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# Procurement Update

## Don't Miss These Deadlines!

SUMMER and FISCAL YEAR-END are almost here!!! Please follow the deadlines in the tables below for submitting procurement-related documents and transactions to close out FY21 and begin FY22!



### FY21 Year-End (June 30)

DOCUMENT / TRANSACTION	DEADLINE
P-Card purchases	<b>June 10</b>
Delivery orders (DOs)	<b>June 21</b>
Paperless modification requests	<b>June 23</b>
DOs to pay invoice	<b>June 23</b>

### FY22 Start (July 1)

DOCUMENT / TRANSACTION	DEADLINE
Requisition (RQS) for competitive bid	May 24
Contracts over \$1 million	May 24
RQS for noncompetitive process	<b>June 4</b>
Contracts under \$1 million	<b>June 14</b>

Any FY21 documents/transactions submitted after these deadlines will be processed under the agency's FY22 budget.

Any documents/transactions for a July 1 start submitted after these deadlines may be delayed in processing through Procurement Services.



## RFP Time!

Below are upcoming deadlines for submitting RFPs to Procurement Services to ensure a timely contract start date on **September 1, October 1, or November 1**.

REMINDER: These deadlines are based on several standard milestones and timelines that must be completed for each RFP prior to a contract award. For more guidance about these benchmarks, please see the [RFP Guidelines poster](#) available on the Forms page.

For contracts with a start date of <b>Sept 1, 2021</b> ...	Submit RFP to Procurement Services by...	For contracts with a start date of <b>Oct 1, 2021</b> ...	Submit RFP to Procurement Services by...
Valued \$1M+	May 12	Valued \$1M+	<b>June 11</b>
Valued under \$1M	<b>June 9</b>	Valued under \$1M	<b>July 9</b>

MARK YOUR CALENDAR!

For contracts with a start date of <b>Nov 1, 2021</b> ...	Submit RFP to Procurement Services by...
Valued \$1M+	<b>July 12</b>
Valued under \$1M	<b>August 9</b>

MARK YOUR CALENDAR!

**Need a competitive process with a faster turnaround than a standard RFP?** If the services your agency requires fall under an RFP awarded under a current Pre-Qualified Vendor List (PQVL), you can utilize that PQVL even if it was established by another agency:

<https://www.maine.gov/dafs/bbm/procurementservices/vendors/pqvls>.



# IT Procurement Welcomes New Team Member

Procurement Services is pleased to welcome Jacob (Jake) Folsom as a new systems analyst with the IT Procurement team. Jake is a recent graduate of Norwich University’s Computer Security and Information Assurance (CSIA) program, where he received a full scholarship under the Cybercore Scholarship for Service program. During his studies at Norwich, he also completed high-profile internships with the National Security Agency (NSA) and Airbus Government Solutions, as well as other projects.

As a systems analyst with IT Procurement, Jake is providing much-needed support to review RFPs, IT contracts and new technology requests, among other tasks. Welcome aboard, Jake!

## 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.”

## 2021 Annual Procurement Meeting

After canceling our annual meeting in 2020 due to the pandemic, Procurement Services is planning to hold our 2021 annual meeting in early December. The meeting format and dates are still being determined. Some of the topics being planned include:

- Environmental purchasing
- IT Procurement
- Update on CGI/Advantage
- Procurated (vendor management tool) demo
- Key procurement dates in 2022
- Changes in templates/forms for 2022
- Procurement training schedule for 2022
- Motivational/leadership speaker

If your agency has any specific suggestions or requests for topics, please contact [Jaime C. Schorr](#).

## Free NASPO Courses!



Expecting a summer slowdown in your workload? Use the time to enhance your procurement skills! The National Association of State Procurement Officials (NASPO) is offering 25 hours of online course instruction in foundational topics—FREE—through the Procurement U Gives Back Program. **The original deadline of July 21 has been extended through the end of December!**

This is a great online learning opportunity for anyone new to procurement! Visit the program [website](#) for full details and contact [Jaime Schorr](#) if you’re interested in signing up yourself or someone from your agency.

## Featured Ethical Standard

### KNOW THE IMPORTANCE OF PERCEPTION

Procurement professionals need to be aware of the perception of their actions to others. While there may be nothing illegal or unethical happening, how could your actions be viewed by someone or be interpreted without all the facts? It is important to always be on guard about the perception we may be making to others. Perception in the mind of the beholder is reality to them. Don’t engage in any activities such as going to lunch, dinner, or social events with suppliers or contractors regardless of the circumstances, even if you are paying your own way. This could and would be interpreted as unethical behavior. Meetings with suppliers and contractors are always best handled within the office.

## Summer Riddles!

1. Why did the banana wear sunscreen?
2. I appear once in summer and twice in autumn but never in winter... What am I?
3. Which bow cannot be tied?
4. Why is the letter “A” like a flower?
5. What did summer say to spring?



## Answer Key

1. He didn't want to peel.
2. The letter U.
3. Rainbow
4. A bee (B) comes after it
5. Help, I'm going to fall!