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2 ISSUE | 4 VOLUME | FEBRUARY 2022

# Procurement Update



## Annual Meeting

### Recorded Presentations Now Available

Please visit the Procurement Services intranet, [Latest News page](#), to access recordings of presentations from our annual meeting.

Each presentation includes a PowerPoint (PPT) file and video recording. To date, the presentation topics include IT Procurement, Services and Commodities. Additional presentations will be posted when available.

## PurchasingME → Advantage

### Contract Workflow Changes

As a reminder, **effective February 28**, agencies will no longer use the Purchasing Maine system to submit contracts (CTs), blanket contracts (CTBs), and multivendor contracts (CTMVs). Instead, agencies will submit all contracts through the Advantage system.

**NOTE:** The process for submitting RFPs, RFIs, and RFAs is **not** changing at this time. Agencies should continue using PurchasingME for these document submissions.

### Transition Period: 2/14 – 2/28

To support the transition period prior to go-live, **agencies should continue to enter contracts in PurchasingME and begin attaching their CTs, CTBs, CTMVs in Advantage beginning on 2/14**. This transition period is critical because anything finalized on or after 2/28 will automatically be posted to Vendor Self Service (VSS); and, if something entered on 2/14 or later is still pending on 2/28, having the correct attachments in Advantage will prevent the procurement approver from having to reject it back for the agency user to attach their contract.



### Training & User Documentation

Procurement Services held a Lunch & Learn webinar last month and other training sessions in early February covering the process for submitting CTs and CTBs in Advantage. Recordings of these presentations are available on the Procurement Services intranet (see bullets below). A final training session covering CTMVs is scheduled on February 16.

- ➔ To access the Lunch & Learn recording, please click on the red box labeled **2022 Lunch & Learn Schedule** located at the top of the Training & Guidance page on the Procurement Services intranet.
- ➔ Visit the [Training & Guidance page](#) to access a recording and PowerPoint from the completed CT/CTB trainings or to register for the upcoming CTMV training.
- ➔ Procurement Services will also post step-by-step user documentation on the [Training & Guidance page](#) after each training is completed.



## Appeal Process

Join us February 23!

*Please register for any Lunch & Learn webinars you wish to attend. The schedule of topics, registration links, and recordings of completed webinars are posted on the Procurement Services intranet, [2022 Lunch & Learn page](#).*

Do you have questions about RFP appeals? Get answers and updates about the appeal process during our Lunch & Learn webinar on Wednesday, February 23 at 11:30am. Presenters include:

- ➔ Emily Atkins, Assistant Attorney General
- ➔ Jaime Schorr, Chief Procurement Officer
- ➔ Brandon Martin, Procurement Planning Manager
- ➔ Katie Boynton, Procurement Analyst



# IT Procurement News

## IT-RFP Template Coming Soon!

Procurement Services will soon be launching a new IT-RFP template for agency use with IT-related solicitations. The new form is intended to help streamline the contracting phase of IT procurements by collecting specific information from bidders during the RFP phase.


Director of IT Procurement Joe Zrioka held a Lunch & Learn webinar on February 2 to review the new template. Agencies can access a recording of the webinar on the Procurement Services intranet, [2022 Lunch & Learn page](#).

### Staff Update

Procurement Services is pleased to announce that Jeannine Spears was recently promoted from systems analyst to **IT Procurement Systems Section Manager**. Under her new role, Jeannine reviews technical requirements and policies for IT-related RFPs and contract documents, as well as new technology requests. She also maintains the team’s SharePoint site and IT Procurement mailbox; manages the JIRA project and the team’s workload; and provides other technical support for the Division of Procurement Services.

Jeannine has been a State of Maine employee for over 36 years. Prior to joining Procurement Services, she was a systems analyst for the IT Vendor Management (ITVM) team and worked for the Project Management Office. She was also a systems analyst and technical lead for several projects at Maine CDC. Congratulations, Jeannine!

**PROCUREMENT POINT OF CONTACT**



Have a question but not sure who to contact in Procurement Services?

Visit our intranet [Home page](#) and navigate to the “Agency Point of Contact (APOC) list.”



## Upcoming Key Dates for April 1 Contracts

Please note the following key dates for **contracts with an April 1, 2022 start date**. The dates listed below are the latest submittal dates that will allow time for a 7-day posting, if applicable. However, agencies are encouraged to submit contracts earlier than these dates to ensure timely processing. You can find additional key dates for FY22 and FY23 contracts and other procurement services in the annual meeting presentation for Services, posted on the [Latest News page](#) of our intranet.

Contract Value	Initial Agency Submission	SPRC Review	Initial Procurement Services Review	Final Agency Submission*
\$1M+	March 1	March 3	March 14	March 22
Under \$1M	March 7	N/A		

\*If edits were required on initial submission.

## COVID-19/PPE Procurement Resources

The DAFS commissioner’s office recently announced that the State has received a one-time allotment of N95 masks for State employee use to assist with combatting transmission of the Omicron variant.

Agencies are reminded that several resources for procuring masks and other personal protective equipment (PPE) are posted on the Procurement Services intranet, [Latest News page](#) (under the COVID-19 section).

The PPE procurement resources include:

- ➔ Link to LilyPad PPE Ordering System
- ➔ Contact List of LilyPad Agents
- ➔ LilyPad PPE Ordering Guide
- ➔ PPE Ordering Catalog
- ➔ Face Shield Ordering Process

