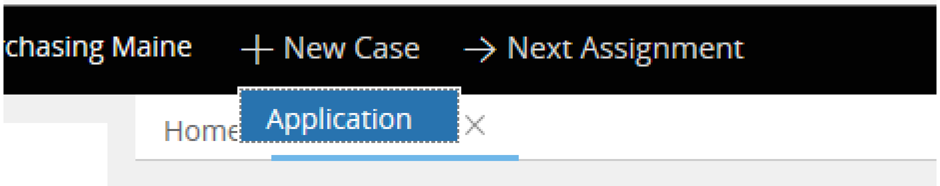
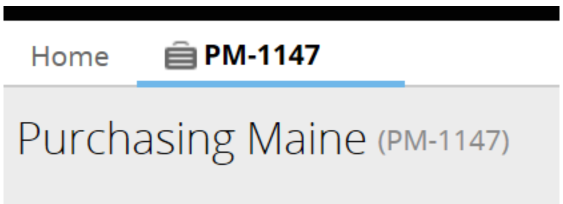
HOW TO DO A RFP DOCUMENT

1) LOG INTO THE PURCHASING ME APPLICATION

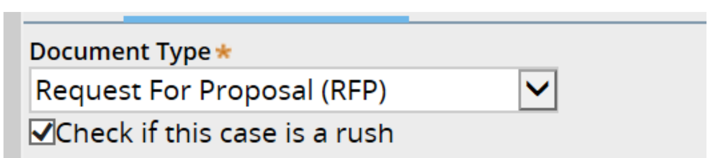
2) CLICK ON NEW CASE AND THEN APPLICATION



YOU WILL SEE THAT A CASE NUMBER IS ESTABLISHED FOR YOUR DOCUMENT, IN THIS CASE IT IS PM-1147. YOUR CASE NUMBER WILL BE LOCATED NEXT TO "PURCHASING MAINE" IN THE UPPER LEFT HAND CORNER OF YOUR CASE.



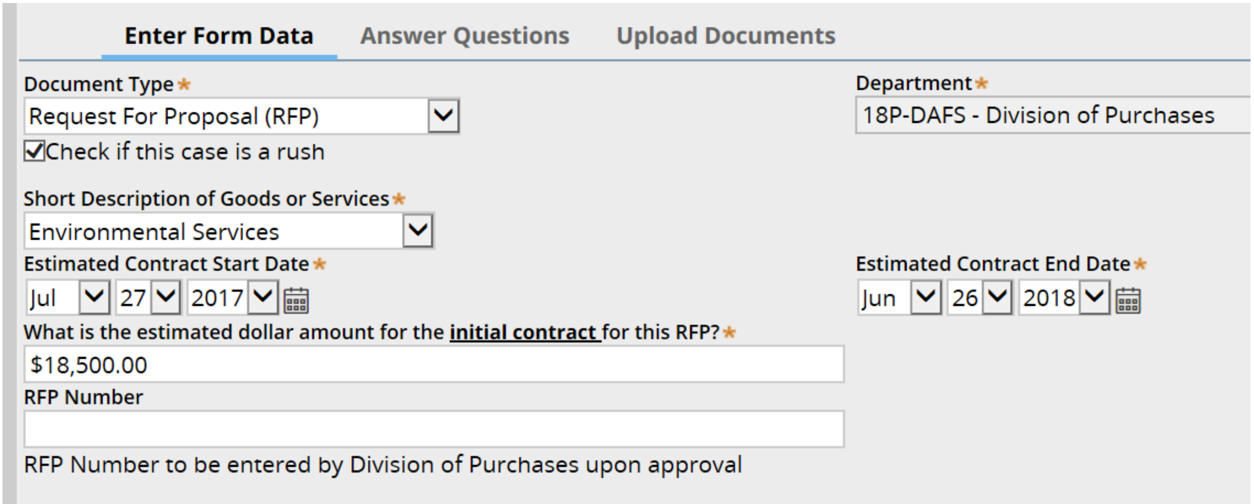
3) FILL OUT THE FOLLOWING FIELDS:
   a. Document Type (Choose " Request For Proposal (RFP)")
   b. Department (select your department by putting in either your agency number or department name.)
   c. If applicable you can check the "Check if this case is a rush" button



   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.

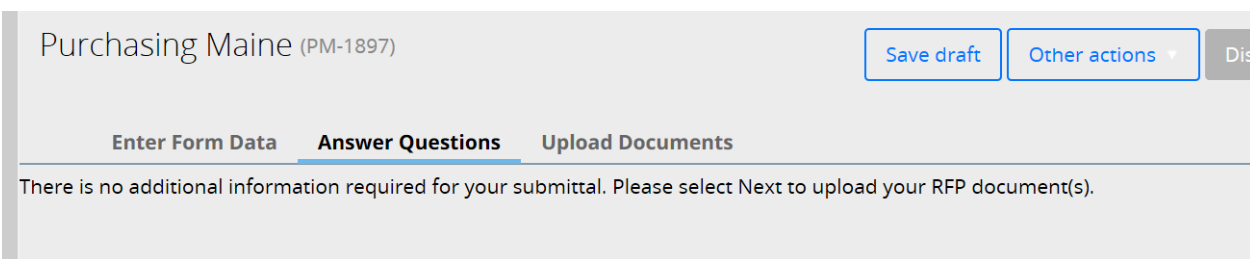
   e. Select your Estimated Contract Start Date and Estimated Contract End Date
   f. Under "What is the estimated dollar amount for the **initial contract** for this RFP?" (enter in the estimated amount)

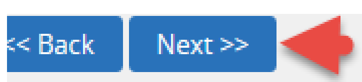


NOW CLICK THE “Next” BUTTON

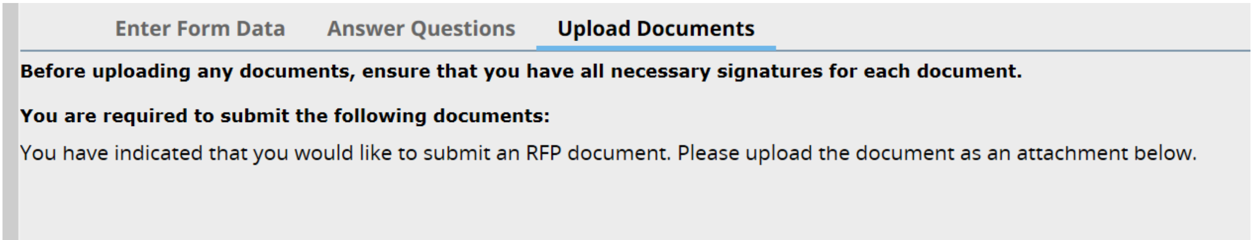
4) THE NEXT PAGE WILL INFORM YOU THAT NO ADDITIONAL INFORMATION IS REQUESTED AND TO CLICK NEXT TO UPLOAD YOUR DOCUMENT.

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

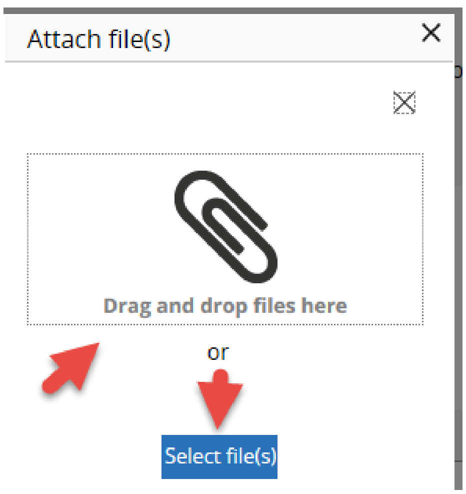




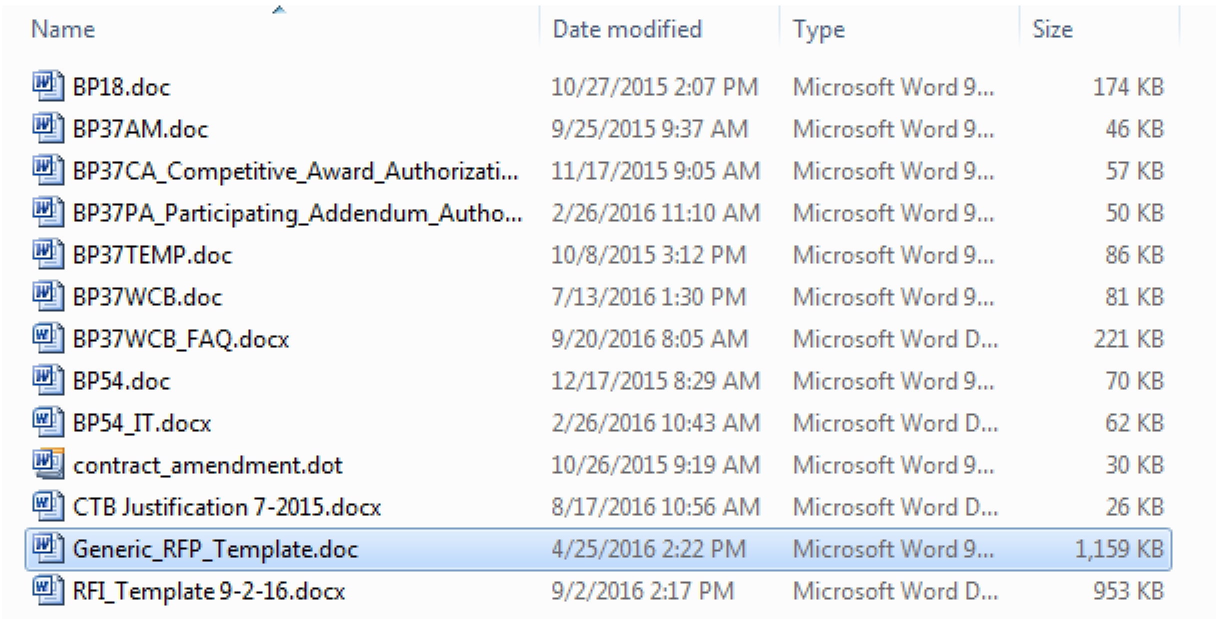
5) THIS NEXT PAGE IS WHERE YOU WOULD ATTACH YOUR RFP DOCUMENT – CLICK THE ATTACHMENT BUTTON, THEN SELECT ATTACH FILE



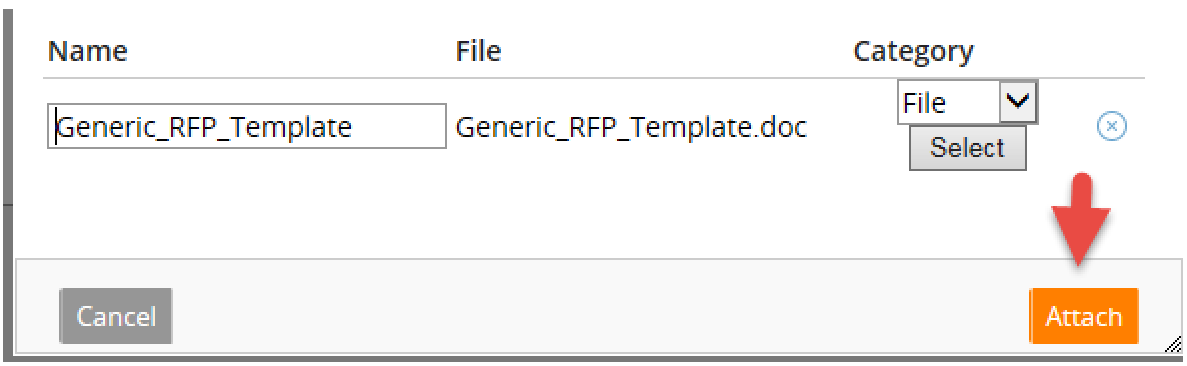
6) YOU CAN CHOOSE TO EITHER DRAG AND DROP YOUR FILE OR TO CLICK ON “Select File(s)”



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

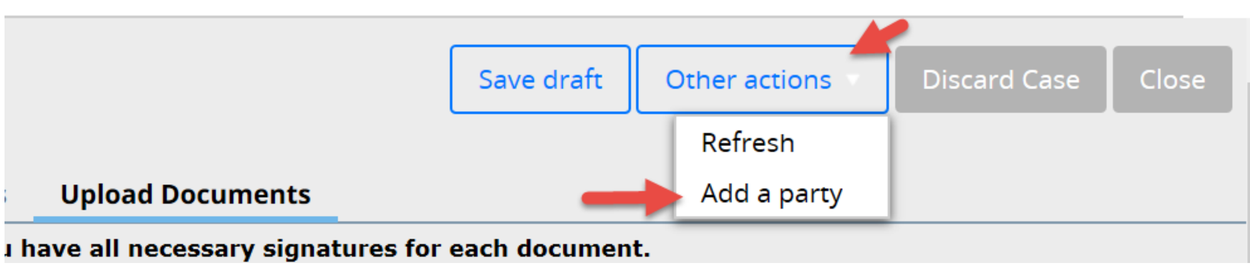


Name	Date modified	Type	Size
BP18.doc	10/27/2015 2:07 PM	Microsoft Word 9...	174 KB
BP37AM.doc	9/25/2015 9:37 AM	Microsoft Word 9...	46 KB
BP37CA_Competitive_Award_Authorizati...	11/17/2015 9:05 AM	Microsoft Word 9...	57 KB
BP37PA_Participating_Addendum_Autho...	2/26/2016 11:10 AM	Microsoft Word 9...	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

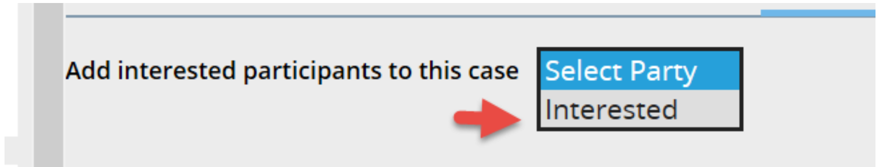


OPTIONAL FEATURE

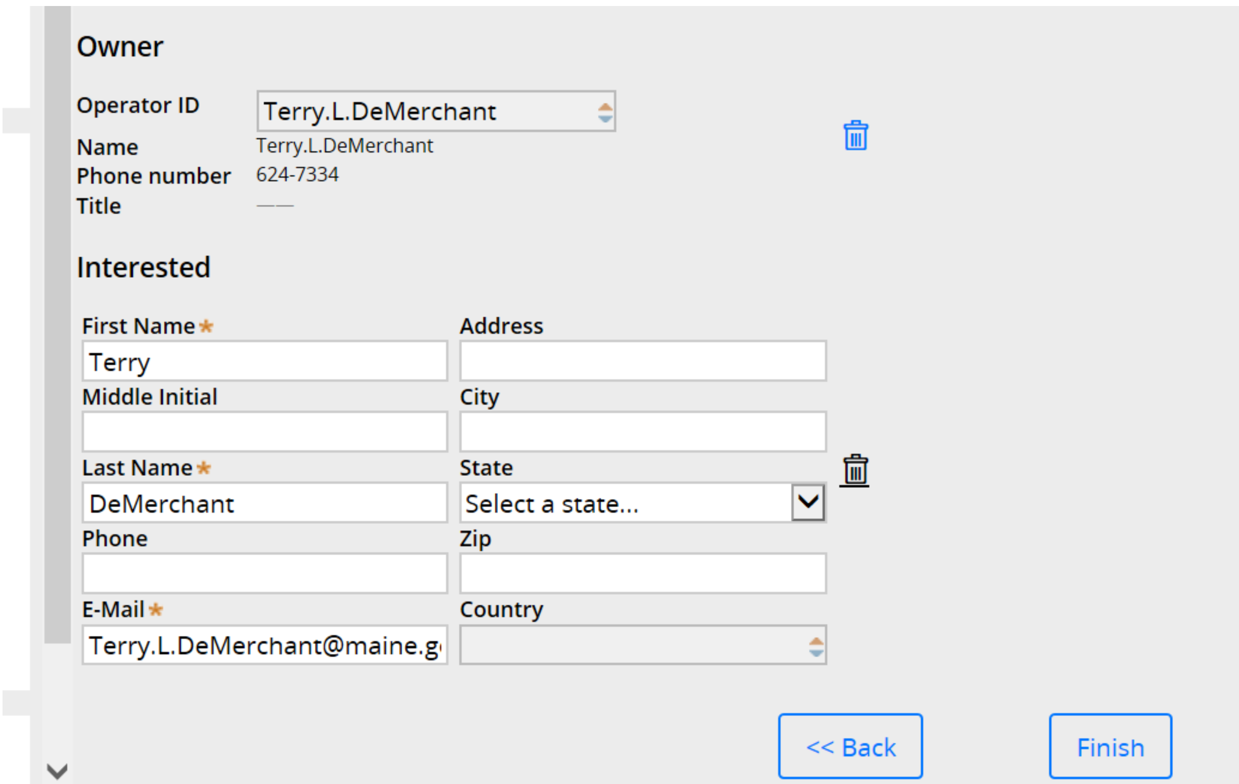
7) There is an "Add a party" feature that will allow you to put in a member of your workgroup so that they will receive all notification e-mails that you do. In the upper right, click on the Other actions button and choose Add a party



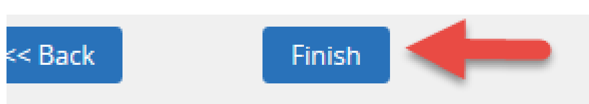
Under Select Party choose Interested



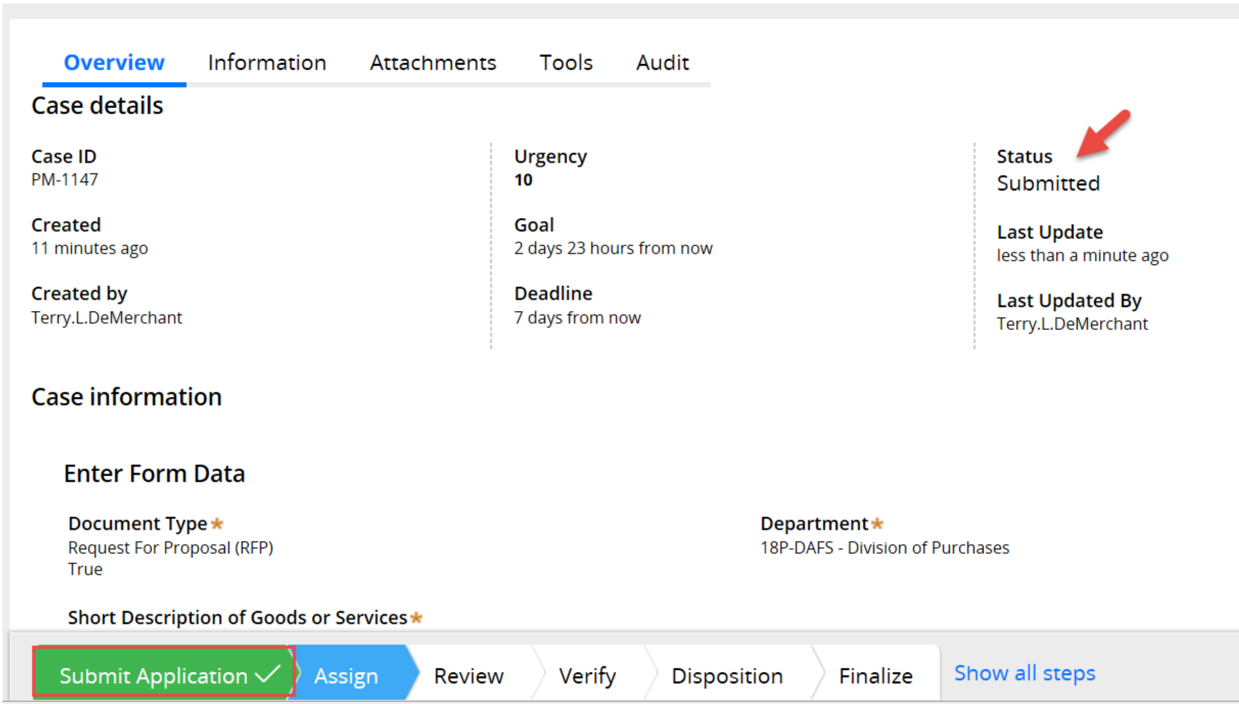
The page will open up where you can add the First Name, Last Name and E-mail. When done you would click on the Finish button.



ARE ALL SET TO CLICK THE "Finish" BUTTON



8) 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.



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