



*NOTE: Website URLs and email addresses appear as embedded links (in **blue** font or underlined) in this newsletter.
Please open an electronic version to navigate to these links.*

In This Issue...

- ▶ PURCHASING MAINE SYSTEM UPGRADE
- ▶ PPE ORDERING PROCESS
- ▶ NASPO RESOURCES
- ▶ REDUCING RFP APPEALS
- ▶ THANKSGIVING WORD SEARCH



Purchasing Maine System Upgrade

The Purchasing Maine system is scheduled for a routine upgrade in late November. Users will notice changes in colors and controls, but there will not be any significant changes in functionality.

If you experience any issues after the upgrade, please contact [Michelle Fournier](#).

NASPO Resources Market Research Tools

In the September newsletter, Procurement Services introduced two market research tools available from the National Association of State Procurement Officials (NASPO): GovWin IQ and ProcurementIQ. These tools provide access to data about state, local and education-related (SLED) bid opportunities and other market reporting that can be helpful for State of Maine agencies and departments.

For example, if your agency is planning an RFP for a specific product or service, GovWin IQ can identify similar solicitations used by other states and provide access to the original solicitation documents—which may save time in drafting your agency's own solicitation.

Procurement Services recently created a [Fact Sheet](#) that explains more about these tools and how your agency can submit a market research request to [Jaime C. Schorr](#). We encourage agencies to take advantage of these powerful research tools to assist with your solicitation efforts!

10 ISSUE | 2 VOLUME | NOVEMBER 2020

Procurement Update

PPE Ordering Process

State-issued personal protective equipment (PPE) is available for employees working on-site in State offices and field locations; it is not available for remote office use.

The State is now using an online inventory management system called LilyPad. Agencies that need to order PPE for on-site employees should contact their assigned LilyPad agent and follow the instructions posted under the COVID-19 Guidance section of the [Procurement Services home page](#). Please go directly to the home page to access the most current LilyPad resources, as these documents may be updated periodically.

Please contact [John Lemieux](#) with any questions.

Upcoming Webinar: Data Analytics Demystified November 10 | 2pm ET

How do you define data analytics? Looking for current examples of data analytics program development? This webinar will give you the answers to these questions and help you discover the benefits of data analytics for the central procurement office. Click this [Webinar Registration](#) to join.

Featured Ethical Standard

REMAIN A TRUSTEE OF PUBLIC'S MONEY

A public employee is a fiduciary for the public's money, or a trustee. An effective government procurement program emphasizes that the money being spent was hard-earned by the taxpayers. A practical rule is for public employees to spend the public's money with the same care they would demand that a bank exercise in handling their own funds.



Reducing RFP Appeals

Best Practices for Agencies

This year, the State of Maine has experienced an increase in the number of RFP appeals. Many staff know that resolving appeals is a burdensome process for all involved. There are, however, several steps agencies can take to reduce the likelihood of an appeal and improve appeal hearings.

- ➔ **Develop a clearly written Scope of Services:** A clearly worded Scope of Services can help ensure your agency achieves the desired outcome from the RFP while also avoiding potential confusion for bidders about the requested work requirements.
- ➔ **Utilize pass/fail criteria:** Including appropriate pass/fail criteria reduces or eliminates the potential for receiving unqualified submissions. It will also shorten the evaluation process as extensive evaluations can be avoided on unqualified proposals by disqualifying them early in the process.
- ➔ **Ensure adequate time in the proposal schedule for Q&As and Amendments:** While this is not the primary cause of most appeals, complex RFPs often elicit more questions that require additional time for detailed responses, amendments, updated appendices, etc. Bidders should be afforded appropriate time to review and consider this information when drafting their proposals.
- ➔ **Utilize the templates, instructions, and other resources posted on the [Forms page](#) for evaluation of proposals:** These resources have been carefully developed by the RFP team and are regularly updated to help agencies save time, ensure transparency, and follow procurement rules.
- ➔ **Clearly document the awarded points, and supporting documentation, for each section when completing the Selection Package:** By clearly documenting the evaluation team’s consensus findings and determinations regarding bidders’ proposals, agencies can mitigate risks for appeal.



WE NEED YOU! The Division of Procurement Services is seeking staff, from all departments, to serve as appeal panelists. Please contact [Chad Lewis](#) if you are available to participate and interested in learning more.

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.”

Thanksgiving Word Search

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- DINNER
- TABLE
- CANDLES
- GRAVY
- HOLIDAY
- COOKING
- SQUASH
- GATHER
- BEANS
- PIE
- TURKEY
- FAMILY

Play this puzzle online at:

<https://thewordsearch.com/puzzle/1607951/>

