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In This Issue...RFPs!

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Procurement Update



RFP Schedule* (2020-2021)

The Division of Procurement Services has established the timelines below to help agencies manage the preparation and submission of Requests for Proposals (RFPs) for 2020-2021. Keep this schedule handy throughout the year to remember these deadlines!

For RFPs Resulting in a Contract Under \$1 Million

CONTRACT START DATE	RFP Due to Procurement Services	RFP Published	Proposals Due	Award Notifications Issued
January 1, 2020	9/16/19	10/2/19	10/30/19	11/24/19
April 1, 2020	12/16/19	1/1/20	1/29/20	2/23/20
July 1, 2020	3/16/20	4/1/20	4/29/20	5/24/20
October 1, 2020	6/16/20	7/2/20	7/30/20	8/24/20
January 1, 2021	9/16/20	10/2/20	10/30/20	11/24/20
April 1, 2021	12/15/20	12/31/20	1/28/21	2/22/21
July 1, 2021	3/16/21	4/1/21	4/29/21	5/24/21
October 1, 2021	6/16/21	7/2/21	7/30/21	8/24/21

For RFPs Resulting in a Contract Over \$1 Million

RFPs resulting in contracts over \$1 million are reviewed by the State Procurement Review Committee (SPRC).

CONTRACT START DATE	RFP Due to Procurement Services	RFP Published	Proposals Due	Award Notifications Issued
January 1, 2020	8/27/19	9/19/19	10/17/19	11/11/19
April 1, 2020	11/26/19	12/19/19	1/16/20	2/10/20
July 1, 2020	2/25/20	3/19/20	4/16/20	5/11/20
October 1, 2020	5/27/20	6/19/20	7/17/20	8/11/20
January 1, 2021	8/27/20	9/19/20	10/17/20	11/11/20
April 1, 2021	11/25/20	12/18/20	1/15/21	2/9/21
July 1, 2021	2/24/21	3/19/21	4/16/21	5/11/21
October 1, 2021	5/27/21	6/19/21	7/17/21	8/11/21

*RFPs that are unclear, need significant rewriting, or don't follow procurement rules will require more time.



RFP Timeline Spreadsheets

Visit the **Forms** page for these two new spreadsheet tools that will help agencies calculate standard timelines for preparing RFPs, and completing the proposal evaluation and contract negotiation processes:


- ➔ 4-Month Timeline for RFPs under \$1 Million
- ➔ 5-Month Timeline for RFPs over \$1 Million (requiring SPRC review)

The spreadsheets are formatted to auto-populate end dates for each phase of the RFP process based on the RFP’s anticipated contract start date. To use the spreadsheet(s):

- ➔ Enter the anticipated contract start date in the yellow highlighted cell in the last row.
- ➔ The dates in the rest of the spreadsheet will automatically adjust.

It’s important to note that the timelines do not take into consideration office closings such as holidays or weekends. In addition, some RFPs may require more or less time based on the type and complexity of the services being procured. The RFP team can assist you, should you have any questions or concerns about determining RFP timeline dates.

PROCUREMENT POINT OF CONTACT



Have a question but not sure who to contact in Procurement Services?

Click the [Contact Us](#) link on our web page and navigate to the link for “Procurement Services Contact List.”

RFP Helpful Hints & Tips



Follow these tips to help streamline the RFP and proposal evaluation processes for your agency. Be sure to check out the videos on the [Training](#) page too!

TIP #1

Drafting the RFP – When calculating the timeline for drafting an RFP, consider the type of services your agency will be procuring and how many people will need to review the document. The more complex the services are, the more people will be needed to draft and review the RFP, which means you will need to allow more time in the overall schedule.

TIP #2

Identifying Evaluation Team Members – In general, when identifying individuals to serve on a proposal evaluation team, agencies should use State of Maine employees. However, in some cases it may be appropriate to use outside subject matter experts as well. This is permissible as long as they do not have a conflict of interest with any bidders. For example, the State of Maine has used employees from other states as subject matter experts when that expertise is not available within Maine State Government.

TIP #3

****NEW** Submitting the Selection Package** – Procurement Services recently updated the procedures for submitting a proposal selection package. Under the new guidelines (for all RFPs), after the proposal evaluation process and consensus scoring are completed, agencies must submit the selection package to Procurement Services for conditional approval **BEFORE** issuing award notification letters to bidders. After the selection package is conditionally approved, agencies will submit the final selection package with copies of the signed and dated award letters. Be sure to review the updated [RFP Activity Schedule](#) and this [video](#) for more guidance.



The RFP team in the Division of Procurement Services is available to assist agencies every step of the way! Our team provides guidance related to:

- Proper procurement processes for your solicitation
- Planning and drafting your RFP
- Accessing RFP resources, such as templates and training material
- Identifying evaluation team members
- Facilitating review team meetings
- Appeal process

Contact our team via email at: RFP.Purchases@maine.gov

The Division of Procurement Services provides directional leadership and strategic management for the purchase, procurement, and acquisition of all contractual services, supplies, materials, and equipment for State of Maine government.