Welcome Center
VPSS	10-5-55001	Printer cartridges	1,174.00	Admissions/Advising - workgroup
TOTAL			427,452.00	

4 – Semi-Annual Cumulative Purchases Greater Than \$25,000 Report

Background: In support of board policy, Fiscal Condition, the administration reports to the board of trustees semi-annually on cumulative purchases greater than \$25,000. The report for the first half of the year will also include items over \$12,500, which may exceed \$25,000 by the end of the fiscal year.

Purpose: To allow the board to see all payments to vendors in excess of \$25,000 or which may exceed \$25,000

Timeline: July 1, 2007 – December 31, 2007

◆————— Recommendation —————◆

This item is for information only and does not require committee or board action.

Compliance: The FY08 cumulative purchases are in compliance with college procedure, Purchasing – 62.05.01.

4a FY08 Cumulative Purchases over \$25000 00 1st half yr over \$12500.xls

Vendor	7/01/07-12/31/07	Requisitioning Department	Product/Service Description
312 Marshall Limited Partnership	165,476.55	Finance	Lease agreement for rental of Laurel College Center, BOT Approved
A.F.L. Web Printing	47,275.45	Public Relations	HCC Bid for printing, BOT Approved
A. M. Briggs	31,181.55	Belmont	Food for Resale - exception to bid law *
Abakadoodle Inc	14,595.00	ConEd	Kids on Campus supplies - multiple purchases *
Actors Equity Association	18,163.23	Theatre	Pension/Dues for multiple plays*
Adams Burch	21,994.95	Belmont	Food for Resale - exception to bid law *
Allied Barton Security	454,783.89	Security	HCC Bid for security services, BOT Approved
AMS	18,154.00	Belmont	Insurance Renewal for Belmont
B & H Photo Video	16,118.05	Multiple	Sony Camcorders/supplies - quotes obtained - multiple purchases *
Baker & Taylor Inc	16,326.95	Library	Library book purchases utilizing the Maryland Community College Library Consortium Agreement *
Baltimore Gas & Electric	510,062.06	Multiple	Electrical & Gas service (Plant/Belmont/Club Merion), BOT Approved
Baltimore Sun	32,090.58	Multiple	Regional area newspaper advertising *
Bank of America	118,093.06	Belmont	Lease agreement for Belmont, BOT Approved
Bell Tech	69,339.20	Information Technology	Various Purchases of Software - MEEC Agreement*, BOT Approved
Big Country Amusements	13,683.51	Belmont	Various events/entertainment - Pass Thru*
Blackboard Inc.	31,400.00	Instruction	Membership Fees CE6 User Fees - Sole Source Item, BOT Approved
Brickman Group, Ltd	107,994.02	Plant Operations/Belmont	HCC Bid for landscape maintenance, BOT Approved
Carey Restaurant Shop Sales Inc	20,472.74	Instruction	Various Supplies - Culinary Program *
Carolina Biological Supply Co	22,324.86	Instruction	Quotes for materials for Chemistry & Biology-multiple purchases *
CAS Severn	27,235.00	Information Technology	Computer Equipment - multiple purchases - MEEC Agreement*, BOT Approved
CDW-G Inc.	13,167.45	Multiple	Various computer supplies - multiple purchases*
Centre TEK Solutions	19,818.75	Information Technology	HCC Bid - Web Development, BOT Approved
Charles Hendricks Associates	25,180.00	Human Resources	Professional Services - Salary Survey, BOT Approved
Clair Zamoiski Segal	16,466.58	Fund 13	Consulting Services - Rep Stage - Sole Source
Clifton Gunderson LLP	40,000.00	Finance	HCC Bid for Accounting & Audit Services , BOT Approved
College Board Inc	24,295.60	Test Center	Accuplacer Online Testing - Sole Source
Colonial Equipment	51,345.00	Athletics	Starcraft Allstar Bus - Sole Source, BOT Approved
Comcast Processing Center	24,038.00	Information Technology	HCC Bid for Internet Services, BOT Approved
Comcast Spotlight	19,063.80	Public Relations	Various Advertisements *
Consolidated Printing Company	54,176.00	Academic Promotions - Multiple	Quotes for printing services for pamphlets, brochures, postcards, catalogs, booklets, directories & invitations *
Cornell & Company Inc	29,247.40	Belmont	Furniture for Belmont - Various Items/Purchases*, BOT Approved
Datatel	216,735.75	Information Technology	Sole Source Item for license maintenance services for Colleague Systems, BOT Approved
Dell Marketing LP	274,829.95	Multiple	Computer equipment - County contract and MEEC Agreement*, BOT Approved

*Multiple purchases made during the year.

4a FY08 Cumulative Purchases over \$25000 00 1st half yr over \$12500.xls

Vendor	7/01/07-12/31/07	Requisitioning Department	Product/Service Description
Denzler - Nelson	18,945.00	ConEd	Kids on Campus Engineering and Robotics Classes - Pass Thru*
Director of Finance- Howard Cty	2,872,225.50	Multiple	Ad valorem taxes & health insurance & water & sewer, vehicle repairs * Sole Source Item
Disys Corporation	13,398.70	IT/Fund 70	Computer Equipment - multiple purchases *
Douglas Stewart Company, Inc	38,476.35	Bookstore	Bookstore purchases for resale- exception to bid law
Douron Inc	60,623.15	Multiple	Quotes for modular furniture & other furniture under Baltimore Metro Contract *
Elsevier Science USA	43,199.27	Bookstore	Bookstore purchases for resale- exception to bid law
Emjay	12,693.94	Plant Operations	HCC Bid - HVAC Services, BOT Approved
Enoch	34,480.08	Multiple	Copier Rentals HCC Bid, BOT Approved*
Eyre Bus Service	20,419.80	Multiple	Bus Trips - Student Activities, Rouse, Athletics - multiple trips *
FEAGA Construction Services	15,162.73	Fund 70	Belmont House Renovations Quotes Obtained
FiberPlus	17,243.83	IT/Fund 70	Installation cables/telecommunications to SS Bldg State of MD contract
Fidelity Investments	221,106.34	Payroll	Employee contributions to supplemental retirement plans - exception to bid law
Fisher Scientific	17,453.00	Instruction	Various Lab supplies - multiple purchases*
Fitch	61,241.38	Plant Operations	House Keeping Supplies - HO CO contract*, BOT Approved
Global Services Group	28,544.84	Plant	Emergency Staff (3rd Shift Housekeeping Services), BOT Approved
Gordon Feinblatt Rothman	44,527.43	Belmont	Legal Services - Belmont Sole Source, BOT Approved
H H Industries	113,406.42	Plant Operations	3rd Shift Housekeeping Services - HCC Bid, BOT Approved
Hartford Computer Group	20,981.00	Multiple	Computer Equipment - Various orders - State Contract *
Hawkes Learning Systems	81,575.24	Bookstore	Bookstore purchases for resale - exception to bid law
HCC Educational Foundation	94,255.34	Multiple	CLC mortgage payment, employee contributions, Gala/Grand Prix, etc *
Home Depot	20,344.32	Multiple	Various supplies - multiple purchases*
Houghton Mifflin Co	73,760.76	Bookstore	Bookstore purchases for resale - exception to bid law
House of Printing Inc	35,459.00	Multiple	Multiple purchases - Printing Quotes Obtained when necessary
Howard County Government	36,700.00	Fund 70	Reimbursement for Capital Items
Hudak's Construction Services	43,314.00	Fund 70	Athletic Field App 5 HCC Bid, BOT Approved
Infiniti Telecom	22,920.83	IT/Fund 70	Cable Installation/multiple jobs *
J A Smith Company	27,647.80	Multiple	Renovations/multiple jobs - Quotes Obtained*
John Wiley & Sons, Inc	30,384.08	Bookstore	Bookstore purchases for resale - exception to bid law
Johnson Controls	12,999.00	Plant Operations	Chiller Services multiple calls *
Jubbs	21,050.00	Project Access	Bus Trips for Project Access - Bid extension
Kaiser Foundation Health Plan	75,508.37	Human Resources	Employee Health Insurance premiums - bid by county
Key Government Finance	19,902.00	Plant	Modular Classrooms - Lease Agreement, BOT Approved
Level One Personnel	17,494.27	Bookstore	Temporary Cashiers - multiple times/people*

*Multiple purchases made during the year.

4a FY08 Cumulative Purchases over \$25000 00 1st half yr over \$12500.xls

Vendor	7/01/07-12/31/07	Requisitioning Department	Product/Service Description
Maryland Assoc of Community Colleges	37,417.05	President's Office	Sole Source Item - Dues/Fees, BOT Approved
Maryland Child Support Account	15,902.09	Payroll	Employee Child support payments - exception to bid law
Maryland Higher Education Commission	78,891.54	Payroll	Reim of retirement costs for grants and miscellaneous programs - exception to bid law
Maryland Online	12,500.00	Instruction	Membership Fees - Online Classes
Maryland Sound Image Inc	44,441.00	Fund 70	Sound/AV System HVPA Bldg - Baltimore Metro Contract, BOT Approved
McGraw Hill Companies	220,134.59	Bookstore	Bookstore purchases for resale - exception to bid law
Morton Publishing Inc.	20,183.17	Bookstore	Bookstore purchases for resale - exception to bid law
Mount Royal Printing	13,574.00	Multiple	Quotes for printing services for pamphlets, brochures, postcards, catalogs, booklets, directories & invitations *
MPS (formerly VHPS)	104,000.13	Bookstore	Bookstore purchases for resale - exception to bid law
Murphy Dittenhafer	13,161.89	Fund 70	Renovations A Bldg and Smith Theatre HCC Bid, BOT Approved
MVA	34,372.00	ConEd/Multiple	Motorcycle Safety Classes Fees - Pass Thru
My World Travel	27,449.10	International Travel	Travel Fees - Study Abroad Trips - Pass Thru
Nascorp, Inc.	21,896.21	Bookstore	Bookstore purchases for resale - exception to bid law
Networking Concepts, Inc.	78,053.80	Information Technology	HCC Bid - Network hardware support, BOT Approved
Next Day Science Inc	25,915.22	Instruction/Fund 70	Microscopes/Lab Supplies Quotes Obtained - multiple purchases *
OCE USA Inc	68,102.58	Print Shop	State Contract, BOT Approved
OCLC Capcon	13,639.05	Library	Electronic subscriptions - Sole Source Items
Office Depot	151,968.20	Multiple	State contract*, BOT Approved
Oxford University Press	30,486.27	ConEd/Library/Bkst	Bookstore purchases for resale - exception to bid law/ConEd classroom use/Library purchases
Patuxent Publishing	38,801.07	Multiple	Area newspaper for advertising*
Pearson Education Inc	312,083.31	Bookstore - ConEd	Bookstore purchases for resale - exception to bid law, ConEd classroom use - Sole Source Item*
Peopleadmin	15,700.00	Human Resources	Annual Maintenance Fee for online recruiting system Sole Source
Perceptive Software	18,429.20	Information Technology	ImageNow licenses, maintenance and support - Sole Source Vendor
Petroleum Traders	36,108.12	Plant Operations	Diesel Fuel - State Contract - multiple purchases*
Pinnacle Career Resources Inc	43,421.71	ConEd	Consulting services as part of Community Development Block Grant, BOT Approved
Post Newsweek Media	21,079.62	Multiple	Advertising *
Potomac Electric Power	102,275.25	Plant Operations	Energy Charges - BRCP Contract, BOT Approved
Presidio Networked Solutions	50,074.41	Multiple	Classroom video Equipment - State Contract *
Project Masters	25,171.33	ConEd	Pass Thru Training Classes
Putting on the Ritz	29,040.75	Multiple	Multiple instances of catering off-site and on-site *
Reese and Carney	22,250.29	Legal	Sole Source Items - Legal Services
Riparius Construction Inc	298,335.98	Fund 70	HCC Bid - SSB Appl 1, 2 plus change orders, BOT Approved
Rittenhouse Book Distributors	20,355.17	Bookstore	Bookstore purchases for resale - exception to bid law
Select Event Rentals	63,110.80	Belmont	Various Rentals - Pass Thru Items - 1 Sole Source Item *
Sheraton Columbia Hotel Inc	23,778.74	ConEd - Grant related	Pass Thru - Facility for XH 441 class

*Multiple purchases made during the year.

4a FY08 Cumulative Purchases over \$25000 00 1st half yr over \$12500.xls

Vendor	7/01/07-12/31/07	Requisitioning Department	Product/Service Description
Siemans Building Technologies	41,439.30	Plant Operations	Building repairs/Software support Sole Source Items*, BOT Approved
Signart, Inc	19,752.00	Signage	RCF exterior signage HCC Bid, BOT Approved
Simplexgrinnell Inc	13,044.00	Plant/Security	Access cards supplies/service *
SIRSI	19,027.00	Library	Software Maintenance - Sole Source Item
Sirus Systems	18,340.00	Plant	Fiber Optic Installation Quotes Obtained
Sodexo	164,559.30	Multiple	HCC Bid-food services/in-house catering/management fees, BOT Approved
Strategic Energy	19,460.34	Belmont	Fuel Deliveries for Belmont - BWCCC Contract
Struever Bros Eccles & Rouse	291,535.34	Plant	HCC Bid - Design/Build Services ST Bldg, lower level, BOT Approved
Summit America Insurance Services	14,242.00	Insurance	Athletic Med/Travel Coverage
Sysco	50,449.94	Belmont	Various Orders - Food Supplies *
Systems Alliance	20,387.50	Web Enterprises	SE Maintenance Fees Sole Source
TCM Communications	15,990.00	Information Technology	Cell Phone Booster Antennas ELB RCF Quotes Obtained*
Thomson Learning (CenGage Learning)	319,625.24	Bookstore - Library	Bookstore purchases for resale- exception to bid law & Library Electronic Databases-Sole Source Item
Unisource Worldwide Inc	23,903.89	Print Shop	Print shop paper & supplies *
United States Postal Service	176,452.29	Multiple	Postage - Sole Source
United Way	17,043.18	Payroll	Employee contributions - exception to bid law
University Of Maryland	17,000.00	Information Technology	UMATS Membership / MEEC
Vanguard Fiduciary Trust	48,633.72	Payroll	Employee contributions to supplemental retirement plans - exception to bid law
Verizon	44,924.12	Information Technology	Local Phone Service; Telephone Equipment purchased utilizing State of Maryland Contracts, BOT Approved
Verizon Wireless	20,068.15	Multiple	Cell Phone Services for the college - Piggyback - Federal Contract
Victor Graphics	23,099.99	Public Relations	Catalogues/Covers/Copies HCC Bid
W.W. Grainger	56,444.67	Plant Operations	Various Orders - supplies*, BOT Approved
W.W. Norton & Company Inc	52,688.95	Bookstore	Bookstore purchases for resale- exception to bid law
Washington Gas Energy Services	174,387.81	Plant Operations	State of Maryland gas & electric utility services contract, BOT Approved
Washington Post	26,660.38	Multiple	Regional area newspaper advertising *
Waste Management of MD	26,810.51	Plant Operations	HCC Bid for trash and recycling services, BOT Approved
Wenger	15,019.00	Theatre	Seating in Black Box Theatre - Sole Source Item
Whitlock	27,587.50	TV Studio	Broadcast Server - Montgomery County Contract, BOT Approved
Win Kelly Chevrolet	33,630.00	Plant Operations	Silverado Truck w/snow plow/spreader/caution light Ho Co Contract, BOT Approved
Woodlawn Motor Coach, Inc.	26,571.00	Multiple	Bus Service - DC & Baltimore field trips*
Total Paid	10,783,453.46		

*Multiple purchases made during the year.