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In This Issue...

- ▶ FY20 Year-End / FY21 Start
- ▶ COVID-19: PROCUREMENT GUIDANCE
- ▶ NASPO PROCUREMENT U
- ▶ PROCUREMENT DASHBOARD
- ▶ FEATURED ETHICAL STANDARD

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Procurement Update



FY20 Year-End / FY21 Start

This table provides key deadlines 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).

REMINDER: Be sure to include a **Procurement Justification Form (PJF)** with any contract requests or sole source solicitations over \$5,000.

DOCUMENT / TRANSACTION	DEADLINE
Request for Proposals (RFPs) for contracts valued \$1 million+ with July 1 start	April 4
RFPs for contracts valued under \$1 million with July 1 start	May 2
Requisition (RQS) for competitive bid with July 1 purchase date	May 27
RQS for noncompetitive process with July 1 purchase date	June 5
Contracts over \$1 million with July 1 start	June 8
P-Card purchases for FY20, quarter 4 (Q4)	June 12
Contracts under \$1 million with July 1 start	June 22
Delivery orders for FY20/Q4	June 23
Paperless modification requests for FY20/Q4	June 23
Delivery orders to pay invoice for FY20/Q4	June 26

Did you attend our Lunch & Learn webinar on April 29? We reviewed the above deadlines and provided important reminders about using event types in the Advantage system to properly manage contracts. The webinar also included an informative presentation about data analytics for procurement. In case you missed it, you can access a copy of the PowerPoint presentation on our **Training and Instructions** web page.

P-Card Deadlines – FY20 End

As noted in the above table, **June 12** is the final date to make P-Card purchases under the FY20 budget. Purchases made after June 12 will be expensed to the FY21 budget.

This deadline is necessary to allow two to three days for the transactions to post by the end of the billing cycle on June 16. Agencies will have from June 17 through June 23 to submit expense reports for processing out of FY20.



RQS Deadlines – FY21 Start

RQS for Competitive Bid – The **May 27** deadline has been established to allow Procurement Services time to work with agencies in developing concise specifications for each Request for Quotation (RFQ). The deadline also provides a standard 2-week bid period and time for conducting the bid evaluation, followed by an intent to award period of 15 days.

RQS for Noncompetitive Process – The **June 5** deadline is set to allow the required 7-day posting period before the buyer purchase order (BPO) can be issued.



COVID-19: Procurement Guidance for Agencies



Procurement Services is working with vendors on a daily basis to track the availability of COVID-related supplies. Please **contact us** for the most current information about product inventories and estimated delivery times, or for any other assistance procuring these items.

Visit the [Division of Procurement Services Home page](#) for up-to-date guidance and resources on purchasing supplies related to COVID-19.

NASPO's Procurement U is for You!

Looking for some professional development opportunities? Now may be a great time to brush up on some procurement classes from the National Association of State Procurement Officials (NASPO).

Procurement U courses are designed to provide instruction to learners at all levels of state government procurement. Click [here](#) to access a list of current Procurement U course offerings. If something interests you, contact [Laurie Andre](#) in the Division of Procurement Services for more guidance on how to register. Let's get growing!



Procurement Dashboard

Several employees who attended our recent Lunch & Learn webinar on FY20 Year-End Close expressed interest in learning more about the DAFS Data Analytics dashboard.

Agencies can find out more about the dashboard, including access instructions and training information, on the [Financial Data Warehouse page](#) at the Office of the Controller's website.

Because the dashboard is still under development, users are encouraged to send an email to DAFSDataWarehouseSupport@maine.gov with any ideas about how it can be used to support agencies more effectively with their procurement data reporting needs.

Featured Ethical Standard

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



TAKE NOTHING, EVER

By establishing a policy never to take anything from a supplier—not even cookies—public procurement officers are protected against the appearance of a relationship between them and the supplier. Even where government ethical rules permit a public employee to accept lunch or anything valued under a set dollar amount, the public procurement officer should consider the potential implication and avoid accepting anything.

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."