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Procurement Update



FINAL REMINDER: FY19 Year-End Dates

All documents submitted by the deadlines listed below are guaranteed for processing in FY19.

| ✓ | DOCUMENT | DEADLINE |
|---|---------------------------------------|----------|
| ✓ | Contracts over \$1 million* | May 3 |
| ✓ | Requisitions (RFQs) for bid process | May 10 |
| ✓ | P-Card purchases | June 1 |
| | Contracts under \$1 million | June 7 |
| | RFQs, Waiver of Competitive Bid (WCB) | June 7 |
| | Contracts with July 1 start date | June 14 |
| | Delivery Orders | June 14 |
| | Paperless modification requests | June 21 |
| | Delivery Orders to pay invoice | June 26 |

*Contact [Laurie Andre](#) to discuss any contracts over \$1 million that are past the May 3 deadline.

Resolving Advantage Error Messages

The procurement team often receives questions about how to resolve certain error messages in Advantage. Below are a couple of examples along with the proper resolution.

Cannot use Current FY with an out BFY for this event type (ME216)

Resolution: Contact [Terry DeMerchant](#) or [Kathy Paquette](#) for an override.

Document Date of Record falls outside date ranges of stages defined for the Department, Major Program and Program Period.

Resolution: Contact the agency service center to update the program period table so the document can validate successfully.

NEW Training Resources! RFP Video & Updated Forms

Procurement Services just released our third RFP training video
RFP Coordinator - Your Role & Responsibilities

This video and the others posted on our [YouTube](#) channel are intended to supplement the RFP resources posted on the [Forms](#) page. These resources include some recently updated documents: RFP Template, RFP and Evaluation Planning Form, and RFP Activity Schedule. Be sure to visit the Forms page to access the updated documents!

Lunch & Learn Webinar

Procurement Services held a Lunch & Learn webinar on May 29 to review “Event Types & Year-end Dates.” Click this [link](#) to download a copy of the PowerPoint and stay tuned for details about upcoming webinars!





Susie Q's

Check out these frequently asked questions and answers about **P-Cards** from P-Card Administrator, Sue Garcia!

Q1: What should I do if I'm traveling and need to use my P-Card outside the State of Maine?

A1: Before you leave, contact TD Bank (877.253.4558) and tell them that you're traveling out of state, including your date of departure and return, and where you will be traveling.

Q2: What should I do if my P-Card is declined when I try making a purchase?

A2: Contact Sue Garcia at 207.624.7338 or sue.h.garcia@maine.gov and provide the error code. Sue will research the code and can usually fix the issue quickly. In many instances, the merchant code (MC) is declined and she will need to add the MC number to your P-Card profile to resolve the issue.

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."

New Vendors Added to PQLV

Great news! Three new vendors have been added to the **Pre-Qualified Vendor List (PQVL)** for **Meeting and Conference Facilities**:

- Jeff's Catering
- Sugarloaf
- University of Maine, Orono

If your agency has other vendors you would like added to the list, follow the steps outlined [here](#).

Notable Numbers

Below are some FY19 statistics for May and year-to-date (YTD).



| DOCUMENT TYPE | MAY | | YTD | |
|---------------------------|-----------|---------------|-----------|---------------|
| | Doc Count | Value | Doc Count | Value |
| Request for Quotations | 36 | | 380 | |
| Purchase Orders | 136 | \$5,182,410 | 1,150 | \$36,977,586 |
| Master Agreements | 16 | | 148 | |
| Delivery Orders | 1,333 | \$18,289,172 | 18,975 | \$91,474,317 |
| Contracts | 465 | \$66,564,550 | 4,758 | \$835,161,803 |
| P-Card Transactions | 9,033 | \$2,206,222 | 87,534 | \$21,010,096 |
| Waiver of Competitive Bid | 256 | \$160,205,838 | 1,842 | \$515,914,985 |

Based on historical data, we have already exceeded last year's document counts for master agreements, delivery orders, and P-Card transactions. We estimate the following additional activity for June:

226 Request for Quotations | **615** Purchase Orders | **307** Contracts

P.S. A Nod from NASPO

The National Association of State Procurement Professionals (NASPO) recognized Maine in a recent newsletter article, titled **Relations Matter!** about the importance of agency relations and customer service. Specifically, the article gives a nod to the Division of Procurement Services' Agency Point of Contact initiative (see top right side-bar). Each agency is assigned a dedicated procurement contact person identified on this [list](#). Go Maine!

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.