

## Section 1 Introduction

# State Contract and Procurement Registration System (SCPRS)

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### SCPRS Purpose

The purpose of the State Contract Procurement Registration System (SCPRS) is to identify, develop and distribute a 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 to assist DGS to perform its oversight functions.
- Provide a single repository for key information about state contracts 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 activities.

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

### SCPRS 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 work well with this system but other browsers may be used.

Microsoft Internet Explorer v5.5 or above

Netscape Navigator 4.7.2

## Printing Information

Many of the screens include a link to a printable version of the data that appears on the screen. This option is available for you to print the contract data without the frames, coloring and borders that are standard to State of California web sites. When you click on [Printable Version](#) in blue text in the top right of the screen, a new window opens. At this time, click on the gray **Print** button that is part of the new window's menu across the top of the new window. (Contact your department's computer support or help desk staff if you need further assistance on your office's printing methods.)

If the new window opens part way on your screen and appears to sit on the SCPRS window already opened, you would click on the small 'X' in the far right upper corner of the new window to close it. (See **Reports** in Section 5 of the Users Guide for additional information.)

If the window opens all the way and covers the screen, you will need to click on the gray **Back** button on the top left corner of your Browser window. [**Careful:** If you click on the 'X' in this circumstance you will be closing the SCPRS.]

## Introduction Page

The SCPRS Introduction page will appear when a user types in the following address in their browser, <https://www.scprs.dgs.ca.gov>. Remember to include the 's' in the 'https' when you type in the url address to indicate that this is a secure site.



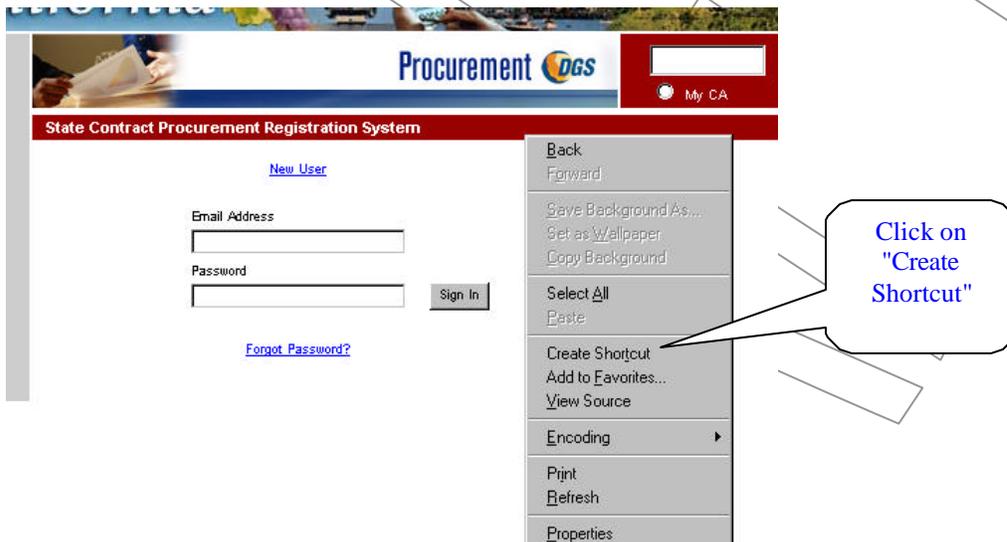
## Log In Page

The log in link on the introduction page takes the user to the screen shown below. This log in screen is the 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 first-time users **must** click on the [New User](#) link above the email address box. **SCPRS will assign your first password. 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 through this link and it will be generated by the SCPRS system. Once you enter the system for the first time with this new password, you can easily change it to another.

For convenience, the user may want to add a shortcut on their desktop to provide a quick link to the SCPRS. At the log in screen, click with the **right button** on top of your mouse. A small menu list appears on your desktop. Select the **create shortcut**. A shortcut icon appears on your desktop screen and allows 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 training for your particular Browser software, please contact your department/agency's computer support or help desk staff.)



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