

CONTRACT REQUIREMENTS:

**SPONSORED BY:
THE DEPARTMENT OF HEALTH AND HUMAN SERVICES**

WHEN: **scheduled as indicated by need**

PROGRAM DESCRIPTION:

THE CONTRACTING PROCESS FOR AGENCIES INCLUDING:

An overview of Maine procurement procedures, statutes and rules, Rider B requirements, and guidelines for contract renewal.

THE PRESENTER

Dept. of Administrative and Financial Services, Division of Purchases

TO ENROLL: please go to the Staff Education and Training Unit's website at www.maine.gov/dhhs/setu/setu.htm There you will find (in the upper left hand corner) a tab entitled "On-Line Registration Form". Please fill this form out and click on the submit button at the bottom. You will get a "Receipt of Application", confirmation will follow a few weeks before the program runs. If you make any errors, the form will let you know when you submit. Just click the back button, correct any errors, and resubmit. You can see if you got into the program even before you receive a confirmation by going to the calendar for the month of November and click on the underlined class title. This takes you to the attendance list and will also show the first 10 people on the waiting list. We only send confirmations, we do not notify participants if they have not been accepted into a program. You will need the class id number to register. **THE ID NUMBER FOR THIS CLASS IS C95.**

In the lower left hand corner of the website is a link entitled "How Do I Get There?" Directions to 442 Civic Center Drive are located there.

Should you need any help navigating the site, please feel free to call us at 287-9355.