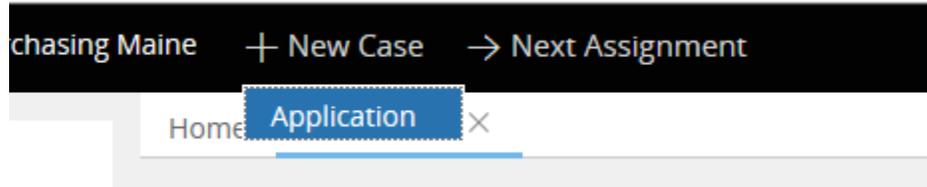


# HOW TO DO A RFI DOCUMENT

- 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-1896. 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. UNDER DOCUMENT TYPE, SELECT "Request For Information" (RFI).
  - 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 three tabs: "Enter Form Data" (active), "Answer Questions", and "Upload". Below the tabs, there is a "Document Type" dropdown menu with "Request For Information (RFI)" selected. Below the dropdown, there is a checked checkbox labeled "Check if this case is a rush".

- 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.**

Purchasing Maine (PM-1896) Save draft Other actions Discard Case

**Enter Form Data**   Answer Questions   Upload Documents

Document Type*	Request For Information (RFI)	Department*	18P-DAFS - Division of Purchases
Short Description of Goods or Services*	Consultant Services	RFI Number (to be entered by Division of Purchases upon approval).	

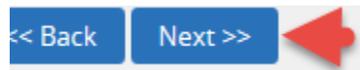
NOW CLICK THE "Next" BUTTON.

- 4) THE NEXT PAGE WILL INFORM YOU THAT NO ADDITIONAL INFORMATION IS REQUESTED AND TO CLICK NEXT TO UPLOAD YOUR DOCUMENT

Purchasing Maine (PM-1896) Save draft Other actions

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

There is no additional information required for your submittal. Please select Next to upload your RFI document.



- 5) THIS NEXT PAGE IS WHERE YOU WOULD ATTACH YOUR RFI DOCUMENT – CLICK THE ATTACHMENT BUTTON, THEN SELECT ATTACH FILE

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

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

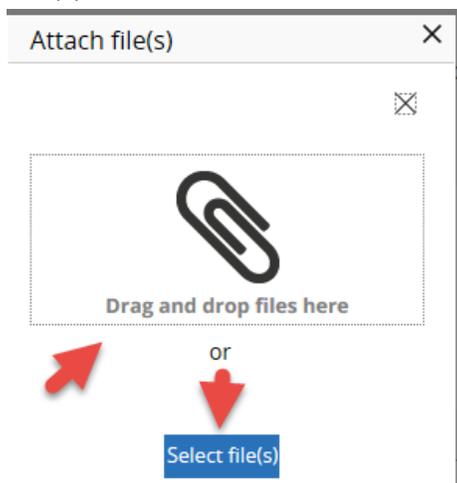
**Before uploading any documents, ensure that you have all necessary signatures for each document.**

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

You have indicated that you would like to submit an RFI document. Please upload the document as an attachment below.



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



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

Name	Date modified	Type	Size
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
contract_amendment.dot	10/26/2015 9:19 AM	Microsoft Word 9...	30 KB
CTB Justification 7-2015.docx	8/17/2016 10:56 AM	Microsoft Word D...	26 KB
Generic_RFP_Template.doc	4/25/2016 2:22 PM	Microsoft Word 9...	1,159 KB
RFI_Template 9-2-16.docx	9/2/2016 2:17 PM	Microsoft Word D...	953 KB

you have all necessary signatures for each document

### Attach file(s)



Drag and drop files here

or

Select file(s)

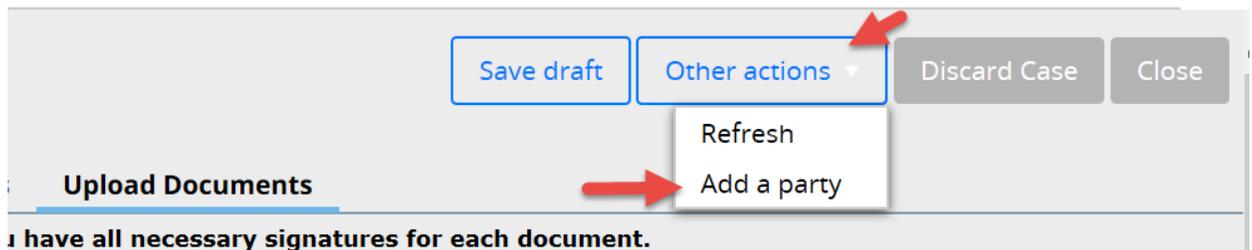
Name	File	Category	
RFI_Template 9-2-16	RFI_Template 9-2-16.docx	File	<input type="button" value="Select"/> <span style="float: right; color: blue;">✕</span>

Attach

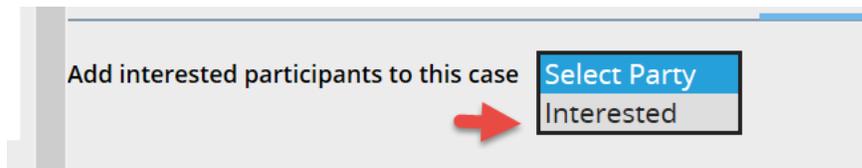


## OPTIONAL FEATURE

- 8) 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  

Name Terry.L.DeMerchant

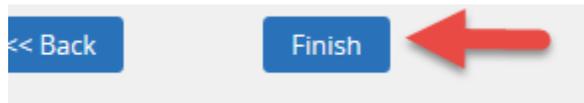
Phone number 624-7334

Title

**Interested**

First Name *	Address
<input type="text" value="Terry"/>	<input type="text"/>
Middle Initial	City
<input type="text"/>	<input type="text"/>
Last Name *	State 
<input type="text" value="DeMerchant"/>	Select a state... <input type="text"/>
Phone	Zip
<input type="text"/>	<input type="text"/>
E-Mail *	Country
<input type="text" value="Terry.L.DeMerchant@maine.g"/>	<input type="text"/>

YOU ARE ALL SET TO 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.

**Overview** Information Attachments Tools Audit

### Case details

<b>Case ID</b> PM-1896	<b>Urgency</b> 10	<b>Status</b> Submitted
<b>Created</b> 5 minutes ago	<b>Goal</b> 4 days from now	<b>Last Update</b> less than a minute ago
<b>Created by</b> Terry.L.DeMerchant	<b>Deadline</b> 7 days from now	<b>Last Updated By</b> Terry.L.DeMerchant

### Case information

**Enter Form Data**

<b>Document Type *</b> Request For Information (RFI)	<b>Department *</b> 18P-DAFS - Division of Purchases
<b>Short Description of Goods or Services *</b> Consultant Services	<b>RFI Number (to be entered by Division of Purchases upon a</b> ---

**Answer Questions**

There is no additional information required for your submittal. Please select Next to upload your RFI document.

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.