



**State of Maine
Department of Administrative and Financial
Services
Division of Purchases**

**DATE: 9/17/2008
PROGRAM CIRCULAR NUMBER: DP-ADMIN-0010
TOPIC: General Procurement Update**

0010.1 Upgrade of CGI AdvantageME – OSC is in the process of looking and scoping the implementation of an upgrade of AdvantageME to version 3.7x. Stay tuned for more exciting news on this topic.

0010.2 Encumbering of Agreements – All contracts for services are expected to be encumbered on AdvantageME. Specific exceptions may be granted on a case-by-case basis, for grants or fee-for-service agreements, for example. If you have questions about encumbering agreements please contact Purchases for guidance.

0010.3 Procurement Codes – Please make sure that you are entering in the correct procurement codes in when entering in agreements into AdvantageME. See below for guidance:

- BP54 Agreement to Purchase Services = procurement type ID #15
- BP18r Agreement for Special Services = procurement type ID #14
- Cooperative Agreements = procurement type ID #17
- BGS Construction/Misc contracts = procurement type ID 12
- DOT Construction/Misc contracts = procurement type ID 13 (Dept. of Transportation use only)

0010.4 Unlawful Purchasing - is the procurement of a service or a commodity without following the State's purchasing rules. Unlawful Purchases include, but are not limited to, the following:

- making open market purchases for items that are available through the warehouse or through a Master Agreement;
- allowing a contractor to begin work before the contract is approved and finalized by the State Purchases Review Committee;
- allowing a contractor to continue working after a contract's expiration date while an amendment is pending;
- assigning a contractor work that is not included in the scope of the contract to "use up" funds that were not needed to accomplish the original purpose.

The relevant statute is 5 MRSA §1819 - Unlawful Purchases. This statute makes the agency or department head personally liable for any unlawful purchases.

<http://janus.state.me.us/legis/statutes/5/title5sec1819.html>

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0010.5 Paperless Modifications – Requests for approval of AdvantageME modifications that do not require formal amendments are to be sent to dafs.purchases@maine.gov . Please do not send requests for new CT approvals to this mailbox. Our receipt of the hard copy contract or amendment will be sufficient to let us know the document needs our approval. Rather than contact Purchases to check on the status of your contracts, you should check the document through the Document Catalog on AdvantageME.

0010.6 Competitive Procurement – State statute (5 MRSA 1825-B) sets competitive bidding as the standard procurement method for the goods and services required by State Government. This means that sole source procurements should be the exception rather than the rule. Justification for any requested sole source purchase must be thoroughly and compellingly documented on the BP37R, using additional paper if necessary. Please plan your projects accordingly and allow for the RFP process.

<http://janus.state.me.us/legis/statutes/5/title5sec1825-B.html>