

1. Q: Contract Types: Does a new item need to be added to this list for "consulting services" contracts?

**A: Yes. Under IT Consulting Services and Non-IT Consulting Services listed under the Contract Types data field.**

2. Q: Multi-year contracts: Does the design need to be modified to support them?

**A: Future iterations of system could allow for the capture of more detailed information such as amendments relating to only one of the fiscal years involved in a multi-year agreement.)**

3. Q: Beginning Term: Some contracts have no start date? How will the system support these contract types?

**A: Use issue date of Contract.**

4. Q: Will DGS Legal issue delegations to departments or will departments cite SAM section for authority?

**A: No. DGS/PD will continue to issue delegations for goods and IT goods and IT services contracts.**

5. Q: What is the limit (length) of the delegation field?

**A: 20 Characters.**

6. Q: How will we meet the requirements of the new bill in regard to race, gender and ethnicity?

**A: It will not be addressed by this version of the system.**

7. Q: What if a contract is initially less than \$5K, but an amendment pushes the total over that limit?

**A: The original contract will not be entered initially, but once the total reaches \$5K or greater, the user will then**

**enter both the original contract and amendment information.**

8. Q: What constitutes confidentiality? How will users be informed of this?

**A: This issue is under review by the steering committee and will be addressed at a later date.**

9. Q: Some institutions in Corrections are not automated, i.e., do not have Internet access, how can they enter contracts?

**A: A separate meeting will be scheduled with CDC to discuss their needs and concerns.**

10. Q. Can agencies identify staff that will be allowed to make entries in system?

**A. Not in this iteration. Agencies will need to establish internal policies for use of the system by their purchasing and contracting personnel. The system will be able to notify agency coordinator of activity via email.**

11. Q: What if you now have an amendment to enter but the original agreement is not in the system as it predates the system?

**A: You will need to enter the original agreement in the system, as well as all previous amendments.**

**Feature Suggestions for current version:**

- Allow the Agency Coordinators to use a feature in the system to contact DGS-PD to communicate the desire to have a previously entered contract modified or cancelled.
- On the amendment entry and view screens, change the field title for "Description of Goods and Services" to "Description of this amendment".

**Suggestions for future versions:**

- Automated bulk import of customer-supplied electronic data via a new system feature.

- Establish a relationship or lookup feature between this system and the Office of Small Business & DVBE certification system to allow the registration system to make use of the data (vendor name, certification details) contained within the OSDC system.