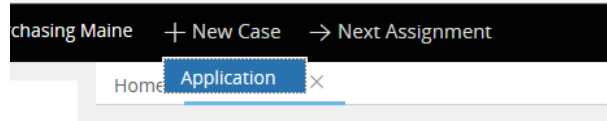
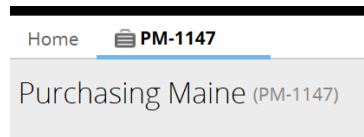


HOW TO DO A RFP DOCUMENT

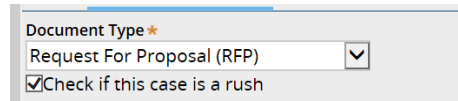
- 1) Log into the Purchasing Me application
- 2) Click on new case and then application



You will see that a case number is established for your document; in this case it is PM-1147. 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 “ Request For Proposal (RFP)”)
 - 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. Select your Estimated Contract Start Date and Estimated Contract End Date
- f. Under “What is the estimated dollar amount for the **initial contract** for this RFP?” (enter in the estimated amount)

Enter Form Data Answer Questions Upload Documents

Document Type*
Request For Proposal (RFP) ▼

Department*
18P-DAFS - Division of Purchases

Check if this case is a rush

Short Description of Goods or Services*
Environmental Services ▼

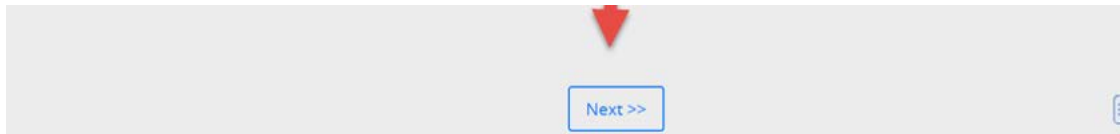
Estimated Contract Start Date*
Jul ▼ 27 ▼ 2017 ▼

Estimated Contract End Date*
Jun ▼ 26 ▼ 2018 ▼

What is the estimated dollar amount for the **initial contract** for this RFP? *
\$18,500.00

RFP Number

RFP Number to be entered by Division of Purchases upon approval



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-1897) Save draft Other actions ▾ Dis

Enter Form Data **Answer Questions** Upload Documents

There is no additional information required for your submittal. Please select Next to upload your RFP document(s).



5) 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**

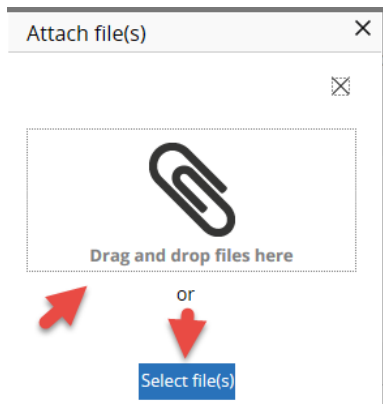
Before uploading any documents, ensure that you have all necessary signatures for each document.

You are required to submit the following documents:

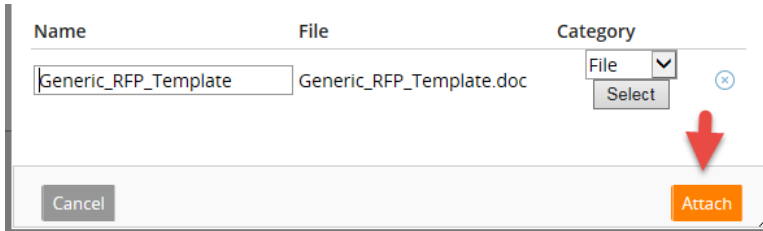
You have indicated that you would like to submit an RFP document. Please upload the document as an attachment below.



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

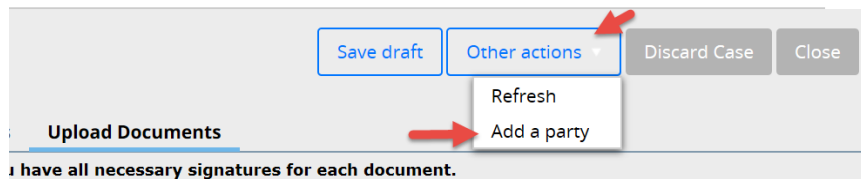


For this exercise I'm going to click on "select file(s)" which you would then find and select your documents to attach:

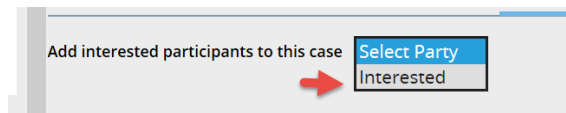


OPTIONAL FEATURE

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

Owner

Operator ID 

Name Terry.L.DeMerchant


Phone number 624-7334

Title _____

Interested

First Name * Address

Middle Initial City

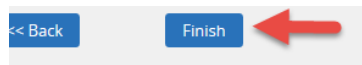
Last Name * State 

Phone Zip

E-Mail * Country

[<< Back](#) [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.

Overview Information Attachments Tools Audit

Case details

Case ID PM-1147	Urgency 10	Status Submitted 
Created 11 minutes ago	Goal 2 days 23 hours from now	Last Update less than a minute ago
Created by Terry.L.DeMerchant	Deadline 7 days from now	Last Updated By Terry.L.DeMerchant


Case information

Enter Form Data

Document Type *
Request For Proposal (RFP)
True

Department *
18P-DAFS - Division of Purchases

Short Description of Goods or Services *

[Submit Application](#)  [Assign](#) [Review](#) [Verify](#) [Disposition](#) [Finalize](#) [Show all steps](#)