



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

In This Issue...

- ▶ PROCURATED
- ▶ FY21 CLOSEOUT & FY22 START
- ▶ RFP TIME!
- ▶ DYNAMICS 365 FOR SPRC REVIEWS
- ▶ FEATURED ETHICAL STANDARD

4 ISSUE | 3 VOLUME | APRIL 2021

Procurement Update



Procurated

“Yelp” Tool for Vendor Reviews!

The Division of Procurement Services will soon be launching a new vendor evaluation tool called **Procurated**. Procurated is a ratings and reviews site for public procurement. Users can use Procurated to write and read reviews of suppliers who do business with government, education, and nonprofit organizations.

Over the next few weeks, employees from Maine State agencies/departments will be receiving instructions to sign up and begin using their Procurated account. During the first phase of the launch, employees will be asked to submit reviews of suppliers they do business with. The more reviews Maine State employees can submit, the more candid information that will be available for all purchasers researching supplier past performance.

Users will also be able to take advantage of other Procurated features, such as a comprehensive vendor search directory and secure, in-app messaging with other review writers.

One of the key benefits of Procurated is that it’s designed exclusively for state government, education, and nonprofit users – it is not accessible to vendors. Every user is a verified public sector employee, ensuring all reviews are written and accessed only by true peers. The candid supplier feedback found on Procurated gives public procurement officials an additional tool for vetting prospective vendors outside of vendor-provided references.

Stay tuned for more details about the launch of Procurated in the State of Maine! In the meantime, learn more about what you can expect by visiting <https://ratings.procurated.com/maine>.

FY21 Closeout & FY22 Start

Please note the deadlines on the table below for submitting documents to the Division of Procurement Services for closing out FY21 (June 30) and commencing FY22 (July 1)!

NOTE: If your agency missed the RFP deadlines for a July 1 contract start date (shaded rows below), please see the next section of this newsletter (page 2).

DOCUMENT / TRANSACTION	KEY DATE
Request for Proposals (RFPs) valued \$1 million+ with July 1 start	March 1
RFPs valued under \$1 million with July 1 start	April 1
Requisition (RQS) for competitive bid with July 1 purchase date	May 24
RQS for noncompetitive process with July 1 purchase date	June 4
Contracts over \$1 million with July 1 start date	May 24
P-Card purchases for FY21, quarter 4 (Q4)	June 11
Contracts under \$1 million with July 1 start date	June 14
Delivery orders for FY21/Q4	June 21
Paperless modification requests for FY21/Q4	June 23
Delivery orders to pay invoice for FY21/Q4	June 23



Managing PRM5 Accounting Line

At year-end, funds in a **PRM5** accounting line will lapse or expire. Once this happens, the funds can no longer be referenced when making a payment. However, agencies have these options:

➔ If no payments have been made, you can zero out a **PRM5** line (if it’s in the current FY) and create a new accounting line using **PR05**. The **PR05** line will carry, but keep in mind that **PR05** takes allotment out of the current FY.

➔ If payments have been made, you will need to modify the **PRM5** line down to equal the line “Closed” amount and create a new accounting line for the line “Open” amount using **PR05**.



RFP Time!

Moving forward, our Procurement Update newsletter will include this new section to highlight RFP submission deadlines for contracts with a targeted start date in an upcoming month.

These timelines are based on several standard milestones that must be completed for each RFP prior to a contract award.

For contracts with a start date of August 1, 2021 ...	Submit RFP to Procurement Services by...
Valued \$1M+	April 12, 2021
Valued under \$1M	May 10, 2021

The milestones (shown below) are determined by best practices, compliance with all statute and rule requirements, and the dollar value of the resulting contract.

1 - RFP Review & Approval	2 - RFP Release	3 - Proposal Evaluation	4 - Contract Negotiation
<ul style="list-style-type: none"> ➔ 4 weeks (contract value \$1M+) ➔ 2 weeks (contract value less than \$1M) 	4 weeks	2 weeks	<ul style="list-style-type: none"> ➔ 6 weeks after award (contract value \$1M+) ➔ 4 weeks after award (contract value less than \$1M)

Determining the Contract Start Date

After an RFP award has been made, please remember the contract must be approved by Procurement Services and a case details page must be generated in Purchasing Maine before the vendor can begin working.

In general, Procurement Services can complete the review and approval of a contract within 5-10 days after it is submitted in Purchasing Maine. **This means the Contract Start Date MUST indicate a date that is approximately 2 weeks, at a minimum, AFTER the date it is submitted in Purchasing Maine.** Contracts valued over \$1M generally require an additional 2 weeks for review by the State Procurement Review Committee (SPRC).

For any contract that is submitted late, such as after a vendor has already begun working, due to the need for legal review, or for other reasons, the agency must include written justification explaining the circumstances. Procurement Services will send the justification to the Office of the State Controller (OSC) for review and approval prior to approving the contract.

NEW Dynamics 365 for SPRC Reviews

Later this month, Procurement Services will be launching a Microsoft Dynamics 365 solution for tracking and managing RFPs and contracts valued \$1M and over, which require SPRC review and approval.

Dynamics is a cloud-based suite of tools that combines, among other things, customer relationship management (CRM) and enterprise resources planning (ERP) components. It will help streamline the SPRC review process by storing documents and communications in SharePoint, as well as utilizing a centralized dashboard that is accessible to SPRC members and agency staff who routinely coordinate with the SPRC. The dashboard will be linked and accessible through Outlook, so it won't require a separate sign-on.

Eventually, Procurement Services plans to expand use of Dynamics to facilitate every step of the RFP process.

Featured Ethical Standard

Adapted from the National Association of State Procurement Officials (NASPO)

DO NOT PLAY FAVORITES

Truly professional procurement personnel do not help friends, family members, or business associates to gain unfair advantage in the procurement process. Each supplier must stand on level ground.

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."



Procurement Services will host a Lunch & Learn training webinar on **Monday, April 26 (noon to 1:00 PM)** to demo the Dynamics 365 tool for agency staff who are involved in SPRC RFPs and contracts.

PLEASE SEND A LIST OF STAFF FROM YOUR AGENCY WHO SHOULD ATTEND THE WEBINAR TO John.F.Spier@maine.gov.