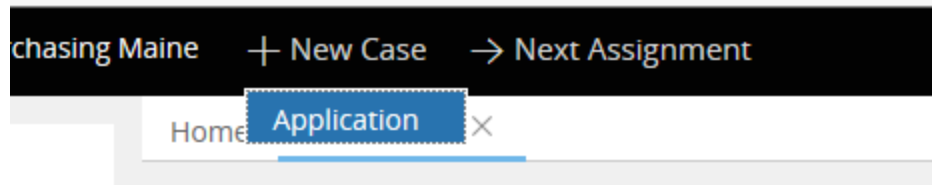


# HOW TO DO A CONTRACT DOCUMENT OVER 3 MILLION DOLLARS

- 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-1894. 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

A screenshot of the 'Enter Form Data' section of the application. The 'Document Type' dropdown is set to 'Contract'. The 'Check if this case is a rush' checkbox is checked. The 'Short Description of Goods or Services' dropdown is set to 'Correctional Services'. The 'Check if this case is a rush' checkbox is highlighted with a red rectangle.

- 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 using 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 into the Purchasing ME case field by using (ctrl V). Sample 2016100500000001221**
- 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) in this case enter in an amount over 3 million. A statement will show up that instructing you to get a review from the Attorney General’s Office

**NOW CLICK THE “Next” BUTTON**

- 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?”

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

Is this contract for a temporary staffing position? \*

Yes

No

You must use contract form [BP54](#).

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

If you select NO, then two additional questions will appear

Enter Form Data

Answer Questions

Upload Documents

Is this contract for a temporary staffing position? \*

Yes

No

Is this contract related to information technology services or infrastructure? \*

Yes

No

Is this contract the result of a competitive process (including the exercising of optional/renewal years)? \*

Yes

No

II. For the next question “Is this contract related to information technology services or infrastructure?” 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

Is this contract related to information technology services or infrastructure? \*

Yes

No

You must use the [BP54-IT](#) contract template and coordinate with the State’s Office of Information Technology.

If you select NO – 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

**Is this contract related to information technology services or infrastructure? \***

Yes

No

You must use contract form [BP54](#).

- III. For the next question “Is this contract the result of a competitive process (including the exercising of optional/renewal years)?” if you select NO – 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

**Is this contract related to information technology services or infrastructure? \***

Yes

No

You must use contract form [BP54](#).

**Is this contract the result of a competitive process (including the exercising of optional/renewal years)? \***

Yes

No

You must also submit a [BP37WCB](#) form.

If you select YES – an additional question will appear “Is this competitively awarded contract the result of a multi-state cooperative contract?” If you select NO, 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

Is this contract related to information technology services or infrastructure? \*

Yes  
 No

You must use contract form [BP54](#).

Is this contract the result of a competitive process (including the exercising of optional/renewal years)? \*

Yes  
 No

Is this competitively awarded contract the result of a multi-state cooperative contract? \*

Yes  
 No

You must also submit a [BP37CA](#) form.

If you had selected YES, the forms you must use will be displayed

Is this contract for a temporary staffing position? \*

Yes  
 No

Is this contract related to information technology services or infrastructure? \*

Yes  
 No

You must use contract form [BP54](#).

Is this contract the result of a competitive process (including the exercising of optional/renewal years)? \*

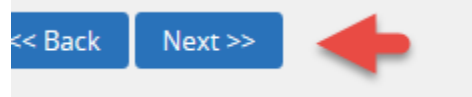
Yes  
 No

Is this competitively awarded contract the result of a multi-state cooperative contract? \*

Yes  
 No

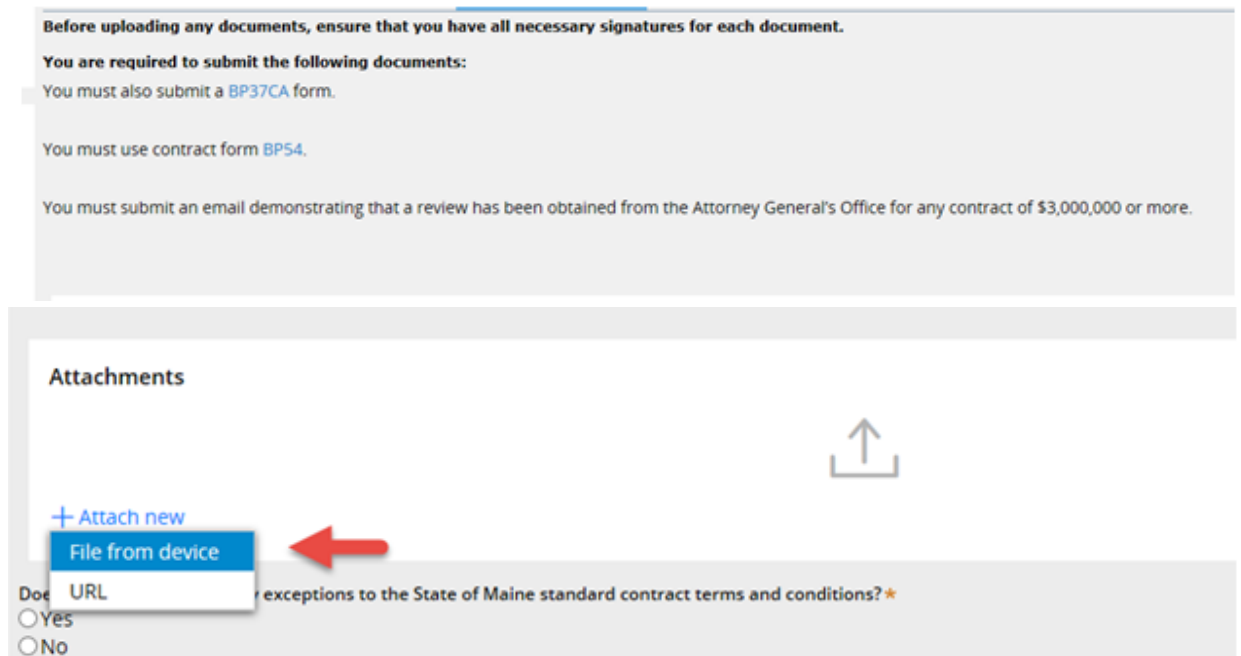
You must also submit a [BP37PA](#) form.

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

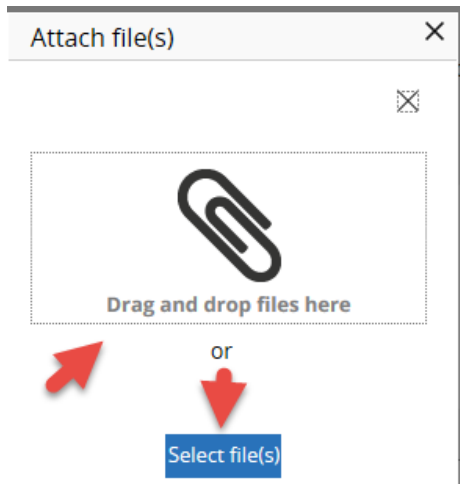


6) BASED ON THE QUESTIONS THAT WERE ANSWERED ABOVE – THE NEXT PAGE WILL INDICATE WHAT FORMS NEED TO BE ATTACHED. CLICK ON ATTACHMENT/ATTACH FILE TO ATTACH THE DOCUMENTS. (PLEASE NOTICE THE STATEMENT REGARDING REVIEW FROM THE AG’S OFFICE – THIS IS WHERE YOU WOULD ATTACH THE AG’S COMMENTS)

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

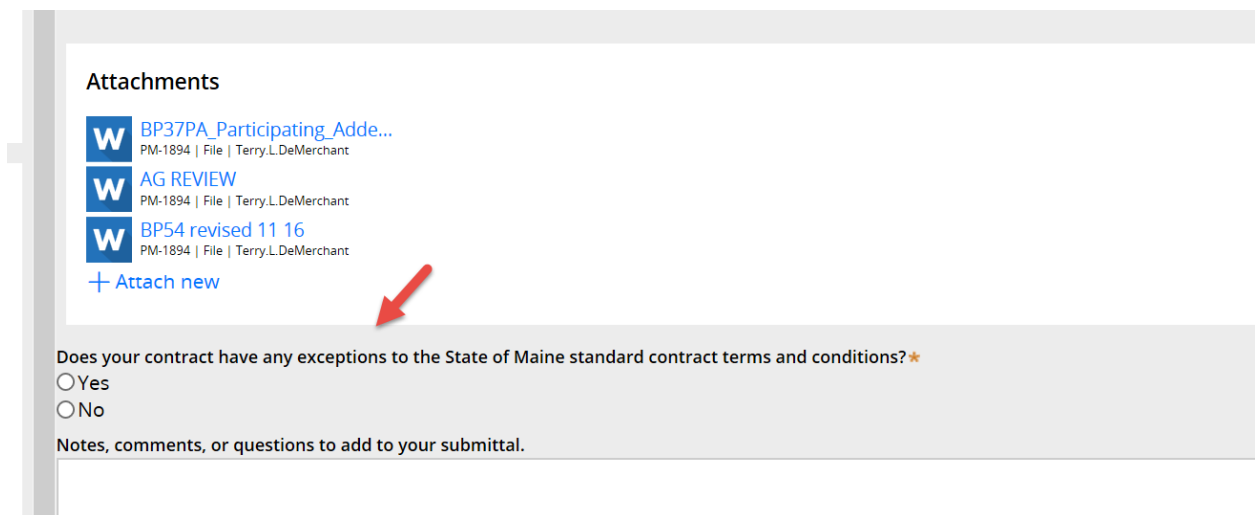


7) YOU CAN CHOOSE TO EITHER DRAG AND DROP YOUR FILE OR TO CLICK ON “Select File(s)”



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

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



- 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

Save draft Other actions Discard Case Close

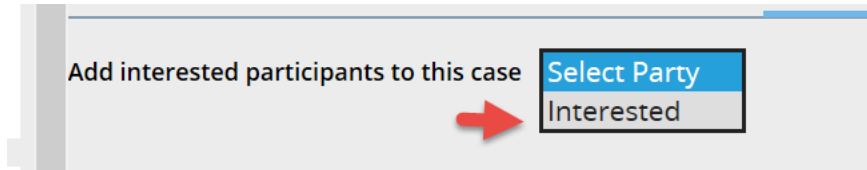
Refresh  
Add a party

**Upload Documents**

**I have all necessary signatures for each document.**



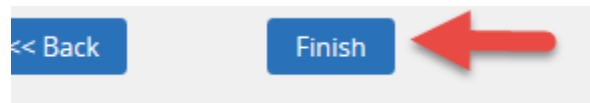
Under Select Party choose Interested



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 web form titled "Interested". The form is divided into two sections: "Owner" and "Interested".  
The "Owner" section contains:  
- Operator ID: Terry.L.DeMerchant (with a dropdown arrow)  
- Name: Terry.L.DeMerchant (with a trash icon)  
- Phone number: 624-7334  
- Title: —  
The "Interested" section contains:  
- First Name \*: Terry  
- Middle Initial: (empty)  
- Last Name \*: DeMerchant  
- Phone: (empty)  
- E-Mail \*: Terry.L.DeMerchant@maine.g  
- Address: (empty)  
- City: (empty)  
- State: Select a state... (with a dropdown arrow and a trash icon)  
- Zip: (empty)  
- Country: (empty)  
At the bottom right of the form 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.

### Case details

**Case ID**  
PM-1894

**Created**  
8 minutes ago

**Created by**  
Terry.L.DeMerchant

**Urgency**  
10

**Goal**  
4 days from now

**Deadline**  
7 days from now

**Status**  
Submitted

**Last Update**  
less than a minute ago

**Last Updated By**  
Terry.L.DeMerchant

### Case information

#### Enter Form Data

**Document Type \***  
Contract

**Short Description of Goods or Services \***  
Consultant Services

**Contractor Name \***

**Department \***  
05A-Department of Education

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.