

Procurement for Commodities

Commodity: A marketable item in the form of material goods, supplies, products or similar items (e.g., office supplies, uniforms, equipment, and software licenses).

For more information, including templates, forms, and instructions, visit the **Division of Procurement Services** website at: <https://www.maine.gov/dafs/bbm/procurementservices/>

NOTE: Except for P-Card purchases, all commodity purchases are processed solely through the Advantage system.

STEP 1: SEARCH FOR MASTER AGREEMENT (MA)

IS THE NEEDED COMMODITY LISTED ON A MASTER AGREEMENT (MA)?
 ⇒ Search at: <https://www.maine.gov/dafs/bbm/procurementservices/reports/contract-search>

A master agreement (MA) is a contract for the procurement of goods or services at agreed-upon terms between the State of Maine and the supplier. MAs allow all State agencies that use the contract to receive the specified products or services, at or below the contracted price and terms.

Commodity Value Is \$5,000 or Less	
MA	⇒ Use procurement card (preferred); OR ⇒ Create/submit delivery order (DO) in Advantage.
NO MA*	⇒ Use procurement card (preferred); OR ⇒ Create/submit agency purchase order (APO) in Advantage.

Commodity Value Is Over \$5,000	
MA	⇒ Create/submit delivery order (DO) in Advantage.
NO MA*	⇒ Choose a process below.

**If the commodity is likely to be needed on an ongoing basis, contact the Division of Procurement Services to discuss establishing a new MA.*

Competitive Bid Process (Request for Quotations) Preferred Process

- Agency creates detailed specifications. **(2 days)**
- Agency creates requisition (RQS) in Advantage **(1 day)**:
 - ⇒ Attach detailed specifications;
 - ⇒ Submit RQS.
- Procurement Services creates RFQ with approved specifications and posts to Vendor Self-Service (VSS) in Advantage. **(2 days)**
- Bids are received. **(14 days)**
- Procurement Services reviews and awards the lowest cost bid that meets specifications. **(3 days)**
- Appeal period **(15 days)**
- Procurement Services creates buyer purchase order (BPO) or master agreement (MA). **(1 day)**
 - ⇒ Procurement Services releases BPO or MA to vendor.

Non-Competitive Process

- Agency selects vendor** **(1 day)**
 - ⇒ Emergency
 - ⇒ Vendor is unique based on proprietary designation or other mitigating conditions (i.e., statute, regulation, copyrights, patents, etc.)
 - ⇒ Product that supports existing equipment
- Agency creates requisition (RQS) in Advantage: **(1 day)**
 - ⇒ Attach justification for selected vendor and vendor quote/invoice (if applicable);
 - ⇒ Submit RQS.
- Procurement Services reviews justification and: **(3 days)**
 - ⇒ Approves justification; creates BPO; OR
 - ⇒ Denies justification and provides guidance to agency; OR
 - ⇒ Provides required modifications to agency.

***If vendor is selected for any other reason, additional review process required.*

TIMELINES ARE MINIMUM BENCHMARKS. AGENCY-SPECIFIC PLANNING AND/OR PROCEDURES ARE NOT INCLUDED. MORE COMPLEX PROCUREMENTS MAY REQUIRE ADDITIONAL TIME.