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Procurement Update

COVID-19: Procurement Guidance for Agencies

The Division of Procurement Services will be posting regular updates to our website with the most current guidance on purchasing supplies related to COVID-19. Please visit the website regularly.

Default guidance for procuring items such as cleaning wipes, tissues, and hand sanitizer:

1. WB Mason is the master agreement holder for these types of products and should be utilized as the primary procurement source.
 - a. The WB Mason (janitorial supplies and office supplies) contract can be found at: www.maine.gov/dafs/bbm/procurementservices/reports/contract-search
 - b. State agencies may order using procurement cards (P-Cards) or delivery orders in Advantage. Orders may be placed using a P-Card by signing into a W.B. Mason account at www.wbmason.com.
2. If items are back-ordered or not available at WB Mason, agencies may purchase items at www.amazon.com through a State of Maine business account.
 - a. If you do not have a business account or have questions, please contact Procurement Services at 624-7340.
3. If items are not available using the above options, a P-Card purchase will be approved through another online or local retailer.

****If P-Card point of sale transaction declines, do not attempt the transaction more than twice or the card will be shut off automatically by the bank. STOP and call: Sue Garcia at 624-7338 or 215-7807; or Kathy Paquette at 624-7877 or 557-2472; or Debbie Jacques at 624-7890 or 446-6750.****

For questions about specific items, please contact the Procurement Services staff listed below.

ITEM	PROCUREMENT SERVICES CONTACT
Hand Sanitizer	Debbie Jacques (debbie.jacques@maine.gov)
Disinfectant Wipes	Bill Allen (wje.allen@maine.gov)
Gloves	Sue Garcia (Sue.H.Garcia@maine.gov)
Masks	Debbie Jacques (debbie.jacques@maine.gov)
Soap/Lotion	Justin Franzose (justin.franzose@maine.gov)
Toilet Paper	Justin Franzose (justin.franzose@maine.gov)



Agency Reminders

Submitting Contracts

➔ Please remember to submit your contract to Procurement Services for approval **BEFORE** the contract start date.



PJF Replaces WCB

➔ Please remember that, effective February 1, 2020, the Procurement Justification Form (PJF) has replaced the Waiver of Competitive Bid (WCB) form. Agencies should no longer use the WCB form and use the PJF instead.

Procurement Ethics



DATE: March 18, 2020
TIME: 11:30 AM
LOCATION: Skype

Led by Chief Procurement Officer Jaime C. Schorr, you will not want to miss this informative webinar! Jaime will provide statutory references, discuss actual examples of conflicts of interest, and outline best practices to help agencies ensure ethical business conduct. The webinar will provide a solid foundation for new staff as well as more experienced team members.

Please check your email for the meeting invitation and Skype details, or contact [Laurie Andre](#) to request an invitation.

POSTPONED - (3/16/2020)

Featured Ethical Standard

The National Association of State Procurement Professionals (NASPO) outlines several ethical standards for state procurement professionals including the one shown below. Following these guidelines can help you distinguish what is right from wrong when it comes to procurement activities.

MAINTAIN INTEGRITY

In a profession that lives under a microscope, it is vital that procurement officials hold themselves to the highest possible standards of integrity. Integrity requires the procurement professional to take ownership for their actions and always protect the public interest with all decisions, maintaining honesty and avoiding even the appearance of something unethical.

RFP Tools for FY21 Planning

As agencies get ready for the upcoming fiscal year (FY), keep in mind these great tools that can assist with your planning and development of Requests for Proposals (RFPs). The resources can be found on the [Forms](#) page and [Training and Instructions](#) page at the Division of Procurement Services website.



RESOURCE	HOW THE RESOURCE CAN HELP AGENCIES
RFP Guidelines Poster (PDF)	➤ Provides an overview of RFP processes and timelines in a colorful and large page-size format (11x17) for easy display and quick reference.
RFP Training Videos	➤ Three videos, less than 7 minutes each, geared toward staff who are on an RFP evaluation team: <ul style="list-style-type: none"> - Roles & Responsibilities of RFP Coordinators - Steps for Completing Individual Proposal Reviews - Steps for Conducting Team Meetings & Consensus Scoring
RFP Timeline Spreadsheets (Excel)	➤ Will save agencies time by auto-populating end dates for each phase of the RFP process based on the agency's anticipated contract start date. ➤ The spreadsheets are currently being updated and will be available soon!

Check Out These Posters!

Procurement Services has a set of five colorful, 11x17 inch posters (PDFs) available for downloading from our [Forms](#) page. The posters provide an overview and quick reference illustration of these procurement areas:

- ➔ Key Procurement Dates
- ➔ Requests for Proposals (RFPs)
- ➔ Procurement for Commodities
- ➔ Procurement for Services \$10,000 or Less
- ➔ Procurement for Services Over \$10,000

Your agency can also request printed copies, while supplies last, by contacting Director of Procurement Services [Laurie Andre](#).

The collage includes five posters with the following titles and key details:

- Key Procurement Dates:** A calendar-style chart showing RFP phases from October to February.
- Requests for Proposals (RFPs):** A flowchart detailing the RFP process from drafting to award.
- Procurement for Services \$10,000 or Less:** A flowchart showing the process from RFP to award for smaller service contracts.
- Procurement for Services Over \$10,000:** A flowchart detailing the more complex process for larger service contracts, including competitive evaluation.
- Procurement for Commodities:** A flowchart explaining the process for purchasing goods, including the use of master agreements.