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# Procurement Update

## FY19 Year-End Thanks!

The Division of Procurement Services had a busy but successful FY19 year-end close thanks to our hard-working staff and all of our agency partners! Thank you!



Check out the “Notable Numbers” section for a comparison of procurement statistics for FY18 and FY19.

## Custodial Contracts: Monthly Evaluation

### Important Reminder to Document Performance

The Service Contract for Custodial Services requires a monthly tour of the work location with the agency and provider to document the provider’s performance using Rider E, Evaluation of Service Worksheet. Not only is this a contractual requirement, the documentation is critical for ensuring performance issues are resolved in a timely manner and in accordance with service level expectations.

STATE OF MAINE | SERVICE CONTRACT [REDACTED]

RIDER E  
Evaluation of Service Worksheet

Location: [REDACTED]

Date of tour: \_\_\_\_\_

Answer the following Yes or No.	
Did the last Evaluation Tour result in a documented poor performance rating?	
If yes, were all issues resolved?	
Notes:	

## FORMS



Be sure to visit the [Forms](#) page to access these new and updated documents!

### Contract Documents

The following documents have been updated as of June 18, 2019:

- Low Value Service Contract
- Service Contract
- Contract Amendment

This NEW form has been added:

- IT Contract Amendment

### RFP Documents

- The Request for Information (RFI) template has been updated with a new format.
- The Award Justification Statement template has been updated and is now a required document in all selection packages.
- Electronic proposal submissions will now be accepted until 11:59 PM on the proposal due date. Proposals will be opened the next business day.



# P-Cards

## FY20 Expense Report Schedule

Agencies can access the [TD Bank Download Schedule for FY20](#) from the Procurement Cards web page. This Excel document outlines the two-week schedule for:

- Closing date of each TD Bank cycle;
- Time period for cardholders and approvers to review, submit and approve expenses; and
- Date that TD Bank will download transactions for the current cycle.

**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."

## WB Mason Customer Service

Brian Olas, the WB Mason sales rep for the State of Maine for about 20 years, is no longer with the company. All customer service inquiries for the office supply contract, including price matching and order status, should be directed to:

**Customer Service Representative**  
[maineweb@wbmason.com](mailto:maineweb@wbmason.com)  
 888.926.2766

## New Master Agreement

A new Master Agreement (MA) for industrial electrical supplies was recently awarded to Graybar Electrical Co Inc. This MA has a market basket/catalog list of items with locked in pricing as well as guaranteed discounts off list prices for various electrical manufactures and electrical categories.

The new MA has been issued through April 30, 2021. The MA document is posted on the [Master Agreements](#) web page.

Master Agreements are beneficial for the State because the combined agency spend helps keep pricing down. In the case of the electrical supplies MA, the total spend is also used as an estimate in future bids for electrical supplies.

## Notable Numbers

Below is a comparison of statistics for procurement services transactions in FY18 and FY19 (numbers are rounded). While some document counts and values decreased between FY18 and FY19, others increased.

Of note, although there were fewer total contracts awarded in FY19, the total dollar value was higher.



DOCUMENT TYPE	DOC COUNT			VALUE		
	FY18	FY19	△	FY18	FY19	△
Request for Quotations	606	380	(226)			
Purchase Orders	1,765	1,150	(615)	\$54,263,628	\$42,591,417	(\$11,672,211)
Master Agreements	118	148	<b>+30</b>			
Delivery Orders	12,044	18,975	<b>+6,931</b>	\$124,344,892	\$274,366,037	<b>+\$150,021,145</b>
Contracts	5,064	4,758	(306)	\$674,543,670	\$1,019,403,948	<b>+\$344,860,278</b>
P-Card Transactions	83,150	87,534	<b>+4,384</b>	\$18,871,590	\$22,870,618	<b>+\$3,999,028</b>
Waiver of Competitive Bid		1,842	N/A		\$590,345,199	N/A

*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.*