

Section 5 Contract Search/Reports SCPRS

Procurement Division, DGS
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Contract Search

When you click on the link identified as [Contract Search](#) in the left gray area of the screen, you see the Search Contract Menu screen shown below.



The drop down box on this screen offers the same options as those seen in the **Add Amendment Menu Search** discussed in Section 4 and will not be repeated here.

After you make your selection and click on the **Search Now** gray button, the contracts that match your search appear on the screen. Click on the registration number (in blue) on the first line of contract information to go to the contract data screen shown below. This contract and its amendment data can be viewed or printed.



Reports

When you click on the link for [Reports](#) in the gray area of your screen, you will see the Contract Registration Reports Menu screen shown below.

Registration #	Entry Date	Original Contract Amount	No. of Amendments	Cumulative Total With Amendments	Report Type	Report Type
175008020346	2/27/2003	\$0.00	1	\$24,000.00	Summary	Detail
175008020346	2/27/2003	\$89,000.00	1	\$109,500.00	Summary	Detail
175007020356	2/28/2003	\$467,400.00	1	\$500,326.00	Summary	Detail
175008020367	2/28/2003	\$24,500.00	6	\$69,000.00	Summary	Detail
175008020359	3/3/2003	\$105,000.00	8	\$1,747,147.00	Summary	Detail
175008020367	3/3/2003	\$0.00	1	\$20,540.00	Summary	Detail
175008020368	3/3/2003	\$51,000.00	1	\$264,391.00	Summary	Detail

The following items are arranged in the order they appear on the screen from top to bottom. **Note:** Each item underlined in blue text can be clicked for a description of the item.

After all the specifics for a report has been entered, remember to click on the gray **Get Report** button at the bottom of the screen to run the report.

1. **Reporting Level:** The SCPRS default is 'My Dept./Agency Only'. This will permit viewing of data at your level in the Department of Finance's Uniform Code Manual organizational structure.
2. **Sub Unit Name:** This drop down box allows the user to select from all the Sub Units that are currently in the system and associated with previously entered contract data.
3. **Contract Type:** This drop down box offers selection of a specific contract type for their report. Options include "All Contract Types", "All IT Contracts" or "All Non-IT Contracts".
4. **Contracting Method:** This drop down box offers selection of a specific contracting method. The default 'All' means all methods will be included in the report.
5. **Contract Reg. No.:** This box allows the User to enter a specific SCPRS Contract Registration Number. The report will include data for only the one contract.
6. **Contractor Name:** This box permits the search to be restricted to a part or an entire contractor name. For example: "De" reports all vendors with Dell, Design or De-Activation in the name and "Dell" will return any vendor names with the word 'Dell', such as Dell, Dell Computers, or Dell Hardware.
7. **Dept. Contract/PO No.:** As with Contractor Name, the more specific the data entered in this box, the more refined is the search for matching data. An entry of "4" is less specific than one of "34" and will include more contracts.

8. **Small Business:** A click in this small square indicates that only Small Business contracts/amendments are to be included in the report.
9. **Financed/Leased:** A click in this square indicates that only contracts/amendments that are financed or leased are to be included in the report.
10. **Contracts Entered After:** This date refers to the date that the contract data was entered into the SPCRS. If a date is entered in this box on the report screen, all contract data entered after this date will be in the report. This is *not* the beginning date of the contract or amendment. (The gray button to the right of the box will bring up a monthly calendar that can also be used to enter a date.)
11. **Contracts Entered Before:** This date refers to the date that the contract data was entered into SPCRS. If a date is entered in this box, SCPRS contract entries made before this date will be in the report. (The gray button to the right of the box will bring up a monthly calendar that can also be used to enter a date.)
12. **Report Type:** The Report Type has three options: list, summary or detail. The items listed earlier will help to narrow and define the contracts in the report, while Report Type will define how much of the contract data is in the report.

List report type (On Screen report format)

Contracts for Department of General Services						
All Contracts & Amendments					Summary	Detail
Registration #	Entry Date	Original Contract Amount	No. of Amendments	Cumulative Total With Amendments	Report Type	Report Type
175003000345	2/27/2003	\$0.00	1	\$24,000.00	Summary	Detail
175003000346	2/27/2003	\$85,000.00	1	\$109,000.00	Summary	Detail
175007000356	2/28/2003	\$467,400.00	1	\$576,400.00	Summary	Detail
175008000367	2/28/2003	\$24,500.00	5	\$28,000.00	Summary	Detail
175008000369	3/5/2003	\$195,000.00	8	\$1,747,147.00	Summary	Detail
175008000367	3/5/2003	\$0.00	1	\$0,540.00	Summary	Detail
175009000368	3/5/2003	\$51,000.00	1	\$264,391.00	Summary	Detail

A click on any of the items that appear in blue underlined text will take you to specific data for that contract.

Summary report type (On Screen report format)

Contract Summary			
Contract Reg No.:	17600020345	Contract Entry date:	2/27/2003
Dept./Agency Name:	Department of General Services		
Contractor Name:	LIONAKIS BEAUMONT DESIGN GROUP, INC.		
Contract Description:	Northern/Central Region #1 Retainer Budget Packages		
Contract Type:	0 - A & E (Architectural & Engineering)		
Contracting Method:	11 - C-B-Request for Qualifications (A&E)		
Original Contract Amount:	\$0.00		
Number of Amendments:	1	Cumulative Total:	\$24,000.00
<hr/>			
Contract Reg No.:	17600020346	Contract Entry date:	2/27/2003
Dept./Agency Name:	Department of General Services		
Contractor Name:	Dean F. Unger, A&E, INC.		
Contract Description:	Sonoma Forest Fire Station-Relocate Facility Department of Forestry and Fire Protection Sonoma, Tuolumne County, California		
Contract Type:	0 - A & E (Architectural & Engineering)		
Contracting Method:	11 - C-B-Request for Qualifications (A&E)		
Original Contract Amount:	\$95,000.00		
Number of Amendments:	1	Cumulative Total:	\$150,500.00
<hr/>			
Contract Reg No.:	17600020345	Contract Entry date:	2/27/2003
Dept./Agency Name:	Department of General Services		

Detail report type (On Screen report format)

Contract Detail			
Contract Reg No.:	17600020345	Contract Entry date:	2/27/2003
Dept./Agency Name:	Department of General Services		
Sub-Unit Name:			
Contract Description:	Northern/Central Region #1 Retainer Budget Packages		
Contract Type:	0 - A & E (Architectural & Engineering)		
Contracting Method:	11 - C-B-Request for Qualifications (A&E)		
Original Contract Amount:	\$0.00		
Dept. Delegation No.:		Contract No./P.O. No.:	30532001
Contractor Name:	LIONAKIS BEAUMONT DESIGN GROUP, INC.	FIN No.:	
Leveraged Contract No.:		Financed or Leased:	<input type="radio"/> No <input type="radio"/> Yes
Vendor FEIN:	xxxx7500	Small Business:	<input checked="" type="radio"/> No <input type="radio"/> Yes
Number of Amendments:	1	Cumulative Total:	\$24,000.00
Amendment Reg No.:	17600020345.1	Amendment Entry Date:	2/27/2003
Amendment Description:	TAHOE BASE CENTER ACQUISITION CALIFORNIA CONSERVATION CORPS SOUTH TAKE		
Amendment Total:	24000	Contractor Name:	LIONAKIS BEAUMONT DESIGN GROUP, INC.
Amendment Comments:			

13. **Report Format:** The Report Format has three options: on screen, Excel Spreadsheet and Text File. The items listed earlier will help to define the contracts in the report, the report format defines how much of the contract data is in the report and the Report Format permits on screen views such as shown above as well as Excel or text format. The Excel report can be saved to your own computer to summarize and display the data as you would like. The text report can also be saved and used to import the data into other systems if desired. (To see directions to save the excel or text file, continuing reading Section 5.)

On Screen report format

If the user selects *On Screen* for the Report Format, the three different report types available include *List Option*, *Summary* or *Detail* and are shown above in item #12.

Excel Spreadsheet report format

- List Option report type

Registration No	Entry Date	Original Contract Amount	Number of	Cumulative Total
1		\$0.00	1	\$24,000.00
2	2/27/03	\$0.00	1	\$160,500.00
3	2/27/03	\$65,000.00	1	\$530,226.00
4	2/28/03	\$487,400.00	1	\$66,000.00
5	2/28/03	\$24,500.00	6	\$1,747,147.00
6	3/3/03	\$195,000.00	8	\$80,540.00
7	3/3/03	\$0.00	1	\$364,391.00
8	3/7/03	\$51,000.00	1	\$376,000.00
9	3/4/03	\$145,000.00	2	\$2,824,858.00
10	3/4/03	\$1,581,000.00	1	\$2,921,834.00
11	3/4/03	\$695,994.00	2	\$3,758,380.00
12	3/5/03	\$1,470,297.00	4	\$110,055.00
13	3/5/03	\$0.00	1	\$307,912.00
14	3/7/03	\$307,912.00	2	\$52,794.00
15	3/7/03	\$52,794.00	0	

- Summary report type

Registration No	Agency Name	Contract Description	Contract Type	Contracting Met	Contractor	Original Contract	No. of Amend
1	207403	Department of General S-Santa Rosa Forest Fire Station-A & E	(Archite	CB Request for	LIONAKIS	\$0.00	1
2	207403	Department of General S-Santa Rosa Forest Fire Station-A & E	(Archite	CB Request for	Dean F. Unger	\$65,000.00	1
3	208403	Department of General S-HEATING AND COOLING Public Works - Competitive Bid	Public Works	Competitive Bid	LOS ANGELES AIR CONDITIONING, INC.	\$487,400.00	1
4	208403	Department of General S-STATE BUILDING SYSTEMS-A & E	(Archite	CB Request for	ENVIRONMENTAL SCIENCE & ENGINEERING	\$24,500.00	7
5	310403	Department of General S-MASTERPLAN PARKING FA & E	(Archite	CB Request for	INTERNATIONAL PARKING DESIGN	\$195,000.00	6
6	310403	Department of General S-STATE BUILDING SEISMIC-A & E	(Archite	CB Request for	MC DERMOTT	\$0.00	1
7	310403	Department of General S-STATE BUILDING SEISMIC-A & E	(Archite	CB Request for	ABB, CORP	\$61,000.00	1
8	310403	Department of General S-STATE BUILDING SEISMIC-A & E	(Archite	CB Request for	DEAN F. U	\$145,000.00	2
9	34403	Department of General S-Cabrera District 7 Housing-A & E	(Archite	CB Request for	A.C. Martin	\$1,581,000.00	1
10	34403	Department of General S-DEPARTMENT OF TRANSPORTATION	(Archite	CB Request for	CRENSHAW	\$695,994.00	2
11	34403	Department of General S-SAN DIEGO OFFICE BUILDING	(Archite	CB Request for	CARRER	\$1,470,297.00	4
12	34403	Department of General S-STATE RETAINER-Engineering Ser	(Archite	CB Request for	Mactec En	\$0.00	1
13	34403	Department of General S-STATE RETAINER-Engineering Ser	(Archite	CB Request for	Dean F. Unger	\$307,912.00	2
14	34403	Department of General S-STATE RETAINER-Engineering Ser	(Archite	CB Request for	J.M. DE	\$52,794.00	0
15	310403	Department of General S-OFFICE BUILDING NUMBER 4	(Archite	CB Request for	HAMMEL	\$1,581,721.00	1
16	310403	Department of General S-STATE RETAINER-ENG SER	(Archite	CB Request for	WINDLER	\$0.00	3
17	310403	Department of General S-CRYSTAL COVE STATE PA & E	(Archite	CB Request for	DEAN F. U	\$0.00	1
18	310403	Department of General S-State Building Seismic Pro	(Archite	CB Request for	EOE Inter	\$30,500.00	1
19	310403	Department of General S-STATE BUILDING SEISMIC AND W.A. & E	(Archite	CB Request for	ENTRE, B	\$480,542.00	1
20	310403	Department of General S-STATE RETAINER-HAZMAT INF	(Archite	CB Request for	HARDING	\$0.00	16
21	310403	Department of General S-STATE RETAINER-HAZMAT INF	(Archite	CB Request for	VERBASP	\$0.00	10
22	310403	Department of General S-VALLEY CENTER PRO	(Archite	CB Request for	MYRA, L F	\$37,025.00	3
23	310403	Department of General S-STATE RETAINER, PROFESSIONA	(Archite	CB Request for	EBAW, IN	\$0.00	2
24	310403	Department of General S-STATE BUILDING SEISMIC-A & E	(Archite	CB Request for	THE CROB	\$141,000.00	4
25	310403	Department of General S-STATE BUILDING SEISMIC-A & E	(Archite	CB Request for	THE CROB	\$141,000.00	0

- Detail report type

Contract/Amendment	Registration No	Agency Name	Contract Description	Contract Type	Contracting Met	Contractor Name	Delegation Level
2	1750000345		2/27/03 A & E (Archite	CB Request for	LIONAKIS BEAUMONT DESIGN GROUP, INC.		
3	1750000345		2/27/03 A & E (Archite	CB Request for	LIONAKIS BEAUMONT DESIGN GROUP, INC.		
4	1750000345		2/27/03 A & E (Archite	CB Request for	Dean F. Unger, AIA, INC.		
5	1750000345		2/27/03 A & E (Archite	CB Request for	Dean F. Unger, AIA, INC.		
6	17500700356		2/28/03 Public Works	Competitive Bid	LOS ANGELES AIR CONDITIONING, INC.		
7	17500700356		2/28/03 Public Works	Competitive Bid	LOS ANGELES AIR CONDITIONING, INC.		
8	17500000357		2/28/03 A & E (Archite	CB Request for	ENVIRONMENTAL SCIENCE & ENGINEERING		
9	17500000357		2/28/03 A & E (Archite	CB Request for	ENVIRONMENTAL SCIENCE & ENGINEERING		
10	17500000357		2/28/03 A & E (Archite	CB Request for	ENVIRONMENTAL SCIENCE & ENGINEERING		
11	17500000357		2/28/03 A & E (Archite	CB Request for	ENVIRONMENTAL SCIENCE & ENGINEERING		
12	17500000357		2/28/03 A & E (Archite	CB Request for	ENVIRONMENTAL SCIENCE & ENGINEERING		
13	17500000357		2/28/03 A & E (Archite	CB Request for	ENVIRONMENTAL SCIENCE & ENGINEERING		
14	17500000359		3/03/03 A & E (Archite	CB Request for	INTERNATIONAL PARKING DESIGN		
15	17500000359		3/03/03 A & E (Archite	CB Request for	INTERNATIONAL PARKING DESIGN		
16	17500000359		3/03/03 A & E (Archite	CB Request for	INTERNATIONAL PARKING DESIGN		
17	17500000359		3/03/03 A & E (Archite	CB Request for	INTERNATIONAL PARKING DESIGN		
18	17500000359		3/03/03 A & E (Archite	CB Request for	INTERNATIONAL PARKING DESIGN		

