

## Recommendation #13

DGS shall implement an integrated system to track transactions executed by the state agencies and to capture important data related to those transactions on a near real-time basis.

As a minimum, the system should capture basic information from each transaction processed, including the following;

- ❖ Dates received from and transmitted to various entities;
- ❖ Effective date(s) of the contract or purchase order;
- ❖ Dollar amount, including any amendments;

- ❖ State agency from which the transaction has been received, along with contact person information
- ❖ Contract or procurement method (e.g. CMAS, Master Agreement, etc.);
- ❖ Contractor name, identification number; and
- ❖ Small business and disabled veteran business enterprise indicator.

## Contract & Procurement Registration System

- Easy to use
- Context sensitive help for each field (including examples)
- Web-based, needs no special software

# Logging into the system.

California Home Tuesday, November 12, 2002

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### Login Screen

[New User](#)

Email Address

Password

[Forgot Password](#)

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Welcome to the State Contact and Procurement Registration System.

## Entering a Contract into the system

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**DGS**

**Original Contract Date**  
11/12/02

**Sub-Unit Name**

**Dept/Agency Name**  
Dept of General Services

**Dept. Delegation No.**  
 \*

**Contract Type**  
A & E (Architectural & Engineering) \*

**Description of Goods/Services**  
 \*

**Contractor Name**  
 \*

**Dept. Contract No./P.O. No.**  
 \*

**PIN No.**  
 \*

**Vendor FEIN No.**  
 \*

**Leveraged Contract No.**  
 \*

**Contracting Method**  
Categorically Exempt \*

**Small Business**  
 No  Yes

**Disabled Veteran**  
 No  Yes

**Micro Business**  
 No  Yes

**Finance or Leased**  
 No  Yes

**Original Beginning Term**  
 \*

**Original Ending Term**  
 \*

**Original Contract Amount**  
 \*

\* = Required Field

## Contracting Type

- IT Goods
- IT Services
- IT Consulting
- Non-IT Goods (commodities)
- Non-IT Services
- Non-IT Consulting
- Public Works
- A & E (Architecture & Engineering)
- Interagency Agreement
- Grant/Subvention Contract
- Membership/Sponsorship/Subscription

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**DGS**

\* = Required Field

Original Contract Date: 11/12/02  
Sub-Unit Name:   
Dept/Agency Name: Dept of General Services

Dept. Delegation No.: \*  
Contract Type: A & E (Architectural & Engineering) \*

Description of Goods/Services: \*

Contractor Name: \*  
Dept. Contract No./P.O. No.: \*  
PIN No.: \*

Vendor FEIN No.: \*  
Leveraged Contract No.: \*  
Contracting Method: Categorically Exempt \*

Small Business:  No  Yes  
Disabled Veteran:  No  Yes  
Micro Business:  No  Yes

Finance or Leased:  No  Yes

Original Beginning Term: \*   
Original Ending Term: \*   
Original Contract Amount: \*

## Contracting Method

# Competitive Bid

- GC 14838.5
- Formal
- Informal
- Request for Qualifications (A&E)

## Contracting Method

### **Non-Competitive Bid (NCB)**

- One-Time Transaction

### **Master Agreements**

- Pre-Qualification Agreements
- Statewide Commodity Contracts
- State Price Schedule
- Master Services Agreement
- Master Rental Agreement
- Master Purchase Agreements

## Contracting Method

- **CMAS**
- **Emergency**
- **Statutorily Exempt**
- **Categorically Exempt**



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### SCPRS – Add New Contract

 

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Original Contract Date: 11/12/02      Sub-Unit Name:       Dept/Agency Name: Dept of General Services

Dept. Delegation No.:  \*      Contract Type: A & E (Architectural & Engineering) \*      Description of Goods/Services:  \*

Contractor Name:  \*      Dept. Contract No./P.O. No.:  \*      PIN No.:  \*

Vendor FEIN No.:  \*      Leveraged Contract No.:  \*      Contracting Method: Categorically Exempt \*

Small Business:  No  Yes      Disabled Veteran:  No  Yes      Micro Business:  No  Yes

Finance or Leased:  No  Yes

Original Beginning Term:   \*      Original Ending Term:   \*      Original Contract Amount:  \*

\* = Required Field

Calendar - Microsoft Internet ...

**November 2002**

[<<] [<] [Print] [>] [>>]

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

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Original Contract Date: 11/12/02  
 Sub-Unit Name:   
 Dept/Agency Name: Dept of General Services

Dept. Delegation No. \*  
 Contract Type: A & E (Architectural & Engineering) \*

Description of Goods/Services: \*

Contractor Name \*  
 Dept. Contract No./P.O. No. \*  
 PIN No. \*

Vendor FEIN No. \*  
 Leveraged Contract No. \*  
 Contracting Method: Categorically Exempt \*

Small Business:  No  Yes  
 Disabled Veteran:  No  Yes  
 Micro Business:  No  Yes

Finance or Leased:  No  Yes

Original Beginning Term \*   
 Original Ending Term \*   
 Original Contract Amount \*

\* = Required Field



California Home Monday, September 9, 2002

Welcome to **California** 

**Thank you for submitting your contract information. Your contract registration number is -**

**DGS120902100**

**Note: This number must be entered on any contract or purchase order associated with this transaction.**

An e-mail receipt has been sent to the following e-mail address -  
 jamie.mangrum@dgs.ca.gov

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# Entering a Contract Amendment into the system

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Dept./Agency Name \*  Sub-Unit Name  Date of Entry of Original Contract

Contract Type \*  Confidential  No  Yes Dept. Delegation No. \*

Description of Amendment \*

Contractor Name \*  Dept. Contract No./P.O. No. \*  PIN No.  Financed or Leased  No  Yes

Vendor FEIN No. \*  Contracting Method \*  Leveraged Contract No. \*

Small Business  No  Yes Disabled Veteran  No  Yes Micro Business  No  Yes

Original Beginning Term  Original Ending Term \*

Original Contract Amount  Number of Prior Amendments  [View](#) All Amendments Total  [View](#) Cumulative Total

Amendment Beginning Term  Amendment Ending Term  Amendment Total  Amendment Date

\* = Required Field

California Home Monday, September 9, 2002

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Thank you for submitting your contract amendment information.  
Your contract registration number is -

**DGS120902100.3**

***Note: This number must be entered on any contract or purchase order associated with this transaction.***

An e-mail receipt has been sent to the following e-mail address -  
jamie.mangrum@dgs.ca.gov



# Reports



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### Contract Registration Report Menu

 

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Enter Contract Registration Number

 

or

Enter Search Term

 

or



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### Contracts Report Menu

 

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Please click on any of the contract registration numbers below to view details.

**DGS02100223**  
 This is a test record  
 Amount : \$5,001.25

**DGS02100224**  
 This is a test record  
 Amount : \$5,001.25

**DGS02100225**  
 This is a test record  
 Amount : \$5,001.25

**DGS07100232**  
 This is a test record  
 Amount : \$5,001.25

**DGS04100233**  
 This is a test record  
 Amount : \$5,001.25



\* = Required Field

# Questions?

Robert Hinchman

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