



NOTE: Website URLs and email addresses appear as embedded links (in blue font) in this newsletter.
 Please open an electronic version to navigate to these links.

In This Issue...

- ▶ STRATEGIC PURCHASING: COMMODITIES
- ▶ PROCUREMENT JUSTIFICATION FORM
- ▶ LUNCH & LEARN WEBINAR
- ▶ NASPO MARKET RESEARCH TOOLS
- ▶ DUNS SCAM ALERT
- ▶ COMING IN NEXT MONTH'S ISSUE

1 ISSUE | 2 VOLUME | JANUARY 2020

Procurement Update



Welcome to 2020!

The Division of Procurement Services is committed to procuring goods and services on behalf of the State of Maine to achieve best value. Our intent is to honor sound procurement practices exhibiting transparency and fair competition. Please contact your designated [Procurement Services staff member](#) with any questions or for other assistance.

Strategic Purchasing: Commodities

One area of focus for Procurement Services during 2020 is strategic commodity purchasing. For example, we are considering the following approach:

- Procurement Services will select a commodity that is routinely requested by several agencies and solicit bids at the same time each year.
- Procurement Services will work with agency subject matter experts to develop the bid specifications.
- Once bids are received/reviewed, Procurement Services will issue a master agreement (MA) and agencies can order from the MA.
- We will also display the information on our website. For example:

COMMODITY	MONTH OF BID
ATVs	January
Boats	March
Computer/Service	July
Snowmobiles	September

SAMPLE

We Want to Hear from YOU!



- ➔ What does statewide strategic purchasing mean to you?
- ➔ What are your ideas for strategic purchasing?
- ➔ How can strategic purchasing methods and contracts save you money, time and resources?

Send your feedback to:

terry.l.demerchant@maine.gov
michelle.fournier@maine.gov



Procurement Justification Form

During the annual Procurement Leads Meeting in December, Procurement Services introduced a new cover form for all contract requests and sole source requisitions.

The new form, titled "Procurement Justification Form," replaces these documents:

- ➔ Competitive Award Authorization Form (CA)
- ➔ Contract Amendment
- ➔ Cooperative Agreement Authorization Form (GOVCOOP)
- ➔ Participating Addendum Authorization Form (PA)
- ➔ Waiver of Competitive Bid Form (WCB)

The Procurement Justification Form and an accompanying guidance document are posted on the [Forms](#) page (Supplemental Documents section) at the Division of Procurement Services website.

Questions? Attend the upcoming Lunch & Learn webinar (see next page) or contact Laurie Andre at:

laurie.a.andre@maine.gov or (207) 624-7349



Guidelines for Using the NEW Procurement Justification Form

The Division of Procurement Services will be hosting this webinar to provide additional guidance about using the new form and answer any questions from agency partners.

DATE: Wednesday, January 29
TIME: 11:30am
LOCATION: Skype

Please check your email for the meeting invitation or access the webinar through the Skype information listed below.

Online (scroll over blue text to access hyperlink): [Join Skype Meeting](#)

By Phone: (207) 209-4724; Conference ID: 99520307



Market Research Tools: ProcurementIQ & GovWin IQ

As a member of the National Association of State Procurement Officials (NASPO), the Division of Procurement Services has access to market research tools that can benefit agencies:

ProcurementIQ – This tool provides hundreds of valuable market research reports on products and services. The reports include price benchmarks, market trends, vendor statistics, forecasting, negotiation questions, buying decision scorecards and more!

GovWin IQ – This tool provides a searchable database of hundreds of thousands of planned federal, state, and local government solicitations, as well as historical contracts and associated documents. It also includes over 1.9 million profiles of companies that do business in the public sector at the state and local levels.

If your agency is interested in accessing these tools or learning more about them, please contact Chief Procurement Officer Jaime Schorr at jaime.c.schorr@maine.gov.

**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."

Scam Alert: DUNS Registration at SAM.gov

If your agency is registered on the U.S. General Services Administration System for Award Management (SAM) website at www.sam.gov, be aware that there is no fee to use the site. The site is used to register to do business with the U.S. government, including requesting a free DUNS number.

Some agencies have fallen victim to a scam from companies that offer to keep your DUNS registration active for a fee between \$500 - \$1,200. This is a fraudulent offer since there is no fee to obtain a DUNS number or maintain registration at www.sam.gov.

Some State of Maine agencies used their P-Card to pay the fraudulent fee, and Procurement Services was able to obtain credits for those purchases that came to our attention. For more information, please contact April Newman in the Office of the State Controller.

Coming in Next Month's Issue...

- ➔ Schedule for upcoming Lunch & Learn webinars on master agreements, procurement ethics, and other topics.
- ➔ New process for submitting membership dues and subscription fees, and more!

