Memorandum

November 18, 2026

To: Board of Trustees
From: Peter Eglinton, Deputy Director
Jackson Hall, Program Manager for EV Initiatives
Re: Sole Source Contract for Electric Vehicle Finder Tool

Proposed Motion

Move to authorize the Executive Director to amend a sole source contract with EVQ PBC in an amount not to exceed $6,000, through December 2027.

Background

In December 2025, the Trust entered into a 12-month, $5,000 contract with EVQ PBC (EVQ) to implement an "electric vehicle finder" tool on the Trust's website. In July, the Trust amended the contract to include an additional $3,750 (fixed fee) to develop and incorporate additional functionality requested by the Trust.

The EVQ PBC tool provides a valuable resource for individuals seeking both new and used vehicles. Data on user visits on Efficiency Maine's Electric Vehicles (EVs) webpages suggests the tool has a similar level of activity compared to other pages on the EVs webpages. Data provided by EVQ supports this. The vehicle finder tool has met the expectations of the Trust: it helps Mainers find electric vehicles based on their specific price, location, and other needs. Additionally, EVQ PBC has been easy to work with and has been responsive to any issues that have come up. Based on this experience, the Trust is looking to renew its contract with EVQ PBC for an additional 12 months for $6,000.

Section 3(B) of the Chapter 1 of the Efficiency Maine Trust Rules (Procurement Rule) indicates that the Trust:

> may use a sole source procurement when: (1) the service provider has unique qualifications, resources, or experience; (2) there is not enough time to use a competitive bidding process; (3) the Trust finds that the program or required service would clearly benefit from a sole source procurement; …. The decision to use a sole source procurement for more than $10,000 will made by the Efficiency Maine Trust Board, or may be delegated on case-by-case basis by the Efficiency Maine Trust Board.

Because this contract amendment will increase the cumulative contract value above $10,000, Staff is seeking Board approval. It is appropriate to employ the sole source authority in this situation. EVQ PBC claims that it maintains the "most comprehensive EV shopping site with local listings for new and used EVs," and the Trust Staff's research into other alternatives supports this claim. The search tool is easily

embedded on Efficiency Maine's website, and supports our branding. EVQ also routinely provides the Trust with data on the most frequent types of searches by users (used vs. new, price preferences, etc.). The current contract expires on December 5, 2026.

Staff requests Board approval to authorize the Executive Director to use sole source procurement requirements to amend the existing contract with EVQ PBC, increasing its total value to $14,750. This amendment will extend our use of the tool for another 12 months.