Procurement for Services Sto,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

- Request for Proposals (RFP) Refer to RFP poster
- OR
- Non-Competitive Solicitation*
- Emergency
- Vendor is unique based on proprietary designation or other mitigating conditions (i.e., statute, regulation, amendments, grants, copyrights, patents, willing and qualified, etc.)
- Product or services that support existing equipment
- Dues and subscriptions

- STEP 2: DRAFT CONTRACT
 - 3 DAYS
- Agency drafts the service contract (SC) document, including these sections:
 - ⇒ Definitions
- ⇒ Performance
- \Rightarrow 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** supplemental forms (i.e., Waiver of Competitive Bid, Competitive Authorization, Grant, etc.) 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:
 - ⇒ 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.

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