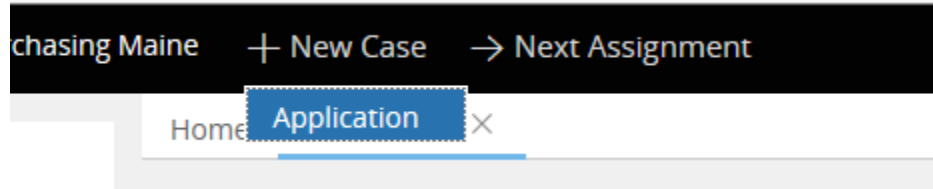
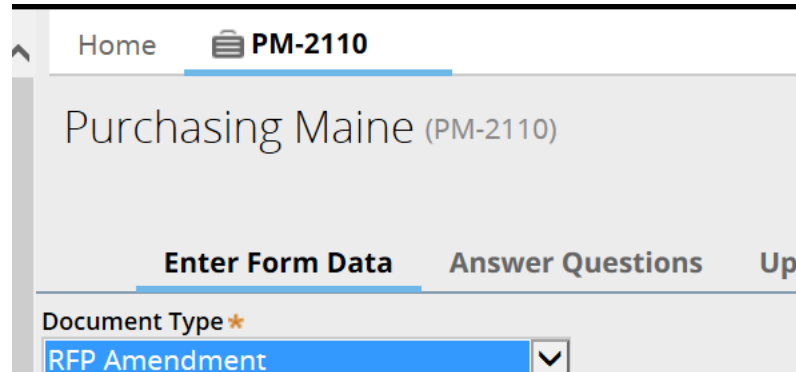


# HOW TO DO A RFP AMENDMENT DOCUMENT

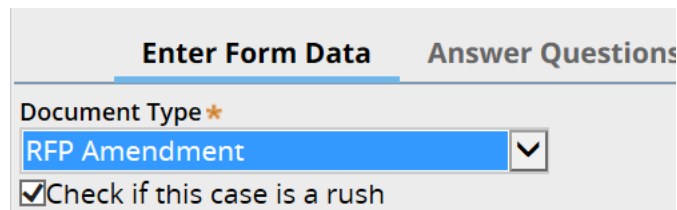
- 1) LOG INTO THE PURCHASING ME APPLICATION
- 2) CLICK ON NEW CASE AND THEN APPLICATION



YOU WILL SEE THAT A CASE NUMBER IS ESTABLISHED FOR YOUR DOCUMENT; IN THIS CASE IT IS PM-2110. 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 "RFP 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



- d. You have a choice to put in the Original Proposal Due Date and then put in the RFP Number and clicking Next

Document Type\*  
RFP Amendment

Department\*

Check if this case is a rush

Original Proposal Due Date\*  
Jun 30 2017

RFP Number\*  
5466

Are you amending the Proposal Due Date?

OR

If you have a need to amend the proposal Due Date then you would click the box next to “Are you amending the Proposal Due Date?”

This will open up a new date box for you to enter in the new Proposal Due Date

Document Type\*  
RFP Amendment

Department\*

Check if this case is a rush

Original Proposal Due Date\*  
Jun 30 2017

Revised Proposal Due Date\*  
Jul 12 2017

RFP Number\*  
5466

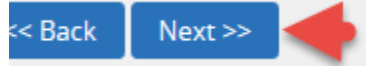
Are you amending the Proposal Due Date?

**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

There is no additional information required for your submittal. Please select Next to upload your [RFP amendment](#) documents.



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

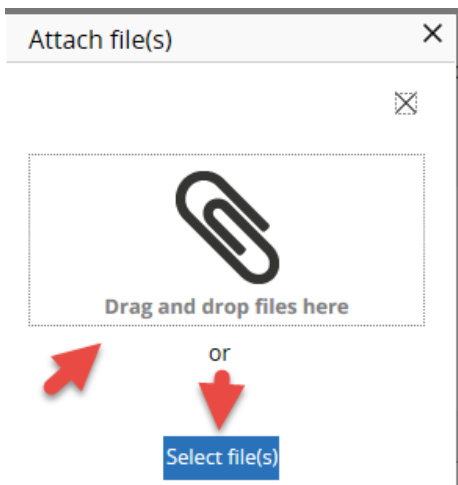
Before uploading any documents, ensure that you have all necessary signatures for each document.

You are required to submit the following documents:














You have indicated that you would like to submit an [RFP amendment](#) document. Please upload the document as an attachment below.


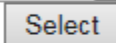




6) YOU CAN CHOOSE TO EITHER DRAG AND DROP YOUR FILE OR TO CLICK ON “Select File(s)”

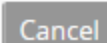



FOR THIS EXERCISE I'M GOING TO CLICK ON "Select File(s)" WHICH YOU WOULD THEN FIND AND SELECT YOUR DOCUMENT AND ATTACH

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

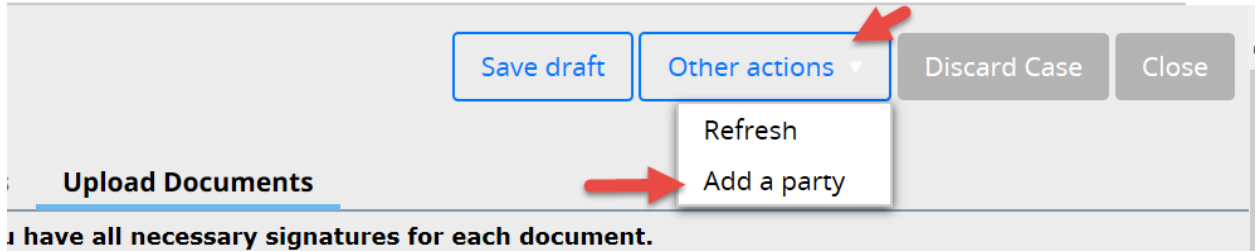
Name	File	Category
<input type="text" value="Generic_RFP_Template"/>	Generic_RFP_Template.doc	File   



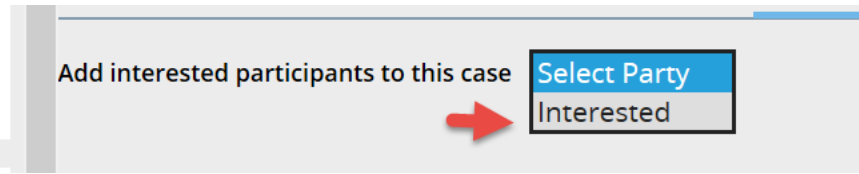
 

OPTIONAL FEATURE

- 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.

The screenshot shows a form for adding a party. The form is divided into two sections: "Owner" and "Interested".

**Owner**

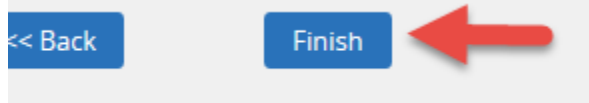
Operator ID	<input type="text" value="Terry.L.DeMerchant"/>	
Name	<input type="text" value="Terry.L.DeMerchant"/>	
Phone number	<input type="text" value="624-7334"/>	
Title	<input type="text"/>	

**Interested**

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

At the bottom right of the form, there are two buttons: "<< Back" and "Finish".

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.

A screenshot of a web application interface. At the top, there are tabs: 'Overview' (selected), 'Information', 'Attachments', 'Tools', and 'Audit'. Below the tabs is a section titled 'Case details' with three columns of information. The first column contains 'Case ID' (PM-2111), 'Created' (4 minutes ago), and 'Created by' (Terry.L.DeMerchant). The second column contains 'Urgency' (10), 'Goal' (4 days from now), and 'Deadline' (7 days from now). The third column contains 'Status' (Submitted, with a red arrow pointing to it), 'Last Update' (less than a minute ago), and 'Last Updated By' (Terry.L.DeMerchant). Below this is a section titled 'Case information' with a sub-section 'Enter Form Data' containing fields for 'Document Type' (RFP Amendment, True), 'Department' (18P-DAFS - Division of Purchases), 'Original Proposal Due Date' (6/14/17, True), 'Revised Proposal Due Date' (6/12/17), and 'RFP Number' (45656). At the bottom, there is a horizontal navigation bar with buttons: 'Submit Application' (highlighted in green with a checkmark), 'Assign', 'Review', 'Verify', 'Disposition', 'Finalize', and 'Show all steps'.

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