Basics of Maine State Contracts & Grants

UNDERSTANDING THE TERMS

- **CONTRACTS** are used to *acquire* goods or services needed by the state to serve the people of Maine. EX: snow plowing

- **GRANTS** are used to *assist* individuals or organizations with supporting authorized public-service programs. EX: marine research

TIP: For a complete glossary of terms, visit the following sites —
  - Grant Terminology - [grants.gov/web/grants/learn-grants/grant-terminology.html](https://grants.gov/web/grants/learn-grants/grant-terminology.html)
  - The Institute for Public Procurement - [nigp.org/dictionary-of-terms](http://nigp.org/dictionary-of-terms)

KEY RESOURCES FOR PROSPECTIVE SUPPLIERS & GRANT APPLICANTS

State of Maine Contract & Grant Opportunities:
- Division of Procurement Services (Vendors page) | [maine.gov/dafs/bbm/procurementservices/vendors](http://maine.gov/dafs/bbm/procurementservices/vendors)
- Department of Economic & Community Development (Economic Recovery Grants page) | [maine.gov/decd/economic-recovery-grants](http://maine.gov/decd/economic-recovery-grants)
- Department of Transportation (Home page) | [maine.gov/mdot/](http://maine.gov/mdot/)

Federal / National Resources:
- [grants.gov](https://grants.gov) | [usa.gov/grants](https://usa.gov/grants)
- Small Business Administration | [SBA.gov](https://SBA.gov)
- FedConnect | [fedconnect.net/FedConnect/Default.htm](https://fedconnect.net/FedConnect/Default.htm)

Technical Support & Guidance:
- Maine Procurement Technical Assistance Center | [maineptac.org](http://maineptac.org)

Click on the guide below for more details about **Doing Business in Maine**!
MAINE PROCUREMENT
GUIDING PRINCIPLES

- Open and competitive bidding process for awarding Maine state contracts and grants to eligible suppliers/applicants
- Awards based on best value for the people of Maine considering cost, quality, timeliness of delivery, and other factors

PREPARING BID DOCUMENTS

- Carefully review the solicitation document:
  ◦ Request for Proposals (RFP) - For awarding contracts
  ◦ Request for Application (RFA) - For awarding grants
- Follow all instructions provided in the RFP or RFA for preparing and submitting your proposal or grant application

TIP: Suppliers and grant applicants must register on Vendor Self-Service in order to do business with the State of Maine:
maine.gov/dafs/bbm/procurementservices/vendors/vendor-self-service-system

ADDITIONAL ASSISTANCE

- For general information about Maine state contract and grant opportunities:
  Division of Procurement Services
  maine.gov/dafs/bbm/procurementservices
  Tel: (207) 624-7340
- For questions about a specific contract or grant opportunity, contact the designated individual listed in the RFP or RFA
- For help preparing bid documents, check out the key resources listed above

Read more about doing business with the State of Maine at:
maine.gov/dafs/bbm/procurementservices/vendors/doing-business-with-the-state-of-maine