

Division of Procurement Services

STATE OF MAINE

Procurement Update - June 2024



REMINDER: You must be logged into the State of Maine network to open links to the [Procurement Services intranet](#) in the newsletter below.

June Procurement Deadlines

Don't miss these final procurement deadlines (see below) for FY24 year-end (June 30) and FY25 start (July 1)! Need more guidance? Check out our Lunch & Learn [video on year-end planning](#).

DOCUMENT / TRANSACTION	DEADLINE
Requisition (RQS) for competitive bid with July 1 (FY25) purchase date	May 13
RQS for noncompetitive process with July 1 (FY25) purchase	June 3
Contracts \$1 million+ with July 1 (FY25) start date	May 13
Contracts under \$1 million with July 1 (FY25) start date	June 3
P-Card purchases for FY24/Q4 (i.e., Last day to use P-Card to guarantee funds will be paid in FY24)	May 23
Delivery orders (DOs) and DOs to pay invoices for FY24/Q4	June 14
Paperless modification requests for FY24/Q4	June 14
Knowledge Services DOs for extending IT contractors	June 7

P-Cards

JP Morgan FY25 Download Cycle Schedule

The [FY25 download cycle schedule](#) for reviewing/approving P-Card transactions is now posted on the intranet [P-Cards page](#).

Solicitations

Empower Your Career Track as an RFP Appeal Panelist!



The Division of Procurement Services is seeking appeal panelists for potential future RFP appeals. Serving as an appeal panelist is a great way to...

- **Enhance your knowledge** about State of Maine procurement opportunities, proposal submission guidelines, and appeal procedures.
- **Meet and collaborate** with other State employees.
- **Demonstrate your initiative** and teamwork!

Click [here](#) for a brief overview of what an appeal panelist does.

If you are interested in serving as an appeal panelist, please complete the form at the button below.

Join Our Appeal Panelist
List!

Questions? Please contact [Skye Laidler](#). Thank you for your interest!

Email Alert

Michelle Johnson recently left her position with the RFP team/State government. If you sent an email to her former State email address and you have not received a reply (and the issue is still outstanding), please resubmit your message to [Lindsey Kendall](#).

IT Procurement

Staff Update

Marc Genovese will be joining the IT Procurement team as a Systems Analyst beginning June 10.

Prior to his new procurement role, Marc served State government with MaineIT as a Programmer Analyst. He brings experience in web development and documentation of business, system, and functional requirements. He also tested and installed hardware, software, and network configurations for PC's and servers. Marc's procurement experience comes from the construction industry where he managed contracts and solicitations. During his tenure working as a bank examiner, he reviewed and analyzed new regulations and policies. Welcome aboard, Marc!

NOTE: Procurement Services will not be issuing a newsletter in July. We will resume our monthly newsletter schedule in August. See you then!

State of Maine, Division of Procurement Services | [Contact Us](#)

Division of Procurement Services | 111 Sewall Street, Burton M. Cross Building, 4th Floor |
Augusta, ME 04333-0009 US

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