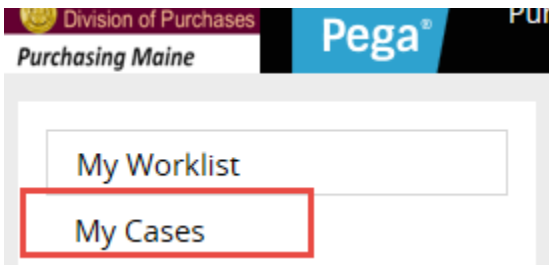
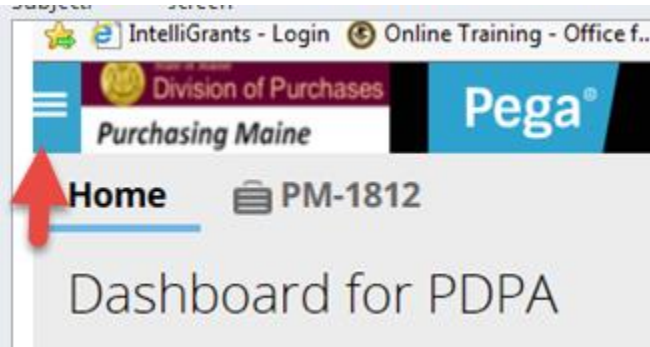


- 1) ONCE YOUR CASE HAS BEEN ASSIGNED TO A CONTRACT GRANT SPECIALIST, YOU WILL RECEIVE AN E-MAIL THAT WILL NOTIFY YOU THAT YOUR CASE HAS BEEN ASSIGNED. PLEASE SEE SAMPLE BELOW:

“THIS EMAIL IS A NOTIFICATION FROM THE STATE OF MAINE DIVISION OF PURCHASES TO INFORM YOU THAT WE HAVE ASSIGNED YOUR DOCUMENT PM-1772 FOR REVIEW TO ONE OF OUR STAFF. PLEASE ALLOW 5 BUSINESS DAYS FOR US TO REVIEW YOUR DOCUMENTS”

- 2) IF YOU WANT TO SEE WHO IT WAS ASSIGNED TO, YOU WOULD CLICK ON MY CASES. IF THIS DOES NOT APPEAR ON THE LEFT HAND SIDE OF YOUR SCREEN, CLICK ON THE BOX AS INDICATED BELOW



3) AFTER YOU CLICK ON “MY CASES”, LOCATE THE CASE THAT YOU RECEIVED THE E-MAIL FOR AND SCROLL OVER TO THE ASSIGNED COLUMN. YOU WILL BE ABLE TO SEE THE CONTRACT GRANT SPECIALIST IT WAS ASSIGNED TO. YOU WILL ALSO BE ABLE TO SEE THE STATUS OF ALL OF YOUR CASES.

Description of Service	Contractor Name	Advantage CT/RQS	Dept Contract#	Contract Start Date	Contract End Date	Contract Amount	Status	Assigned To	Created Date
Conservation Services	ABC	2016111400000000232		11/29/16 12:00 AM	11/28/18 12:00 AM	\$ 15,600.00	Pending-Assignment	Donny.Crockett	11/14/16 1:46 PM
Marine Resource Services	abc	201609809809		8/15/17 12:00 AM	6/16/15 12:00 AM	\$ 5,600.00	Pending-Assignment	Donny.Crockett	11/14/16 2:10 PM
Correctional Services	ABC CORRECTIONAL	20151103000005846		12/19/16 12:00 AM	3/11/17 12:00 AM	\$ 4,500.00	Pending-Assignment	Bill.Allen	11/14/16 2:52 PM
Consultant Services	abc construction	20160000023892		5/12/21 12:00 AM	8/15/25 12:00 AM	\$ 23,555.00	Pending-Assignment	Kathy.Paquette	11/21/16 10:03 AM
Other	abc	2016870980980		8/23/19 12:00 AM	7/20/22 12:00 AM	\$ 5,500.00	Approved		11/9/16 11:28 AM
Correctional Services	abc	2015890908w3		10/19/16 12:00 AM	7/16/14 12:00 AM	\$ 35,500.00	Approved		11/14/16 2:15 PM
Employment Services	abc	8900090890		12/22/16 12:00 AM	12/23/19 12:00 AM	\$ 3,500.00	New	Terry.LDeMerchant	11/29/16 8:19 AM
Correctional Services	ABC CORRECTIONAL	20161128000002343		1/10/17 12:00 AM	5/10/17 12:00 AM	\$ 15,600.00	Pending-Assignment	Terry.LDeMerchant	11/29/16 1:54 PM
Correctional Services	abc corrections	201611290008978		2/11/17 12:00 AM	7/14/17 12:00 AM	\$ 4,000.00	Pending-Assignment	Terry.LDeMerchant	11/29/16 2:27 PM
Conference and Meeting Services	ABC	20161129000898		3/9/17 12:00 AM	7/10/19 12:00 AM	\$ 9,000.00	Approved		11/29/16 3:19 PM
RFP) Consultant Services						\$ 0.00	Resolved-Withdrawn		11/28/16 3:26 PM
						\$ 0.00	Resolved-Withdrawn		11/21/16 10:16 AM
						\$ 0.00	Resolved-Withdrawn		11/21/16 10:01 AM
in (RFI) Conference and Meeting Services						\$ 0.00	Resolved-Withdrawn		11/21/16 10:01 AM