



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.

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4 ISSUE | 2 VOLUME | APRIL 2020

# Procurement Update

## COVID-19: Procurement Guidance for Agencies

*The Division of Procurement Services will be posting regular updates to our website with the most current guidance on purchasing supplies related to COVID-19. Please visit our [Home page](#) regularly.*

Recent posts include:

- ➔ [Guidance for IT Procurements to Support Remote Work](#) – This document provides links to existing master agreements along with descriptions of several IT items that may be needed to support State employees working remotely. Please follow this guidance before contacting the Maine IT Help Desk.
- ➔ [E-Signature Quick Reference Guide](#) – This guide outlines the steps to follow, contact information (recently updated), and pricing for obtaining licenses from Adobe Sign and DocuSign, the two e-signature vendors covered under Statewide master agreements.
- ➔ [Procurement Q&A](#) – This document provides answers to frequently asked procurement-related questions pertaining to COVID-19.

As a reminder, for assistance procuring specific items, please contact the staff listed below:

**Although our team is working remotely, Procurement Services continues to be available to assist agencies during these difficult times. If a need for services or commodities arises, please contact anyone on our staff.**

ITEM	PROCUREMENT SERVICES CONTACT
Hand Sanitizer	Debbie Jacques ( <a href="mailto:debbie.jacques@maine.gov">debbie.jacques@maine.gov</a> )
Disinfectant Wipes	Bill Allen ( <a href="mailto:wje.allen@maine.gov">wje.allen@maine.gov</a> )
Gloves	Sue Garcia ( <a href="mailto:Sue.H.Garcia@maine.gov">Sue.H.Garcia@maine.gov</a> )
Masks	Debbie Jacques ( <a href="mailto:debbie.jacques@maine.gov">debbie.jacques@maine.gov</a> )
Soap/Lotion	Justin Franzose ( <a href="mailto:justin.franzose@maine.gov">justin.franzose@maine.gov</a> )
Toilet Paper	Justin Franzose ( <a href="mailto:justin.franzose@maine.gov">justin.franzose@maine.gov</a> )

## RFP Helping Hand... A message from our team to yours

It is probably safe to say everyone's daily routine, be it home, family, or work, has seen significant changes these past few weeks. We hope everyone is doing all they can to ensure their own, and others, safety as we adapt to the crisis.

With that said, we know many staff are now tasked with new responsibilities to directly address this virus and the impact it has on our State. We would like to offer assistance from our team – the Procurement Services RFP staff – to agency staff who are managing RFP-related projects. Our RFP team can help with:

- ➔ Initial drafting of RFPs (prior to submission for review/approval);
- ➔ Guidance during the various stages of the RFP process;
- ➔ Take the lead in distribution of proposals and evaluation documents; and
- ➔ Facilitate evaluation team meetings (remotely).

If you are interested in our help in these areas, or need assistance in any way, please contact [Chad Lewis](#).





# Webinar: FY20 Year-End Close

During this webinar, the Division of Procurement Services will review deadlines for submitting procurement documents and other fiscal year-end closing activities. We will also discuss any anticipated changes in deadlines or responsibilities due to the disruption in standard business operations related to COVID-19.

Please check your email for the meeting invitation and Skype details, or contact [Laurie Andre](#) to request an invitation.

**DATE:** April 29, 2020  
**TIME:** 11:30 AM  
**LOCATION:** Skype

## 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."

## Updated GOVRFP Form

In case you missed it, Procurement Services recently posted an updated version of the [RFP and Evaluation Planning \(GOVRFP\)](#) form on the Forms page. Agencies must include a signed GOVRFP form with all Requests for Proposals (RFPs) submitted to the Division of Procurement Services for review and approval.

Here is a summary of the key changes:

- ➔ Form has been simplified by reducing the amount of information being requested in some sections and total number of sections has been reduced from six to five.
- ➔ For ease of use, form has been protected from editing and sections have fillable fields where required.
- ➔ Legal counsel review/signature has been removed.
- ➔ Commissioner's signature now allows for designees to sign.



## Check out our Word Search!

We could all use a little stress relief these days... Try this word search puzzle to engage a different part of your brain! You can also complete the puzzle online at this [Link](#).

### Procurement Word Search (2)

R	P	R	O	D	U	C	T	E	A	L	S	S	C
D	I	S	C	L	O	S	U	R	E	E	C	E	O
T	T	A	V	A	L	U	E	D	T	C	O	R	C
P	R	O	P	O	S	A	L	E	D	E	P	V	P
I	Y	C	N	E	G	A	V	E	R	T	E	I	R
L	L	A	B	M	A	I	N	E	A	A	B	C	I
T	R	P	L	I	C	A	V	M	W	T	A	E	C
R	O	O	S	R	D	E	T	R	A	S	E	V	E
C	A	I	E	E	T	L	A	E	P	P	A	A	L
T	N	E	M	D	N	E	M	A	P	I	W	V	M
N	O	I	T	I	S	I	U	Q	E	R	A	U	D
U	P	S	C	I	H	T	E	V	E	N	D	O	R
E	S	H	S	N	D	E	B	A	R	M	E	N	T
T	S	O	L	I	C	I	T	A	T	I	O	N	N

TEAM  
BID  
VALUE  
APPEAL  
AMENDMENT  
REQUISITION  
MAINE  
PROPOSAL  
DISCLOSURE  
STATE  
PRICE  
DEBARMENT  
AGENCY  
PRODUCT  
SOLICITATION  
ETHICS  
SERVICE  
SCOPE  
VENDOR  
AWARD

Play this puzzle online at : <https://thewordsearch.com/puzzle/1013876/>

## Final Word for the Month

April will be a difficult month for all of us and our families as we continue to experience the disruption from COVID-19. Working together, with compassion for each other, we WILL pull through this.

