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# Doing Business with the State of Maine

Maine General Services

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# Doing Business with the State of Maine

Presented by the State of Maine  
Division of Purchases



# Procurement Authorities

- There are three major areas where procurement takes place in the State of Maine:
  - DAFS/BGS/Division of Purchases
  - DAFS/BGS/Planning Design and Construction
  - Department of Transportation

# The Division of Purchases

- Responsible for the procurement of goods and services for all state departments.
- Open market limit: \$5,000.
  - Discretionary spending limit for State agencies
- Purchases' Procurement Managers and Buyers handle purchases over the open market limit.

# The Division of Purchases

- Our primary function is to procure materials, supplies, equipment and services that represent the best value to the State of Maine.
- The term “best value” considers cost, but is not necessarily determined by cost alone.
  - Accompanying services,
  - Life-cycle cost, etc.

# What does Maine buy?

- The State of Maine buys a wide variety of commodities and services.
- In Fiscal Year 2011, we purchased:
  - More than \$94,000,000 in commodities
  - More than \$807,000,000 in services

# Who can be a Vendor to the State?

- Virtually anyone
  - Corporation
  - Partnership
  - Non-profit Organization
  - Independent Contractor
- Must Register to Bid
  - On our e-Procurement system

# Purchase of Tangible Goods: Vendor Self Service

- Go to: <http://www.maine.gov/purchases>
- Click on “Vendors & Bid Opportunities” tab, then click on “New Contract Vendors” (on the right side) for further guidance
- Register for specific commodities
- Receive email notifications of opportunities
- Respond to solicitations online



# Purchase of Services: Requests for Proposals (RFP)

- Vendor Self Service system not generally used for purchases of services
- Go to: <http://www.maine.gov/purchases/venbid/rfp.shtml> for a list of open RFPs
- View legal ads (e.g. in the Kennebec Journal) for all open RFPs
- Contact issuing department for copy of RFP
- Deliver proposals to Division of Purchases

# Selling to Political Subdivisions and Schools through the State of Maine

- The Division of Purchases provides procurement opportunities to municipalities and school districts by providing access to our contracts.
- We consider a bidder's willingness to extend their State pricing to these entities in making award decisions.
- We encourage municipalities and schools to access our contracts.