

# 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 in Maine with causes that support "the greater good." 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](https://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](https://maine.gov/dafs/bbm/procurementservices/vendors)
- Department of Economic & Community Development (Economic Recovery Grants page) | [maine.gov/decd/economic-recovery-grants](https://maine.gov/decd/economic-recovery-grants)
- Department of Transportation (Home page) | [maine.gov/mdot/](https://maine.gov/mdot/)

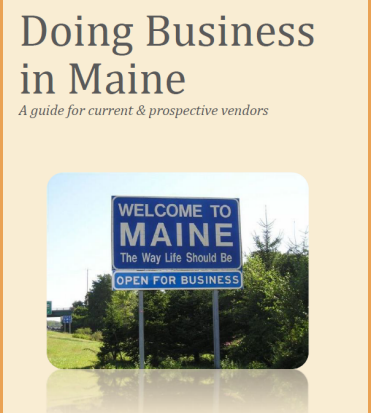
### Federal / National Resources:

- [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)

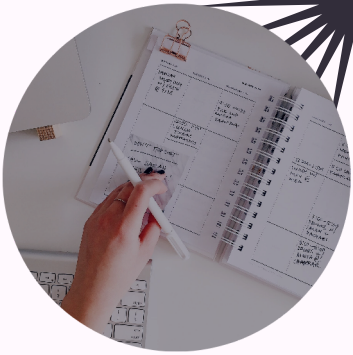
### Technical Support & Guidance:

- Maine Procurement Technical Assistance Center | [maineptac.org](https://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/procurement/services/vendors/vendor-self-service-system](https://maine.gov/dafs/bbm/procurement/services/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/procurement/services](https://maine.gov/dafs/bbm/procurement/services)

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/procurement/services/vendors/doing-business-with-the-state-of-maine](https://maine.gov/dafs/bbm/procurement/services/vendors/doing-business-with-the-state-of-maine)