

Basics of Maine State Contracts & Grants



UNDERSTANDING THE TERMS



- **CONTRACTS** are used to *acquire* goods or services needed by the state to serve the people of Maine. EX: snow plowing

- **GRANTS** are used to *assist* individuals or organizations with supporting authorized public-service programs. EX: marine research



TIP: For a complete glossary of terms, visit the following sites —

- *Grant Terminology - grants.gov/web/grants/learn-grants/grant-terminology.html*
- *The Institute for Public Procurement - nigp.org/dictionary-of-terms*

KEY RESOURCES FOR PROSPECTIVE SUPPLIERS & GRANT APPLICANTS



State of Maine Contract & Grant Opportunities:

- Division of Procurement Services (Vendors page) | maine.gov/dafs/bbm/procurementservices/vendors
- Department of Economic & Community Development (Economic Recovery Grants page) | maine.gov/decd/economic-recovery-grants
- Department of Transportation (Home page) | maine.gov/mdot/

Federal / National Resources:

- grants.gov | usa.gov/grants
- Small Business Administration | SBA.gov
- FedConnect | fedconnect.net/FedConnect/Default.htm

Technical Support & Guidance:

- Maine Procurement Technical Assistance Center | maineptac.org

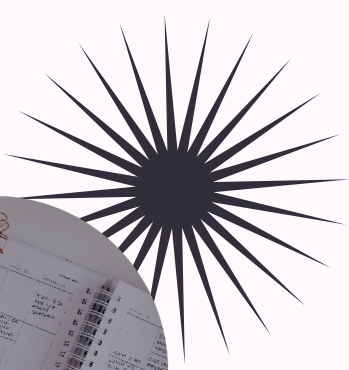
Click on the guide below for more details about Doing Business in Maine!

Doing Business in Maine

A guide for current & prospective vendors



MAINE PROCUREMENT GUIDING PRINCIPLES



- Open and competitive bidding process for awarding Maine state contracts and grants to eligible suppliers/applicants
- Awards based on best value for the people of Maine considering cost, quality, timeliness of delivery, and other factors



PREPARING BID DOCUMENTS

- Carefully review the solicitation document:
 - Request for Proposals (RFP) - For awarding contracts
 - Request for Application (RFA) - For awarding grants
- Follow all instructions provided in the RFP or RFA for preparing and submitting your proposal or grant application



TIP: Suppliers and grant applicants must register on Vendor Self-Service in order to do business with the State of Maine:

maine.gov/dafs/bbm/procurementservices/vendors/vendor-self-service-system



ADDITIONAL ASSISTANCE

- For general information about Maine state contract and grant opportunities:

Division of Procurement Services

maine.gov/dafs/bbm/procurementservices

Tel: (207) 624-7340



- For questions about a specific contract or grant opportunity, contact the designated individual listed in the RFP or RFA
- For help preparing bid documents, check out the key resources listed above

Read more about doing business with the State of Maine at:

maine.gov/dafs/bbm/procurementservices/vendors/doing-business-with-the-state-of-maine