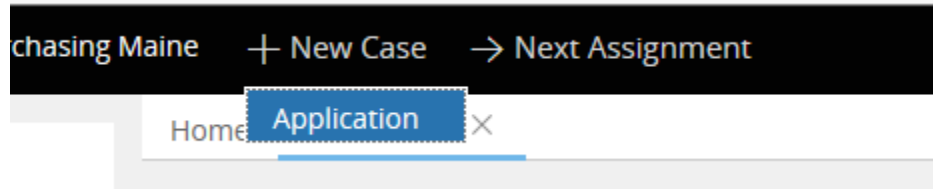


HOW TO DO A CONTRACT AMENDMENT DOCUMENT

1) LOG INTO THE PURCHASING ME APPLICATION

2) CLICK ON NEW CASE AND THEN APPLICATION

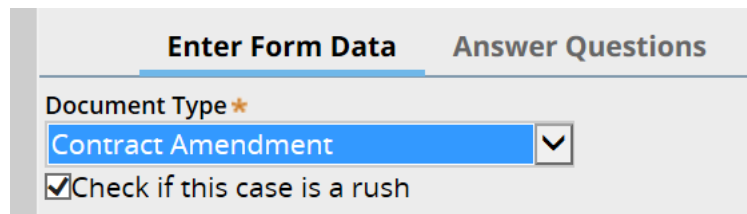


YOU WILL SEE THAT A CASE NUMBER IS ESTABLISHED FOR YOUR DOCUMENT; IN THIS CASE IT IS PM-1893. YOUR CASE NUMBER WILL BE LOCATED NEXT TO "PURCHASING MAINE" IN THE UPPER LEFT HAND CORNER OF YOUR CASE.



3) FILL OUT THE FOLLOWING FIELDS:

- a. Document Type (Choose "Contract Amendment")
- 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

A screenshot of the 'Enter Form Data' section of the application. The section has two tabs: 'Enter Form Data' (active) and 'Answer Questions'. Below the tabs, there is a 'Document Type' field with a dropdown menu. The dropdown is open, showing 'Contract Amendment' selected. Below the dropdown, there is a checkbox labeled 'Check if this case is a rush' which is checked.

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 amendment) **Please put the entire number in this field – you can copy the Advantage number by highlighting it using (ctrl C) and paste 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 amendment – if there is no amount change you can put 0.00)

NOW CLICK THE “Next” BUTTON

Purchasing Maine (PM-1893) Save draft Other actions Discard

Enter Form Data Answer Questions Upload Documents

Document Type *	Contract Amendment	Department *	09A-Department of Inland Fisheries and Wildlife
Short Description of Goods or Services *	Fisheries and Wildlife Services		
Contractor Name *	Fisheries Experts		
Contract Start Date *	Apr 18 2016	Contract End Date *	Oct 29 2017
Advantage CT or RQS Number *	20161005000000001221		
Internal Department Contract Number			
What is the dollar amount of the contract? If this is an amendment, enter only the amendment amount. *	\$12,000.00		

- 4) THE NEXT PAGE WILL INFORM YOU THAT YOU NEED TO USE THE CONTRACT AMENDMENT FORM AND IF THE CONTRACT AMENDMENT AMOUNT IS OVER \$10,000.01 THEN IT WILL ALSO INSTRUCT YOU TO SUBMIT A BP37WCB FORM

NOTE: IF THE AMENDMENT IS A RENEWAL AS PART OF A RFP TERM, THEN ATTACH A BP37CA. WE HAVE PUT IN A REQUEST FOR THE CORRECTIONAL LANGUAGE FOR THE NEXT SYSTEM RELEASE IN JULY

Purchasing Maine (PM-1893) Save draft

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

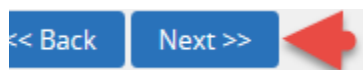
Please use the [Contract Amendment Form](#) . You must also submit a [BP37WCB](#) form.

IF THE CONTRACT AMENDMENT AMOUNT WAS \$10,000.00 AND UNDER, THE PAGE WOULD HAVE INSTRUCTED YOU TO USE A CONTRACT AMENDMENT FORM AND A BP37AM FORM.

Purchasing Maine (PM-1893) S

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

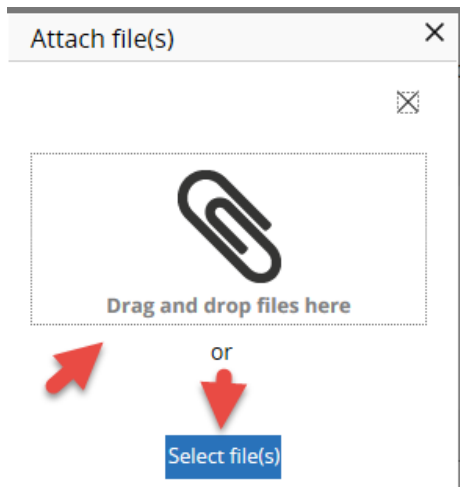
Please use the [Contract Amendment Form](#) . You must also submit a [BP37AM](#) form.



THIS NEXT PAGE IS WHERE YOU WOULD ATTACH YOUR AMENDMENT DOCUMENT AND THE BP37 SUPPORTING DOCUMENT – CLICK THE ATTACHMENT BUTTON, AND THEN SELECT ATTACH FILE. **NOTE: Please keep the file names of attachments to less than 64 characters AND with no special characters**



5) 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 DOCUMENT AND ATTACH

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
BP37CA_Competitive_Award_Authorizati...	11/17/2015 9:05 AM	Microsoft Word 9...	57 KB
BP37PA_Participating_Addendum_Autho...	2/26/2016 11:10 AM	Microsoft Word 9...	50 KB
BP37TEMP.doc	10/8/2015 3:12 PM	Microsoft Word 9...	86 KB
BP37WCB.doc	7/13/2016 1:30 PM	Microsoft Word 9...	81 KB
BP37WCB_FAQ.docx	9/20/2016 8:05 AM	Microsoft Word D...	221 KB
BP54.doc	12/17/2015 8:29 AM	Microsoft Word 9...	70 KB
BP54_IT.docx	2/26/2016 10:43 AM	Microsoft Word D...	62 KB
CONSENSUS TEAM NOTES.docx	11/1/2016 3:34 PM	Microsoft Word D...	13 KB
contract_amendment.dot	10/26/2015 9:19 AM	Microsoft Word 9...	30 KB

Name	File	Category
<input type="text" value="BP37AM"/>	BP37AM.doc	File
<input type="text" value="contract_amendment"/>	contract_amendment.dot	File

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

Attachments

- BP37AM
PM-1893 | File | Terry.L.DeMerchant
- Amendment revised 11 16 2...
PM-1893 | File | Terry.L.DeMerchant

[+ Attach new](#)

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.

- 6) QUESTION “Does your contract have any exceptions to the State of Maine standard contract terms and conditions?” If you answer 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 answer 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.

If you answer 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

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

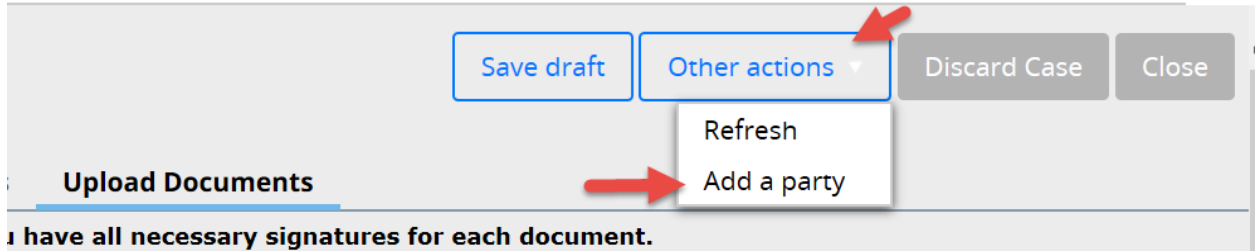
Yes
 No

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

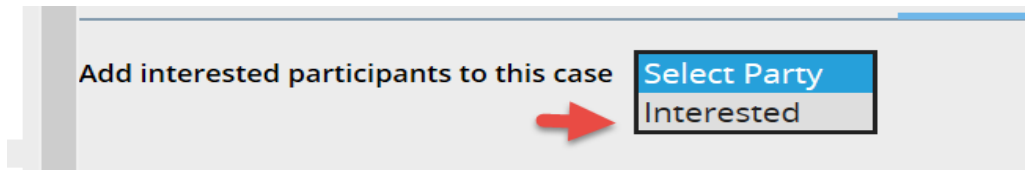
it was approved in the initial contract

OPTIONAL FEATURE

- 7) 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.

Owner

Operator ID: Terry.L.DeMerchant

Name: Terry.L.DeMerchant

Phone number: 624-7334

Title: —

Interested

First Name *: Terry

Middle Initial:

Last Name *: DeMerchant

Phone:

E-Mail *: Terry.L.DeMerchant@maine.g

Address:

City:

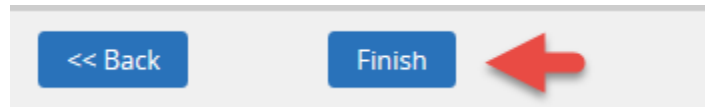
State: Select a state...

Zip:

Country:

<< Back Finish

8) When done with this page you can click the Finish button



9) 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.

Case details

Case ID PM-1893	Urgency 10	Status Submitted
Created 8 minutes ago	Goal 4 days from now	Last Update less than a minute ago
Created by Terry.L.DeMerchant	Deadline 7 days from now	Last Updated By Terry.L.DeMerchant

Case information

Enter Form Data

Document Type * Contract Amendment	Department * 09A-Department of Inland Fisheries and Wildlife
Short Description of Goods or Services * Fisheries and Wildlife Services	
Contractor Name *	

Submit Application ✓ Assign Review Disposition Finalize Show all steps

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