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Procurement Update



Key Deadlines: FY 21 Year-End & FY22 Start

Mark your calendar with these important deadlines for submitting documents to the Division of Procurement Services for closing out FY21 on June 30 and beginning FY22 on July 1!

DOCUMENT / TRANSACTION	DEADLINE
Requisition (RQS) for competitive bid with July 1 (FY22) purchase date	May 24
Contracts over \$1 million with July 1 (FY22) start date	May 24
RQS for noncompetitive process with July 1 purchase date	June 4
P-Card purchases for FY21, quarter 4 (Q4)	June 10
Contracts under \$1 million with July 1 (FY22) 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

P-Cards

June 10 is the final date to make P-Card purchases under the FY21 budget.

Agencies will have from June 16 through June 22 to submit expense reports for processing out of FY21.

P-Card purchases made after June 10, 2021 will be expensed to the FY22 budget.



RFP Time!

Please note the upcoming deadlines below for determining when your agency should submit your RFP to Procurement Services to ensure a timely contract start date on **September 1 or October 1**.

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

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

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