Doing Business with the State of Maine

Presented by the State of Maine
Division of Purchases
Procurement Authorities

- There are three major areas where procurement takes place in the State of Maine:
  - DAFS/BGS/Division of Purchases
  - DAFS/BGS/Planning Design and Construction
  - Department of Transportation
The Division of Purchases

- Responsible for the procurement of goods and services for all state departments.

- Open market limit: $5,000.
  - Discretionary spending limit for State agencies

- Purchases’ Procurement Managers and Buyers handle purchases over the open market limit.
The Division of Purchases

- Our primary function is to procure materials, supplies, equipment and services that represent the **best value** to the State of Maine.

- The term “best value” considers cost, but is not necessarily determined by cost alone.
  - Accompanying services,
  - Life-cycle cost, etc.
What does Maine buy?

- The State of Maine buys a wide variety of commodities and services.
- In Fiscal Year 2011, we purchased:
  - More than $94,000,000 in commodities
  - More than $807,000,000 in services
Who can be a Vendor to the State?

- Virtually anyone
  - Corporation
  - Partnership
  - Non-profit Organization
  - Independent Contractor

- Must Register to Bid
  - On our e-Procurement system
Purchase of **Tangible Goods**: Vendor Self Service

- Go to:  [http://www.maine.gov/purchases](http://www.maine.gov/purchases)
- Click on “Vendors & Bid Opportunities” tab, then click on “New Contract Vendors” (on the right side) for further guidance
- Register for specific commodities
- Receive email notifications of opportunities
- Respond to solicitations online
Purchase of Services: Requests for Proposals (RFP)

- Vendor Self Service system not generally used for purchases of services
- Go to: [http://www.maine.gov/purchases/venbid/rfp.shtml](http://www.maine.gov/purchases/venbid/rfp.shtml) for a list of open RFPs
- View legal ads (e.g. in the Kennebec Journal) for all open RFPs
- Contact issuing department for copy of RFP
- Deliver proposals to Division of Purchases
Selling to Political Subdivisions and Schools through the State of Maine

- The Division of Purchases provides procurement opportunities to municipalities and school districts by providing access to our contracts.
- We consider a bidder’s willingness to extend their State pricing to these entities in making award decisions.
- We encourage municipalities and schools to access our contracts.