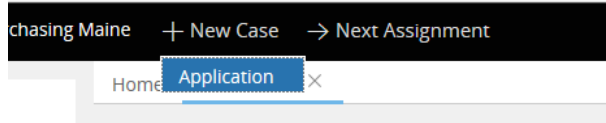


HOW TO DO A SELECTION PACKAGE DOCUMENT

- 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-1898. 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 “Selection Package”)
 - 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. Under “RFP Number” enter in your RFP number that the selection package applies to

You will also see instructions displayed on what documents to attach when you get to the attachment page

Purchasing Maine (PM-1898) Save draft Other actions ▾ Discard Case

Enter Form Data Answer Questions Upload Documents

Document Type ★
Selection Package ▾

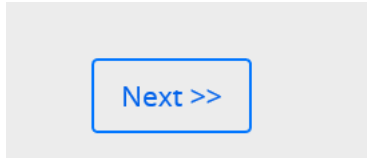
Department ★
10A-Department of Health and Human Services (DHHS)

Short Description of Goods or Services ★
Human Services ▾

RFP Number ★
16122025

You must submit the following documents:

1. Signed "Agreement and Disclosure Statements" for each evaluation.
2. "Individual Notes" for each evaluator.
3. "Consensus Team Notes" for each bidder proposal.
4. One "Master Score Sheet" containing summary information on all bidder proposals.
5. "Award Notification Letters" addressed to each bidder.



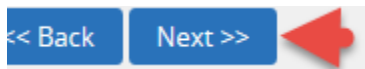
NOW CLICK THE "Next" BUTTON

- 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 documents to attach. You can now click on the Next button.

Purchasing Maine (PM-1898) Save draft Other actions ▾ Discard Case

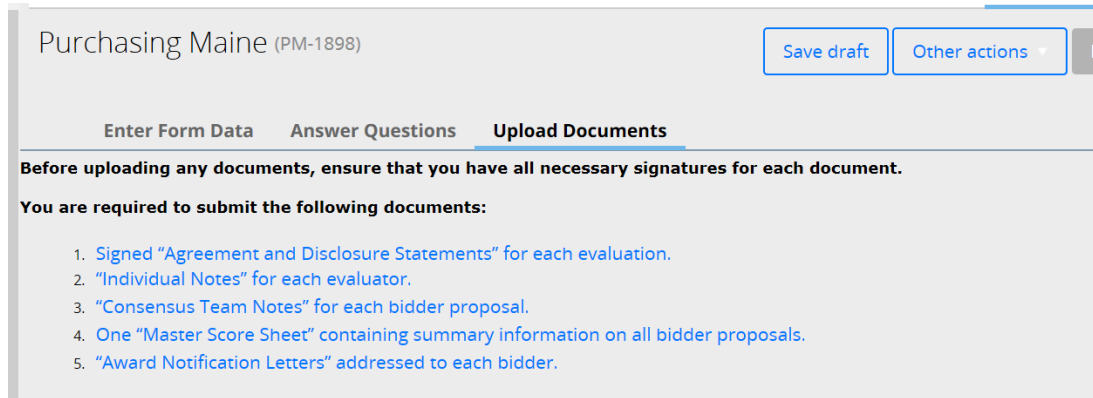
Enter Form Data **Answer Questions** Upload Documents

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



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

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



Purchasing Maine (PM-1898) Save draft Other actions ▾ D

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:

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2. "Individual Notes" for each evaluator.
3. "Consensus Team Notes" for each bidder proposal.
4. One "Master Score Sheet" containing summary information on all bidder proposals.
5. "Award Notification Letters" addressed to each bidder.

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



Attachments

+ Attach new

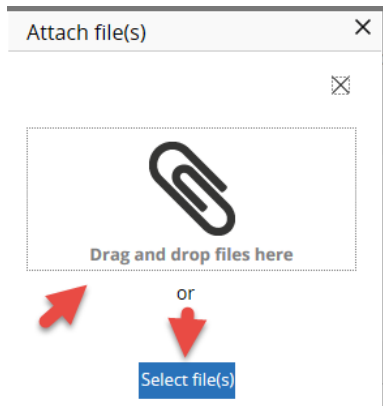
- File from device
- URL

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

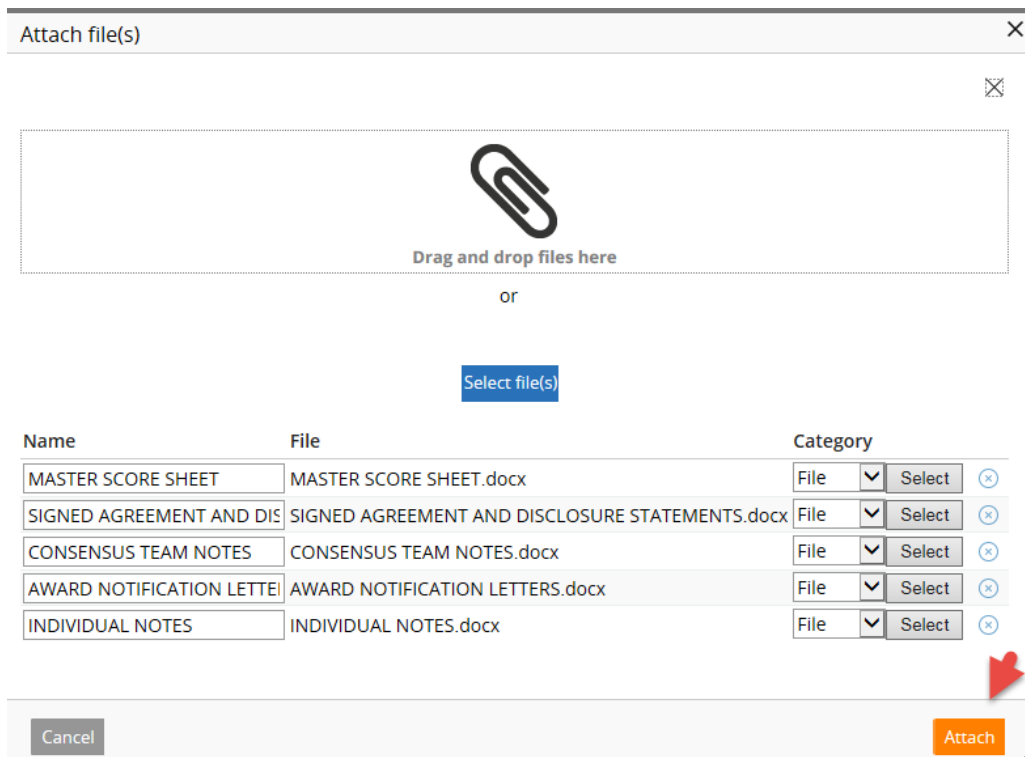
Yes

No

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

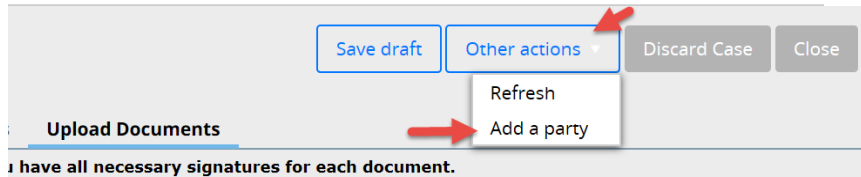


For this exercise I’m going to click on “select file(s)” which you would then find and select your documents to attach:

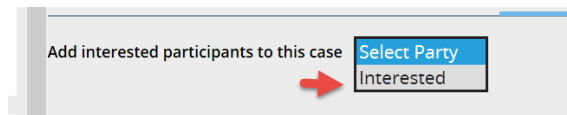


OPTIONAL FEATURE

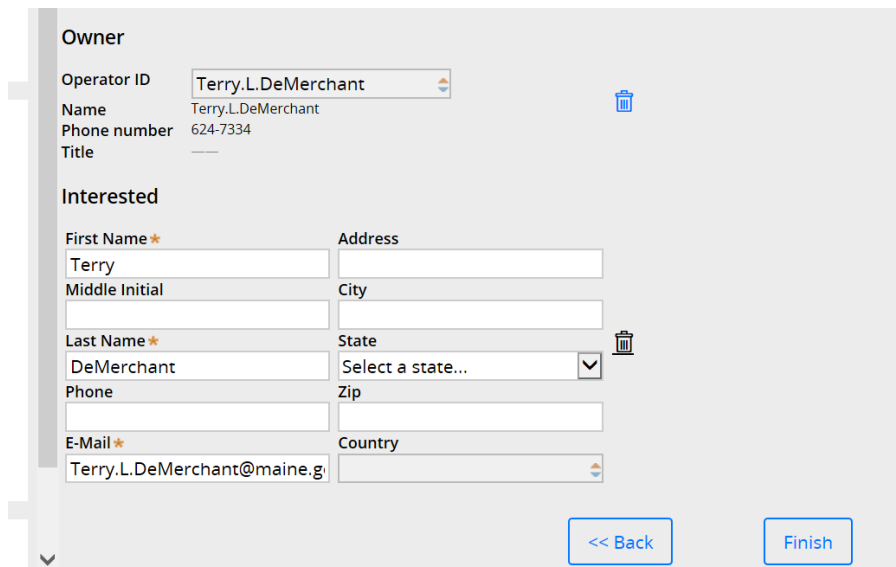
- 6) There is an “Add a party” feature that will allow you to put in a member of your workgroup so that they will receive all notification e-mails that you do. In the upper right, click on the Other actions button and choose Add a party



Under Select Party choose Interested

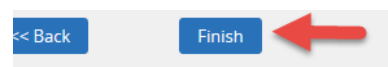


The page will open up where you can add the First Name, Last Name and E-mail. When done you would click on the Finish button.



A screenshot of a software interface showing a form for adding a party. The form is titled 'Interested' and contains several fields: 'First Name *' (Terry), 'Middle Initial' (empty), 'Last Name *' (DeMerchant), 'Phone' (empty), 'E-Mail *' (Terry.L.DeMerchant@maine.g), 'Address' (empty), 'City' (empty), 'State' (Select a state...), 'Zip' (empty), and 'Country' (empty). There are also buttons for '<< Back' and 'Finish'.


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.

Overview Information Attachments Tools Audit

Case details

| | | |
|---|------------------------------------|--|
| Case ID PM-1898 | Urgency 10 | Status Submitted  |
| Created 7 minutes ago | Goal 4 days 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 ★ Selection Package | Department ★ 10A-Department of Health and Human Services (DHHS) |
| Short Description of Goods or Services ★ Human Services | |
| RFP Number ★ 16122025 | |

You must submit the following documents:

1. Signed "Agreement and Disclosure Statements" for each evaluation.
2. "Individual Notes" for each evaluator.

Submit Application ✓ Assign Review Disposition Finalize Show all steps