



*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.*

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# Procurement Update

## 2020 Recap

### Procurement Justification Form

The Procurement Justification Form (PJF) was launched last January to streamline the number of forms agencies have to complete related to procurement requests.

The PJF is now the only form agencies must complete and submit with their contract requests and sole source requisitions. The PJF replaced several previous forms (which should no longer be used), including:

- ➔ Competitive Award Authorization Form (CA)
- ➔ Cooperative Agreement Authorization Form (GOVCOOP)
- ➔ Participating Addendum Authorization Form (PA)
- ➔ Waiver of Competitive Bid Form (WCB)

The PJF and accompanying guidance document are posted on the **Forms** page (Supplemental Documents section) at the Division of Procurement Services website. For more information, agencies can also access this **PowerPoint** from a Lunch & Learn webinar held last January.

### IT Procurement Team

A new IT Procurement team was recently established to help agencies broker increasingly complex technology services, providers, and platforms.

**Joe Zrioka**, previously a system section lead, now serves as director for this new team and will coordinate directly with key personnel in MaineIT. For more information about how the IT Procurement team can support your agency, contact Joe!

## Looking Ahead to 2021

Our January newsletter will feature **key dates and processing guidelines for 2021 contracting**... Be on the lookout next month!



### COVID-19 Procurement Guidance

Last spring, the Division of Procurement Services began posting several COVID-related procurement resources under a special section on our **home page**. The resources include:

- ➔ Guidance for ordering personal protective equipment (PPE) for on-site employees;
- ➔ Requirements for using approved e-signature vendors; and
- ➔ Guidance for ordering IT peripheral equipment to support remote work.

Agencies should continue to access the home page for the most up-to-date guidance.



To ensure your employees and constituents are safe, the Workforce Reentry Team has added social-distancing floor decals (see right) available for those high-traffic areas in State agencies! Please contact your agency's LilyPad agent (identified on our **home page**) for ordering decals along with other PPE from our Central Warehouse.



## DID YOU KNOW

Following Maine's 200 years of Statehood, the Division of Procurement Services (formerly the Division of Purchases) will celebrate 90 years of service in 2021!



# RFP Timelines: Helpful Reminders For Determining Key Dates

This month, the Procurement Services RFP team would like to shed some light on what seems to be a few forgotten (or misplaced) pieces of the puzzle when determining appropriate key dates for an RFP.

## Q&A Summary

After the RFP is released, submitted questions are due from Bidders, and the resulting Q&A Summary is posted for Bidders to reference while drafting their proposals.

The Q&A Summary must be available to bidders at least 7 calendar days prior to the proposal due date. As a reminder, this is a minimum – **allowing bidders more time to “digest” the answers and incorporate them into their proposals can help elicit the most responses and the best possible solutions.**

## Anticipated Contract Start Date

Additionally, after proposals are received, agencies must allow time for:

- Individual reviews (est. 3 days)
- Team consensus scoring (est. 2 days)
- Development, submission and approval of the selection package (est. 2 days)
- Sending of award letters (1 day)
- Appeal period (15 days)
- Contract negotiations (during appeal period, and after if necessary)

In the best-case scenario, this part will likely add up to 23-25 days. **Be sure that the anticipated contract start date is no sooner than when all of the tasks above can be completed – generally around 23-25 days following the proposal due date.** The anticipated contract start date is equivalent to the initial period of performance start date in the RFP.

The Procurement Services RFP team is committed to guiding agencies through the RFP process and making it as efficient as possible. With that, we want to ensure appropriate time is allotted for bidders to respond, and for a quality evaluation and award... no one wants an award invalidated due to an appeal!

If you need help determining your key dates or overall timeline for your RFP, consider taking a look at the [RFP Guidelines](#) and [Key Dates](#) posters located on the [Forms](#) page. If you need further assistance, please reach out to us!

**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.”

## MAs for Multifunctional Copier Rentals

Procurement Services is in the process of finalizing two Statewide master agreements (MAs) for the rental of multifunctional copier devices. The MAs are awarded to:

- ➔ Canon Solutions America Inc. for three (3) device options; and
- ➔ Kyocera Document Solutions New England Inc. for two (2) device options.

Agencies will have the ability to choose a 36-month or 60-month rental agreement. A quick reference guide and an agency order form are under development and will be posted shortly on the Procurement Services website, along with the MAs. Stay tuned for more updates on the new ordering process!

