



*NOTE: For space reasons, 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.*

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# Procurement Update

## FY20 Key Dates – Quarterly

The table below outlines quarterly key dates for FY20 procurement activities, beginning with the current quarter (ending 9/30/19). The deadlines are the dates by which these documents should be submitted to Procurement Services. Keep this schedule handy throughout the year to remember these deadlines!



QUARTER:	9/30/2019	12/31/2019	3/31/2020	6/30/2020
DOCUMENT	DEADLINES			
Contracts over \$1 million	8/26/2019	11/25/2019	2/24/2020	5/4/2020
Request for Bid process	8/26/2019	11/25/2019	2/24/2020	5/11/2020
P-Card purchases	9/6/2019	12/13/2019	3/6/2020	6/12/2019
Contracts under \$1 million	9/15/2019	12/23/2019	3/17/2020	6/16/2020
Reqs with Waiver of Comp Bid	9/16/2019	12/23/2019	3/17/2020	6/16/2020
Contracts with July 1 start date				6/15/2020
Delivery Orders	9/25/2019	12/23/2019	3/25/2020	6/25/2020
Paperless modification requests	9/25/2019	12/23/2019	3/25/2020	6/24/2020



## Advantage Upgrade & Training

The Division of Procurement Services has been partnering with the Office of the State Controller the over the past year on an upgrade of the Advantage system from version 3.9.0.1 to 3.11.1. **This upgrade is scheduled to go-live on Tuesday, October 15, 2019.**

We are excited to demo these new enhancements for our end user community. If you are interested in attending a Skype demo of the new enhancements, you can sign up on the [OSC website](#) or contact [Terry DeMerchant](#). The schedule on the right shows the Skype sessions hosted by Procurement Services.

You can also contact your Procurement Services point of contact to schedule a demo. Not sure who your agency's point of contact is? Find out by accessing the [Procurement Services Contact List](#) on the Contact Us page at the Procurement Services website.

### Skype Sessions Hosted by Procurement Services

DATE	TIME
Monday, September 16	9:00 – 10:00am
Tuesday, September 17	9:00 – 10:00am
Monday, September 23	1:00 – 2:00pm

**Demo sessions include:**

- ➔ New SHOP page to replace URCATS
- ➔ General Routing Document to submit paperless mods & WCBs
- ➔ New attachment functionality

Coming in October Newsletter: All About RFPs!



# December 12, 2019

## Goodbye 2019! Hello 2020!

Procurement Services invites all State of Maine employees touching procurement to attend our year-end meeting on December 12, 2019. Stay tuned for more details!



### WCB-DUES Form



You asked, we listened! Agencies can now submit one WCB-DUES Form in PurchasingME each fiscal year to identify membership dues and subscription fees totaling \$5,000 or more. Please remember to submit your WCB-DUES Form now for FY20.

When submitting the form through PurchasingME, Procurement Services recommends entering the following data in the relevant fields:

Contractor Name: **Multiple**  
Start/End Dates: **7/1/19 – 6/30/20**  
RQS/CT number: **Enter all zeros (0000000000)**  
Amount: **Enter the total dollar amount of all membership vendors listed**

After receiving the NOI number back, record the number so that when your agency submits a dues requisition (RQS), you can indicate the NOI number in the document name section on the header of the RQS. Then just attach the invoice – there is no need to attach the WCB. Check out the [WCB-DUES Form quick reference guide](#) for screenshots and other details.

### Tips & Tools

Visit the [Procurement Services Training](#) page for new quick reference guides!

### E-Signature Tools

Did you know the State of Maine has two master agreements with e-signature providers (Adobe Sign and DocuSign)?

E-signatures are used to replace handwritten signatures in virtually every process. Examples include: contracts, amendments, application forms, new hire onboarding forms, vendor onboarding, change authorizations, and many other procurement-related forms.

E-signatures save time and cost by eliminating the need to mail paper

Electronically signing documents also supports green initiatives by reducing paper waste. Compare vendor pricing in the [E-Signature Tools quick reference guide](#).

### 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."

## Notable Numbers

Below are procurement statistics for FY20 – August and year-to-date (YTD). If your agency would like additional data about procurement activity, let us know!



DOCUMENT TYPE	AUGUST		FY20 YTD	
	Doc Count	Value	Doc Count	Value
Request for Quotations	43		73	
Purchase Orders	133	\$4,793,992	212	\$6,698,239
Master Agreements	22		32	
Delivery Orders	1041	\$9,434,613	2084	\$16,849,488
Contracts	394	\$75,440,692	835	\$186,896,869
P-Card Transactions	8523	\$1,970,110	16585	\$3,930,177
Waiver of Competitive Bid	143	\$44,760,407	309	\$77,987,834

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.