



STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY
BOARD OF PESTICIDES CONTROL
28 STATE HOUSE STATION
AUGUSTA, MAINE 04333

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JANET T. MILLS
GOVERNOR

AMANDA E. BEAL
COMMISSIONER

January 3, 2022

To: Board of Pesticides Control, Public Board

Re: Service Contract with Metro Institute Inc.

The Board of Pesticides Control is in the process of entering into a contract with Metro Institute Inc. that will administer pesticide certification exams at six testing centers in Maine. Metro Institute Inc. is located in Phoenix, Arizona and currently provides pesticide certification exams for 12 other states. This contract is for one year and will be implemented on or around February 15, 2022.

Metro Institute Inc. will provide the following:

- Certification exams to become certified as an Agricultural Basic, Private, or Commercial Operator Pesticide Applicator.
- The BPC will provide a quantity of exam questions greater than the number of questions necessary for each exam. Metro Institute Inc. will use these questions to randomly generate a new exam for each applicant.
- Metro Institute Inc. will grade each exam and provide test results to the BPC.
- Metro Institute Inc. will schedule all exams and be the contact source for applicants.
- Metro Institute Inc. will provide live proctors for each testing center.
- Metro Institute Inc. will provide the applicant with complete instructions on the testing process.
- Metro Institute Inc. will confirm the applicants name, date of birth, and identity by validating the applicants government issued photo identification.
- Metro Institute Inc. will provide the BPC reports that include test results, average completion time, and individual question results. Metro Institute Inc. will work with the BPC to provide custom reports and data.

Cost:

The BPC will not pay Metro Institute Inc any amount directly for completing all services and delivering all goods required under this contract. Revenue generated by Metro Institute Inc. will be generated through the administration of the Statement of Work in the

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contract. Metro Institute Inc. will retain \$65.00 from exam fees for all commercial exams and \$55.00 for private and agricultural basic exams that it administers in accordance with the contract. Metro Institute Inc. must remit \$10.00 to the Department for each commercial exam given.

The BPC will not lose any revenue from the change to online testing. The BPC will still receive \$10.00 for every commercial exam offered, and will see a savings in staff time. There will be less proctoring required from BPC staff, a reduction in photo copying, filing, and grading exams. There will also be a reduction in staff time spent scheduling and answering questions about exams.

The contract has been reviewed by Megan Patterson, BPC Director; John Pietroski, Manager of Pesticides Programs; Mark Randlett, Maine Assistant Attorney General; Ann Gibbs, Director, Division of Animal & Plant Health; and Betty Rancourt, DACF Resource Administrator.