



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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2 ISSUE | 2 VOLUME | FEBRUARY 2020

Procurement Update

Forms Follow-Up

Procurement Justification Form (PJF)

The Division of Procurement Services held a Lunch & Learn webinar last month to review the new Procurement Justification Form (PJF). Please be reminded of the following:

- ➔ The new form became effective on February 1.
- ➔ Agencies must use the PJF for all contract requests and sole source requisitions over \$5,000.
- ➔ The PJF must be typed; hand-written forms will not be accepted.

Please access the latest PJF and Guidance document from the [Forms](#) page at the Division of Procurement Services website.

If you have questions about the PJF, please contact your agency point of contact in Procurement Services.

Membership Dues & Subscription Fees

Agencies are no longer required to complete a “WCB DUES” form to request payment for membership dues and subscription fees. You may now use a procurement card (P-Card) for dues and subscriptions totaling up to \$5,000.

For dues/fees greater than \$5,000:

- ➔ Contact Procurement Services for approval to use a P-Card;
- OR
- ➔ Enter a requisition (RQS) in Advantage.

Review this [Quick Reference Guide](#) posted on the [Training and Instructions](#) page at the Division of Procurement Services website for additional guidance.

P-Card Expiration

Some procurement cardholders have P-Cards with an upcoming expiration date. If this applies to you, please be aware that you will automatically receive a replacement card within two to three weeks of the current expiration. The replacement P-Card will be sent to your mailing address on file with TD Bank. As long as your address on file is current, you do not need to take any further action.

For Travel P-Cardholders, if you need to reserve a hotel room and you have not yet received your replacement card, you may need to use a personal credit card to hold the reservation and switch it over when you receive the replacement P-Card.

Please contact [Sue Garcia](#) if you have any questions.

Agency Location Changes In Advantage

Agencies should contact the Division of Procurement Services when they need to:

- ➔ Add or change a shipping address in Advantage;
- ➔ Obtain a new Procurement Location number for a new shipping or billing location; or
- ➔ Update information in the Procurement Location field (i.e., when “Attention” is displayed).

For assistance with any of the above, please send an email to [Martha Verhille](#) or [Michelle Fournier](#) and include your Procurement Location number.



Master Agreements: What, Why, Where & How

If you are a State of Maine employee who purchases items for your facility or department, this webinar is for you!

Join us to learn:

- ➔ What are master agreements (MAs)?
- ➔ Why do we use them?
- ➔ Where can I find existing MAs?
- ➔ How can I get my department added to an existing MA or create a new one?

DATE: Wednesday, February 26
TIME: 11:30 AM
LOCATION: Skype

Please check your email for the meeting invitation or access the webinar through the Skype information listed below.

Online (scroll over blue text to access hyperlink):


[Join Skype Meeting](#)
 By Phone: (207) 209-4724
 Conference ID: 265975712#

Upcoming Webinars!

Be sure to join us for these additional Lunch & Learn webinars scheduled during the spring! All webinars will be held from 11:30 AM – 12:15 PM. Visit the [Training and Instructions](#) page at the Division of Procurement Services website for a copy of the PowerPoint following each webinar.

DATE	TOPIC
March 18, 2020	Ethics in Procurement
April 29, 2020	FY20 Year-End Closing
May 27, 2020	Contract Administration

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 Ethics: Gifts

State of Maine statute (5 M.R.S § 18) prohibits state employees from having “any direct or indirect pecuniary interest in or receive or be eligible to receive, directly or indirectly, any benefit that may arise from any contract made on behalf of the State when the state entity that employs the executive employee is a party to the contract.”

What this means in layperson terms is that any state employee involved in a procurement decision, such as awarding a contract, may not accept gifts from a current or potential vendor. Such action would present an actual, potential, or perceived conflict of interest, which violates the statute.

Learn more about other areas of procurement ethics during our upcoming Lunch & Learn webinar on March 18.



Say Goodbye to Terry!

Please join us in wishing Procurement Analyst Manager Terry Demerchant a happy retirement. Terry has served the State of Maine Department of Administrative and Financial Services for 42 years! She will be stepping down from her position in March.

Procurement Services will be hosting a farewell party for Terry on **Tuesday, February 25th from 11:30 AM - 1:30 PM in Room 400, Burton M. Cross Building.** Please drop in to say thank you and wish Terry well!

Cooperative Procurements *in Progress*

Did you know? Procurement Services is currently working on these cooperative agreements:

- ➔ Multistate Software and Services RFP led by the commonwealth of Massachusetts
- ➔ IT Hardware and Services RFP led by the commonwealth of Massachusetts
- ➔ NASPO ValuePoint RFP for Information Security Services led by the state of Idaho



Contact [Ellen Lee](#) for additional information.