

Introduction

State Contract and Procurement Registration System (SCPRS)

Procurement Division, DGS

DATE

Purpose

The purpose of the State Contract Procurement Registration System (SCPRS) is to identify, develop and distribute a State Contract and Procurement Registration System to facilitate the registration of contract information of state agencies for the Department of General Services (DGS). The primary business objectives for the SCPRS include:

- Collect information about contracting and procurement activities that will allow the state to more effectively manage the contracting and procurement processes for which DGS is responsible.
- Collect the appropriate type of contract and procurement information that allows DGS to perform its oversight functions.
- Provide a single repository for key information about state contracts and procurements, which can be sorted to provide information, which is timely, accurate and is of interest to state decision-makers, frequently requested in Public Records Act requests, and useful in providing reports regarding contract-related activities.
- Collect information that will allow the state to demonstrate visibility and accountability over contract and procurement activities.

The SCPRS will allow authorized users to log-on using a web-based interface and enter elements of information about state contracts and procurement activities. After entering the information, users will be able to add amendment information and later retrieve information about their contracts. Authorized DGS users will be able to retrieve various reports of summary information about state agencies.

Background

The following excerpt from the Governor's Task Force on Contracting and Procurement Review Final Report released August 30, 2002 explains the events that led to the development of this new contracting system.

"On May 20, 2002, Governor Davis signed Executive Order D-55-02, directing a three-member task force to review the state's contracting and procurement procedures and recommend any statutory, regulatory or administrative changes necessary to "ensure that open and competitive bidding is utilized to the greatest extent possible" by state agencies. The Executive Order also directed the task force to include recommendations regarding any statutory or regulatory changes

necessary to ensure adequate oversight of the contracting and procurement authority utilized by state agencies.

In response to Executive Order D-55-02, the recommendations of the Task Force are designed to strengthen the contracting and procurement processes of the State of California by improving the quality and openness of the process and implementing a set of checks and balances to ensure its integrity.

For each of these guiding principles – higher quality, an open process, and carefully constructed checks and balances – the Task Force recommends a series of initiatives be undertaken. Recommendation #13 directs DGS to implement an integrated system to track transactions executed by state agencies and to capture important data related to those transactions on a near real-time basis. DGS should determine the feasibility of generating mandated reports from the system as well. 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 (e.g. address, telephone, etc.)
- Contract or procurement method (e.g. CMAS, Master Agreement, etc.);
- Contractor name, address, telephone and identification number; and
- Small business and disabled veteran business enterprise indicator."

The entire reform report and the steps leading to the task force that developed the report's reform initiatives can be found at the following web site:

<http://www.dof.ca.gov/HTML/PROCUREMENT/procurement.htm>

Software Requirements

All you need to access SCPRS is an Internet Browser. The following browsers have been certified to work well with this system but other browsers may be used.

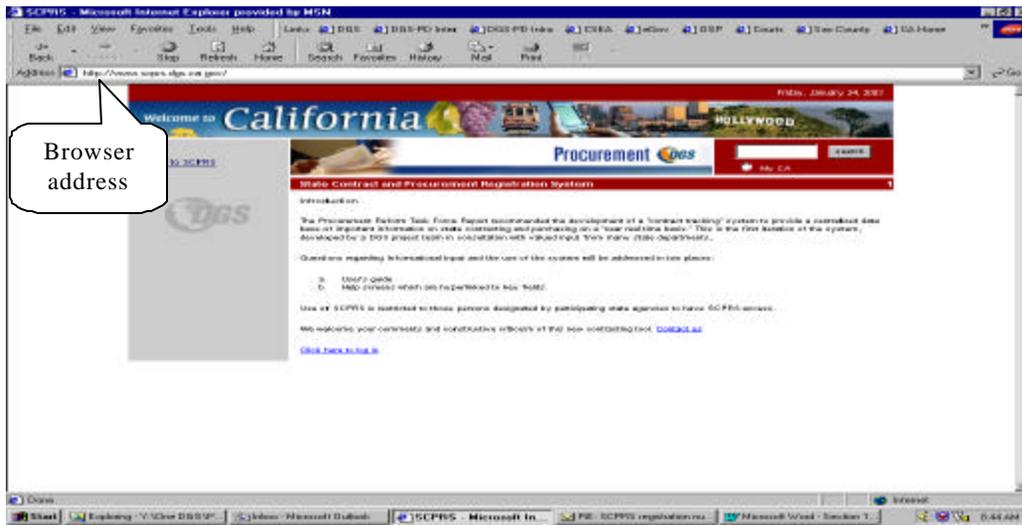
Microsoft Internet Explorer v5.5 or above

Netscape Navigator 4.7.2

Introduction Page

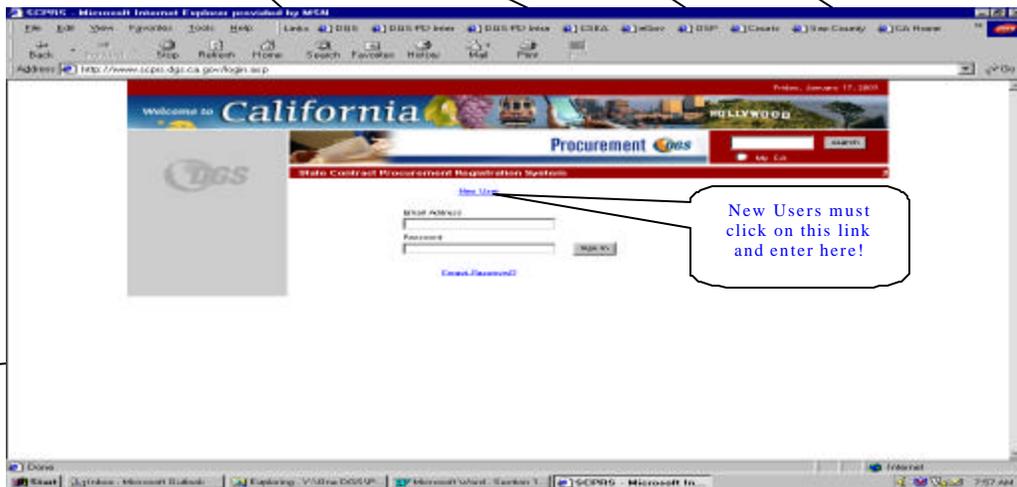
The SCPRS Introduction page will appear when a user types in the following address in their browser, <http://www.scprs.dgs.ca.gov>.

The introduction screen shown below includes an introduction to SCPRS and links for the user to **Contact Us** or to **Log-In to SCPRS**.



Log-In Page

The log-in link on the introduction page will take the user to the screen shown below. This is the log-in screen that is that entry point for all users into the SCPRS system.



There is a box for the user to enter their email address, and a box below that to enter their password. Please note that for first time users, there is a link above these two boxes that the new user must use to be assigned their first time password. Once initially assigned, the user will be able to easily change their password to what ever they like.

Go to Section 1a to continue the **Introduction** part of the User Manual

Introduction (continued)

SCPRS DATE

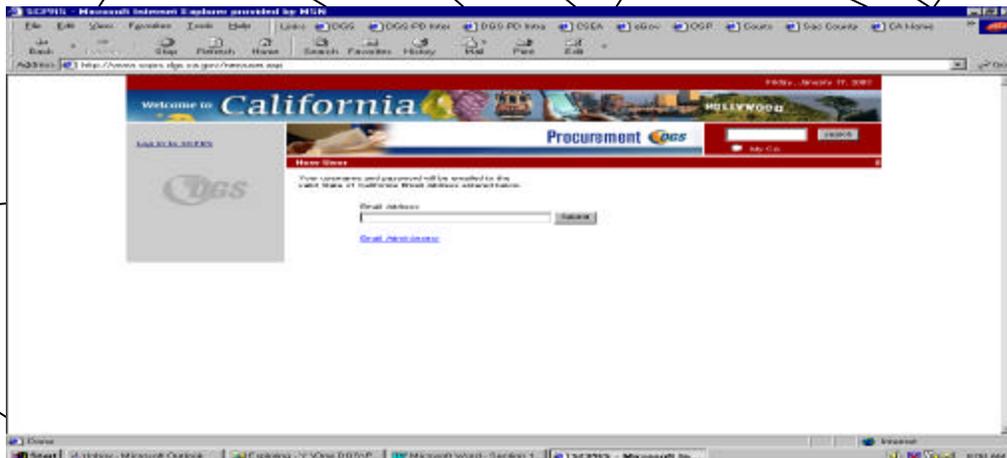
New User Page

The screen below provides a box for the user to type in a **valid** State of California email address. This is the same one normally used during your daily work and the one assigned to you by your department. All email from the SCPRS system will use this email address for communication with the user. If a user has more than one email, please use the one where you wish to receive SCPRS emails.

Do not enter the password that you usually use at your office for your own department's automated systems - it will not work. You must request a new password from DGS that is generated by the SCPRS system. You can change it once you log in.

This screen also provides a link to the [Email Administrator](#) that takes you to a blank email where you can communicate with the SCPRS administrator.

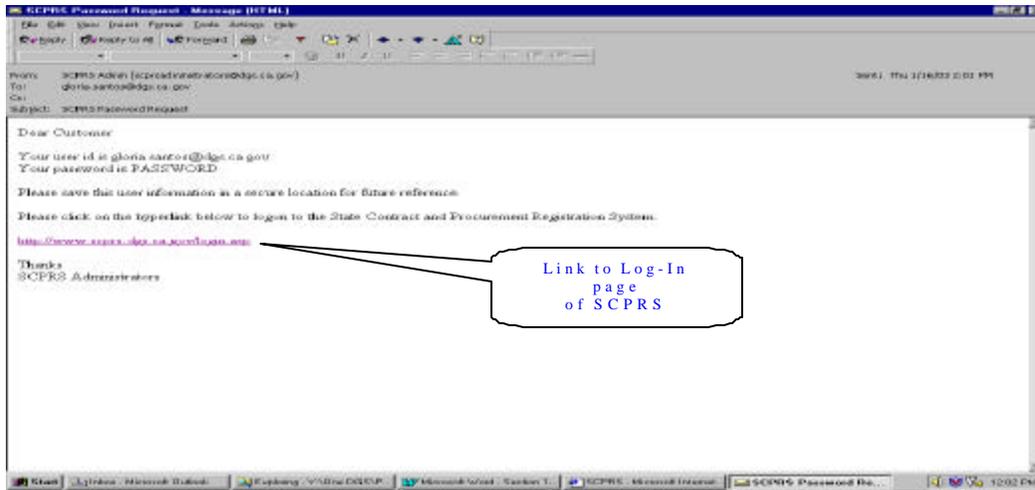
After you have correctly entered your email address, click on the gray **Submit** button. Within seconds, you should receive a response in your usual email system, such as Outlook, GroupWise or Lotus Notes, from the SCPRS with your new first time password. All email sent to you from SCPRS will arrive in your usual email system based on the valid email address you supply.



Initial Password link

The first email received from SCPRS shown below will include the new password that allows you to log-in into the SCPRS. The email also contains a link that leads you directly to the log-in screen of SCPRS (shown earlier in this document). Click on the link to take you back to the SCPRS. You may want to write down your password and save this email for future reference.

Note: Passwords are not case sensitive in the SCPRS. Once you are logged into the system the first time, you may change your password.



For convenience, the user may want to add an icon on their desktop to provide a quick link to the SCPRS. At the log-in screen, click with the **right button** that is on top of your mouse. Select the 'create shortcut' on the small menu that appears. An icon will appear on your desktop screen and allow you to quickly return to the SCPRS system (see screen below for this menu that appears when you right-click your mouse). You can also add the SCPRS log-in page to your Favorites list on your browser. For specific instructions on how your particular Browser software works, please contact your department/agency's computer support or help desk staff.



Forget Password link

Another link on the log-in screen provides the user assistance if they forget their password. Click on the link to go to a screen that is similar to the 'Initial Password' screen. The user must enter the **same email address** used when they initially

entered the system, click on the gray ***SUBMIT*** button and an email will be delivered to them with the last password they were using.

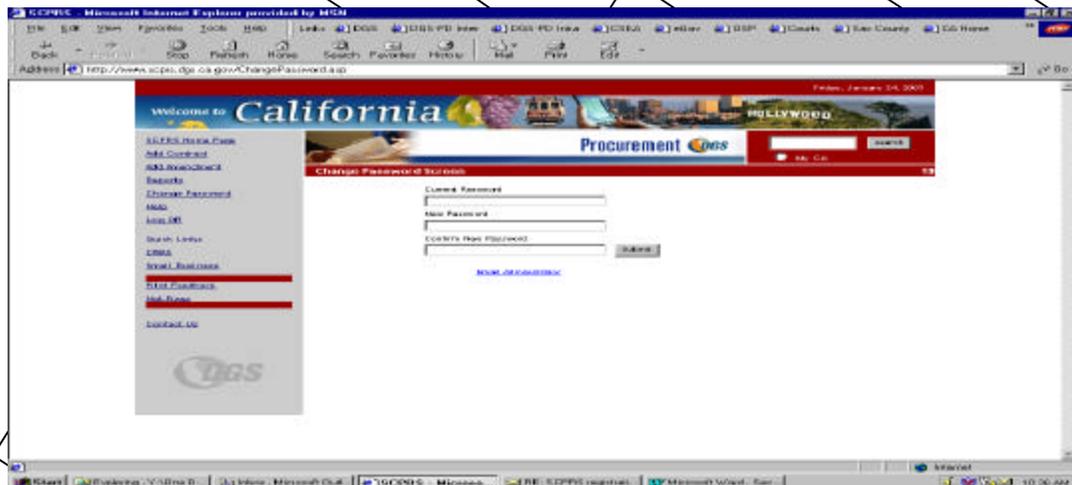
Note: if you cannot remember your password, you must use this screen to receive assistance. If you send a separate email to the SCPRS staff from this screen, you will still need to enter your email address and click on ***SUBMIT*** to receive an email sent within seconds from the SCPRS with your password.

Log-In boxes

When you first log-in enter your normal work email address and use the password that the SCPRS system sends you in your first email. Once in the system you can change your password.

Change Password

Click on the link for [Change Password](#) that is located in the left hand of the screen in the gray area. The following screen will appear.



Type in your current password in the first box and your new password in the next two boxes. It must be at least 8 characters long. You may use all capital letters, all small letters, or a combination of both. You may also use a combination of numbers and letters. Do not use special characters such as # signs or % signs. Click on the gray ***SUBMIT*** button. A 'thank you' screen appears and states that your password has been changed and your new password has been emailed to you. This is for you to confirm that a change was made and what the change was.

Contact Us

The SCPRS provides a link that will automatically open a blank email message that is already addressed to the SCPRS Administrator scprsadministrators@dgs.ca.gov. The system administrator will ensure that your questions and concerns are addressed. Any requested data changes will be performed in a timely manner. The **Contact Us** email link on the Introduction Page and on the gray left side of the screen should be used for all communication concerning this system and its use. Enter information into the

subject line, add your message, and include sufficient information for us to contact you. When you are finished entering your information, send your message to SCPRS as you would normally send any other email.

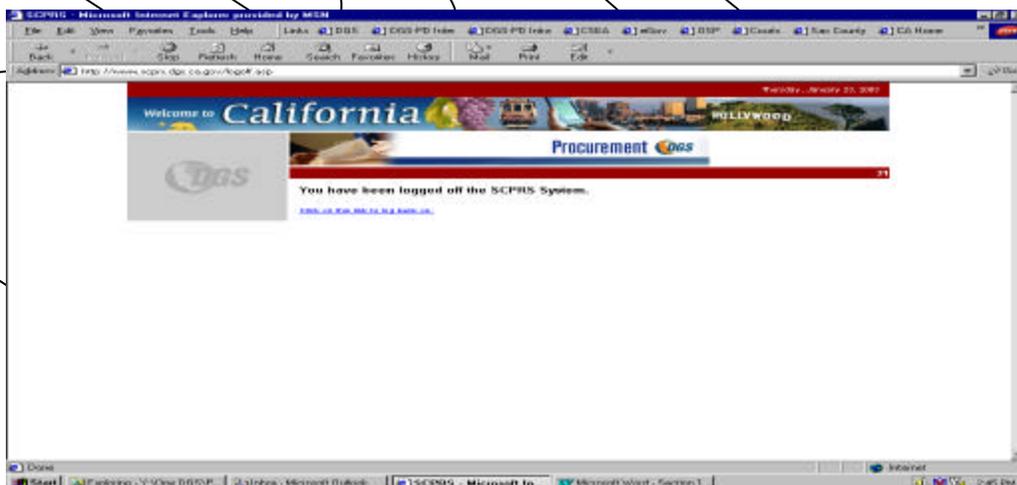
Sign-In and Welcome to SCPRS Page (see Section 2 for details)

After a user successfully logs-in and enters the SCPRS system, they will come to the first screen in the SCPRS as shown below.



Note: *The system will automatically log you off after 30 minutes* if you have not been working in the system, i.e., if the system sits idle. When you do attempt to change a screen or add data, the system will inform you that you have been logged off and must log-in again (see screen below). Simply click on the [SCPRS Log-In](#) link and re-enter your ID and your password.

When you log-out, you will see the following screen.



Welcome

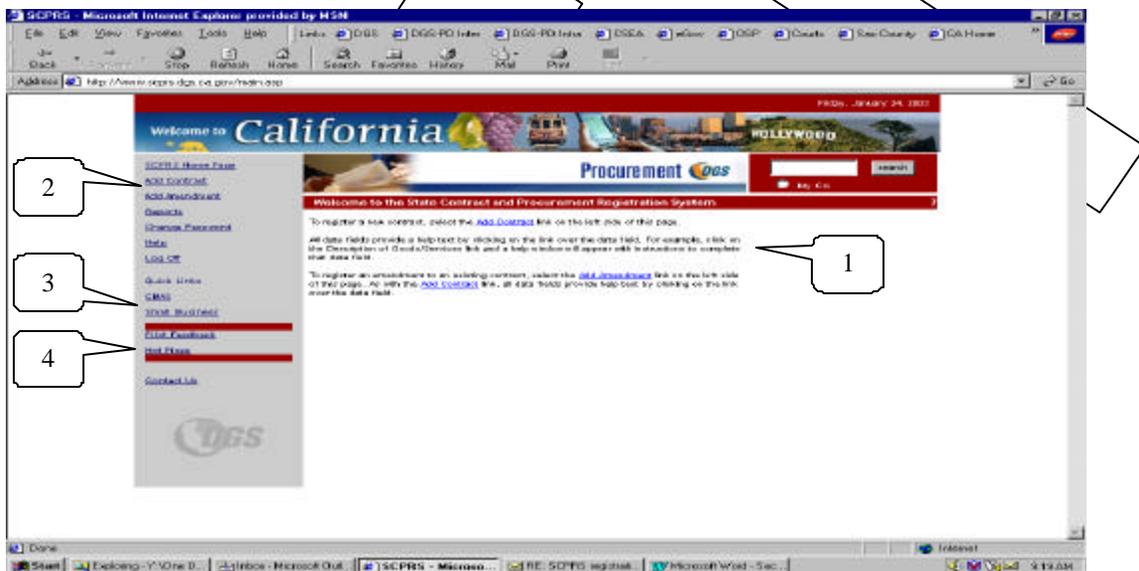
State Contract and Procurement Registration System (SCPRS)

Procurement Division, DGS

DATE

Links on the Welcome Page

The first page you will see after successfully logging into the system is the Welcome screen shown below.



The gray area on the left of this screen and its links are available to the user throughout the SCPRS. From this gray area you can click on links to take you to a number of different places. Referring to the numbers in the comment boxes on the screen shown above, you can do the following from this first page:

1. The middle of the page provides links to allow the user to [Add Contract](#) or [Add Amendment](#) to a contract that has previously been entered into SCPRS. You can only add an amendment if the contract has already been entered into SCPRS. If the contract was never added, you will not be able to add an amendment. **You must first add a contract before you can add an amendment to that contract.** See Sections 3 and 4 for detailed information.
2. The left side of the page also contains links to add or amendment a contract. Additional links take you to the [Home Page](#) (this is the screen shown above), the [Reports](#) section, the [Change Password](#) screen, the [Help](#) manual and to [Log-Off](#).

3. Quick Links on the left side of the screen will take the user to Procurement's Division Internet pages for [CMAS](#) and [Small Business](#).
4. Also, there are links in the gray area to permit feedback from users to the SCPRS staff, to view new information about the system (**aka Hot Fixes**); and to send an email to SCPRS staff with any questions, concerns, or comments.

Additional User Guide Sections

For additional information on the following items, go to the User Guide section indicated.

Add Contract	Section 3
Add Amendment	Section 4
Reports	Section 5
Change Password	Section 1

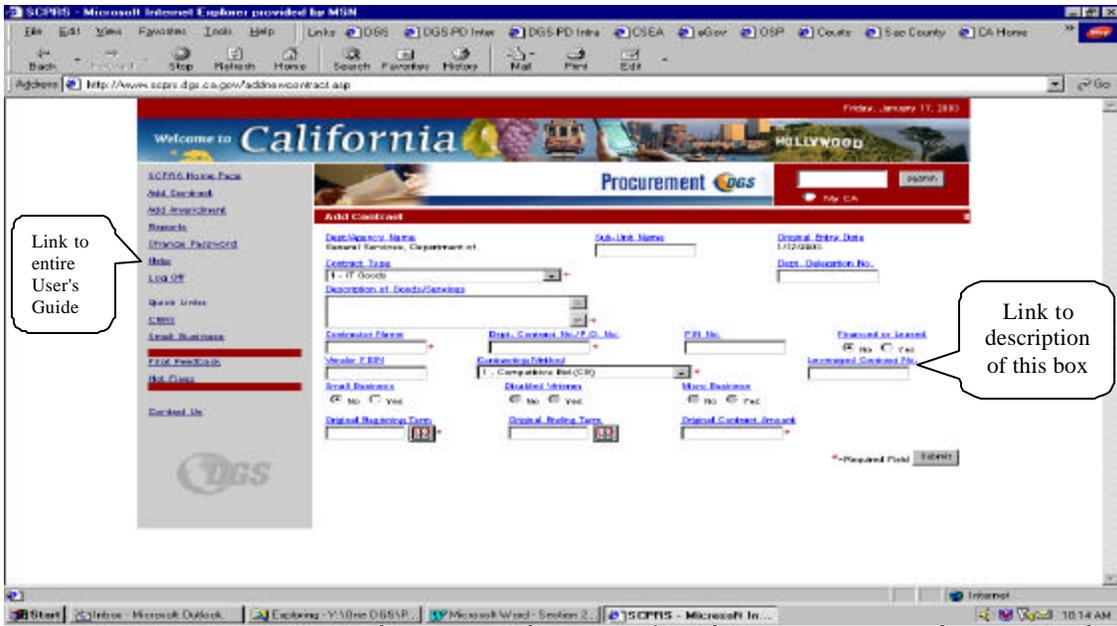
Help Assistance

There are a number of help sources in the SCPRS system to assist the user. If you have suggestions on improving the system, please send us an email. We welcome and encourage your input.

The User has the following help support options available

- Links are provided in a number of different screens within SCPRS to allow the user to easily and quickly send an email to the SCPRS staff. There is also a [Contact Us](#) link in the gray area on the left of each screen throughout the system.
- *A User's Manual.* This manual can be viewed on screen in sections and can be printed in sections or in whole on your own printer. A click on the [Help](#) link will open a new page with the User's Manual table of contents. A click on any of the sections will open that section only. To print the manual, use your normal settings and method of printing from your Browser software. If you need further assistance, please contact your department/agency's computer support or Help Desk staff.
- Each screen will offer its own help information for each piece of data on that screen. There is a blue link directly above *each individual box* (see below). This link will open a window that contains a description of that box. Those boxes that include a drop down list of choices will also include a short description of each choice.

The screen below shows where the help links are:



Below is an example of a description window for the **Leveraged Contract No.** box.



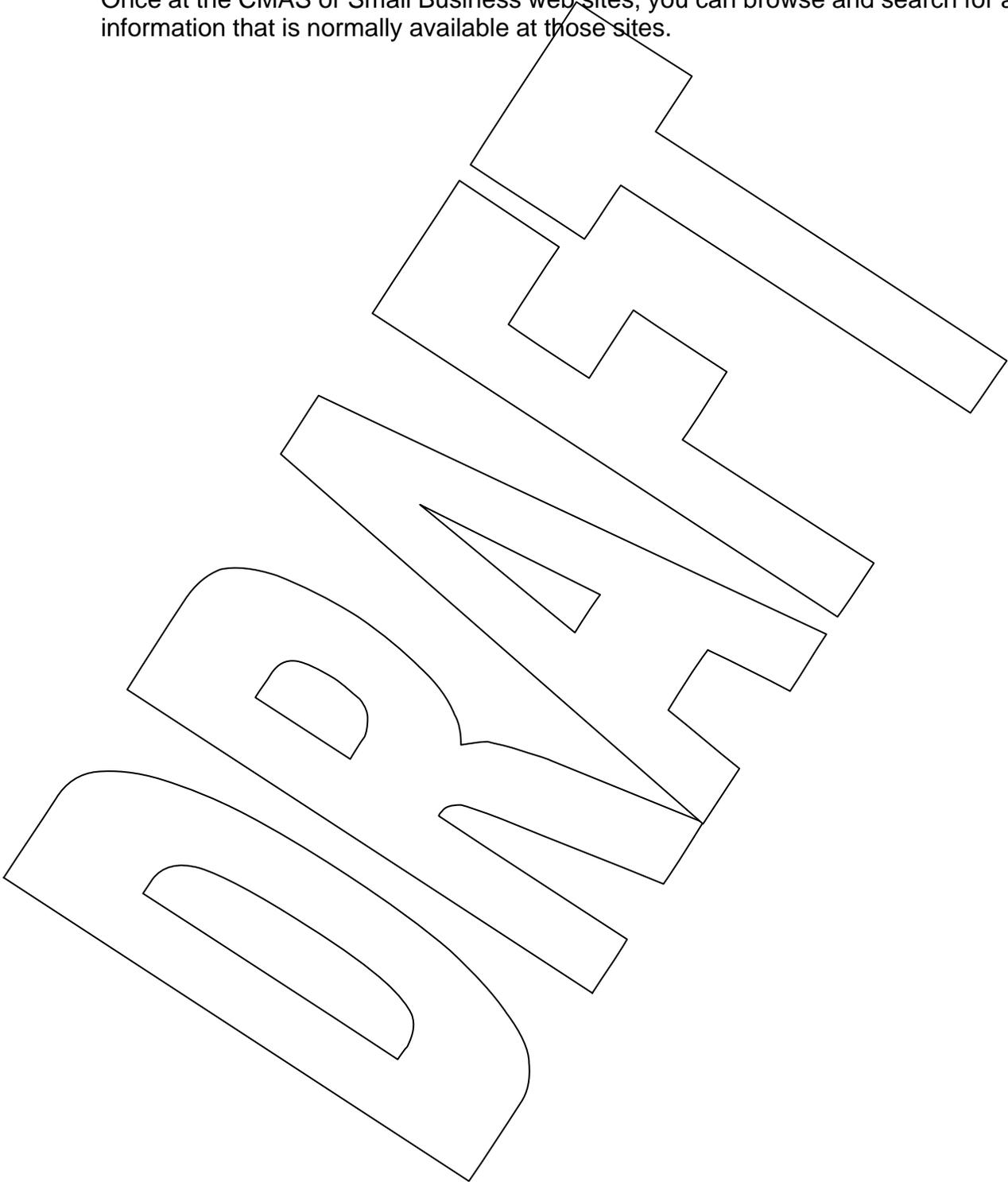
Note: Each description box must be closed before opening another description box.

CMAS and Small Business links

If you click on the link for CMAS or Small Business in the gray area on the left side of the screen you will be taken to Procurement Division's separately maintained website for these programs. You will not actually leave the SCPRS system, but the new website will appear to sit on top of the SCPRS screen in a smaller window. This is to ensure that you do not have to log back into the SCPRS when you are

done with these other sites. To return to SCPRS simply close the other window on top by clicking on the small 'X' in the gray square on the farthest top right corner in the blue area that borders the box. (Contact your department's computer support or Help Desk if you need further assistance with closing Browser windows.)

Once at the CMAS or Small Business web sites, you can browse and search for any information that is normally available at those sites.



Add Contract

State Contract and Procurement Registration System (SCPRS)

Procurement Division, DGS
DATE

The following screen is used to add a contract. This will be the first screen that you will go to when you are putting a new contract into SCPRS. Also, amendments **cannot** be added to the SCPRS until a contract has first been added to the system.

If you click on the underlined blue title of the box (see the **Dept. Delegation No.** box in the screen above), a pop-up screen will appear on top of the SCPRS screen.

Note: To open a second help box in SCPRS, you must first **Close** this help/information window. If you do not close this window, you can still continue in the SCPRS screens, but the window remains open and may affect the performance of the system.

The following pages in the User's Guide will address each of the boxes on this first **Add Contract** page. The boxes will be listed as they appear on the screen, starting at the top of the screen and going from left to right.

Boxes that have a red asterisk to their right are required and **must** contain data. If a required box does not contain data, the system will not allow you to continue when the gray **Submit** button on the bottom of the screen is clicked.

Dept/Agency Name - Default

The name of the User's department or agency will automatically show on the screen and is defaulted according to the Department/Agency associated with your email address. The user does not have to do anything for this information to be added to the new contract.

Sub-Unit Name

Enter the full name of the Department/Agency sub-unit. **Do Not Abbreviate.** For example: Procurement Division is a sub-unit of the Department of General Services.

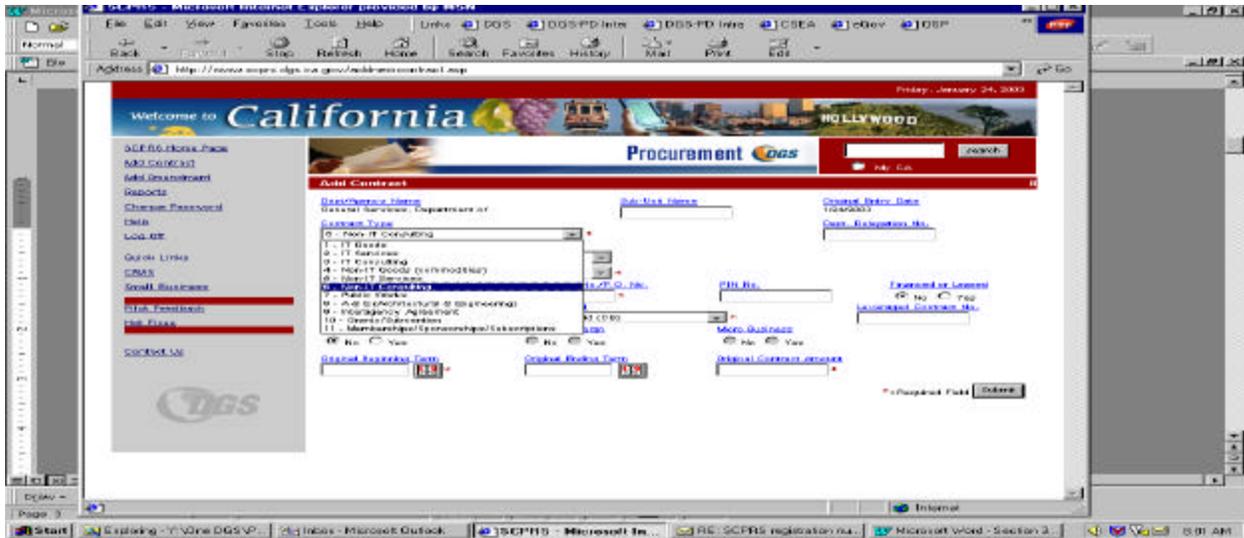
Original Entry Date - Default

This field will default to today's date when a new contract is entered based on the SCPRS computer's system date. The data format is month, day, year order (MM/DD/YYYY). 03/22/2003 is March 22, 2003.

***Contract Type** - Required; pull-down box

This box permits the user to select from a list of choices for contract type. One of the choices **must** be selected. The system defaults the value of the contract type to the first item on the list, i.e., 1-IT Goods.

To select a different contract type than IT Goods click on the small gray arrow at the far right inside of the box and a pull-down box will appear. Your screen will look like that below. Move your mouse to the item you would like, and click on that item. The item should now appear in the Contract Type box.



Below is a detailed description of each item that is available for **Contract Type**. If further assistance is needed, please send an email to the SCPRS staff through the **Contract Us** link located in the gray area on the left of the screen.

1 - IT Goods

Required: Beginning Term; Delegation

What

When

When not to use

How is it used

Where is it used

Include code number or reference when possible

2 - IT Services

Required: Beginning Term; Ending Term; Delegation

What

When

When not to use

How is it used

Where is it used

Include code number or reference when possible

3 - IT Consulting

Required: Beginning Term; Ending Term; Delegation

What

When

When not to use

How is it used

Where is it used

Include code number or reference when possible

4 - Non-IT Goods (commodities)

Required: Beginning Term; Delegation

What

When

When not to use

How is it used

Where is it used

Include code number or reference when possible

5 - Non-IT Services

Required: Beginning Term; Ending Term

What

When

When not to use

How is it used

Where is it used

Include code number or reference when possible

6 - Non-IT Consulting

Required: Beginning Term; Ending Term

What

When

When not to use

How is it used

Where is it used

Include code number or reference when possible

7 - Public Works

Required: Beginning Term

What

When

When not to use

How is it used

Where is it used

Include code number or reference when possible

8 - A & E (Architectural & Engineering) RESD

What

When

When not to use

How is it used

Where is it used

Include code number or reference when possible

9 - Interagency Agreement

Required: Beginning Term; Ending Term

What

When

When not to use

How is it used

Where is it used

Include code number or reference when possible

10 - Grants/Subvention

Required: Beginning Term; Ending Term

What

When

When not to use

How is it used

Where is it used

Include code number or reference when possible

11 - Memberships/Sponsorships/Subscriptions

Required: Beginning Term; Ending Term

What

When

When not to use

How is it used

Where is it used

Include code number or reference when possible

Dept. Delegation No. (to Judy/Sandy 1/22/03)

What: The Delegation Number identifies the specific type of delegated purchasing authority for which the department has been given authorization to acquire goods and/or IT goods and services.

When to Use:

When Not to Use: Acquisitions for non-IT services may not be acquired under the department's delegated purchasing authority; therefore if entering into a non-IT "service" contract, leave this field blank.

How it is used:

Where is it used:

Include codes or reference for those who may want to research further:

- **Goods Base Delegation Number** - (example: 9-02-1234) Issued for the acquisition of materials, supplies, and equipment up to \$25,000 per transaction, or the department's delegated purchasing authority limit as specified in the

department's Delegation Authority Approval Memorandum. If acquiring a purchase under GC 14838.5, departments may make purchases up to \$99,999.99 under their Goods Base Delegated Purchasing Authority.

- **Information Technology (IT) Base Delegation Number** - (example: IT-123) Issued for the acquisition of information technology and telecommunications goods and services up to \$500,000 per transaction, or the department's delegated purchasing authority limit as specified in the department's Delegation Authority Approval Memorandum.
- **Expanded Delegation Number** - (example: 9-02-9123) Issued for the acquisition of goods, information technology or telecommunications goods and services that exceed the base delegation limits. An expanded delegation is a general expansion of authority with no restrictions on the type of goods a department can acquire.
- **Special Delegation Number** - (example: 9-02-9123) Issued for the acquisition of goods, information technology or telecommunications goods and services that exceed the base delegation limits. A special delegation is generally for a specific type of goods or group of identified goods.
- **One-Time Delegation Number** - (example: DO-123) Issued for the acquisition of goods, information technology or telecommunications goods and services that exceed the base delegation limit, but the department is not seeking a special or expanded delegation. Generally, a procurement conducted under this type of delegation is reviewed and approved by PD before the contract is issued.

***Description of Goods/Services** - Required

Describe the goods and or services related to this contract/procurement, i.e., if the contract is for services, describe briefly the contractor deliverables. Be as concise as possible.

***Contractor Name** - Required

Enter the complete name of the contractor. **Do not abbreviate or use acronyms. Do not enter the Contractor's address or telephone number.**

***Dept. Contract No./P.O. No.** - Required

The Contract or Purchase Order number is a unique identifier based on the awarding authority's numbering scheme. This number is the one your department/agency assigns to this transaction.

PIN No.

The PIN Number is the Department of General Services Procurement Information Network (PIN) number assigned by the Procurement Division for a specific contract.

Note: Your Department/Agency may not have a PIN number; therefore this is not a mandatory field.

Financed or Leased

Yes or No buttons. Click on the yes or no button to indicate if this contract/procurement is financed or leased.

If the user selects "**Yes**", that means that the contract requires Financing **or** Leasing.

If the user selects "**No**", that means the contract is **neither** Financed nor Leased.

Vendor FEIN

Enter the entire Federal Employer Identification Number (FEIN) or the entire Tax Identification or Social Security Number. This number **must** be a 9 digit numeric value with no formatting such as dashes (-) or periods (.) between the numbers. If the number is more or less than 9 digits and contains characters other than numbers, you will see a message telling you that it must be 9 numeric digits with no formatting.

This number provided to you by the vendor is confidential information. The only time the user will be able to see the entire number on the screen is when they are adding a new contract or a new amendment. All other views will contain only the last 4 digits of the FEIN with an 'X' substituted for all other numbers.

[Go to Section 3a to continue the Add Contract part of the User Manual](#)

1 - Competitive Bid (CB)

- What
- When
- When not to use
- How is it used
- Where is it used
- Include code number or reference when possible

2 - Non-Competitive Bid (NCB)

Non-Competitive Bid (NCB) – contracts awarded under non-competitive conditions as defined by DGS policy.

- What
- When
- When not to use
- How is it used
- Where is it used
- Include code number or reference when possible

3 - Master Agreements (MA)

- What
- When
- When not to use
- How is it used
- Where is it used
- Include code number or reference when possible

4 - CMAS

California Multiple Award Schedule (CMAS) – Orders issued against DGS/PD developed CMAS agreements.

- What
- When
- When not to use
- How is it used
- Where is it used
- Include code number or reference when possible

5 - Emergency

- What
- When
- When not to use
- How is it used
- Where is it used
- Include code number or reference when possible

6 - Statutorily Exempt

Statutorily Exempt – Contracts exempt by statute.

What

When

When not to use

How is it used

Where is it used

Include code number or reference when possible

7 - Categorically Exempt

Categorically Exempt – Contracts exempt by DGS policy, such as a Management Memo.

What

When

When not to use

How is it used

Where is it used

Include code number or reference when possible

8 - CB-GC 14838.5

Competitive Bid (CB) – Government Code 14838.5 – Awards made to California-certified small business/Disabled Veteran Business Enterprise contractors pursuant to GC 14838.5.

What

When

When not to use

How is it used

Where is it used

Include code number or reference when possible

9 - CB-Formal

CB - Formal – Formal competition, based on the following:

- IT Goods and Services -- >\$500,000
- Non-IT Goods (Commodities) -- >\$25,000
- Non-IT Services -- >\$50,000

What

When

When not to use

How is it used

Where is it used

Include code number or reference when possible

10 - CB-Informal

CB – Informal – Informal competition, based on the following:

- IT Goods and Services -- <\$500,000
- Non-IT Goods (Commodities) -- <\$25,000
- Non-IT Services -- <\$50,000

What
When
When not to use
How is it used
Where is it used
Include code number or reference when possible

11 - CB-Request for Qualifications (A&E)
CB – Request for Qualifications (A&E)

What
When
When not to use
How is it used
Where is it used
Include code number or reference when possible

12 - NCB-One-Time Transaction

What
When
When not to use
How is it used
Where is it used
Include code number or reference when possible

13 - MA Pre-Qualification Agreements
Master Agreements (MA) – Pre-Qualification Agreements – Pre-Qualification Agreements awarded only by DGS-PD

What
When
When not to use
How is it used
Where is it used
Include code number or reference when possible

14 - MA Statewide Commodity Contracts
MA – Statewide Commodity Contracts – Orders issued against Statewide Commodity Contracts established by DGS-PD

What
When
When not to use
How is it used
Where is it used
Include code number or reference when possible

15 - MA State Price Schedule

MA – Statewide Price Schedule – Orders issued against Statewide Price Schedules established by DGS-PD

- What
- When
- When not to use
- How is it used
- Where is it used
- Include code number or reference when possible

16 - MA Master Service Agreement

MA – Master Service Agreement – Orders issued against Master Service Agreements established by DGS-PD

- What
- When
- When not to use
- How is it used
- Where is it used
- Include code number or reference when possible

17 - MA Master Rental Agreement

MA – Master Rental Agreement – Orders issued against Master Rental Agreements established by DGS-PD

- What
- When
- When not to use
- How is it used
- Where is it used
- Include code number or reference when possible

18 - MA Master Purchase Agreement

MA – Master Purchase Agreement – Orders issued against Master Purchase Agreements established by DGS-PD

- What
- When
- When not to use
- How is it used
- Where is it used
- Include code number or reference when possible

19 - A&E G.C. 4524

- What
- When
- When not to use
- How is it used
- Where is it used
- Include code number or reference when possible

Leveraged Contract No.

If the **Contracting Method** is a CMAS or Masters Agreement, enter the leveraged contract number. Do not use spaces between numbers. All other contracting methods do not use a leveraged contract number.

Small Business

Yes or No buttons. Defaults to No.
Use the **Yes** or **No** button to indicate if this is a **Certified** Small Business vendor.

Disabled Veteran (not available at this time)

Yes or No button.

Micro Business (not available at this time)

Yes or No button.

***Original Beginning-Term** - Required; quick select calendar next to box
Enter the original beginning term of this contract. This date may differ from the Date of Entry of Original Contract.

Original Ending Term - Quick select calendar next to box
Enter the original ending term of the contract. This is not the date resulting from extensions due to amendments to the original contract. For certain contract types, no entry will be required in this data field.

***Original Contract Amount** - Required
Enter the amount of the original contract. This should not include amounts resulting from amendments to the original contract.

The user **must** click on the gray **SUBMIT** button in order for the data to be entered into the system and for the generation of a SCPRS Registration Number for this contract. You **must have** a registration number for each contract.

Note: If you were in the process of adding contract or amendment information and had not clicked on the gray **Submit** button before you logged out of the system, the data was not saved and needs to be re-entered.

Once the required information is submitted, the system will issue a SCPRS registration number. The user will be notified by a web receipt on the screen and by an email receipt that will be sent to the email address of the user. The SCPRS registration number will have the following format:

4 digit numeric organizational number from Department of Finance
plus a
6 digit numeric date in the order of Month Day Year

plus a
Sequential Number assigned by SCPRS.

The 4 digit numeric organization codes are assigned and maintained by the Department of Finance (DOF). Further information about the DOF codes and their uses are available at: <http://www.dof.ca.gov/html/calstars/ucm.htm>. The second bullet near the bottom of the page provides a link to alphabetical, numerically, or structural listings of the organization codes.

Example: 17700902100
1770 - DGS' organization code
0902 - September 2002
Sequential Number - 100

Once a contract has been registered, the user can add amendments to the parent contract. Each contract amendment will be issued a number. A period and the amendment number will be added to the parent contract number.

Example of amendment 1 for the above contract: 17700902100.1

This SCPRS registration number is a very important identifier for this contract and should be noted by the user for future use.

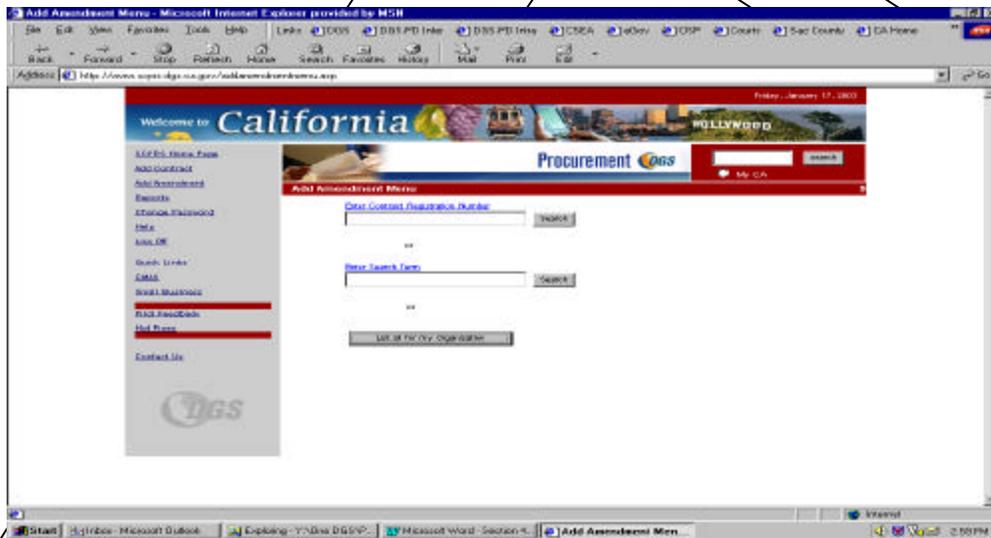
Add Amendment

State Contract and Procurement Registration System (SCPRS)

Procurement Division, DGS

DATE

When you click on any link identified as **Add Amendment** you will see the screen shown below. *Please be aware that you will only be allowed to view and work on your own department/agency's contracts.*



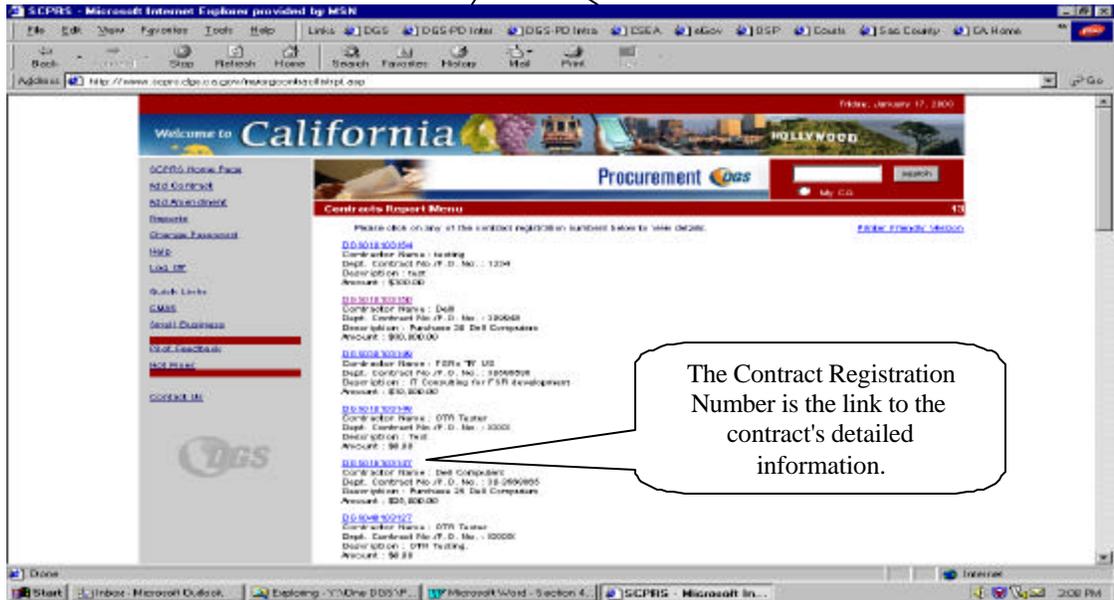
Searching for Contracts

The three ways to locate a previously entered contract system are:

1. Enter the SCPRS Registration Number into the box. Click on the gray **Search** button on the left of the box. This is the unique number assigned by the SCPRS when a contract is first entered. If the number is invalid, the SCPRS will ask you to enter another number. If this is a valid number, amendment information for this specific contract will be returned and the **Add Amendment** page for that contract should appear.
2. Enter a search term, such as the vendor name, contract method or type, or even a word that might have been used to describe the contract. Click on the gray **Search** button on the left of the box. If the search term was not found, the SCPRS will tell you to enter a valid search term. If a match is made with your search term, the screen below will appear that lists pertinent information for all contracts that match.

3. Click on **List all for my Organization** gray button at the bottom of the page and the following screen will appear with all your department/agency's contract in order of their SCPRS registration number.

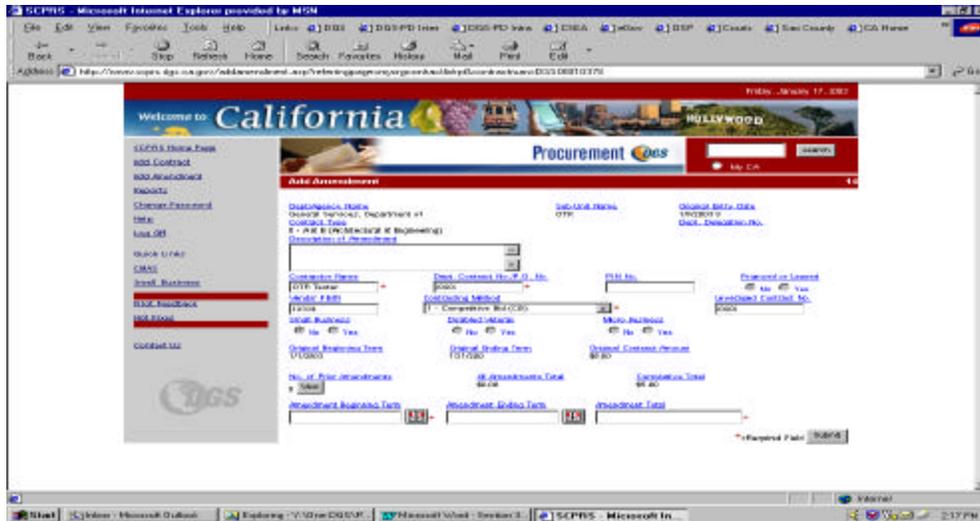
If you used a search term or asked for all contracts from your organization, you will see the screen below.



Each contract listed on the screen above includes the following pieces of information:

- SCPRS Registration No.: Generated by SCPRS and created when the contract is first entered into SCPRS.
- Contract Name: Provided by the User.
- Dept. Contract No./P.O. No.: Provided by the User.
- Description: Provided by the User.
- Amount: **This is the Initial contract amount and does NOT include any amended dollars.**

Once you have identified the contract to be amended, click on the registration number (in blue) on the first line of contract information (see screen above). This link will take you to the amendment page for that contract (see below).



Note: Searching for contract information through the **Add Amendment** page will give you a different screen than if you searched for the same contract in the **Reports** page. See Section 5 for details on reporting.

Changing Previously Entered Data

If you need to edit or change data of a previously entered contract or amendment and the screen does not permit changes to that item, you must contact SCPRS staff who will do it for you. These fields are identified below.

Most of the boxes on the **Add Amendment** page will already contain information that was entered with the original contract. As mentioned above, some of the boxes allow changes to this earlier data and some do not. When data is changed in an amendment, the original contract data will not change. Only the data of that particular amendment will show the changed information. When additional amendments are added, the default data in the latest **Add Amendment** page will always be that that was entered with the initial contract.

The following pages in the User's Guide will address each box on the **Add Amendment** page. For those boxes that contain data already, detailed instructions and descriptions are available in the **Add Contract** Section 3 of the User's Manual and will not be repeated here. The boxes will be listed as they appear on the screen, starting at the top of the screen and going from left to right.

Boxes that have a red asterisk to their right are required and must contain data. If a required box does not contain data, the system will not allow you to continue when the gray **Submit** button on the bottom of the screen is clicked.

Go to Section 4a to continue the Add Amendment part of the User Manual

Add Amendment (continued)

SCPRS

DATE

Add Amendment Fields

The first five fields have a default value that was in the original contract. [Contact SCPRS to discuss changes.](#)

Dept/Agency Name

Sub-Unit Name

Original Entry Date

Contract Type

Dept. Delegation No.

Description of Amendment - This field must contain new information that is relative to the new amendment being added.

Contractor Name - Defaulted to original contract value. Any changes will be reflected only in the new amendment being added.

Dept. Contract No./P.O. No. - Defaulted to original contract value. Any changes will be reflected only in the new amendment being added.

PIN No. - Defaulted to original contract value. Any changes will be reflected only in the new amendment being added.

Financed or Leased - Defaulted to original contract value. [Contact SCPRS to discuss changes.](#)

Vendor FEIN - Defaulted to original contract value. Any changes will be reflected only in the new amendment being added.

Contracting Method - Defaulted to original contract value. Any changes will be reflected only in the new amendment being added.

Leveraged Contract No. - Defaulted to original contract value. Any changes will be reflected only in the new amendment being added.

Small Business - Defaulted to original contract value. [Contact SCPRS to discuss changes.](#)

Disabled Veteran - [Not available at this time.](#)

Micro Business - [Not available at this time.](#)

Original Beginning Term - Defaulted to original contract value. [Contact SCPRS to discuss changes.](#)

Original Ending Term - Defaulted to original contract value. [Contact SCPRS to discuss changes.](#)

Original Contract Amount - Defaulted to original contract value. [Contact SCPRS to discuss changes.](#)

No. of Prior Amendments

This number that is calculated by SCPRS has a small gray button to its right side called **View**. Click on the **View** button to see amendments previously added to this contract. The screen below appears. The example shows that there have been 2 different amendments added to this contract. Note that the last digit of the SCPRS registration number indicates the number of the amendment. Select one of the amendments to view by clicking on the blue SCPRS registration number on the amendment's first line of information.



Once an amendment is selected to view, the screen below appears. This page is a 'read-only' view of the amendment information. You are not allowed to change any information yourself once it has been submitted to SCPRS, but must contact SCPRS staff who will do the changes for you.

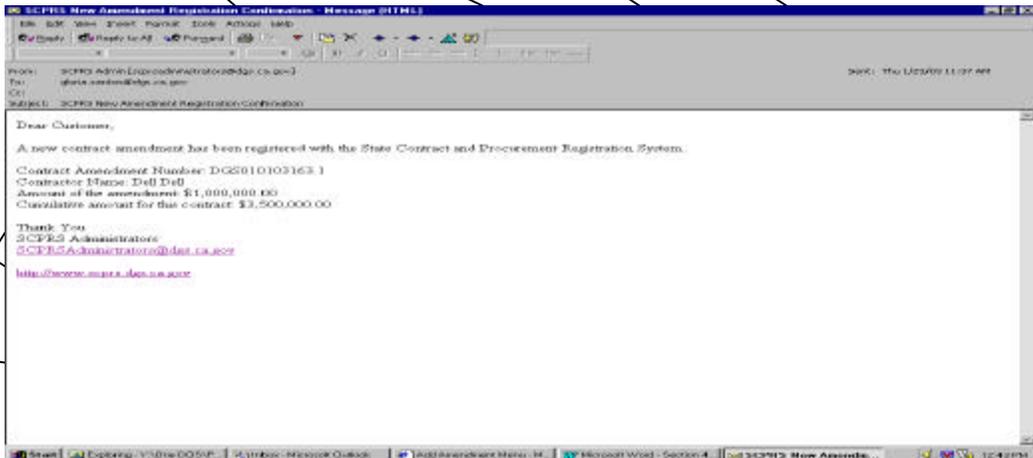


Note: You **must** click on the OK button in the small box in order for the error message box to disappear and allow you to enter the missing data.

Once the data is successfully submitted, the screen below will appear.



In addition you will receive an email confirmation of this new amendment such as shown below.



Note: If you were in the process of adding contract or amendment information and do not click on the gray **Submit** button before you log-out of the system or for any other reason, the data will not be saved and will need to be re-entered.

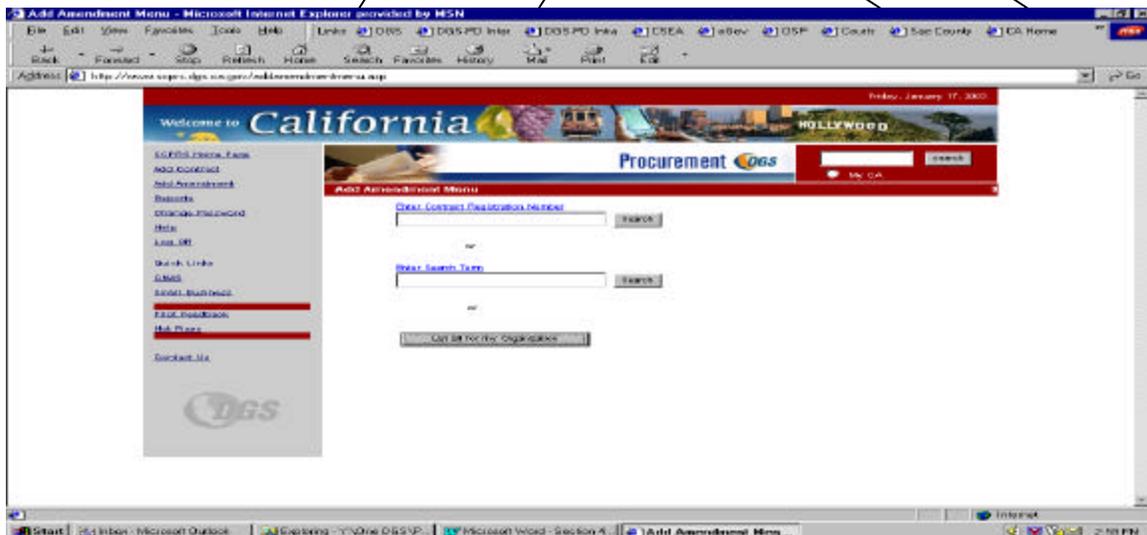
You may now select any of the links in the gray area on the left side of your screen to continue working in the SCPRS or you may log-off.

Reports

State Contract and Procurement Registration System (SCPRS)

Procurement Division, DGS
February 18, 2003

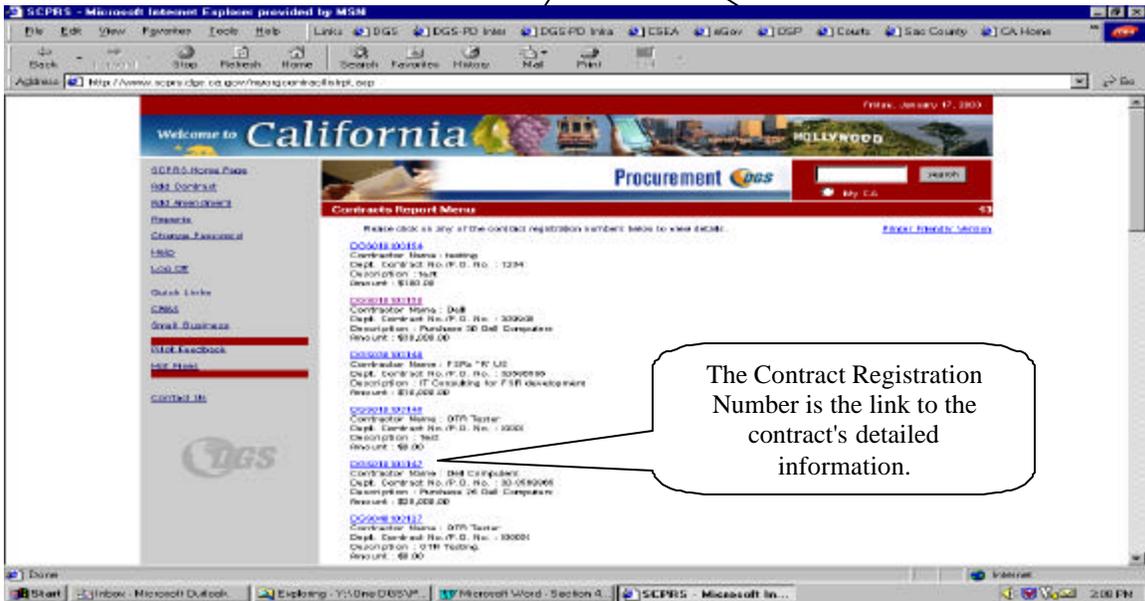
When you click on any link identified as 'Add Amendment' you will see the screen shown below. *Please be aware that you will only be allowed to view and work on your own department/agency's contracts.*



The three ways to locate previously entered contract in this system is by:

1. Entering the Contract Registration Number obtained when a contract is newly entered into SCSPR. If the number is a valid number and was entered correctly you should immediately go to the Add Amendment screen. (*this is SCPRS's number ? true?*)
2. Enter a search term, such as _____ (*fill in example; I couldn't get anything of my terms to return anything*). If there are any contracts matching you're the terms you entered, the system should return one or more contract listings.
3. Click on 'List all for my Organization' and the following screen will appear with all your department/agency's contract in order of their SCPRS contract registration number.

If you selected to search by a 'Term' that matched more than one contract or 'List all for my Organization' you will see the screen below that lists all the selected contracts.



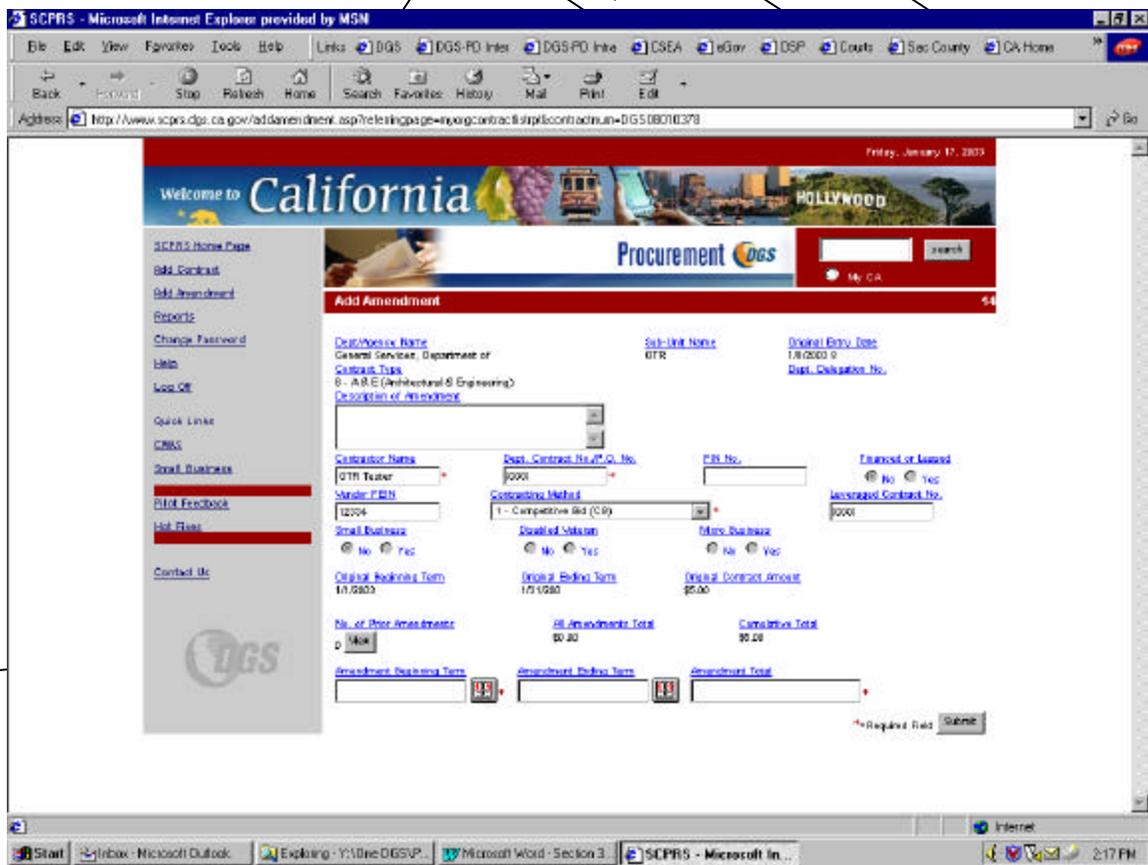
Each contract listed on the example screen above includes the following piece of information:

Contract Item Listed	Source of Information
Contract Registration Number	Generated by the SCPRS and is created when the contract is first entered into the system
Contract Name:	Provided by the User.
Dept. Contract No./P.O. No.:	Provided by the User.
Description:	Provided by the User.
Amount:	Initial contract amount. (Bob or is the an accumulative amount to date, such as when a contract already increased from initial amount in earlier amendment?)

Once you have identified the contract to be amended, click on the link that is the contract registration number on the first line of contract information (see screen above). The system will take you to the amendment screen for that contract (see below).

Please note: if you simply want to edit or change data of a previously added amendment, first find the contract information and then change the information in the desired field. (It doesn't look like the data can be changed when the View button is clicked.)

Question: how does one edit data in a contract record that has not been amendment?? If I made a mistake initially, how do I go back into the system to change it and not add an amendment?



The following pages will address each of the boxes on this first screen to add a contract. The descriptions of the boxes will follow the placement of the box starting at the top of the screen and going from left to right. Boxes that have a red asterisk to their right are required and must contain data. If required boxes do not contain data, the system will not allow you to continue when the gray Submit button on the bottom of the screen is clicked. (is this true? And does the system check for valid data in any way for these free form boxes?)

Some boxes will already contain data from when the contract or amendment data was last changed. Some boxes are even defaulted from when the contract was first added and cannot be changed. (True??)

The information listed in this area of the User's Guide and detailed below are only for those fields that are specific to an amendment. Detailed instructions and descriptions for all other boxes can be found in the 'Add Contract' section.

Note: Boxes with a red asterisk are required.

No. of Prior Amendments

- What
- When
- When not to use
- How is it used
- Where is it used
- Include code number or reference when possible

All Amendments Total - Automatically calculated by SCPRS

- What
- When
- When not to use
- How is it used
- Where is it used
- Include code number or reference when possible

Cumulative Total - Automatically calculated by SCPRS

- What
- When
- When not to use
- How is it used
- Where is it used
- Include code number or reference when possible

* Amendment Beginning Term - quick select calendar next to box

- What
- When
- When not to use
- How is it used
- Where is it used
- Include code number or reference when possible

Amendment Ending Term - quick select calendar next to box

- What
- When

When not to use
How is it used
Where is it used
Include code number or reference when possible

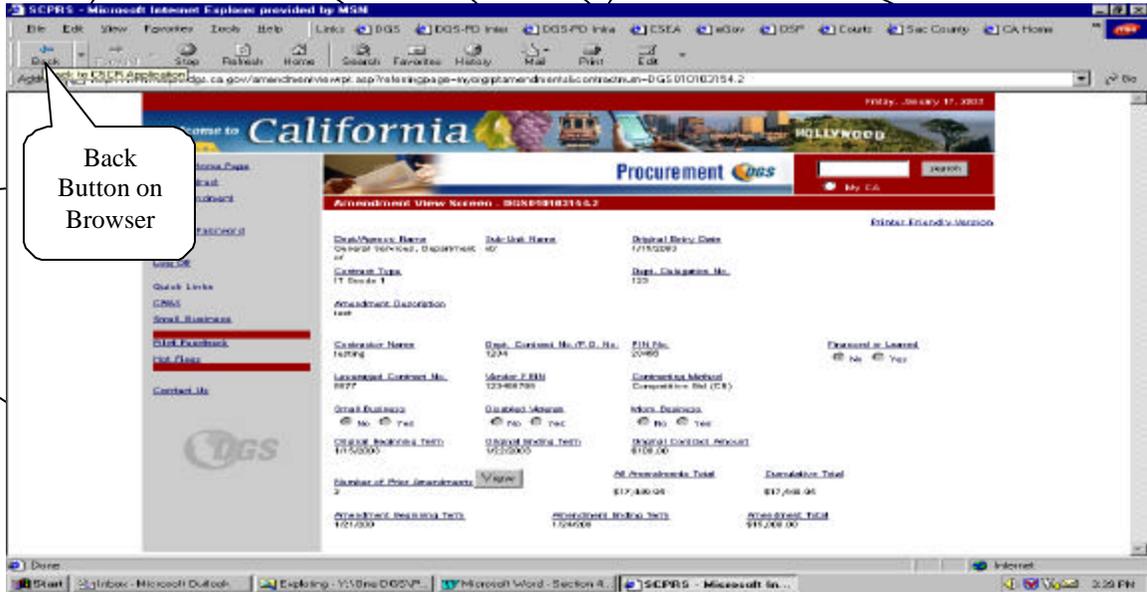
***Amendment Total**

What
When
When not to use
How is it used
Where is it used
Include code number or reference when possible

The use is required to click on the gray **SUBMIT button** in order for the data to be entered into the system.

Important Note:

When viewing any details of previously entered amendment you must use the gray 'Back' that is in the upper left corner of your screen and that is part of your Browser. Please see below.



Change Password, Help, Log Off
State Contract and Procurement Registration System
(SCPRS)

Procurement Division, DGS
February 18, 2003

