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Procurement Update

COVID-19 Procurement Guidance

New Master Agreements (MAs)

Procurement Services recently finalized three new MAs that support COVID-19 related procurements:

COMMODITY/SERVICE	VENDOR	CONTRACT #
Plexiglass Barriers, Sales & Installation	PRO Moving Services	MA - 20092100000000000031
Emergency Bio-Hazard Cleaning Service	Octagon Cleaning & Restoration	MA - 20040100000000000122
Emergency Bio-Hazard Cleaning Service	AWSP Inc. dba SERVPRO of Augusta/Waterville	MA - 20052200000000000147

Please contact [Bill Allen](#) with any questions about these contracts.

NASPO Resources

Procurement Toolkit

Are you looking for virtual opportunities to enhance your own or your staff's professional development around public procurement? A great place to start is the [Procurement Toolkit](#) available from the National Association of State Procurement Officials (NASPO). Topics include:

- ➔ Introduction to Procurement
- ➔ Principles of Ethical Procurement
- ➔ Market Research
- ➔ Solicitation Methods
- ➔ Contract Evaluation / Award
- ➔ The Value of Negotiations
- ➔ Contract Administration
- ➔ Contract Closeout & Retirement



Featured Ethical Standard: Strive for Market Efficiency

The following guidance is from a concise list of ethical standards developed by NASPO:

Public procurement officers should seek to encourage competition. Competition creates market efficiencies. Public procurement officers must do their own market homework, independent of any one supplier. They should study historic outcomes that reflected poor procurement choices so they may avoid them in the future. Evaluating how efficiently suppliers function can serve as a guide for the next set of specifications or scopes of work. It is sometimes argued that it is efficient to permit existing or prospective suppliers to write specifications or statements of work. A market competitor should be allowed to write specifications only when it cannot complete for, or subcontract under, the procurement for which they are drafting solicitation language.



Statewide Savings Opportunities

Procurement Services is constantly seeking ways to help agencies achieve savings. The sections below offer a few highlights.

**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."

W.B. Mason Price Matching

Do you know about price matching for office supplies under the Statewide master agreement (MA) with W.B. Mason? In a nutshell, if you locate office supply products on the open market – such as through Amazon – that are not already part of the Statewide MA and are offered at a lower price than through W.B. Mason, you can request a price match. Check out this new [quick reference guide](#) to learn more.

New Rates for Electricity & Heating Oil

Procurement Services recently renewed the State's MAs for electricity and heating oil at reduced rates that are estimated to generate important savings for the State! The tables below summarize the estimated savings based on contract price and forecasted volumes. For more information, please contact [Michelle Fournier](#).

Electricity – Constellation NewEnergy

Old Contract (through 9/28/2020)	New Contract (through 9/26/21)
Contract Period: 9 months Price on Contract: \$70.30 / MWh Total MWh: 45,333 Total Price (9 months): \$3,186,910	Contract Period: 12 months Price on Contract: \$60.00 / MWh Total MWh: 65,002 Total Price (12 months): \$3,900,120

→ The total estimated savings for electricity over 12 months is **\$360,000** (roughly \$30,000 per month depending on usage), including a savings of \$10.30 for each MWh used under the new contract.

Heating Oil #2 – Dead River

Old Contract (11/1/19 through 10/31/20)	New Contract (8/14/20 through 7/31/21)
Rate per gallon: \$2.2436	Rate per gallon: \$1.5866

→ The total estimated savings for heating oil over 12 months is **\$1,047,156**, based on a savings of \$0.66 per gallon X 1,586,600 gallons purchased.

Cell Phone Contracts

Procurement Services is in the process of finalizing new contracts with several wireless vendors. The table below identifies these vendors and the current status of contract negotiations. We expect to complete all contracts by December 31, 2020. Stay tuned for more details in an upcoming newsletter, including carrier contact information and how to negotiate the best value for wireless services.

Wireless Carrier	Status of Contract (as of 10/15/20)
AT&T Mobility	In Process
T-Mobile (new)	Completed
US Cellular	Completed
Verizon Wireless	In Process



Have a happy and safe Halloween!

