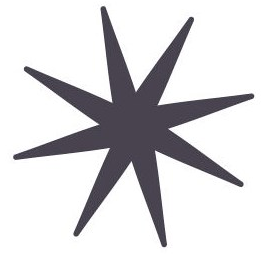


Basics of Maine State Contracts & Grants



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



PRO TIP: For a complete glossary of terms, visit—

- [Grants.gov/learn-grants/grant-terminology](https://grants.gov/learn-grants/grant-terminology)
- [Nigp.org/dictionary-of-terms](https://nigp.org/dictionary-of-terms)

KEY RESOURCES FOR PROSPECTIVE SUPPLIERS & GRANT APPLICANTS

State of Maine Contract & Grant Opportunities:

- Office of State Procurement Services (Vendors page): maine.gov/dafs/bbm/procurementservices/vendors
- Department of Economic & Community Development (Economic Recovery Grants page): maine.gov/decd/economic-recovery-grants
- Department of Transportation (Home page): maine.gov/mdot

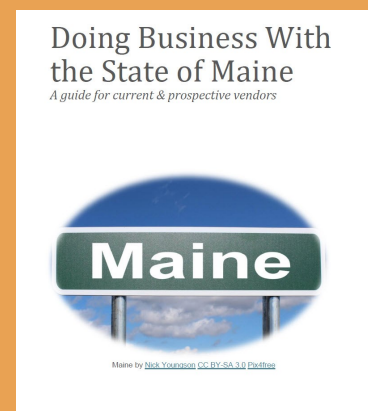
Federal / National Resources:

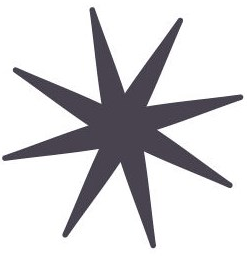
- [Grants.gov](https://grants.gov) | usa.gov/grants
- Small Business Administration: SBA.gov
- FedConnect: fedconnect.net/FedConnect/Default.htm

Technical Support & Guidance:

- Maine APEX Accelerator Technical Assistance: maineapex.com

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



 **PRO 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:

Office of State 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