

State of Maine Division of Purchases – BP37 Form Decision Matrix

CONTRACT TYPE	BP37 FORM TYPE					
	BP37AM	BP37CA	BP37PA	BP37WCB	BP37TEMP	No BP37
BP54		X	X	X	X	
AMENDMENT	X			X		X
BP18					X	X
COOPERATIVE AGREEMENT				X		
MULTISTATE AGREEMENT (E.G. WSCA-NASPO)			X			

Please Note:

The BP37 forms are critical to the Division of Purchases' understanding of your rationale for the necessity of your contracts. It is imperative that you complete these forms completely and clearly.

AM = AMENDMENT; CA = COMPETITIVE AWARD; PA = PARTICIPATING ADDENDUM; WCB = WAIVER OF COMPETITIVE BID; TEMP = TEMPORARY STAFFING SERVICE CONTRACT

Depending on how the contract was awarded, contracts using a BP54 contract template must have either the BP37WCB or BP37CA coversheet attached when the contract is submitted to the Division of Purchases. If the BP54 is for a temporary staffing service, then only a BP37TEMP form is required.

A BP37CA must be attached to a competitively awarded contract that is either a result of an RFP or if competitive quotes were received.

A BP37WCB must be attached to a contract that has not been through a competitive process as outlined in State statute.

A BP37WCB may be necessary (in place of a BP37AM) for amendments that appear to expand the scope of the original contract and/or increases the contract greater than \$10,000.00.

Generally speaking, a BP18 contract does not require any BP37 forms to accompany it once it is submitted to the Division of Purchases. However, if the BP18 contract is a temporary staffing service, then it must have a BP37TEMP form with it, in order to provide the necessary details behind the temporary staffing services acquisition.