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1 ISSUE | 1 VOLUME | APRIL 2019

Procurement Update

Key Dates

The end of the 2019 fiscal year is approaching! Be sure to submit procurement documents by the deadlines shown in the table to the right.

DOCUMENT	DEADLINE
Contracts over \$1 million	May 3
Requisitions for bid process	May 10
P-Card purchases	June 1
Contracts under \$1 million	June 7
Requisitions with Waiver of Competitive Bid	June 7
Contracts with July 1 start date	June 14
Delivery Orders	June 14
Paperless modification requests	June 21
Delivery Orders to pay invoice	June 26

Helpful hint: Take time to review contracts for accounting lines with an event type of “PRM5.” During the rollover to the new fiscal year, Advantage will liquidate these lines causing agencies to lose funding.

Agencies can prevent this from happening by doing a paperless modification before June 21, 2019 to

disencumber the amount on the PRM5 line and re-encumber on a new line as PR05 or PR08. If the contract lapses and you still have invoices to pay in the new fiscal year, you must edit the contract to put funds back in, which will overstate the total amount on the CT above what is on the contract. And remember to submit requisition for bid (RQS) documents by May 10, 2019!

Commodities

MMCAP

The State of Maine saves money by participating with the **Minnesota Multistate Contracting Alliance for Pharmacy (MMCAP)**. MMCAP is a free, voluntary group purchasing organization for government facilities that provide healthcare services. Membership is open to states and their agencies as well as counties, cities, school districts and others. Members receive access to a full range of pharmaceuticals and other healthcare products and services; such as, medical supplies, influenza vaccine, dental supplies, drug testing, and other programs. Visit www.mmcap.org.

If you would like more information about the MMCAP contract, please contact Justin Franzose at justin.franzose@maine.gov in Procurement Services.

Batteries & Headsets – Did you know?



Many agencies mistakenly assume purchase of batteries and telephone headsets can be made under the office supply master agreement with W.B. Mason; but this is not correct. These items are on contract with other vendors.

Agencies can use a P-Card to purchase batteries from one of our industrial supplies contracts, which include: MSC Industrial, Grainger, and Fastenal. Contact Bill Allen at WJE.Allen@maine.gov for instructions on how to obtain the best pricing available

Orders for telephone headsets can be placed through Ace Office Supplies with a P-Card or complete a delivery order in Advantage. For more information, contact Terry DeMerchant at terry.l.demerchant@maine.gov.

RFP Corner: Get the most from these resources

Check out these new resources on the [Vendors page](#) at the Division of Procurement Services website. They can help your department save time and effort!

[Home](#) → [Vendors](#) → Grant RFPs

[Home](#) → [Vendors](#) → Pre-Qualified Vendor Lists (PQVL)

Grant RFPs - To better serve the needs of grant solicitations, we created a grants web page on the Procurement Services website. The new page gives grantees an opportunity to view, by department, each grant that channels through the Division of Procurement Services. The goal is to advertise the grant RFP only once while clearly stating details of a multi-year enrollment period. The issuing department will then provide an updated application, which typically happens on an annual basis.

Check out the new web page for **Pre-Qualified Vendor Lists (PQVLs)** – The lists can help agencies quickly identify pre-qualified vendors for existing RFPs. The lists are organized in a table format for each issuing department. They include helpful links to the RFP source document, RFP coordinator contact information, current lists, and a description of the enrollment period. These lists will continue to change so be sure to check back often

Also, a new PQVL RFP template has recently been added to the Forms page on the Procurement Services website. Please contact our RFP team at RFP.purchases@maine.gov for any questions about Grant RFPs or PQLVs.

PQVL for Meeting & Conference Facilities

Speaking of PQLVs, Procurement Services recently developed guidelines for using the PQVL for meeting and conference facilities. Agencies should follow these guidelines and issue a delivery order for facilities on the list rather than processing a service contract. You can review the current guidelines at: www.maine.gov/dafs/bbm/procurementservices/vendors/meetingPQVL

PROCUREMENT POINT OF CONTACT



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

Click the [Contact Us](#) link on our web page and navigate to the link for "Procurement Services Contact List."

Notable Numbers



Procurement Services has been busy!

Check out these key performance indicators (KPI) for the month of March:

11 Master Agreements created

20 RFPs approved for release (\$4,291,000)

23 RFPs received for approval

29 RFQs issued

111 Purchase Orders issued (\$2,966,191)

127 NOIs posted (\$18,416,680)

386 Contracts approved (\$53,552,537)

1,175 Delivery Orders issued (\$8,652,361)

7,714 P-Card transactions processed (\$1,858,978)

The Division of Procurement Services provides directional leadership and strategic management for the purchase, procurement, and acquisition of all contractual services, supplies, materials, and equipment for State of Maine government.