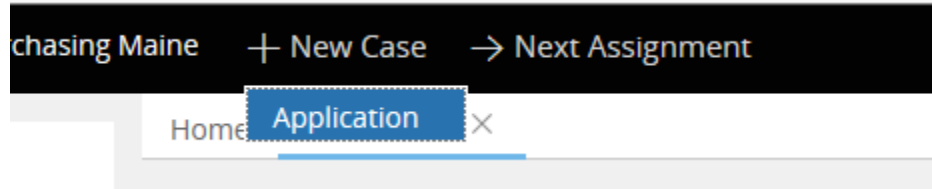


# HOW TO DO A BP18 CONTRACT DOCUMENT

- 1) LOG INTO THE PURCHASING ME APPLICATION
- 2) CLICK ON NEW CASE AND THEN APPLICATION



YOU WILL SEE THAT A CASE NUMBER IS ESTABLISHED FOR YOUR DOCUMENT; IN THIS CASE IT IS PM-1891. YOUR CASE NUMBER WILL BE LOCATED NEXT TO "PURCHASING MAINE" IN THE UPPER LEFT HAND CORNER OF YOUR CASE.



- 3) FILL OUT THE FOLLOWING FIELDS:
  - a. Document Type (Choose " Contract")
  - b. Department (select your department by putting in either your agency number or department name.)
  - c. If applicable you can check the "Check if this case is a rush" button

- d. Short Description of Goods or Services (use drop down to select your service)

**POINT OF INFORMATION - WHEN PICKING YOUR SERVICE, IF YOU DO NOT SEE ANY SERVICE LISTED THAT WOULD APPLY TO THE SERVICE YOU ARE OBTAINING, THEN SELECT "Other" AND DIRECTLY ACROSS, A FIELD WILL APPEAR WHERE YOU CAN ENTER IN THE SERVICE.**

- e. Contractor Name (enter in your vendor name)
- f. Select your Contract Start Date and Contract End Date by using the drop down feature or by clicking on the date icon.

- g. Advantage CT or RQS Number (enter in the Advantage number associated with the contract) **Please put the entire number in this field – you can copy the Advantage number by highlighting it using (ctrl C) and paste it into the Purchasing ME case field by using (ctrl V). Sample 20161005000000001221**
- h. Internal Department Contract Number (optional only if applicable to your agency)
- i. Under “What is the dollar amount of the contract? (enter in the amount of the contract (\$5000 and under))

**NOW CLICK THE “Next” BUTTON**

Purchasing Maine (PM-1891) Save draft Other actions Discard Case Close

**Enter Form Data**   Answer Questions   Upload Documents

Document Type\*   
 Contract

Short Description of Goods or Services\*   
 Correctional Services

Contractor Name\*   
 ABC Corrections Inc

Contract Start Date\*   
 Mar 14 2017

Advantage CT or RQS Number\*   
 20161005000000001221

What is the dollar amount of the contract? If this is an amendment, enter only the amendment amount.\*   
 \$4,600.00

Department\*   
 03A-Department of Corrections

Contract End Date\*   
 Mar 13 2018

Internal Department Contract Number

Next >>

- 4) THE NEXT PAGE WILL ASK VARIOUS QUESTION DEPENDING ON WHAT YOU SELECT
- I. The first question will ask “Is this contract for a temporary staffing position?”

**Is this contract for a temporary staffing position?\***

Yes

No

If you select YES – the forms you must use will be displayed

Enter Form Data

Answer Questions

Upload Documents

Is this contract for a temporary staffing position?\*

Yes

No

You must also submit a [BP37TEMP](#) form.

You may use contract form [BP18](#).

If you select NO– the forms you must use will be displayed

Purchasing Maine (PM-1891) Save draft Other actions

**Enter Form Data** **Answer Questions** **Upload Documents**

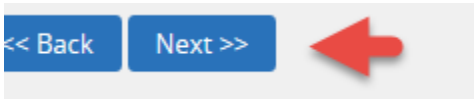
Is this contract for a temporary staffing position? \*

Yes

No

No supplemental documents are needed for contracts of \$5,000 or less. You may use contract form [BP18](#).

5) AFTER YOU HAVE ANSWERED ALL QUESTIONS YOU CAN PROCEED TO CLICK “Next”



6) BASED ON THE QUESTIONS THAT WAS ANSWERED ABOVE – THE NEXT PAGE WILL INDICATE WHAT FORM(S) NEED TO BE ATTACHED. CLICK ON ATTACHMENT/ATTACH FILE TO ATTACH THE DOCUMENTS

Purchasing Maine (PM-1891) Save draft Other actions


**Enter Form Data** **Answer Questions** **Upload Documents**

**Before uploading any documents, ensure that you have all necessary signatures for each document.**

**You are required to submit the following documents:**

No supplemental documents are needed for contracts of \$5,000 or less. You may use contract form [BP18](#).

**Attachments**



[+ Attach new](#)

File from device

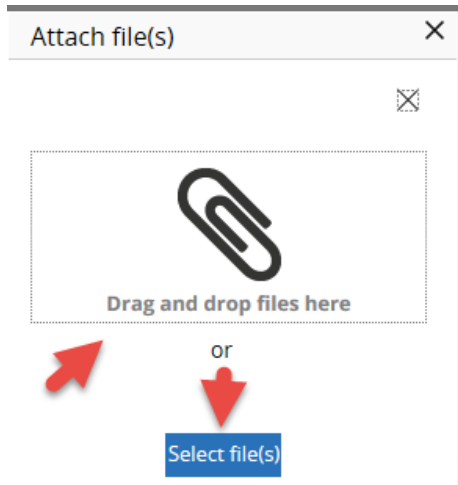
Do you have any exceptions to the State of Maine standard contract terms and conditions? \*

Yes

No

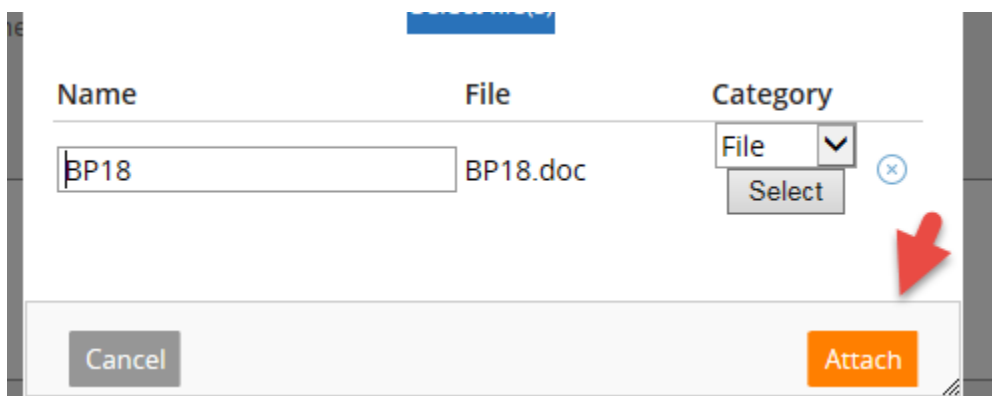
**NOTE: Please keep the file names of attachments to less than 64 characters AND with no special characters**

- 7) YOU CAN CHOOSE TO EITHER DRAG AND DROP YOUR FILE OR TO CLICK ON “Select File(s)”



FOR THIS EXERCISE I’M GOING TO CLICK ON “Select File(s)” WHICH YOU WOULD THEN FIND AND SELECT YOUR DOCUMENTS AND ATTACH

Name	Date modified	Type	Size
AWARD NOTIFICATION LETTERS.docx	11/1/2016 3:35 PM	Microsoft Word D...	13 KB
BP18.doc	10/27/2015 2:07 PM	Microsoft Word 9...	174 KB
BP37AM.doc	9/25/2015 9:37 AM	Microsoft Word 9...	46 KB



- 8) ONCE YOU SEE THAT YOUR DOCUMENTS ARE ATTACHED , YOU WILL SEE A QUESTION THAT YOU WILL NEED TO ANSWER

**Attachments**

[+ Attachment](#)

**BP18 (PM-1772) Created by Terry.L.DeMerchant**

[Advanced View](#)

Does your contract have any exceptions to the State of Maine standard contract terms and conditions?\*

Yes

No

- 9) QUESTION “Does your contract have any exceptions to the State of Maine standard contract terms and conditions?” If you select YES, then you’ll have another question to answer “Is a legal review attached covering the changes to the State’s standard terms and conditions?” If you select YES to this question, then proceed to attach a file with legal’ s review.

Does your contract have any exceptions to the State of Maine standard contract terms and conditions?\*

Yes

No

Is a legal review attached covering the changes to the State's standard terms and conditions?\*

Yes

No

Notes, comments, or questions to add to your submittal.

- 10) If you select YES to the exceptions but NO to a legal review – please put in a comment as to why you did not get the review.

Does your contract have any exceptions to the State of Maine standard contract terms and conditions?\*

Yes

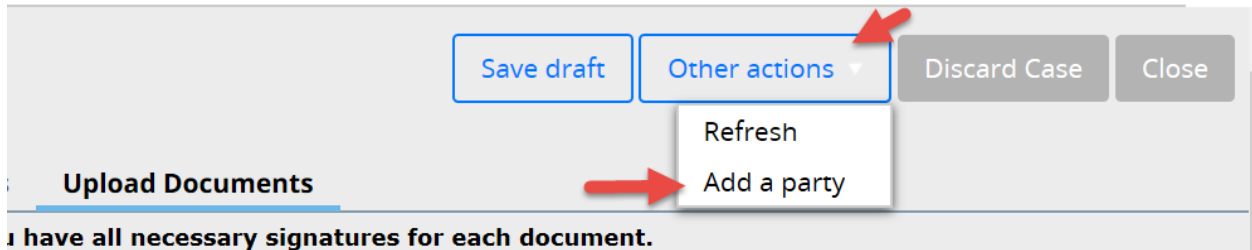
No

Notes, comments, or questions to add to your submittal.

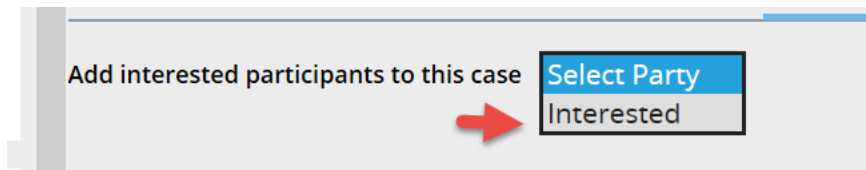
IT ALWAYS HAS BEEN APPROVED IN PREVIOUS CONTRACTS

## OPTIONAL FEATURE

- 11) There is an “Add a party” feature that will allow you to put in a member of your workgroup so that they will receive all notification e-mails that you do. In the upper right, click on the Other actions button and choose Add a party



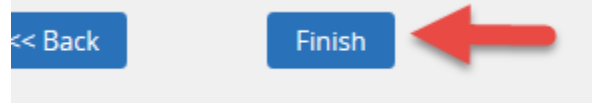
Under Select Party choose Interested



The page will open up where you can add the First Name, Last Name and E-mail. When done you would click on the Finish button.

A screenshot of a form titled 'Owner' and 'Interested'. The 'Owner' section has fields for 'Operator ID' (Terry.L.DeMerchant), 'Name' (Terry.L.DeMerchant), 'Phone number' (624-7334), and 'Title' (---). The 'Interested' section has fields for 'First Name \*' (Terry), 'Middle Initial', 'Last Name \*' (DeMerchant), 'Phone', 'E-Mail \*' (Terry.L.DeMerchant@maine.g), 'Address', 'City', 'State' (Select a state...), 'Zip', and 'Country'. There are trash icons next to the 'Name' and 'State' fields. At the bottom right, there are two buttons: '<< Back' and 'Finish'.

YOU ARE ALL SET TO CLICK THE "Finish" BUTTON



12) YOU WILL THEN SEE THE STATUS OF SUBMITTED, WHICH MEANS IT HAS ROUTED TO THE DIVISION OF PURCHASES AND THE CASE IS CLOSED TO YOU FOR EDITING.

A screenshot of a web application interface. At the top, there are tabs: 'Overview' (selected), 'Information', 'Attachments', 'Tools', and 'Audit'. Below the tabs is the 'Case details' section, which is organized into a grid. The grid contains fields for Case ID (PM-1891), Urgency (10), Status (Submitted), Created (11 minutes ago), Goal (2 days 23 hours from now), Last Update (less than a minute ago), Created by (Terry.L.DeMerchant), and Deadline (7 days from now). The 'Status Submitted' field has a red arrow pointing to it. Below the case details is the 'Case information' section, which includes a 'Enter Form Data' section with fields for Document Type (Contract), Short Description of Goods or Services (Correctional Services), Contractor Name, and Department (03A-Department of Corrections). At the bottom of the page is a navigation bar with a series of buttons: 'Submit Application' (green with a checkmark), 'Assign' (blue), 'Review', 'Disposition', 'Finalize', and 'Show all steps'. A red arrow points to the 'Submit Application' button.

YOU WILL ALSO SEE THAT THE BUTTON OF THE PAGE Submit Application IS IN GREEN AND CHECKED.