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Procurement Update

2021 Contract Reminders

Happy New Year! Please follow the guidance below to make sure your agency's contract documents are processed accurately and efficiently throughout the year. If you have questions about any of this information, please contact **Kathy Paquette**.

#1: Complete a PJF

Agencies must complete a Procurement Justification Form (PJF) for new service contracts or amendments totaling over \$5,000, and submit the signed PJF through Purchasing Maine. There are two options for completing this step:

- ➔ Submit the PJF without the contract (use document type "WCB" in Purchasing Maine); or
- ➔ Submit the PJF as a separate attachment along with the contract.

If the contract is the result of an RFP, please remember to include the RFP # on the PJF.

#2: Encumber Funds

Encumbering funds is the accounting process of setting aside monies for future contracts. ALL State of Maine contract documents – including blanket contracts (CTBs) and multi-vendor contracts (CTMVs) – MUST be encumbered unless the agency has written consent from the Office of the State Controller, which must be attached to the case in Purchasing Maine. (Maine State Statute: **Title 5, Chapter 145, §1583**)

#3: Be Aware of Review/Approval Timelines

The timelines required for Procurement Services to review and approve a contract can vary depending on the complexity and value of the contract.

- ➔ In general, the review and approval can be completed within 5-10 days after the contract is submitted.
- ➔ Contracts that require additional information and/or revision can be approved immediately after the revised content is submitted, as long as no further action is required.
- ➔ Contracts \$1M and over may take up to 2 weeks or longer.

#4: Other General Reminders

- ➔ **Contract/Vendor Start Date:** The Contract Start Date MUST be prior to any work being performed. If a contract is submitted late, the agency must submit a justification statement (Word document) that includes an explanation about whether and why the vendor is working at risk.
The vendor is not allowed to work until the contract has been approved and a case details page is provided once the contract has been approved in Purchasing Maine.
- ➔ **Professional Contract:** The contract is an official, legal document that must be professional looking. Agencies should access the appropriate contract template from the **Forms** page and make sure all required sections are completed thoroughly, with clearly written content that is free from grammatical or punctuation errors.
- ➔ **Contracts \$1M and Over:** Submit the PJF *with* signature, but submit the contract *without* the vendor's signature. When submitting these contracts, also include the funding source, State fiscal year, fund, and appropriation #.



Temporary Staffing Contracts: PTO

On January 1st, Maine's **Earned Paid Leave** law (Public Law 2019 Ch. 156) became effective. The new law requires that employees receive paid time off (PTO) at a rate of 1 hour earned for every 40 hours worked, capping at a maximum of 40 hours per year.

If your agency has temporary staffing contracts, please review the amendments and new price list on this page:

<https://www.maine.gov/dafs/bbm/procurementservices/reports/stawide-contracts/temporary-staffing-services>. Check with your service provider to determine if the new rates will impact any of your existing delivery orders and modify them accordingly.

Check out the posters on our **Forms** page for more guidance on key procurement dates, processes, and timelines! You can also request copies for your home or work office by contacting **Brenda Hawke**.



P-Card Reminders

Expense Reports

➔ **Submit on Time:** P-Card expense reports are due every two weeks based on the billing cycle deadlines listed in the TD Bank Download schedule (posted on the [Procurement Cards](#) page).

Cardholders and approvers will receive an email, usually on Tuesday prior to the deadline, reminding them about the cycle closing and submission deadline the following Tuesday. As stated in the **P-Card policies and procedures**: *Habitual failure to submit documentation within the established deadlines may result in suspension or cancellation of the P-Card.*

➔ **Include a Valid Description:** Cardholders must include a thorough description of their P-Card expenses on their expense report, including an itemized list if there are multiple expenses. Simply listing “supplies” is not sufficient. In addition, if the transaction is related to a master agreement, the MA # must be included in the description field.

NØ Gift Cards

Please remember that P-Cards may *not* be used to purchase gift cards. The **P-Card policies and procedures** manual includes a full list of items that are prohibited from purchase with a P-Card.

CRF Deadline Extension

The federal government recently extended the deadline for Coronavirus Relief Funds (CRF) to 12/31/2021. Agencies that previously requested and received approval for CRF funding from the Department of Administrative and Financial Services (DAFS), and have unspent funds as of 12/30/2020, may request an extension of their award. The request must include the original CRF approval document and a new proposed end date to utilize the funds. Requests should be sent to **Jenny Boyden**, DAFS associate commissioner. **NOTE: New requests are not being accepted at this time.**

After 13 years of State service, Cathy Zemrak will be retiring effective February 1st. Most recently, Cathy has been working with the IT Procurement team as a systems analyst; she also worked in MaineIT as part of the IT Vendor Management team and supported DHHS’s MACWIS application. Cathy’s detailed analytical skills helped improve operational support and contributed to the thorough review of contracts and RFPs. Upon retiring, she hopes to travel to warmer climates enjoying close family. The team will miss her.



FY21 Year-End: Plan Ahead!

While it may only be January, it’s not too early to plan for the end of the 2021 fiscal year!

Please note these key dates for completing procurement transactions or submitting documents to the Division of Procurement Services for the end of FY21 (June 30) and beginning of FY22 (July 1).

*The dates for RFP submission are *recommended*.

DOCUMENT / TRANSACTION	KEY DATE
Request for Proposals (RFPs) valued \$1 million+ with July 1 start date	March 1*
RFPs valued under \$1 million with July 1 start date	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

**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.”