

Add Contract (continued)

SCPRS DATE

***Contracting Method** - Required; pull-down box

Use the pull-down menu for **Contracting Method** to select the contracting method used for this contract/procurement. The system defaults the value of the contract type to the first item on the list, i.e., 1 - Competitive Bid (CB).

Note: If entering data for a **Contracting Method** identified above as either a California Multiple Award Schedule (CMAS) or a Master Agreement (MA), you **must** enter the **Leveraged Contract No.** in the leveraged contract number field.

The screenshot shows the SCPRS 'Add Contract' form. The 'Contracting Method' dropdown menu is open, displaying a list of options: 1 - Competitive Bid (CB), 2 - Non-Competitive Bid (NCB), 3 - Master Agreement (MA), 4 - CMAS, 5 - Other, 6 - Other, 7 - Other, 8 - Other, 9 - Other, 10 - Other, 11 - Other, 12 - Other, 13 - Other, 14 - Other, 15 - Other, 16 - Other, 17 - Other, 18 - Other, 19 - Other, 20 - Other, 21 - Other, 22 - Other, 23 - Other, 24 - Other, 25 - Other, 26 - Other, 27 - Other, 28 - Other, 29 - Other, 30 - Other, 31 - Other, 32 - Other, 33 - Other, 34 - Other, 35 - Other, 36 - Other, 37 - Other, 38 - Other, 39 - Other, 40 - Other, 41 - Other, 42 - Other, 43 - Other, 44 - Other, 45 - Other, 46 - Other, 47 - Other, 48 - Other, 49 - Other, 50 - Other, 51 - Other, 52 - Other, 53 - Other, 54 - Other, 55 - Other, 56 - Other, 57 - Other, 58 - Other, 59 - Other, 60 - Other, 61 - Other, 62 - Other, 63 - Other, 64 - Other, 65 - Other, 66 - Other, 67 - Other, 68 - Other, 69 - Other, 70 - Other, 71 - Other, 72 - Other, 73 - Other, 74 - Other, 75 - Other, 76 - Other, 77 - Other, 78 - Other, 79 - Other, 80 - Other, 81 - Other, 82 - Other, 83 - Other, 84 - Other, 85 - Other, 86 - Other, 87 - Other, 88 - Other, 89 - Other, 90 - Other, 91 - Other, 92 - Other, 93 - Other, 94 - Other, 95 - Other, 96 - Other, 97 - Other, 98 - Other, 99 - Other, 100 - Other. The 'Contracting Method' field is currently set to '1 - Competitive Bid (CB)'. The 'Leveraged Contract No.' field is empty.

The screenshot shows the SCPRS 'Add Contract' form. The 'Contracting Method' dropdown menu is open, displaying a list of options: 1 - Competitive Bid (CB), 2 - Non-Competitive Bid (NCB), 3 - Master Agreement (MA), 4 - CMAS, 5 - Other, 6 - Other, 7 - Other, 8 - Other, 9 - Other, 10 - Other, 11 - Other, 12 - Other, 13 - Other, 14 - Other, 15 - Other, 16 - Other, 17 - Other, 18 - Other, 19 - Other, 20 - Other, 21 - Other, 22 - Other, 23 - Other, 24 - Other, 25 - Other, 26 - Other, 27 - Other, 28 - Other, 29 - Other, 30 - Other, 31 - Other, 32 - Other, 33 - Other, 34 - Other, 35 - Other, 36 - Other, 37 - Other, 38 - Other, 39 - Other, 40 - Other, 41 - Other, 42 - Other, 43 - Other, 44 - Other, 45 - Other, 46 - Other, 47 - Other, 48 - Other, 49 - Other, 50 - Other, 51 - Other, 52 - Other, 53 - Other, 54 - Other, 55 - Other, 56 - Other, 57 - Other, 58 - Other, 59 - Other, 60 - Other, 61 - Other, 62 - Other, 63 - Other, 64 - Other, 65 - Other, 66 - Other, 67 - Other, 68 - Other, 69 - Other, 70 - Other, 71 - Other, 72 - Other, 73 - Other, 74 - Other, 75 - Other, 76 - Other, 77 - Other, 78 - Other, 79 - Other, 80 - Other, 81 - Other, 82 - Other, 83 - Other, 84 - Other, 85 - Other, 86 - Other, 87 - Other, 88 - Other, 89 - Other, 90 - Other, 91 - Other, 92 - Other, 93 - Other, 94 - Other, 95 - Other, 96 - Other, 97 - Other, 98 - Other, 99 - Other, 100 - Other. The 'Contracting Method' field is currently set to '1 - Competitive Bid (CB)'. The 'Leveraged Contract No.' field is empty.

This box permits the user to select from a list of choices for contract type. One of the choices **must** be selected. (If you feel that a needed choice is not available, please email the SCPRS staff through the available email links to discuss.)

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
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3 - Master Agreements (MA)

- What
- When
- When not to use
- How is it used
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4 - CMAS

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

- What
- When
- When not to use
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5 - Emergency

- What
- When
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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.