



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
DIVISION OF PURCHASES
BURTON M. CROSS BUILDING, 4TH FLOOR
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GOVERNOR

REBECCA M WYKE
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BETTY M. LAMOREAU
DIRECTOR

Thursday, May 17, 2007

From: Betty M. Lamoreau, Director

To: All Contracting Agencies

Re: Processing Contracts for Fiscal Year 2008

This memo outlines the information necessary for your office or agency to efficiently process your July 2008 agreements. You may recall that our previous business practice allowed for agencies to send “new year” contracts to the Division of Purchases for review prior to the beginning of the fiscal year. This in turn allowed the staff at Purchases to review many of your agreements in advance.

As you may know, in conjunction with the Office of the State Controller, we are rolling out a new Procurement system that is integrated with AdvantageME, the new financial accounting system. This application is slated to go live on July 5, 2007, concurrent with the beginning of the new fiscal year. The Division of Purchases will use AdvantageME to track and process all contracts and grants in FY’08 and subsequent years.

Because we don’t want to wait until after go-live to begin reviewing FY’08 contracts and grants, we have developed a tracking process that will make it possible for you to send us contracts that are signed and ready for our review, and allow you to enter those contracts into AdvantageME after the system goes live in July. This process involves the use of a green routing sheet to capture the agreement review and approval process prior to July 2008.

We have attached a sample of this Contract Routing Sheet and directions to assist with this transition. Some of the fields can be modified to match your internal routing process. **Fields that cannot be modified are highlighted with a bold font.** Please read the instructions carefully, and use the accompanying flow chart to assist in your understanding of the routing process. You’re welcome to email Brenda Devoe (brenda.devoe@maine.gov) if you have questions. The good news is that in the future, your contracts for an upcoming fiscal year can be entered into AdvantageME in the then-current fiscal year. The system will automatically activate them when the new fiscal year begins.

Although the introduction of any new system has its challenges, the Division of Purchases is committed to ensuring a smooth transition process. We appreciate your helping us by following this Contracting Routing Sheet process for contract review and approval prior to AdvantageME go live. Thank you.