

Procurement for Services Over \$10,000

Services: The furnishing of labor, time, and effort by a contractor or vendor.

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

**STEP 1:
SELECT VENDOR**

**NON-COMPETITIVE SOLICITATION
2 DAYS**

Competitive Solicitation	<ul style="list-style-type: none"> Request for Proposals (RFP) - Refer to RFP poster
OR	
Non-Competitive Solicitation*	<ul style="list-style-type: none"> Emergency Vendor is unique based on proprietary designation or other mitigating conditions (i.e., statute, regulatory, grant, copyrights, patents, willing and qualified, etc.) Product or services that support existing equipment Dues and subscriptions

**If vendor is selected for any other reason, additional reviews are required.*

**STEP 2:
DRAFT CONTRACT**

3 DAYS

- Agency drafts the service contract (SC) document, including these sections:
 - ⇒ Definitions
 - ⇒ Performance
 - ⇒ Introduction/Overview
 - ⇒ Reports
 - ⇒ Deliverables
 - ⇒ Payments
- Agency creates CT document in Advantage and enters CT number on SC document.

**STEP 3:
NEGOTIATIONS**

3 DAYS

- Agency negotiates with vendor on the following:
 - ⇒ Description of Deliverables
 - ⇒ Terms & Conditions
 - ⇒ Timing of Deliverables
 - ⇒ Payment Terms

**STEP 4:
INITIAL SUBMISSION**

**3 DAYS
10 DAYS (SPRC)**

- Agency forwards **unsigned** contract and **signed** Procurement Justification Form (PJF) to Procurement Services via Purchasing Maine.
 - ⇒ Contracts valued \$1M+ will be reviewed by the State Procurement Review Committee (SPRC).
- Procurement Services reviews the contract and supplemental forms, and returns the documents to agency via Purchasing Maine as:
 - ⇒ Approved as written, or
 - ⇒ Requires edits/revisions.

**STEP 5:
EXECUTE CONTRACT**

3 DAYS

- Agency sends contract to vendor for signature.
 - ⇒ Hand (wet) signature or e-signature (Adobe Sign or DocuSign)
- Vendor signs and returns contract to agency.
- Agency obtains internal signature from Commissioner or Commissioner's designee.
 - ⇒ Hand (wet) signature or e-signature (Adobe Sign or DocuSign)

**STEP 6:
FINAL SUBMISSION**

3 DAYS

- Agency completes the CT entry in Advantage.
- Agency submits signed contract to Procurement Services in Purchasing Maine (use existing case).
- Procurement Services encumbers funds in Advantage and approves the contract in Purchasing Maine.
- Agency receives email approval from Purchasing Maine.
- Agency sends copy of fully executed contract to vendor.

**STEP 7:
CONTRACT ADMIN /
MANAGEMENT**

CONTRACT LIFECYCLE

- Agency manages all required actions to ensure compliance of the contract:
 - ⇒ Receives all required reports
 - ⇒ Remits payments
 - ⇒ Closes out contract

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