



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

In This Issue...

- ▶ ELECTRONIC / DIGITAL SIGNATURES
- ▶ AUTHORIZED AGENCY SIGNED FORM
- ▶ RESEARCHING ITEMS FOR PROCUREMENT
- ▶ RFP CORNER



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Procurement Update

Electronic / Digital Signature Reminders

Altering Documents After E-Signing

Once a document is signed electronically using DocuSign or Adobe Sign, the document **cannot** be altered. If it is altered after being signed, the agency must resend the document for a new e-signature. Therefore, before sending a document out for e-signature, agencies should make sure the document is accurate and includes all needed information. For example:

- ➔ Contracts: Make sure the CT Advantage number, accounting codes, dates, scope of work, etc. are accurate and complete before sending the contract out for signature.
- ➔ Procurement Justification Form (PJF): Make sure all sections are completed and the PJF covers everything before e-signing. If Procurement Services has to return the PJF to the agency for additional information, it will require a new e-signature.



Adobe Sign

The Adobe Sign signature often does not have anything identifying it as an Adobe Sign e-signature. Therefore, agencies must attach the "Final Audit Report," generated by Adobe Sign, to the case in Purchasing Maine when submitting contract documents for review. If the Final Audit Report is not included, Procurement Services will return the contract document so the submitter can attach it.

Updated Quick Reference Guide

Procurement Services recently updated the **Digital Signature Tools Quick Reference Guide (QRG)** posted on our home page. The revisions include updated contact and pricing information for DocuSign, as well as additional legal references and clarification about electronic signatures versus digital signatures.

Need more guidance about electronic and digital signature requirements? MaineIT recently held a Lunch & Learn webinar on this topic. State employees can access a copy of the PowerPoint and a recording of the webinar on the MaineIT SharePoint site at this [link](#).

Authorized Agency Signees Form

Procurement Services recently created an **Authorized Agency Signees Form** to collect the names of State employees who are authorized by a department's commissioner to sign/approve: a) procurement requests submitted via the Procurement Justification Form (PJF); and b) contract documents. Completing this form will help streamline the procurement approval process. Please submit the completed form to **Laurie Andre**.



Researching Items for Procurement

Does your agency need to purchase something and need help researching available options? Procurement Services can use GovWinIQ, NASPO network, or ProcurementIQ to assist. Please contact **Jaime Schorr** for more information.



From the RFP Team... Updated RFP Templates!

Procurement Services recently posted an updated set of RFP templates on the [Forms](#) page. The templates include:

- **RFP Template** with comments and instructions – Primarily used for guidance
- **RFP Template (CLEAN)** – Primarily used for drafting new RFPs

Please remember to go to the [Forms](#) page and access the most updated templates whenever your agency needs to draft a new RFP. (Do not use an older version saved from a previous RFP.)

In order to save valuable time in reviewing and approving an RFP, we highly recommend using the CLEAN template to create your draft instead of the template with comments. If you do use the draft with comments, please delete all comments prior to submission.

Call for Appeal Committee Members

Are you interested in enhancing your professional development and learning more about RFPs? The Procurement Services RFP team needs you! We are seeking qualified employees to serve as appeal committee members for future appeal hearings. The appeal committee considers the evidence presented during appeal hearings and makes a determination to validate or invalidate an award. If you are interested in learning more about this opportunity, please contact [Chad Lewis](#).

Grant Software

The Procurement Services RFP team is in the preliminary stages of creating a solicitation for grant software programs, which could help agencies reduce paper-driven applications and standardize processes for grantees. If your agency could benefit from this type of software, please contact [Chad Lewis](#) for more information.

Do You Know about Participating RFPs?

The RFP team not only reviews and approves Maine State agency RFPs, we also participate in cooperative RFPs where multiple states will benefit from the resulting contracts. Agencies can find a list of active participating RFPs with direct links to the issuing entity’s website at the bottom of our [Request for Proposals \(RFP\)](#) web page.

The current list includes RFPs that are currently under evaluation and/or out for bid:

TITLE	ISSUING ORGANIZATION	PROPOSAL DUE DATE
Tax-Exempt Financing Proposals - Public Law 2019, Chapter 343, Part O	State of Maine - Maine Revenue Services	September 14, 2020 by 5:00 PM (EST)
RFP 091520 Forklifts and Lift Trucks	State of Minnesota - Sourcewell	September 15, 2020 by 4:30 PM (CDT)
RFP 101320 Janitorial Supplies and Equipment with Related Services	State of Minnesota - Sourcewell	October 13, 2020 by 4:30 PM (CDT)
RFP 101520 OEM Automotive Parts and Supplies	State of Minnesota - Sourcewell	October 15, 2020 by 4:30 PM (CDT)
BPM002338 - Software Value-Added Reseller (VAR)	State of Arizona - NASPO	October 20, 2020 by 3:00 PM (Arizona Time)
Northeast Coalition of States (NCS) Electronic Benefits Transfer RFP	State of New York	December 17, 2020 by 2:00 PM (ET)

We encourage interested agencies to review these RFPs and contact us if you think you would like to utilize the resulting awards. In addition, if your office knows of other upcoming corporative RFPs that you think Maine may benefit from, we urge you to contact [John Spier](#) on our team to discuss the next steps.

**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.”

