



15C Exempt Notice- Notice of Contract Pursuant to the Cannabis Regulation and Tax Act

GOAL: Create a Notice of exempt procurements that posts to the public, is searchable, and does not allow electronic responses.

WHO: Department of Agriculture, Department of Financial and Professional Regulation, Department of Human Services, Department of Commerce and Economic Opportunity and the Department of Public Health.



Stage	Tab	Task	Who
BID			
BID	<ul style="list-style-type: none"> ✓🔒 Documents ✓🔒 Bid ✓🔒 New 	<ul style="list-style-type: none"> ✓🔒 Create bid from Scratch ✓🔒 Continue 	
	<ul style="list-style-type: none"> ✓🔒 General Tab 	<ul style="list-style-type: none"> ✓🔒 Short Description: This should uniquely identify the notice as this is a searchable field. <i>Examples:</i> <ul style="list-style-type: none"> - Exempt Notice – Notice of Contract Pursuant to the Cannabis Regulation and Tax Act ✓🔒 Type Code: <ul style="list-style-type: none"> ○ 65 – Exempt Notice ✓🔒 <u>Uncheck Allow Electronic Responses</u> ✓🔒 Bid Type: Open Bid ✓🔒 Bid Available Date: Select publication date ✓🔒 Bid Opening Date: Select date for notice to expire (14 days is used for most Notices) ✓🔒 Purchase Method: Open Market ✓🔒 Info Contact: Complete 📄 Bulletin Description: Bulletin Desc: The Agency may enter the Notice information here. Details can also be included on the Items Tab, and/or via the Attachments Tab. Please note that the Bulletin Desc is not editable once it has been approved and moved to 'Sent' status. ✓🔒 SPO Name: Enter ✓🔒 Save & Continue 	Agency
	<ul style="list-style-type: none"> ✓🔒 Items Tab 	<ul style="list-style-type: none"> ✓🔒 Item Type: Normal 	Agency

		<ul style="list-style-type: none"> ✓ Description: Use textbox to enter a brief description of the Notice, or use textbox to notify recipients that the Notice may be viewed by opening the attached file(s). Include Exempt Notice. ✓ Quantity: 1 ✓ Unit Cost: 0 ✓ NIGP Class: 915 ✓ NIGP Class Item: 02 ✓ Save & Exit ✓ Save & Continue 					
	✓ Address	<ul style="list-style-type: none"> ✎ Review and revise as necessary ✎ Save & Continue 	Agency				
	✓ Accounting	<ul style="list-style-type: none"> ✓ Click on  to search Accounting Codes ✓ Click "Find It" ✓ Select "Exempt Notice." ✓ Click "Save Based on Percentages" ✓ Click "Rebuild for All Items" 	Agency				
	✓ Attachments	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Document</u></th> <th style="text-align: left;"><u>Show to Vendor</u></th> </tr> </thead> <tbody> <tr> <td>Notice of Contract Pursuant to the Cannabis Regulation and Tax Act form</td> <td>Yes</td> </tr> </tbody> </table>	<u>Document</u>	<u>Show to Vendor</u>	Notice of Contract Pursuant to the Cannabis Regulation and Tax Act form	Yes	Agency
<u>Document</u>	<u>Show to Vendor</u>						
Notice of Contract Pursuant to the Cannabis Regulation and Tax Act form	Yes						
	✓ Notes	<ul style="list-style-type: none"> ✓ Add as necessary 	Agency				
	✓ Bidders Tab	The Notice will be publicly posted without adding any vendors. <u>NOTE: DO NOT SEND TO ALL VENDORS IN BIDBUY</u>	Agency				
	✓ Questions	<ul style="list-style-type: none"> ✓ Not utilized for Notices. 					
	✓ Q & A	<ul style="list-style-type: none"> ✓ Not utilized for Notices. 					
	✓ Reminders	<ul style="list-style-type: none"> ✓ Add as necessary 	Agency				
	✓ Summary	<ul style="list-style-type: none"> ✎ Review all data ✓ Submit for Approval ✓ Continue 	Agency				
Conduct Approvals 							
	✓ Post Notice and Send to Vendors	<ul style="list-style-type: none"> ✓ Click on Document in the Navigation bar ✓ Highlight Bids ✓ Click Ready to Send, and Open the Bid by selecting its number From the bottom of the Summary Tab: <u>Vendor Notification Actions</u> ✓ <u>Click Change bid status to "Sent" and notify vendors; OR</u> ✓ <u>Change bid status to "Sent" only</u> ✓ Click Send Bid 	SPO				
Create Change Orders		See Change Order Manual	Agency				