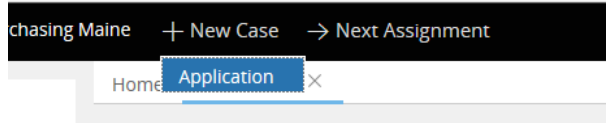
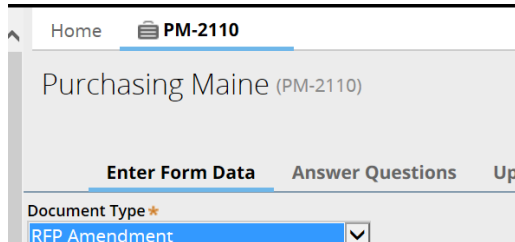


HOW TO DO A RFP AMENDMENT DOCUMENT

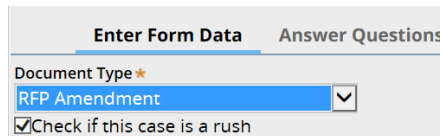
- 1) Log into the Purchasing Me application
- 2) Click on new case and then application



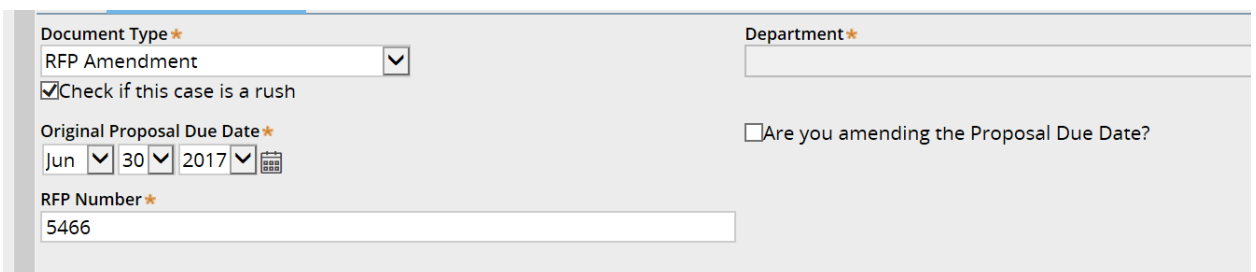
You will see that a case number is established for your document; in this case it is PM-2110. Your case number will be located next to “Purchasing Maine” in the upper left-hand corner of your case.



- 3) FILL OUT THE FOLLOWING FIELDS:
 - a. Document Type (Choose “RFP Amendment”)
 - 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. You have a choice to put in the Original Proposal Due Date and then put in the RFP Number and clicking Next



Document Type *
RFP Amendment

Check if this case is a rush

Original Proposal Due Date *
Jun 30 2017

Department *
[Empty field]

Are you amending the Proposal Due Date?

RFP Number *
5466

OR

If you have a need to amend the proposal Due Date then you would click the box next to “Are you amending the Proposal Due Date?”

This will open up a new date box for you to enter in the new Proposal Due Date

Document Type *
RFP Amendment

Department *

Check if this case is a rush

Original Proposal Due Date *
Jun 30 2017

Revised Proposal Due Date *
Jul 12 2017

RFP Number *
5466

Are you amending the Proposal Due Date?

Next >>

NOW CLICK THE “Next” BUTTON

- 4) You will now be at the Answer Questions page. For this type of document there will be no questions to answer – it will just simply tell you what form to use. You can now click on the Next button.

Purchasing Maine (PM-2111)

Save draft Other actions Discard

Enter Form Data **Answer Questions** Upload Documents

There is no additional information required for your submittal. Please select Next to upload your RFP amendment documents.

<< Back Next >>

You will now be at the Upload Documents Page where it will instruct you on what document you will need to attach.

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

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 have indicated that you would like to submit an [RFP amendment](#) document. Please upload the document as an attachment below.

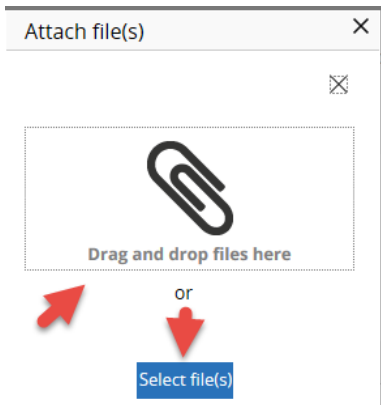
Attachments

+ Attach new
File from device
URL

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

Yes
 No

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



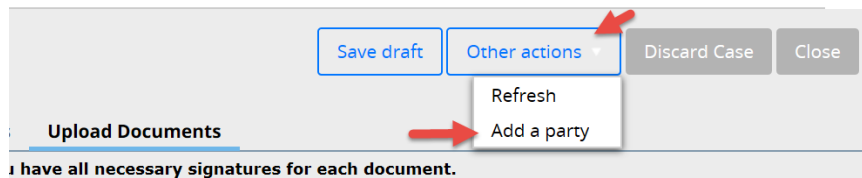
For this exercise I’m going to click on “select file(s)” which you would then find and select your documents to attach

Name	File	Category
Generic_RFP_Template	Generic_RFP_Template.doc	File

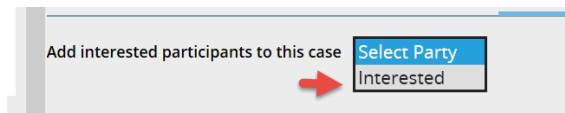
Cancel Attach

OPTIONAL FEATURE

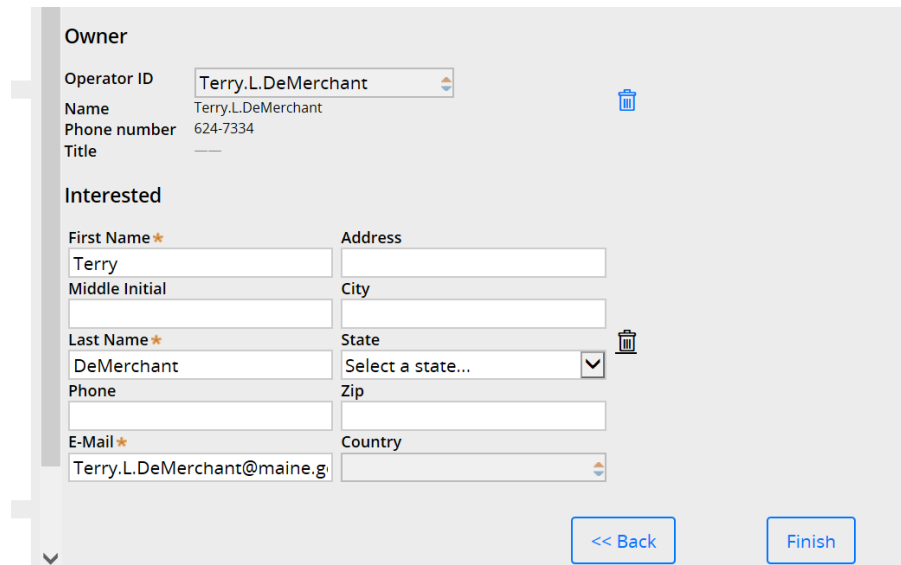
- 6) There is an “Add a party” feature that will allow you to put in a member of your workgroup so that they will receive all notification e-mails that you do. In the upper right, click on the Other actions button and choose Add a party



Under Select Party choose Interested

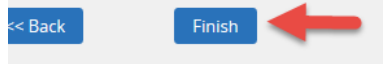


The page will open up where you can add the First Name, Last Name and E-mail. When done you would click on the Finish button.



The screenshot shows a form for adding a party. The form is divided into two main sections: 'Owner' and 'Interested'. The 'Owner' section has fields for 'Operator ID' (Terry.L.DeMerchant), 'Name' (Terry.L.DeMerchant), 'Phone number' (624-7334), and 'Title'. The 'Interested' section has fields for 'First Name *' (Terry), 'Middle Initial', 'Last Name *' (DeMerchant), 'Phone', 'E-Mail *' (Terry.L.DeMerchant@maine.g), 'Address', 'City', 'State' (Select a state...), 'Zip', and 'Country'. There are also 'Back' and 'Finish' buttons at the bottom of the form.

You are all set to click the “finish” button



7) 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.

A screenshot of a web application interface. At the top, there are tabs: 'Overview' (selected), 'Information', 'Attachments', 'Tools', and 'Audit'. Below the tabs is a section titled 'Case details' with three columns of information: Case ID (PM-2111), Urgency (10), Status (Submitted, with a red arrow pointing to it), Created (4 minutes ago), Goal (4 days from now), Last Update (less than a minute ago), Created by (Terry.L.DeMerchant), and Deadline (7 days from now), Last Updated By (Terry.L.DeMerchant). Below this is a section titled 'Case information' with a sub-section 'Enter Form Data' containing fields for Document Type (RFP Amendment, True), Department (18P-DAFS - Division of Purchases), Original Proposal Due Date (6/14/17), Revised Proposal Due Date (6/12/17), and RFP Number (45656). At the bottom, there is a process flow bar with steps: 'Submit Application' (checked, green), 'Assign' (blue), 'Review' (grey), 'Verify' (grey), 'Disposition' (grey), 'Finalize' (grey), and 'Show all steps' (blue link).