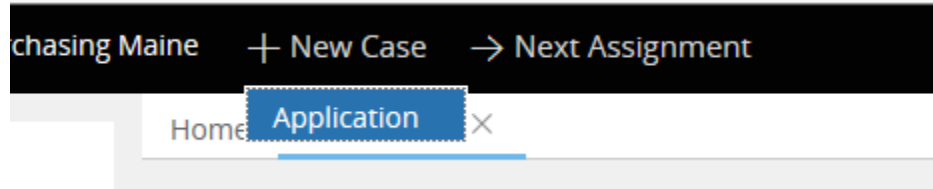


HOW TO DO A SELECTION PACKAGE DOCUMENT

- 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-1898. 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 "Selection Package")
 - 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. Under "RFP Number" enter in your RFP number that the selection package applies to

YOU WILL ALSO SEE INSTUCTIONS DISPLAYED ON WHAT DOCUMENTS TO ATTACH WHEN YOU GET TO THE ATTACHMENT PAGE

You must submit the following documents:

1. Signed "Agreement and Disclosure Statements" for each evaluation.
2. "Individual Notes" for each evaluator.
3. "Consensus Team Notes" for each bidder proposal.
4. One "Master Score Sheet" containing summary information on all bidder proposals.
5. "Award Notification Letters" addressed to each bidder.

NOW CLICK THE "Next" BUTTON

Purchasing Maine (PM-1898) Save draft Other actions ▾ Discard Case

Enter Form Data Answer Questions Upload Documents

Document Type* Department*
Short Description of Goods or Services*
RFP Number*

You must submit the following documents:

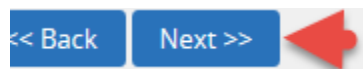
1. Signed "Agreement and Disclosure Statements" for each evaluation.
2. "Individual Notes" for each evaluator.
3. "Consensus Team Notes" for each bidder proposal.
4. One "Master Score Sheet" containing summary information on all bidder proposals.
5. "Award Notification Letters" addressed to each bidder.

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

Purchasing Maine (PM-1898) Save draft Other actions ▾ Discard Case

Enter Form Data **Answer Questions** Upload Documents

There is no additional information required for your submittal. Please select Next to upload your Selection Package documents.



Enter Form Data Answer Questions **Upload Documents**

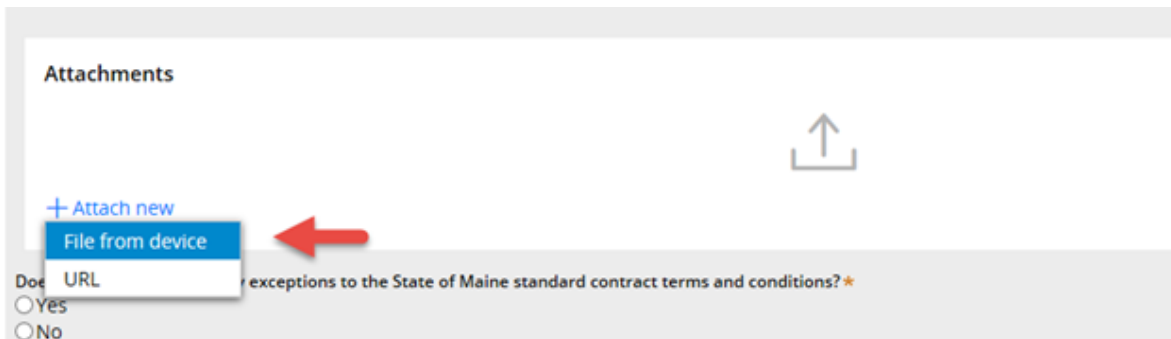
Before uploading any documents, ensure that you have all necessary signatures for each document.

You are required to submit the following documents:

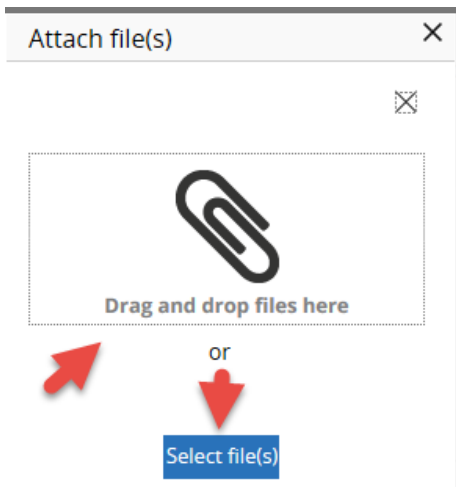
1. Signed "Agreement and Disclosure Statements" for each evaluation.
2. "Individual Notes" for each evaluator.
3. "Consensus Team Notes" for each bidder proposal.
4. One "Master Score Sheet" containing summary information on all bidder proposals.
5. "Award Notification Letters" addressed to each bidder.

5) THIS NEXT PAGE IS WHERE YOU WOULD ATTACH YOUR SELECTION PACKAGE DOCUMENTS (PLEASE READ THE REQUIREMENTS) – 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




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 AND DRAG AND THEN CLICK ATTACH

Name	Date modified	Type	Size
AWARD NOTIFICATION LETTERS.docx	11/1/2016 3:35 PM	Microsoft Word D...	13 KB
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
CONSENSUS TEAM NOTES.docx	11/1/2016 3:34 PM	Microsoft Word D...	13 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
INDIVIDUAL NOTES.docx	11/1/2016 3:33 PM	Microsoft Word D...	13 KB
MASTER SCORE SHEET.docx	11/1/2016 3:34 PM	Microsoft Word D...	13 KB
RFI_Template 9-2-16.docx	9/2/2016 2:17 PM	Microsoft Word D...	953 KB
SIGNED AGREEMENT AND DISCLOSURE ...	11/1/2016 3:32 PM	Microsoft Word D...	13 KB


Attach file(s) ✕


 Drag and drop files here

or

[Select file\(s\)](#)

Name	File	Category
MASTER SCORE SHEET	MASTER SCORE SHEET.docx	File <input type="button" value="Select"/> <input type="button" value="✕"/>
SIGNED AGREEMENT AND DIS	SIGNED AGREEMENT AND DISCLOSURE STATEMENTS.docx	File <input type="button" value="Select"/> <input type="button" value="✕"/>
CONSENSUS TEAM NOTES	CONSENSUS TEAM NOTES.docx	File <input type="button" value="Select"/> <input type="button" value="✕"/>
AWARD NOTIFICATION LETTE	AWARD NOTIFICATION LETTERS.docx	File <input type="button" value="Select"/> <input type="button" value="✕"/>
INDIVIDUAL NOTES	INDIVIDUAL NOTES.docx	File <input type="button" value="Select"/> <input type="button" value="✕"/>



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

Refresh

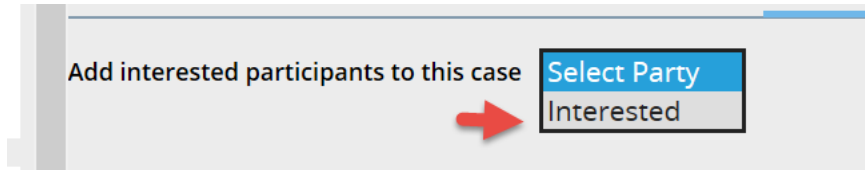
Add a party

Upload Documents

I have all necessary signatures for each document.

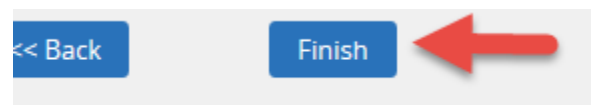
Under Select Party choose Interested



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 (with a trash icon)
- Middle Initial: _____
- Last Name *: DeMerchant (with a trash icon)
- Address: _____
- City: _____
- State: Select a state... (dropdown menu with a trash icon)
- Phone: _____
- Zip: _____
- E-Mail *: Terry.L.DeMerchant@maine.g (with a dropdown arrow)
- Country: _____
At the bottom right of the form 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.

Overview Information Attachments Tools Audit

Case details

Case ID PM-1898	Urgency 10	Status Submitted
Created 7 minutes ago	Goal 4 days from now	Last Update less than a minute ago
Created by Terry.L.DeMerchant	Deadline 7 days from now	Last Updated By Terry.L.DeMerchant

Case information

Enter Form Data

Document Type ★ Selection Package	Department ★ 10A-Department of Health and Human Services (DHHS)
Short Description of Goods or Services ★ Human Services	
RFP Number ★ 16122025	

You must submit the following documents:

1. Signed "Agreement and Disclosure Statements" for each evaluation.
2. "Individual Notes" for each evaluator.

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.