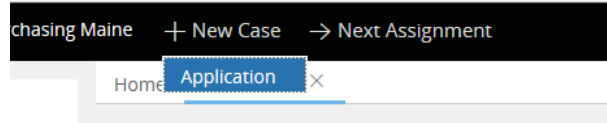
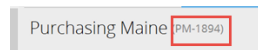


## HOW TO DO A CONTRACT DOCUMENT

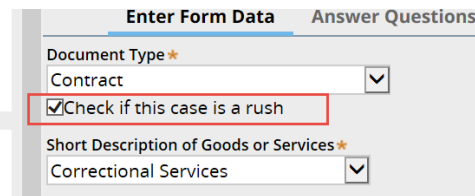
- 1) Log into the Purchasing Me application
- 2) Click on new case and then application



You will see that a case number is established for your document; in this case it is PM-1894. Your case number will be located next to “Purchasing Maine” in the upper left-hand corner of your case.



- 3) Fill out the following fields:
  - a. Document Type (Choose “Contract”)
  - b. Department (select your department by putting in either your agency number or department name.)
  - c. If applicable you can check the “Check if this case is a rush” button



- d. Short Description of Goods or Services (use drop down to select your service)

**POINT OF INFORMATION - WHEN PICKING YOUR SERVICE, IF YOU DO NOT SEE ANY SERVICE LISTED THAT WOULD APPLY TO THE SERVICE YOU ARE OBTAINING, THEN SELECT “Other” AND DIRECTLY ACROSS, A FIELD WILL APPEAR WHERE YOU CAN ENTER IN THE SERVICE.**

- e. Contractor Name (enter in your vendor name)
- f. Select your Contract Start Date and Contract End Date by using the drop down feature or by using the date icon

- g. Advantage CT or RQS Number (enter in the Advantage number associated with the contract) **Please put the entire number in this field – you can copy the Advantage number by highlighting it using (ctrl C) and paste into the Purchasing ME case field by using (ctrl V). Sample 20161005000000001221**
- h. Internal Department Contract Number (optional only if applicable to your agency)
- i. Under “What is the dollar amount of the contract?” (Enter in the amount of the contract). If you enter in an amount over 1 Million dollar, a statement will show up that this contract requires SPRC approval.

Document Type *	Contract	Department *	18P-DAFS - Division of Purchases
<input type="checkbox"/> Check if this case is a rush			
Short Description of Goods or Services *	Fisheries and Wildlife Services		
Contractor Name *	ABC TEST	Contract End Date *	Apr 22 2021
Contract Start Date *	Apr 17 2019	Internal Department Contract Number	
Advantage CT or RQS Number *	2019041000000000234		
What is the dollar amount of the contract? If this is an amendment, enter only the amendment amount. *	\$3,000,000.00		
This contract requires SPRC approval.			
			<a href="#">Next &gt;&gt;</a>

**NOW CLICK THE “Next” BUTTON**

4) You will now be at the Answer Questions page. You will be asked a series of questions. Your answers will determine what documents you will need to attach.

a. The first question asks if your contract is technology related

Depending on how you answer the question, the system will display what form you must use.

Is this contract related to information technology services or infrastructure? \*

Yes  
 No

You must use the [IT Service Contract](#) template and coordinate with the State's Office of Information Technology.

Is this contract related to information technology services or infrastructure? \*

Yes  
 No

You must use contract form [Service Contract \(SC\)](#).

b. The second question will ask if the contract is the result of a competitive process

If you say No, it will display the supplemental form you must use

Is this contract the result of a competitive process (including the exercising of optional/renewal years)? \*

Yes  
 No

You must also submit a [WCB](#) form.

If you say Yes, it will display an additional question as to how it was competitively awarded. If you say No to this additional question, it will display the supplemental form you must use

Is this contract the result of a competitive process (including the exercising of optional/renewal years)? \*

Yes  
 No

Is this competitively awarded contract the result of a multi-state cooperative contract?

Yes  
 No

You must also submit a [CA](#) form.

If you say Yes to this additional question, it will display the supplemental form you must use

Is this contract the result of a competitive process (including the exercising of optional/renewal years)? \*

Yes  
 No

Is this competitively awarded contract the result of a multi-state cooperative contract?

Yes  
 No

You must also submit a [PA](#) form.

Once you have answered all the questions, you can proceed to click on the Next button



- 5) You will now be at the Upload Documents Page where it will instruct you on what documents you will need to attach depending on the answers you provided.

Enter Form Data   Answer Questions   **Upload Documents**

---

**Before uploading any documents, ensure that you have all necessary signatures for each document.**

**You are required to submit the following documents:**

You must use the [IT Service Contract](#) template and coordinate with the State's Office of Information Technology.

You must also submit a [WCB](#) form.

OR

Enter Form Data   Answer Questions   **Upload Documents**

---

**Before uploading any documents, ensure that you have all necessary signatures for each document.**

**You are required to submit the following documents:**

You must use the [IT Service Contract](#) template and coordinate with the State's Office of Information Technology.

You must also submit a [CA](#) form.

OR

Enter Form Data   Answer Questions   **Upload Documents**

---

**Before uploading any documents, ensure that you have all necessary signatures for each document.**

**You are required to submit the following documents:**

You must use the [IT Service Contract](#) template and coordinate with the State's Office of Information Technology.

You must also submit a [PA](#) form.

OR

Enter Form Data   Answer Questions   **Upload Documents**

---

**Before uploading any documents, ensure that you have all necessary signatures for each document.**

**You are required to submit the following documents:**

You must use contract form [Service Contract \(SC\)](#).

You must also submit a [WCB](#) form.

OR

Enter Form Data   Answer Questions   **Upload Documents**

**Before uploading any documents, ensure that you have all necessary signatures for each document.**

**You are required to submit the following documents:**

You must use contract form [Service Contract \(SC\)](#).

You must also submit a [CA](#) form.

OR

Enter Form Data   Answer Questions   **Upload Documents**

**Before uploading any documents, ensure that you have all necessary signatures for each document.**

**You are required to submit the following documents:**

You must use contract form [Service Contract \(SC\)](#).

You must also submit a [PA](#) form.

All displays will always show the below message for contracts over 1 million

This contract requires SPRC approval.

You can now proceed to attach your document by clicking on the Attach new link and File from device:

**NOTE: Please keep the file names of attachments to less than 64 characters AND with no special characters**

Attachments



+ Attach new

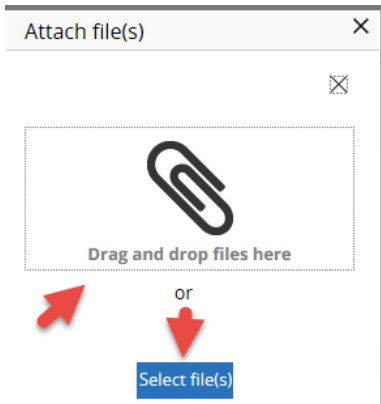
File from device 

Do you have any exceptions to the State of Maine standard contract terms and conditions?\*

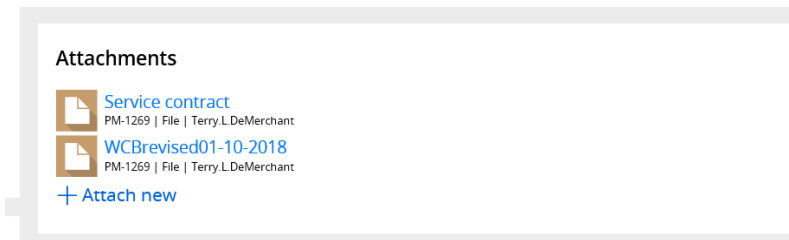
YES

No

YOU CAN CHOOSE TO EITHER DRAG AND DROP YOUR FILE OR TO CLICK ON “Select File(s)”



For this exercise I’m going to click on “select file(s)” which you would then find and select your documents to attach



- 6) Once you see that your document is attached, you will see a question that you will need to answer

QUESTION “Does your contract have any exceptions to the State of Maine standard contract terms and conditions?” If you select YES, then you’ll have another question to answer, “Is a legal review attached covering the changes to the State’s standard terms and conditions?” If you select YES to this question, then proceed to attach a file with legal’ s review.

Does your contract have any exceptions to the State of Maine standard contract terms and conditions?\*

Yes  
 No

Is a legal review attached covering the changes to the State’s standard terms and conditions?\*

Yes  
 No

Notes, comments, or questions to add to your submittal.

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If you select YES to the exceptions but NO to a legal review – please put in a comment as to why you did not get the review.

Does your contract have any exceptions to the State of Maine standard contract terms and conditions?\*

Yes

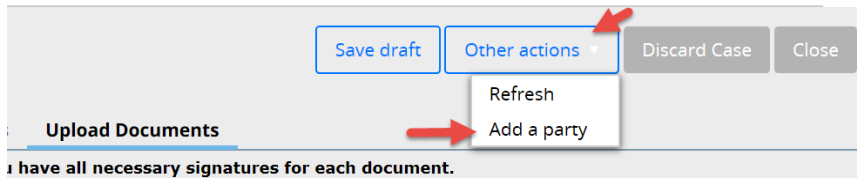
No

Notes, comments, or questions to add to your submittal.

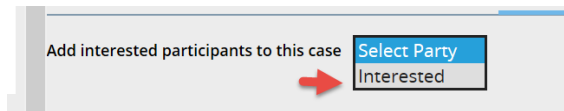
IT ALWAYS HAS BEEN APPROVED IN PREVIOUS CONTRACTS

### OPTIONAL FEATURE

- 7) There is an “Add a party” feature that will allow you to put in a member of your workgroup so that they will receive all notification e-mails that you do. In the upper right, click on the Other actions button and choose Add a party



Under Select Party choose Interested



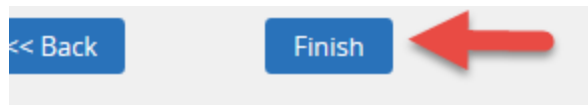
The page will open where you can add the First Name, Last Name and E-mail. When done you would click on the Finish button.

The screenshot shows a registration form with the following sections:

- Owner:** Operator ID (Terry.L.DeMerchant), Name (Terry.L.DeMerchant), Phone number (624-7334), Title.
- Interested:** First Name (Terry), Middle Initial, Last Name (DeMerchant), Address, City, State (dropdown), Zip, Phone, E-Mail (Terry.L.DeMerchant@maine.g), Country.

At the bottom right, there are two buttons: "<< Back" and "Finish".

YOU ARE ALL SET TO CLICK THE "Finish" BUTTON



8) You will then see the status of submitted, which means it has routed to the Division of Procurement Services and the case is closed to you for editing.

The screenshot displays a case details page with the following elements:

- Navigation:** Overview (active), Information, Attachments, Tools, Audit.
- Case details:**
  - Case ID: PM-1894
  - Created: 8 minutes ago
  - Created by: Terry.L.DeMerchant
  - Urgency: 10
  - Goal: 4 days from now
  - Deadline: 7 days from now
  - Status: Submitted (indicated by a red arrow)
  - Last Update: less than a minute ago
  - Last Updated By: Terry.L.DeMerchant
- Case information:**
  - Enter Form Data
    - Document Type: Contract
    - Short Description of Goods or Services: Consultant Services
    - Contractor Name
    - Department: 05A-Department of Education
- Progress bar:** Submit Application (checked), Assign (active), Review, Disposition, Finalize, Show all steps.