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 Please open an electronic version to navigate to these links.*

In This Issue...

- ▶ KEY DATES IN JUNE/JULY
- ▶ IT STAFF AUGMENTATION MA
- ▶ COVID-19 PROCUREMENT GUIDANCE
- ▶ AUTHORIZED E-SIGNATURES
- ▶ CONTRACTS – RIDER B EXCEPTIONS



6 ISSUE | 2 VOLUME | JUNE 2020

Procurement Update

KEY DATES: FY20 Year-End / FY21 Start

June Procurement Deadlines

Please note the deadlines below for completing procurement transactions or submitting documents to the Division of Procurement Services for the end of fiscal year 2020 (June 30) and beginning of fiscal year 2021 (July 1).

Please note!

OSC Alert – Prior Year (FY20) Procurement

Agencies should be aware that the Office of the State Controller (OSC) will not be rolling over prior year (FY20) procurement or RE documents into the new fiscal year (FY21) until **July 6**. This means agencies will not be able to process payments against prior year (FY20) procurement documents on July 1 or July 2. However, you will be able to process documents referencing the new fiscal year (FY21) during this time.

DOCUMENT/TRANSACTION	DEADLINE
RQS for noncompetitive process with July 1 start	June 5
Contracts over \$1 million with July 1 start	June 8
P-Card purchases to expend from FY20 budget	June 12
Contracts under \$1 million with July 1 start	June 22
Delivery orders to expend from FY20 budget	June 23
Paperless modification requests for FY20 budget	June 23
Delivery orders to pay invoice from FY20 budget	June 26



IT Staff Augmentation Master Agreement

The Division of Procurement Services and Office of Information Technology have a new IT Staff Augmentation contract with Knowledge Services under competitively awarded NASPO contract AR2504. Highlights are:

- ➔ The scope of services under the new contract is similar to the existing agreement; it includes recruiting and contracting IT staff augmentation, time and materials staff, or fixed cost IT services.
- ➔ The contract spans from May 26, 2020 to June 30, 2022 overlapping the existing contract. New MA 18P-200416*130 has been created. **New delivery orders (DOs) are required; existing DOs end no later than 6/30/20.**
- ➔ A new rate card is being adopted with an option of an “off-site” rate to reflect the reduced cost of working remotely. Incumbent resources who required a bill rate waiver will be reviewed again for renewal.
- ➔ The Knowledge Services MSP fee of 2.25% paid by vendor contract network participants is unchanged. A 1% rebate charge, paid by vendor contract network participants to the State, is being added reflecting State administration cost. Both the 2.25% MSP fee and 1% rebate charge are deducted from the hourly bill rate or statement of work value and do not increase the rate submitted by the vendors.
- ➔ Procurement management of the new contract has been transitioned to Tom Howker.

Please look for upcoming emails and meeting notifications providing more information.



COVID-19 Procurement Guidance for Agencies



Personal Protective Equipment (PPE)

State agencies that need high-demand PPE items should make a request through Procurement Services and should NOT attempt to procure the items on their own. Agencies should use the [PPE Order Form](#) posted under the COVID-19 section of the Procurement Services website and submit the form to [Debbie Jacques](#).

P-Card Purchases

If you use a P-Card to purchase PPE or other COVID-related items, including items that are not constrained by the market (e.g. tissues), please remember to include a description of the items in the TD Commercial Plus Card online system. The description should clearly indicate the item(s) are COVID-related. Not only is this description a cardholder requirement, it is essential for tracking and reporting purposes by Procurement Services. REMINDER: The deadline for P-Card transactions from the FY20 budget is June 12.

Coronavirus Relief Fund (CRF)

The State of Maine recently received \$1.25 billion in Coronavirus Relief Funds (CRF) under the Federal CARES Act. The funding may be used to cover costs that:

- 1) Are necessary expenditures incurred due to the COVID-19 health emergency;
- 2) Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
- 3) Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

Agencies may submit requests and suggestions for use of Coronavirus Relief Funds by completing this [Coronavirus Relief Fund \(CRF\) Request/Suggestion form](#), posted under the COVID-19 section of the Procurement Services website, and returning it to [Jenny Boyden](#).

Authorized E-Signatures



Adobe Sign or DocuSign Only

In recent weeks, Procurement Services has received some contracts with signatures that are not official e-signatures but rather they are electronically pasted into the PDF contract document. Please remember that State of Maine e-signatures are only authorized using Adobe Sign or DocuSign, which require a licensing agreement. For more information, refer to this [E-Signature Quick Reference Guide](#).

Contracts – Rider B Exceptions

When an agency submits a contract to the Division of Procurement Services or to the Assistant Attorney General (AAG) requesting a review of provider-requested exceptions to Rider B or Rider B-IT (terms and conditions), please insert a comment for each provider exception that indicates one of the following:

- ➔ Okay (i.e., the agency is okay with the exception);
- ➔ Not okay (i.e., the agency is not okay with the exception);
- ➔ Okay in part (identify what specifically is okay and what is not); or
- ➔ Don't understand the risk – need AAG guidance.

This information is needed to assist the Division of Procurement Services and the AAG with making an informed assessment of the exceptions. If you have any questions, please contact Chief Procurement Officer [Jaime Schorr](#).

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."