

TO: State of Maine Agencies & Departments
FROM: Division of Procurement Services
DATE: March 23, 2020
SUBJECT: Q&A for Purchasing Items Related to COVID-19

P-CARDS

Can P-Cards be used for purchasing items related to the COVID-19 emergency?

Yes. The first step is to search for an existing master agreement (MA). If there is no MA for the needed items, agencies may purchase the item(s) wherever possible. When shopping, please be mindful of pricing as we know there's a lot of price gouging going on.

Can P-Card limits be increased above the normal maximum of \$4,999 per single transaction and \$25K per billing cycle for COVID-19 related items?

The Division of Procurement Services will review the spending limits on a case-by-case basis. Please contact [Sue Garcia](#) to discuss specific requests.

SERVICE CONTRACTS

Can my agency issue a sole source amendment to add essential items or services related to COVID-19?

Yes. Prepare and submit a Procurement Justification Form (PJF) if the amendment includes an increase of \$5,000 or more.

Can my agency issue an emergency contract to procure items or services related to COVID-19?

Yes. Prepare a PJF if the items or services will total \$5,000 or more. An emergency must be approved and signed by the agency commissioner or approved designee.

CUSTODIAL SERVICES

How can I add extra cleaning and sanitizing to my custodial contracts?

Prepare a list of services and/or items for the extra cleaning and contact [Bill Allen](#).

Do we have to provide walkthrough tours for custodial bid opportunities during the COVID-19 emergency?

Walkthrough tours for custodial bid opportunities can be offered, but they can be scheduled as one-on-one appointments or offered remotely using Skype or Zoom. Walkthrough tours should not be mandatory. Contact [Bill Allen](#) to discuss any specific concerns related to walkthrough tours.

Any gathering should follow CDC COVID-19 guidelines: <https://www.maine.gov/dhhs/mecdc/>.

REQUEST FOR PROPOSALS (RFP)

In the past, electronic proposal submissions have been recommended, but hard copy submissions were allowed. Are hard copy proposal submissions still acceptable?

No. At this time, all proposals must be submitted electronically.

If you currently have an RFP that has been released with proposals required to be submitted by standard mail (hard copy), an amendment must be issued changing that requirement to electronic submissions. This includes all Request for Proposals, Request for Applications, and Pre-Qualified Vendor List RFPs. If you have questions, please contact [Chad Lewis](#).

My RFP will have a Bidders' Conference. Are these conferences still allowed given the current restrictions/recommendations on gatherings?

Bidders' Conferences should be conducted via conference call or some other similar mode which eliminates the need of a physical location.

Any gathering should follow CDC COVID-19 guidelines: <https://www.maine.gov/dhhs/mecdc/>.

We have received the proposals for our RFP and are ready for our team evaluation meeting. Do we need to meet in person for these meetings?

No. Procurement Services is recommending evaluation teams conduct their meetings via Skype, Microsoft Teams, or some other remote means.

If evaluation teams do conduct their meetings at a physical location, with team members present, those meetings should follow CDC COVID-19 guidelines:

<https://www.maine.gov/dhhs/mecdc/>.

My evaluation team members currently do not have access to printers. What should we do about signatures on evaluation documents such as the "Agreement & Disclosure Statement"?

Electronic signatures will be accepted in any form for these documents.

What if bidders, or another interested party, wish to be present for a public opening, as written in the RFP document?

Instruct any interested parties to email the Division of Procurement Services at proposals@maine.gov with the subject line of "RFP <insert RFP number> Public Opening." The Division of Procurement Services will email them a list of the bidders for that RFP.