
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Training Materials		
5051	Notice of Award / Contract Web Interface	Date Revised: 09/29/2009
		Version: 4

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Objective

The Mississippi Management and Reporting System, Department of Finance and Administration (MMRS/DFA) has established an online database to allow agencies to enter contractual information in compliance with the Mississippi Accountability and Transparency Act of 2008 (MATA), SB2923 (2009 Regular Legislative Session), and the American Recovery and Reinvestment Act of 2009 (Stimulus). Agencies are responsible for loading contractual data and may load contractual information manually via the web or by submitting an Excel spreadsheet to MMRS for uploading to the database.

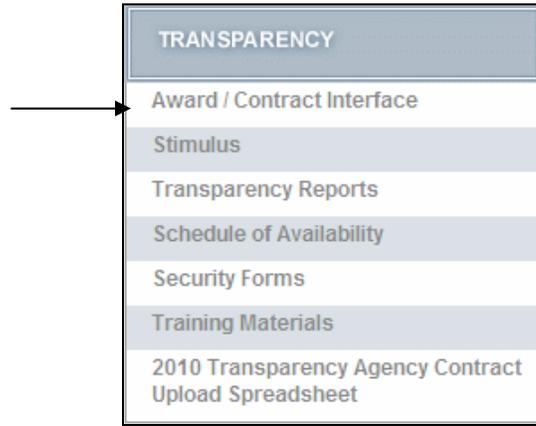
Instructions in this document are provided for state agency personnel authorized to input award notices and contract information into the online web-based database. Only authorized individuals for whom MMRS has received *#2008 Transparency Notice of Award/Contract Web Interface Security Maintenance Form* and who have been issued a user name and password will be allowed access to input data for their agency.

Accessing the Award / Contract Upload Interface

1. Using the internet browser, go to the MMRS website at:
<http://www.mmrs.state.ms.us>.
2. Under **Applications Access**, click on **TRANSPARENCY**.



3. Click on **Create or Edit Notice of Award or Contract Record.**



Award / Contract Upload Interface

1. To create or edit a record, click on one of the following:



2. Enter your User name and Password. Click on **Log In.**



Create Notice of Award Record

NOTE: * Denotes required fields. Required fields for each form will be different.

1. From the **Award / Contract Interface** web page, click on the  button.
2. The Notice of Award Input Screen will appear.



**MISSISSIPPI MANAGEMENT
& REPORTING SYSTEM**

Meeting the Management Information Needs for the State of Mississippi



DFA
FINANCE ADMINISTRATION

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Notice of Award Input Screen

* Denotes required field

<p>AGENCY NOTICE OF AWARD INFORMATION</p>	<p>Is this contract funded by a Federal Grant? * <input checked="" type="radio"/> YES <input type="radio"/> NO</p> <p>Is this contract funded by Stimulus funds? * <input type="radio"/> YES <input type="radio"/> NO</p> <p>Agency Number: * <input type="text"/> ?</p> <p>Agency Name: <input type="text"/></p> <p>Bid/LOC/ITB/RFP Number: * <input type="text"/></p> <p>Notice of Award Date: * <input type="text"/> <small>Format mm/dd/yyyy or Select date from the calendar</small></p> <p>Award Amount (estimate): * <input type="text"/></p> <p>Number of Award Recipients associated with this Notice of Award: * <input type="text"/> <input type="button" value="v"/></p> <p><small>Note: If the number of Vendors exceeds 20 ... Select "1" and type "Multi Vendors" in line 01 of the Award Recipient Name and attach supporting documentation to show Vendors.</small></p> <p>Description/Summary of Award: * <input style="width: 100%; height: 50px;" type="text"/></p> <p style="text-align: right;"><small>1000 characters left</small></p>
<p>KEYWORDS FOR SEARCHING</p>	<p><input type="text"/> * <input type="text"/> , <input type="text"/> , <input type="text"/></p> <p><small>At least one keyword is required.</small></p>
<p>SUPPORTING DOCUMENTATION</p>	<p>Enter the URL to the contract documents if they are accessible via the web.</p> <p><small>Note: At least one URL or PDF attachment is required.</small></p> <p><input style="width: 100%; height: 40px;" type="text"/></p> <p>And/Or attach PDF copies of the Supporting Documentation click the Add Documentation button.</p> <p style="text-align: center;"> <input type="button" value="Add Documentation"/> <input type="button" value="Delete Documentation"/> </p> <p><small>To complete the addition/deletion of the documentation please click here. </small></p>

Agency Notice of Award Information

AGENCY NOTICE OF AWARD INFORMATION	Is this contract funded by a Federal Grant? * <input type="radio"/> YES <input type="radio"/> NO
	Agency Number: * <input type="text" value=""/> ?
	Agency Name: <input type="text"/>
	Bid/LOC/ITB/RFP Number: * <input type="text"/>
	Notice of Award Date: * <input type="text"/> <small>Format mm/dd/yyyy or Select date from the calendar</small>
	Award Amount (estimate): * <input type="text"/> <small>Format 99999.99</small>
	Number of Award Recipients associated with this Notice of Award: * <input type="text" value="0"/> <small>Note: If the number of Vendors exceeds 20 ... Select "1" and type "Multi Vendors" in line 01 of the Award Recipient Name and attach supporting documentation to show Vendors.</small>
Description/Summary of Award: * <input type="text"/> 1000 characters left	

Enter the following:

NOTE: * Denotes required fields. Required fields for each form will be different.

- Is this contract funded by a Federal Grant?:** Is the intended contract funded by a Federal Grant? Select YES or NO.
 If **NO**, continue completing the form.
 If **YES**,

Is this contract funded by a Federal Grant? * <input checked="" type="radio"/> YES <input type="radio"/> NO
Is this contract funded by Stimulus funds? * <input type="radio"/> YES <input type="radio"/> NO

- Is this Contract funded by Stimulus funds?:** Is the intended contract funded by Stimulus Funds? Select YES or NO.
- Agency Number:** Click on the question mark and select the Agency Number (as recorded in SAAS) from the list of SAAS agencies based on your security profile.

Available SAAS Agencies Close
State of Mississippi
Agency Name (SAAS)
411 / MS DEVELOPMENT AUTHORITY

- Agency Name:** Agency Name is automatically populated based on the 'Agency Number' selected.
- Bid/LOC/ITB/RFP Number:** Enter one of the following: Bid Proposal, Letter of Configuration, Invitation To Bid, or Request for Proposal number associated with the Notice of Award. (35 alpha-numeric character max)

5. **Notice of Award Date:** Enter the date when Notice of Award was issued or click the  icon to select the award date. (Format: MM/DD/YYYY).
6. **Award Amount (estimate):** Enter the estimated amount of the contract being awarded.
7. **Number of Award Recipients associated with this Notice of Award:** Click on the down arrow and choose the number of award recipients. The following screen will appear:

Number of Award Recipients associated with this Notice of Award: * 2 

Note: If the number of Vendors exceeds 20 ... Select "1" and type "Multi Vendors" in line 01 of the Award Recipient Name and attach supporting documentation to show Vendors.

01. Award Recipient Name: * 

02. Award Recipient Name: * 

Description/Summary of Award: *

1000 characters left

8. Click on the  to look up and select the Award Recipient(s).

The **SAAS Vendor Lookup** page will appear.

SAAS Vendor Lookup

Enter the first 3 letters of the Vendor Name.



- a. Enter at least the first 3 letters of the Vendor Name and press "Submit Query." The SAAS Vendor Lookup Screen with a listing of Vendors will appear.

SAAS Vendor Lookup [Close](#)

State of Mississippi

Filter: Vendor Name LIKE 'IBM%'

Vendor Name
IBM - ATLANTA
IBM - CAMBRIDGE
IBM - LENEXA
IBM - MONTREAL
IBM - NORTH READING
IBM CORP - ATLANTA

- b. Click on the Vendor Name, and the Award Recipient Name field will automatically populate the fields from the SAAS Vendor table.

NOTE: If the desired vendor is not listed, scroll to the bottom of the list and click

to select a different vendor.

- 9. Description/Summary of Award:** Enter a brief description or summary of the overall purpose and expected outputs, outcomes, or results of the intended contract award.

Keywords for Searching

KEYWORDS FOR SEARCHING	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>At least one keyword is required.</i>				

Enter the following:

At least one Keyword is required: Enter at least one keyword in order to search on the contract award.

Supporting Documentation

SUPPORTING DOCUMENTATION	<p>Enter the URL to the contract documents if they are accessible via the web. <i>Note: At least one URL or PDF attachment is required.</i></p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p>And/Or attach PDF copies of the Supporting Documentation click the Add Documentation button.</p> <p> <input type="button" value="Add Documentation"/> <input type="button" value="Delete Documentation"/> </p> <p><i>To complete the addition/deletion of the documentation please click here.</i> </p>
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Supporting documentation **must** be provided either by attaching a PDF document and/or providing 'website links' to supporting documentation that is currently stored on another website for the award documents associated with the award.

1. Enter the URL to the award documents.

Enter the Universal Record Locator (URL) to the award documents, e.g., <http://www.ms.gov>. Separate URLs by a comma or a hard return.

<p>Enter the URL to the contract documents if they are accessible via the web. <i>Note: At least one URL or PDF attachment is required.</i></p> <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>

2. To attach a document: Click on **Add Documentation**, and the following screen will appear.

- a. Click **Select Attachment Type**, and the following screen will appear.

- b. **Select Attachment Type:** Select the attachment type from the drop down list. If the attachment type is 'Other,' enter the name of the attachment.
- c. **File Attachments (Only PDF files can be attached.):** Click Browse, choose a file and select Open.
- d. **Save Attachment:** Click the  button to add the attachments to the screen.
- e. To complete the addition of the attached documentation click the "refresh"  icon.
3. After completing the Notice of Award, click on  to save the entry or  to exit without saving the entry.

- a. Selecting the  option will return the following screen.

- b. Selecting the  option will return you to the Home page.

Maintain Notice Of Award Record

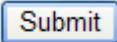
NOTE: * Denotes required fields. Required fields for each form will be different.

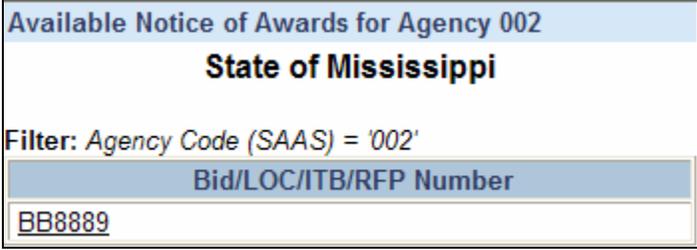
Notice of Awards Look-Up for Maintenance

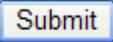
- From the Award / Contract Interface web page, click on the  button.

The Notice of Award Look-up for Maintenance screen will appear.



- Select the 3-digit SAAS Agency Number:** Select the SAAS Agency number from the drop down list.
- Bid/LOC/ITB/RFP Number:**
 - Enter the Bid/LOC/ITB/RFP Number. Select , and the Available Notice of Awards will appear.



- Select the Bid/LOC/ITB/RFP number from the listing to retrieve the pertinent Notice of Award Record for maintenance.
- Click on , and the Notice of Award Modification Screen will appear.

Notice of Award Modification Screen

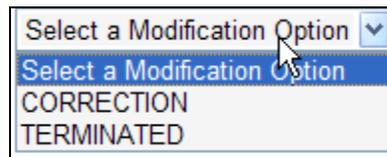
* Denotes required field

AGENCY NOTICE OF AWARD INFORMATION	Is this contract funded by a Federal Grant? * <input checked="" type="radio"/> YES <input type="radio"/> NO Is this contract funded by Stimulus funds? * <input checked="" type="radio"/> YES <input type="radio"/> NO Agency Number: 411 Agency Name: MS DEVELOPMENT AUTHORITY Bid/LOC/ITB/RFP Number: SESSION 2 Notice of Award Date: 07/31/2009 Award Amount (estimate): * 250,000.00 Number of Award Recipients associated with this Notice of Award: * 1 <small>Note: If the number of vendors exceeds 20 ... Select "1" and type "Multiple Vendors" in line 01 of the Award Recipient Name and attach supporting documentation to show Method.</small> 01. Award Recipient Name: * ? TERESA HAYES Description/Summary of Award: * Testing 993 characters left
KEYWORDS FOR SEARCHING	SESSION 2 <small>Note: At least one keyword is required.</small>
SUPPORTING DOCUMENTATION	Enter the URL to the contract documents if they are accessible via the web. <small>Note: At least one URL or PDF attachment is required.</small> www.ms.gov And/Or attach PDF copies of the Supporting Documentation click the Add Documentation button. Add Documentation Delete Attachment <small>To complete the addition of the documentation please click here.</small>
NOTICE OF AWARD MODIFICATION INFORMATION	Notice of Award Modification Type: * Select a Modification Option Date Created: 07/13/2009 11:06:36 PM By: Teresa Hayes_ga Save Cancel/Close

4. Notice of Award Modification Information: After modifications are made to the award record, the following information must be entered.

NOTICE OF AWARD MODIFICATION INFORMATION	Notice of Award Modification Type: * Select a Modification Option Notice of Award Modification Date: * <input type="text"/> <small>Format mm/dd/yyyy or Select date from the calendar</small> Notice of Award Modification Description: * Previous Award Modification History:
---	---

- a. **Notice of Award Modification Type:** Select the option from the drop-down list that best describes the type of modification being performed.



- b. **Notice of Award Modification Date:** Enter the date of the Notice of Award modification (mm/dd/yyyy) or click the icon to select the modification date.
- c. **Notice of Award Modification Description:** Enter a brief description or summary of the executed changes/modification of the contract award notice.
- d. **Previous Award Modification History:** If the award was previously modified, a description of only the previous Modification Type, Date and Description will be displayed.

5. After completing the Notice of Award click on to save the entry or to exit without saving the entry.

- a. Selecting the option will return the following screen.

Your Notice of Award Information has been submitted to the Department of Finance and Administration. If questions/concerns arise regarding this form, you will be contacted to clarify the responses given.

Thank You

- [Print Notice of Award Submitted](#)
- [Create Notice of Award Record](#)
- [Exit Application](#)

- b. Selecting the option will return you to the Home page.

Initial Contract Upload – SPAHRS Contract Worker

NOTE: * Denotes required fields. Required fields for each form will be different.

Contract Document Upload for SPAHRS CW PERSONAL SERVICE

1. From the **Award / Contract Interface** web page, click on the



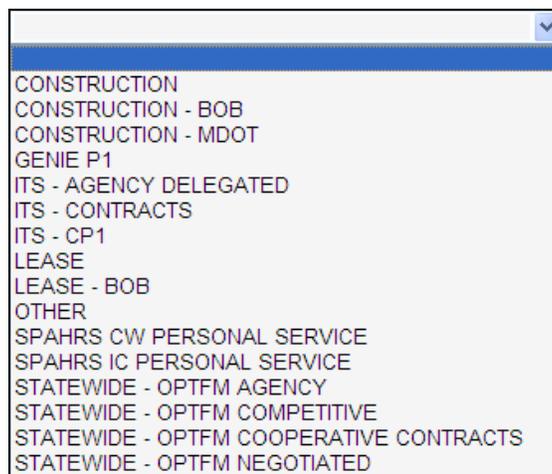
The Contract Lookup Screen will appear.

A screenshot of the "Contract Look-Up" form. It has a title "Contract Look-Up" at the top center. On the left, there are two labels: "Contract Type: *" and "Contract Number: *". To the right of "Contract Type" is a dropdown menu. To the right of "Contract Number" is a text input field with a question mark icon to its left. A "Submit" button is located at the bottom right of the form.

Contract Look-Up

Complete the following information:

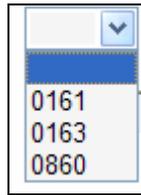
1. **Contract Type:** Select **SPAHRS CW PERSONAL SERVICE** from the drop down list.

A screenshot of a dropdown menu for "Contract Type". The menu is open, showing a list of options: CONSTRUCTION, CONSTRUCTION - BOB, CONSTRUCTION - MDT, GENIE P1, ITS - AGENCY DELEGATED, ITS - CONTRACTS, ITS - CP1, LEASE, LEASE - BOB, OTHER, SPAHRS CW PERSONAL SERVICE, SPAHRS IC PERSONAL SERVICE, STATEWIDE - OPTFM AGENCY, STATEWIDE - OPTFM COMPETITIVE, STATEWIDE - OPTFM COOPERATIVE CONTRACTS, and STATEWIDE - OPTFM NEGOTIATED. The "SPAHRS CW PERSONAL SERVICE" option is highlighted in blue.

When **SPAHRS CW PERSONAL SERVICE** is selected, the following screen will display:

A screenshot of the "Contract Look-Up" form after selection. The "Contract Type" dropdown menu now displays "SPAHRS CW PERSONAL SERVICE". The "Contract Number" field still has a question mark icon to its left. The "Submit" button is at the bottom right.

2. **Select the 4-digit SPAHRS Agency Number:** Select the SPAHRS Agency number from the drop down list.



3. **Contract Number:**

- a. Enter the Contract Number and select to access the Contract Worker Contract Screen.

OR

- b. Click on the Contract Number lookup icon, , to access the list of Available Contract Worker Contracts for the selected Agency

Available Contract Worker Contracts for Agency 0373			
State of Mississippi			
Filter: Agency Code (SPAHRs) = '0373'			
Contract Number	Contract Worker Name	Contract Start/End Date	Service Type Code/Description
0000100	JOHN DOE INC.	2008-07-01 - 2010-06-30	OTH / Other (Miscellaneous occupations)
0000154	JOHN DOE INC.	2008-07-01 - 2010-06-30	PHY / Physicians
000088	JOHN DOE INC.	2008-07-01 - 2010-06-30	HEA / Health Care occupations
000154	JOHN DOE INC.	2008-07-01 - 2010-06-30	SPP / Speech Pathologists
000156	JOHN DOE INC.	2008-07-01 - 2010-06-30	SPP / Speech Pathologists
000187	JOHN DOE INC.	2008-07-01 - 2010-06-30	SOC / Social Workers
0001878	JOHN DOE INC.	2008-07-01 - 2010-06-30	HEA / Health Care occupations
00087	JOHN DOE INC.	2008-07-01 - 2010-06-30	HEA / Health Care occupations
00089	JOHN DOE INC.	2008-07-01 - 2010-06-30	HEA / Health Care occupations

Click on the Contract Number and the Contract Number will populate in the Contract Look-Up Screen.

Contract Look-Up

Contract Type: *

Select Your 4 digit SPAHRs Agency Number: *

Contract Number: *

Select to access the Contract Worker Contract Screen.

 MISSISSIPPI MANAGEMENT & REPORTING SYSTEM <small>Meeting the Management Information Needs for the State of Mississippi</small>		 MISSISSIPPI Department of DFA <small>FINANCE & ADMINISTRATION</small>	
Help Home			
SPAHRs CW PERSONAL SERVICE			
* Denotes required field			
CONTRACT NUMBER AND TYPE	Is this contract funded by a Federal Grant? * <input type="radio"/> YES <input type="radio"/> NO Federal Grant Award Number: <input type="text"/> Fed Aid Number: <input type="text"/> Contract Type: SPAHRs CW PERSONAL SERVICE Contract Type Description: CLK Clerks Contract Number: 0048001 Agency Defined Contract Number: 0048001 Bid/LOC/ITB/RFP Number: <input type="text"/>		
AGENCY INFORMATION	Agency Number: 0411 Agency Name: MDA-MISSISSIPPI DEVELOPMENT AUTHORITY County: <input type="text"/> DUNS Number: <input type="text"/> CAGE Number: <input type="text"/> Contact Name: ALLARD DAVID ROY Contact Phone Number: 601-359-2987 <small>Format xxx-xxx-xxxx</small> Contact E-mail: * <input type="text"/>		
CONTRACT INFORMATION	Contract Name: BLACKWELL JERRELL Contract Status in SPAHRs: ACTIVE County: <input type="text"/> ? DUNS Number: <input type="text"/> CAGE Number: <input type="text"/> Vendor Type: <input type="text"/> Vendor Congressional District: <input type="text"/> - <input type="text"/> <small>Format st-xxx</small> Contract Total Amount: 20,800.00 <small>Note: The sum of Contract Amounts for Federal, State and Other must equal the Total Contract Amount</small> <ul style="list-style-type: none"> Contract Federal Amount: <input type="text"/> <small>Format 99999.99</small> Contract State Amount: <input type="text"/> <small>Format 99999.99</small> Contract Other Amount: <input type="text"/> <small>Format 99999.99</small> Contract Award Date: <input type="text"/> <small>Format mm/dd/yyyy or Select date from the calendar</small> Contract Start Date: 07/01/2009 <small>Format mm/dd/yyyy</small> Contract End Date: 06/30/2010 <small>Format mm/dd/yyyy</small> Contract Performance Location (County): * <input type="text"/> Brief Summary: PROVIDE VARIOUS SUPPORT SERVICES FUNCTIONS FOR THE MINORITY AND SMALL BUSINESS DEVELOPMENT DIV.		
KEYWORDS FOR SEARCHING	<input type="text"/> *, <input type="text"/> , <input type="text"/> , <input type="text"/> , <input type="text"/>		
SUPPORTING DOCUMENTATION	Enter the URL to the contract documents if they are accessible via the web. <small>Note: At least one URL or PDF attachment is required.</small> <input type="text"/> And/Or attach PDF copies of the Supporting Documentation click the Add Documentation button. <input type="button" value="Add Documentation"/> <input type="button" value="Delete Documentation"/> To complete the addition/deletion of the documentation please click here. 		
PROTECTIVE ORDER	Has a Protective Order been issued? <input type="radio"/> YES <input type="radio"/> NO		
Date Created: 09/29/2009 11:00:14 AM By: Alex Thames_QA			
<input type="button" value="Save"/> <input type="button" value="Cancel/Close"/>			

Contract Number and Type

NOTE: * Denotes required fields. Required fields for each form will be different.

CONTRACT NUMBER AND TYPE	Is this contract funded by a Federal Grant? *	<input type="radio"/> YES <input type="radio"/> NO
	Federal Grant Award Number:	<input type="text"/>
	Fed Aid Number:	<input type="text"/>
	Contract Type:	SPAHR5 CW PERSONAL SERVICE
	Contract Type Description:	HEA Health Care occupations
	Contract Number:	00089
	Agency Defined Contract Number:	00089
	Bid/LOC/ITB/RFP Number:	<input type="text"/>

Complete the following information:

1. **Is this contract funded by a Federal Grant?** Select Yes or No.
 - a. **If No:** continue completing the form.
 - b. **If Yes: Is this contract funded by Stimulus funds?** Select Yes or No.
2. **Federal Grant Award Number:** Enter the grant/award number contained in the federal award document. *(25 alpha-numeric character max)*
3. **Federal Aid Number:** Enter the 12-character Federal Aid Number assigned in SAAS.
4. **Contract Type:** The contract will auto populate based on the information selected on the Contract Look-up screen.
5. **Contract Type Description:** The contract type description will auto populate based on the contract type selected on the Contract Look-up screen.
6. **Contract Number:** The contract number will auto populate based on the contract number selected from the Contract Look-up screen.
7. **Agency Defined Contract Number:** Internal agency contract number.
8. **Bid/LOC/ITB/RFP Number:** Enter one of the following: Bid Proposal, Letter of Configuration, Invitation to Bid, or Request for Proposal number associated with the Notice of Award.

Agency Information

AGENCY INFORMATION	Agency Number:	0411
	Agency Name:	MDA-MISSISSIPPI DEVELOPMENT AUTHORITY
	County:	<input type="text"/>
	DUNS Number:	<input type="text"/>
	CAGE Number:	<input type="text"/>
	Contact Name:	ALLARD DAVID ROY
	Contact Phone Number:	601-359-2987 <small>Format xxx-xxx-xxxx</small>
	Contact E-mail: *	<input type="text"/>

Complete the following information:

1. **Agency Number:** The agency number will auto populate based on the Agency Number chosen on the Contract Look-up screen.

- 2. **Agency Name:** This field will auto populate based on the Agency Number chosen.
- 3. **County:** Select the county from the drop down list.

STATEWIDE
ADAMS
ALCORN
AMITE
ATTALA
BENTON
BOLIVAR
CALHOUN
CARROLL
CHICKASAW
CHOCTAW

- 4. **DUNS Number:** Enter the nine-digit identification number that is required of all Federal grant recipients.
- 5. **CAGE Number:** Enter the vendor's five-digit Commercial And Government Entity (CAGE) number obtained from the federal government.
- 6. **Contact Name:** This field will be automatically populated.
- 7. **Contract Phone Number:** This field will be automatically populated.
- 8. **Contact E-mail:** Enter the email address of the appropriate contact for the agency.

Contract Information

CONTRACT INFORMATION	Contract Name	BLACKWELL JERRELL
	Contract Status in SPAHRS:	ACTIVE
	County:	<input type="text" value=""/>
	DUNS Number:	<input type="text" value=""/>
	CAGE Number:	<input type="text" value=""/>
	Vendor Type:	<input type="text" value=""/>
	Vendor Congressional District:	<input type="text" value=""/> - <input type="text" value=""/> <small>Format st-xxx</small>
	Contract Total Amount:	<input type="text" value="20,800.00"/>
	<small>Note: The sum of Contract Amounts for Federal, State and Other must equal the Total Contract Amount</small>	
	• Contract Federal Amount:	<input type="text" value=""/> <small>Format 99999.99</small>
	• Contract State Amount:	<input type="text" value=""/> <small>Format 99999.99</small>
	• Contract Other Amount:	<input type="text" value=""/> <small>Format 99999.99</small>
	Contract Award Date:	<input type="text" value=""/> <small>Format mm/dd/yyyy or Select date from the calendar</small>
	Contract Start Date:	<input type="text" value="07/01/2009"/> <small>Format mm/dd/yyyy</small>
	Contract End Date:	<input type="text" value="06/30/2010"/> <small>Format mm/dd/yyyy</small>
Contract Performance Location (County): *	<input type="text" value=""/>	
Brief Summary:	PROVIDE VARIOUS SUPPORT SERVICES FUNCTIONS FOR THE MINORITY AND SMALL BUSINESS DEVELOPMENT DIV.	

Complete the following information:

- 1. **Contract Name:** This field will be automatically populated.
- 2. **Contract Status in SPAHRS:** This field will be automatically populated based on the status in SPAHRS.

3. **County:** Click on the question mark and select the county from the county list if the vendor is located in Mississippi. If the vendor is outside of Mississippi, this field can be left blank.
4. **DUNS Number:** Enter the nine-digit identification number that is required of all Federal grant recipients.
5. **CAGE Number:** Enter the vendor's five-digit Commercial And Government Entity (CAGE) number obtained from the federal government.
6. **Vendor Type:** Select the vendor type from the dropdown list.

State Government
County Government
City or Township Government
Special District Government
Regional Organization
U.S. Territory or Possession
Independent School District
Public/State Controlled Institution of Higher Education
Indian/Native American Tribal Government (Federally Recognized)
Indian/Native American Tribal Government (Other than Federally Recognized)
Indian/Native American Tribally Designated Organization
Public/Indian Housing Authority
Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)
Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)
Private Institution of Higher Education
Individual
For-Profit Organization (Other than Small Business)
Small Business
Hispanic-serving Institution
Historically Black Colleges and Universities (HBCUs)
Tribally Controlled Colleges and Universities (TCCUs)
Alaska Native and Native Hawaiian Serving Institutions
Non-domestic (non-US) Entity
Other

7. **Vendor Congressional District -** Complete the Vendor Congressional District by first selecting the state from the drop down list and then enter the 3-digit congressional district number. If the vendor is out-of-country, this field will auto populate with N/A.

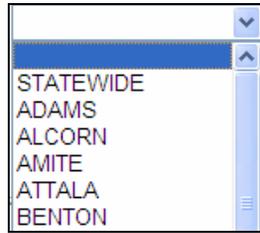
▼	-	Format st-xxx
---	---	---------------

8. **Contract Total Amount:** The total amount of the contract will automatically be populated.

NOTE: The sum of the Federal, State, or Other amounts must equal the Contract Total Amount. The Contract Federal Amount is required if you selected "Yes" to the **Is this contract funded by a Federal Grant** question.

9. **Contract Federal Amount:** Enter the total amount of the federal funds.
10. **Contract State Amount:** Enter the total amount of the state funds.
11. **Contract Other Amount:** Enter amount received from other funds.
12. **Contract Award Date:** Enter the date the contract was signed (*MM/DD/YYYY*), or click the 📅 icon to select the award date.
13. **Contract Start Date:** This field will auto populate with the start date of the contract in SPAHRS.

- 14. **Contract End Date:** This field will auto populate with the end date of the contract in SPAHRS.
- 15. **Contract Performance Location (County):** Select the county from the drop down list.



- 16. **Brief Summary:** This field will auto populate with the contract description in SPAHRS.
- 17. **Number of CFDA numbers associated with this contract:** Select the quantity of Catalog of Federal Domestic Assistance (CFDA) number(s) on the award document or provided by the awarding agency from the drop down list. If this award is being funded through multiple programs, provide each CFDA number.

Note: If you answered "No" to "Is this contract funded by a Federal Grant," you will not be required to enter a CFDA number; if you answered "Yes," see the instructions below.

a. If you answered:

Is this contract funded by a Federal Grant? * <input checked="" type="radio"/> YES <input type="radio"/> NO
Is this contract funded by Stimulus funds? * <input type="radio"/> YES <input checked="" type="radio"/> NO

- Click on the CDFA Lookup icon, , to access the listing of CFDA Number(s).

01. CFDA Number: *		<input type="text"/>	<input type="text"/>
02. CFDA Number: *		<input type="text"/>	<input type="text"/>

- Choose from the CFDA Number/ Federal Granting Agency list. Enter the last three-digits of the program number.

State of Mississippi	
CFDA Number/ Federal Granting Agency	
10 / DEPT OF AGRICULTURE	
11 / DEPT OF COMMERCE	
12 / DEPT OF DEFENSE	
14 / HOUSING & URBAN DEVELOPMENT	
15 / DEPT OF THE INTERIOR	
16 / DEPT OF JUSTICE	

b. If you answered:

Is this contract funded by a Federal Grant? *	<input checked="" type="radio"/> YES	<input type="radio"/> NO
Is this contract funded by Stimulus funds? *	<input checked="" type="radio"/> YES	<input type="radio"/> NO

- Click on the CDFA Lookup icon, , to access the listing of CFDA Number(s).

Number of CFDA numbers associated with this contract: *	2	
01. CFDA Number: *		<input type="text"/>
02. CFDA Number: *		<input type="text"/>

- Choose from the CFDA Number/ Federal Granting Agency list.

State of Mississippi	
CFDA Number/ Federal Granting Agency	
10.783	- CFDA Rural Business Enterprise Grant (RBEG) Recovery Act
11.557	- Broadband Technology Opportunities Program
11.558	- State Broadband Data and Development Grant Program
14.253	- CFDA Community Development Block Grant (CDBG) Entitlement / Recovery Act Funded (CDBG-R)
14.254	- CFDA Community Development Block Grant (CDBG) Insular Recovery
14.255	- CFDA Community Development Block Grant (CDBG) State Hawaii Recovery
14.256	- CFDA Recovery NSP2
14.257	- Homelessness Prevention CFDA Recovery
14.258	- CFDA Tax Credit Assistance Program (TCAP) Recovery

Keywords for Searching

KEYWORDS FOR SEARCHING	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	At least one keyword is required.				

At least one Keyword is required: Enter at least one keyword to be used to search on the contract award.

Supporting Documentation

Supporting documentation *must* be provided either by attaching a PDF document and/or providing 'website links' to supporting documentation that is currently stored on another website for the contract documents associated with the contract.

SUPPORTING DOCUMENTATION	Enter the URL to the contract documents if they are accessible via the web. <i>Note: At least one URL or PDF attachment is required.</i>
	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p>And/Or attach PDF copies of the Supporting Documentation click the Add Documentation button.</p> <p style="text-align: center;"> <input type="button" value="Add Documentation"/> <input type="button" value="Delete Documentation"/> </p> <p style="color: red; font-size: small;">To complete the addition/deletion of the documentation please click here. </p>

1. Enter the URL to the contract documents. Enter the Universal Record Locator (URL) to the contract documents, e.g., <http://www.ms.gov>. Separate URLs by a comma or a hard return.
2. To attach a document: Click on **Add Documentation**, and the following screen will appear.

Select Documentation Type

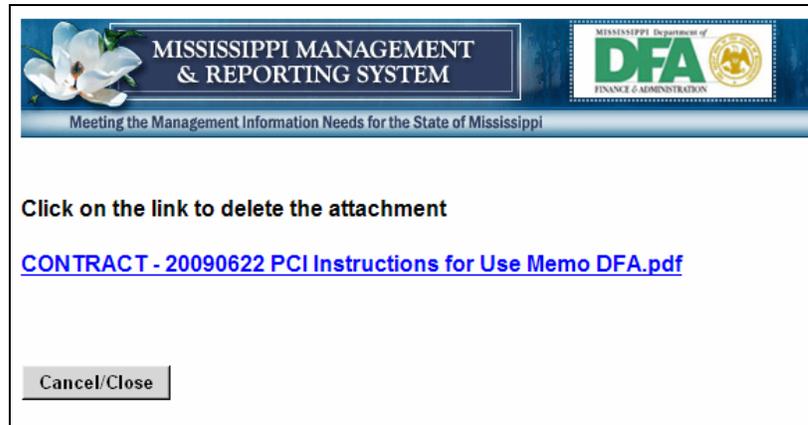
File Attachments
Only PDF files can be attached.

- a. Click **Select Documentation Type**, and the following screen will appear.

Select Documentation Type

- AMENDMENT
- CONTRACT
- MULTI FEDERAL GRANT AWARD NUMBERS
- NOTICE OF AWARD
- OTHER
- SUPPLEMENTAL

- b. **Select Document Type:** Select the document type from the drop down list.
 - c. **File Attachments (*Only PDF files can be attached.*):** Click Browse, choose a file and select Open.
 - d. **Save Attachment:** Click the button to add the attachments to the screen.
 - e. To complete the addition of the attached documentation click the "refresh"  button.
3. To delete a document: Click on **Delete Documentation**, and the following screen will appear.



- a. Click on the link to delete.
- b. To complete the deletion of the attached documentation click the "refresh"  button.

Protective Order

1. Answer the following question:

PROTECTIVE ORDER	Has a Protective Order been issued? <input type="radio"/> YES <input checked="" type="radio"/> NO
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- If the answer is No, continue to Step 2.
- If the answer is Yes, the following screen will appear:

PROTECTIVE ORDER	Has a Protective Order been issued? <input checked="" type="radio"/> YES <input type="radio"/> NO Enter the URL to the protective order documents if they are accessible via the web. At least one URL or PDF attachment is required. <input style="width: 100%; height: 40px;" type="text"/> Or attach PDF copies of the protective order documents by clicking the Add Documentation button and completing the process. <input type="button" value="Add Documentation"/> <input type="button" value="Delete Documentation"/> To complete the addition/deletion of the documentation please click here. 
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2. After completing the Contract, click on to save the information or to exit without saving the entry and return to the Home page.
3. Selecting the option will return the following screen. To Print the Contract, click on "Print Contract Worker Contract Submitted."

Your Contract Worker Contract Information has been submitted to the Department of Finance and Administration. If questions/concerns arise regarding this form, you will be contacted to clarify the responses given.

Thank You

- [Print Contract Worker Contract Submitted](#)
- [Create Another Contract Form](#)
- [Exit Application](#)

Maintain Contract - SPAHRS Contract Worker

Maintain Contract Date/Documentation for SPAHRS CW PERSONAL SERVICE

1. To make modifications to the SPAHRS CW PERSONAL SERVICE Contract, choose **Maintain Contract Data/Documentation** from the **Award / Contract Interface** web page.
2. The Contract Look-Up for Maintenance screen will open.

Contract Look-Up Maintenance for SPAHRS CW PERSONAL SERVICE Contract

NOTE: * Denotes required fields. Required fields for each form will be different.

Complete the following information:

1. **Contract Type:** Select SPAHRS CW PERSONAL SERVICE from the drop down list.

The following screen will appear:

2. **Select the 4 digit SPAHRS Agency Number:** Select the SPAHRS Agency number for the drop down list.

3. **Contract Number:**

- a. Enter the Contract Number and select to access the Contract Worker Contract Screen.

OR

- b. **Click** on the Contract Number lookup icon, , to access the list of Available Contract Worker Contracts for the selected Agency.

Available Contract Worker Contracts for Agency 0373		
State of Mississippi		
Filter: Agency Code (SPAHRs) = '0373'		
Contract Number	Contract Worker Name	Contract Start/End Date
<u>0043653</u>	BARNES MARY	2008-07-01 - 2009-06-30
<u>00089</u>	JOHN DOE INC.	2008-07-01 - 2010-06-30

- Click on the Contract Number and select to access the SPAHRs CW PERSONAL SERVICE Contract maintenance screen.

NOTE: Only certain fields can be modified.

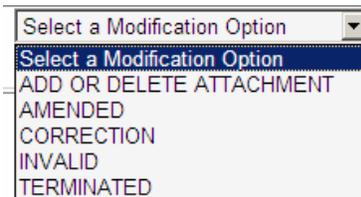
 MISSISSIPPI MANAGEMENT & REPORTING SYSTEM <small>Meeting the Management Information Needs for the State of Mississippi</small>				
Help Home				
Contract Worker Contract				
<small>* Denotes required field</small>				
CONTRACT NUMBER AND TYPE	Is this contract funded by a Federal Grant? *	<input checked="" type="radio"/> YES <input type="radio"/> NO		
	Is this contract funded by Stimulus funds? *	<input checked="" type="radio"/> YES <input type="radio"/> NO		
	Federal Grant Award Number: *	<input type="text" value="1234567891234567891234567"/>		
	Fed Aid Number: *	<input type="text" value="123456789123"/>		
	Contract Type:	<input type="text" value="SPAHR5 CW PERSONAL SERVICE"/>		
	Contract Type Description:	<input type="text" value="EVL"/> Evaluators		
	Contract Number:	<input type="text" value="0052530"/>		
	Agency Defined Contract Number:	<input type="text" value="0052530"/>		
Bid/LOC/ITB/RFP Number:	<input type="text" value="132132132"/>			
AGENCY INFORMATION	Agency Number:	<input type="text" value="0201"/>		
	Agency Name:	<input type="text" value="EDUCATION - CONSOLIDATED PROGRAM"/>		
	County: *	<input type="text" value="HINDS"/>		
	DUNS Number:	<input type="text" value="111111111"/>		
	CAGE Number:	<input type="text" value="12345"/>		
	Contact Name:	<input type="text" value="MONIQUE CORLEY"/>		
	Contact Phone Number:	<input type="text" value="601-359-2334"/> <small>Format XXX-XXX-XXXX</small>		
Contact E-mail: *	<input type="text" value="EXAMPLE@ABC.COM"/>			
CONTRACT INFORMATION	Contract Name	<input type="text" value="SMITH GAYLE T."/>		
	Contract Status in SPAHR5:	<input type="text" value="ACTIVE"/>		
	County:	<input type="text" value="HINDS"/>		
	DUNS Number:	<input type="text" value="123456789"/>		
	CAGE Number:	<input type="text" value="12345"/>		
	Vendor Type: *	<input type="text" value="State Government"/>		
	Vendor Congressional District:	<input type="text" value="MS"/> - <input type="text" value="002"/> <small>Format st-xxxx</small>		
	Contract Total Amount:	<input type="text" value="8,194.25"/>		
	<small>Note: The sum of Contract Amounts for Federal, State and Other must equal the Total Contract Amount</small>			
	• Contract Federal Amount: *	<input type="text" value="8000.25"/> <small>Format 99999.99</small>		
	• Contract State Amount:	<input type="text" value="194.00"/> <small>Format 99999.99</small>		
	• Contract Other Amount:	<input type="text" value="0.00"/> <small>Format 99999.99</small>		
	Contract Award Date: *	<input type="text" value="09/01/2009"/> <small>Format mm/dd/yyyy or Select date from the calendar</small>		
Contract Start Date:	<input type="text" value="09/09/2009"/> <small>Format mm/dd/yyyy</small>			
Contract End Date:	<input type="text" value="06/30/2010"/> <small>Format mm/dd/yyyy</small>			
Contract Performance Location (County): *	<input type="text" value="HINDS"/>			
Brief Summary:	TEAM MEMBER WILL ASSIST SCHOOLS DESIGNATED AS IN NEED OF IMPROVEMENT WITH THE SCHOOL IMPROVEMENT PROCESS. PARTICULARLY BY PROVIDING TECHNICAL ASSISTANCE IN THE AREAS OF CURRICULUM INSTRUCTION, MANAGEMENT, AND LEADERSHIP. TEAM MEMBERS WILL ALSO ASSIST IN IDENTIFYING AREAS OF NEED, ENSURING THE PROVISION OF SERVICES TO DISTRICTS NOT MEETING AYP, PERFORMING EVALUATIONS, REVIEWING PROPOSALS AND ATTENDING TRAININGS.			
Number of CFDA numbers associated with this contract: *	<input type="text" value="1"/>			
01. CFDA Number: *	<input type="text" value="16"/> - <input type="text" value="809"/>			
KEYWORDS FOR SEARCHING	EDUCATION	<input type="text"/>		
	<small>At least one keyword is required.</small>			
SUPPORTING DOCUMENTATION	Enter the URL to the contract documents if they are accessible via the web.			
	<small>Note: At least one URL or PDF attachment is required.</small>			
	<input type="text"/>			
	And/Or attach PDF copies of the Supporting Documentation click the Add Documentation button.			
<input type="button" value="Add Documentation"/> <input type="button" value="Delete Documentation"/>				
To complete the addition of the documentation please click here. 				
NOTICE OF AWARD - 20090927 DEEE0000192_Amendment (2) Award_Notice.pdf				
PROTECTIVE ORDER	Has a Protective Order been issued?	<input type="radio"/> YES <input checked="" type="radio"/> NO		
	Contract Modification Type: *	<input type="text" value="Select a Modification Option"/>		
CONTRACT MODIFICATION INFORMATION				
Date Created: 09/30/2009 10:15:55 AM By: Tammy Waltman_ga				
			<input type="button" value="Save"/> <input type="button" value="Cancel/Close"/>	

Contract Modification Information

CONTRACT MODIFICATION INFORMATION	Contract Modification Type: *	Select a Modification Option
	Contract Modification Date: *	 Format mm/dd/yyyy or Select date from the calendar
	Contract Modification Description: *	<input type="text"/>
	Previous Contract Modification:	Contract Modification Type : ADD or DELETE ATTACHMENT Contract Modification Date : 06/22/2009

After the modifications are made to the contract fields, the following information must be entered:

- Contract Modification Type:** Select a modification type from the drop down list.



- Certain fields are required based on the Contract Type. See chart below.

Contract Type	Required Fields
ADD OR DELETE ATTACHMENT	Contract Modification Date
AMENDED	Contract Modification Date, Contract Amendment Number (auto-populated), Contract Modification Description
CORRECTION	Contract Modification Date, Contract Modification Description
INVALID	Contract Modification Date, Contract Modification Description
TERMINATED	Contract Modification Date, Contract Modification Description

- Contract Amendment Number:** This system generated number is auto-populated once the 'amendment' is saved.
- Contract Modification Date:** Enter the modification date for the Contract/Award from, or click the  icon and select the modification date.
- Contract Modification Description:** Enter a description text as to why the Contract/Award was modified.
- When the modifications are complete, click on  to save the modified entry or click on  to return to the Award / Contract Interface web page without saving modifications.

Contract Data Upload – SPAHRS Independent Contracts

Initial Contract Upload for SPAHRS IC PERSONAL SERVICES

NOTE: * Denotes required fields. Required fields for each form will be different.

To create a Contract Record, from the **Award / Contract Interface** web page, click on the  button.

The Contract Lookup Screen will open.



The screenshot shows a web form titled "Contract Look-Up". It contains three input fields: "Contract Type:" with an asterisk, "Contract Number:" with an asterisk, and a question mark icon next to the "Contract Number:" field. The "Contract Type:" field is a dropdown menu, and the "Contract Number:" field is a text input. A "Submit" button is located at the bottom right of the form.

Contract Look-Up

Complete the following information:

1. **Contract Type:** Select **SPAHRS IC PERSONAL SERVICES** from the drop down list.

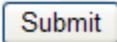
Then the following screen will appear.



The screenshot shows the "Contract Look-Up" form with the following values entered: "Contract Type:" is set to "SPAHRS IC PERSONAL SERVICE", "Select Your 4 digit SPAHRS Agency Number:" is set to a dropdown menu, and "Contract Number:" is a text input field. A "Submit" button is located at the bottom right of the form.

2. **Select the 4-digit SPAHRS Agency Number:** Select the 4-digit SPAHRS Agency number from the drop down list

3. **Contract Number:**

- a. Enter the Contract Number and select  to access the Independent Contract screen.

OR

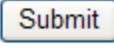
- b. Click on the Contract Number lookup icon  to access the list of available independent contracts for the selected agency.

Available Contract Worker Contracts for Agency 0373

State of Mississippi

Filter: Agency Code (SPAHRIS) = '0373'

Contract Number	Contract Worker Name	Contract Start/End Date	Service Type Code/Description
0008	JOHN DOE INC.	2004-07-01 - 2010-06-30	OTH / Other (Miscellaneous occupations)
000010	JOHN DOE INC.	2005-07-01 - 2010-06-30	FUN / Funeral or Mortuary Services
00001	JOHN DOE INC.	2005-07-01 - 2010-06-30	LA1 / Laboratory Testers
0004	JOHN DOE INC.	2005-07-01 - 2010-06-30	MSS / Preventive Maint. - Spec. Safety/Security/Elec Equip
00003	JOHN DOE INC.	2005-07-01 - 2010-06-30	OTH / Other (Miscellaneous occupations)
00002	JOHN DOE INC.	2005-07-01 - 2010-06-30	PHY / Physicians
0007	JOHN DOE INC.	2005-07-01 - 2010-06-30	POL / Polygraph Services
9999999	JOHN DOE INC.	2008-11-01 - 2009-10-31	OTH / Other (Miscellaneous occupations)

Click on the Contract Number and select  to access the Independent Contract screen.

 MISSISSIPPI MANAGEMENT & REPORTING SYSTEM <small>Meeting the Management Information Needs for the State of Mississippi</small>		 MISSISSIPPI Department of DFA <small>FINANCE & ADMINISTRATION</small>	
Help Home			
SPAHRs IC PERSONAL SERVICE			
<p>* Denotes required field</p>			
CONTRACT NUMBER AND TYPE	Is this contract funded by a Federal Grant? * <input type="radio"/> YES <input type="radio"/> NO Federal Grant Award Number: <input type="text"/> Fed Aid Number: <input type="text"/> Contract Type: SPAHRs IC PERSONAL SERVICE Contract Type Description: SEU Security Service Workers Contract Number: 38302 Agency Defined Contract Number: 38302 Bid/LOC/ITB/RFP Number: <input type="text"/>		
AGENCY INFORMATION	Agency Number: 0201 Agency Name: EDUCATION - CONSOLIDATED PROGRAM County: <input type="text"/> DUNS Number: <input type="text"/> CAGE Number: <input type="text"/> Contact Name: DIANNE RUSCH Contact Phone Number: 601-359-1739 <small>Format xxx-xxx-xxxx</small> Contact E-mail: * <input type="text"/>		
CONTRACT INFORMATION	Vendor Number: V0001151150 Vendor Name: A-1 DETECTIVE & PATROL SRV INC Address Line 1: <input type="text"/> Address Line 2: 404 MEADOWBROOK RD City: JACKSON State: MS Zip Code: 39206-5330 Phone Number: 601-982-7016 Federal Employer Identification Number: 64-0626932 County: <input type="text"/> ? DUNS Number: <input type="text"/> CAGE Number: <input type="text"/> Vendor Type: <input type="text"/> Vendor Congressional District: MS - <input type="text"/> <small>Format st-xxx</small> Contract Total Amount: 2,220.00 <small>Note: The sum of Contract Amounts for Federal, State and Other must equal the Total Contract Amount</small> • Contract Federal Amount: <input type="text"/> <small>Format 99999.99</small> • Contract State Amount: <input type="text"/> <small>Format 99999.99</small> • Contract Other Amount: <input type="text"/> <small>Format 99999.99</small> Contract Award Date: <input type="text"/> <small>Format mm/dd/yyyy or Select date from the calendar</small> Contract Start Date: 07/01/2007 Contract End Date: 06/30/2010 Contract Performance Location (County): * <input type="text"/> Brief Summary: CONTRACTOR WILL PROVIDE ALARM MONITORING FOR THE OFFICES OF CHILD NUTRITION. THE ALARM WILL SUBMIT A SIGNAL TO A-1 IF IT IS TRIGGERED INDICATING THAT AN UNAUTHORIZED INDIVIDUAL HAS ENTERED TO FACILITY OR THAT SOMEONE MAY BE TAMPERING WITH THE BUILDING. A-1 WILL THEN DISPATCH AN OFFICER TO INSPECT THE SITUATION WHO WILL CONTACT AN EMPLOYEE OF CN. IN THE EVENT OF AN EMERGENCY, A-1 WILL PROVIDE AN ARMED, UNIFORMED SECURITY OFFICE TO PATROL THE PREMISES IN A MARKED VEHICLE SEVEN NIGHTS A WEEK.		
KEYWORDS FOR SEARCHING	<input type="text"/> *, <input type="text"/> , <input type="text"/> , <input type="text"/> <small>At least one keyword is required.</small>		
SUPPORTING DOCUMENTATION	Enter the URL to the contract documents if they are accessible via the web. <small>Note: At least one URL or PDF attachment is required.</small> <input type="text"/> And/Or attach PDF copies of the Supporting Documentation click the Add Documentation button. <input type="button" value="Add Documentation"/> <input type="button" value="Delete Documentation"/> To complete the addition/deletion of the documentation please click here. 		
PROTECTIVE ORDER	Has a Protective Order been issued? <input type="radio"/> YES <input type="radio"/> NO		
Date Created: 09/30/2009 10:36:39 AM By: Tammy Waltman_qa			
<input type="button" value="Save"/> <input type="button" value="Cancel/Close"/>			

Contract Number and Type

CONTRACT NUMBER AND TYPE	Is this contract funded by a Federal Grant? *	<input checked="" type="radio"/> YES <input type="radio"/> NO
	Is this contract funded by Stimulus funds? *	<input type="radio"/> YES <input checked="" type="radio"/> NO
	Federal Grant Award Number: *	<input type="text"/>
	Fed Aid Number: *	<input type="text"/>
	Contract Type:	<input type="text" value="SPAHR5 IC PERSONAL SERVICE"/>
	Contract Type Description:	<input type="text" value="LA1"/> <input type="text" value="Laboratory Testers"/>
	Contract Number:	<input type="text" value="00001"/>
	Agency Defined Contract Number:	<input type="text" value="00001"/>
Bid/LOC/ITB/RFP Number:	<input type="text"/>	

Complete the following:

1. **Is this contract funded by a Federal Grant?** Select Yes or No.
 - a. **If No:** continue completing the form.
 - b. **If Yes:** **Is this contract funded by Stimulus funds?** Select Yes or No.
2. **Federal Grant Award Number:** Enter the grant/award number contained in the federal award document. *(25 alpha-numeric character max)*
3. **Federal Aid Number:** Enter the 12-character Federal Aid Number assigned in SAAS.
4. **Contract Type:** The contract will auto populate based on the information selected on the Contract Look-up screen.
5. **Contract Type Description:** The contract type description will auto populate based on the contract type selected on the Contract Look-up screen.
6. **Contract Number:** The contract number will auto populate based on the contract number selected from the Contract Look-up screen.
7. **Agency Defined Contract Number:** Internal agency contract number.
8. **Bid/LOC/ITB/RFP Number:** Enter one of the following: Bid Proposal, Letter of Configuration, Invitation to Bid, or Request for Proposal number associated with the Notice of Award.

Agency Information

AGENCY INFORMATION	Agency Number:	<input type="text" value="0201"/>
	Agency Name:	<input type="text" value="EDUCATION - CONSOLIDATED PROGRAM"/>
	County: *	<input type="text"/>
	DUNS Number:	<input type="text"/>
	CAGE Number:	<input type="text"/>
	Contact Name:	<input type="text" value="DIANNE RUSCH"/>
	Contact Phone Number:	<input type="text" value="601-359-1739"/> <small>Format xxx-xxx-xxxx</small>
	Contact E-mail: *	<input type="text"/>

Complete the following:

1. **Agency Number:** The agency number will auto populate based on the Agency Number chosen on the Contract Look-up screen.
2. **Agency Name:** This field will populate based on the Agency Number chosen.
3. **County:** Select the county from the drop down list.

STATEWIDE
ADAMS
ALCORN
AMITE
ATTALA
BENTON
BOLIVAR
CALHOUN
CARROLL
CHICKASAW
CHOCTAW

4. **DUNS Number:** Enter the nine-digit identification number that is required of all Federal grant recipients.
5. **CAGE Number:** Enter the vendor's five-digit Commercial And Government Entity (CAGE) number obtained from the federal government.
6. **Contact Name:** This field will be automatically populated.
7. **Contract Phone Number:** This field will be automatically populated.
8. **Contact E-mail:** Enter the email address of the appropriate contact for the agency.

Contract Information

CONTRACT INFORMATION	Vendor Number:	V0001151150
	Vendor Name	A-1 DETECTIVE & PATROL SRV INC
	Address Line 1:	
	Address Line 2:	404 MEADOWBROOK RD
	City:	JACKSON
	State:	MS
	Zip Code:	39206-5330
	Phone Number:	601-982-7016
	Federal Employer Identification Number:	64-0626932
	County:	<input type="text"/> ?
	DUNS Number:	<input type="text"/>
	CAGE Number:	<input type="text"/>
	Vendor Type: *	<input type="text"/>
	Vendor Congressional District:	MS - <input type="text"/> <small>Format st-xxxx</small>
	Contract Total Amount:	2,220.00
	<small>Note: The sum of Contract Amounts for Federal, State and Other must equal the Total Contract Amount</small>	
	• Contract Federal Amount: *	<input type="text"/> <small>Format 99999.99</small>
	• Contract State Amount:	<input type="text"/> <small>Format 99999.99</small>
	• Contract Other Amount:	<input type="text"/> <small>Format 99999.99</small>
	Contract Award Date: *	<input type="text"/> <small>Format mm/dd/yyyy or Select date from the calendar</small>
Contract Start Date:	07/01/2007	
Contract End Date:	06/30/2010	
Contract Performance Location (County): *	<input type="text"/>	
Brief Summary:	CONTRACTOR WILL PROVIDE ALARM MONITORING FOR THE OFFICES OF CHILD NUTRITION. THE ALARM WILL SUBMIT A SIGNAL TO A-1 IF IT IS TRIGGERD INDICATING THAT AN UNAUTHORIZED INDIVIDUAL HAS ENTERD TO FACILITY OR THAT SOMEONE MAY BE TAMPERING WITH THE BUILDING. A-1 WILL THEN DISPATCH AN OFFICER TO INSPECT THE SITUATION WHO WILL CONTACT AN EMPLOYEE OF CN. IN THE EVENT OF AN EMERGENCY, A-1 WILL PROVIDE AN ARMED, UNIFORMED SECURITY OFFICE TO PATROL THE PREMISES IN A MARKED VEHICLE SEVEN NIGHTS A WEEK.	
Number of CFDA numbers associated with this contract: *	<input type="text"/> 0	

Complete the following information:

- 1. Vendor Number:** This field will auto populate from the SAAS Vendor table.
- 2. Vendor Name:** This field will auto populate from the SAAS Vendor table.
- 3. Vendor Address 1:** This field will auto populate from the SAAS Vendor table.
- 4. Vendor Address 2:** This field will auto populate from the SAAS Vendor table.
- 5. City:** This field will auto populate from the SAAS Vendor table.
- 6. State:** This field will auto populate from the SAAS Vendor table.
- 7. Phone Number:** This field will auto populate from the SAAS Vendor table.
- 8. Federal Employer Identification Number:** This field will auto populate from the SAAS Vendor table.
- 9. County:** Click on the question mark and select the county from the county list if the vendor is located in Mississippi. If the vendor is outside of Mississippi, this field can be left blank.

State of Mississippi	
County Name	
ADAMS COUNTY	
ALCORN COUNTY	
AMITE COUNTY	
ATTALA COUNTY	
BENTON COUNTY	
BOLEAS COUNTY	

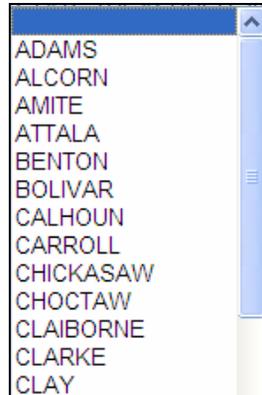
- 10. DUNS Number:** Enter the nine-digit identification number that is required of all Federal grant recipients.
- 11. CAGE Number:** Enter the vendor's five-digit Commercial And Government Entity (CAGE) number obtained from the federal government.
- 12. Vendor Type:** Select the vendor type from the dropdown list.

State Government
County Government
City or Township Government
Special District Government
Regional Organization
U.S. Territory or Possession
Independent School District
Public/State Controlled Institution of Higher Education
Indian/Native American Tribal Government (Federally Recognized)
Indian/Native American Tribal Government (Other than Federally Recognized)
Indian/Native American Tribally Designated Organization
Public/Indian Housing Authority
Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)
Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)
Private Institution of Higher Education
Individual
For-Profit Organization (Other than Small Business)
Small Business
Hispanic-serving Institution
Historically Black Colleges and Universities (HBCUs)
Tribally Controlled Colleges and Universities (TCCUs)
Alaska Native and Native Hawaiian Serving Institutions
Non-domestic (non-US) Entity
Other

- 13. Vendor Congressional District:** Select the vendor's congressional district from the drop down list. If the vendor is out-of-country, this field will be auto populated with N/A.
- 14. Contract Total Amount:** The total amount of the contract will automatically be populated.
- 15. Contract Federal Amount:** Enter the total amount of the federal funds.
- 16. Contract State Amount:** Enter the total amount of the state funds.
- 17. Contract Other Amount:** Enter amount received from other funds.

NOTE: The sum of the Federal, State, or Other amounts must equal the Contract Total Amount. The Contract Federal Amount is required if you selected "Yes" to the **Is this contract funded by a Federal Grant** question.

- 18. Contract Award Date:** Enter the date the contract was signed (mm/dd/yyyy), or click on the calendar icon and choose the date.
- 19. Contract Start Date:** This field will auto populate with the start date of the contract in SPAHRS.
- 20. Contract End Date:** This field will auto populate with the end date of the contract in SPAHRS.
- 21. Contract Performance Location (County):** Select the county from the drop down list.



- 22. Brief Summary:** This field will auto populate with the contract description in SPAHRS.
- 23. Number of CFDA numbers associated with this contract:** Select the number(s) of Catalog of Federal Domestic Assistance (CFDA) number on the award document or provided by the awarding agency from the drop down list. If this award is being funded through multiple programs, provide each CFDA number.

NOTE: If you answered "No" to "Is this contract funded by a Federal Grant," you will not be required to enter a CFDA number; if you answered "Yes," see the instructions below.

If you answered:

Is this contract funded by a Federal Grant? *	<input checked="" type="radio"/> YES	<input type="radio"/> NO
Is this contract funded by Stimulus funds? *	<input type="radio"/> YES	<input checked="" type="radio"/> NO

- Click on the Question mark beside CFDA Number(s)

01. CFDA Number: *	<input type="text"/>	<input type="text"/>	<input type="text"/>
02. CFDA Number: *	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Choose from the CFDA Number/ Federal Granting Agency list. Enter the last three-digits of the program number.

State of Mississippi	
CFDA Number/ Federal Granting Agency	
10 /	DEPT OF AGRICULTURE
11 /	DEPT OF COMMERCE
12 /	DEPT OF DEFENSE
14 /	HOUSING & URBAN DEVELOPMENT
15 /	DEPT OF THE INTERIOR
16 /	DEPT OF JUSTICE

If you answered:

Is this contract funded by a Federal Grant? *	<input checked="" type="radio"/> YES	<input type="radio"/> NO
Is this contract funded by Stimulus funds? *	<input checked="" type="radio"/> YES	<input type="radio"/> NO

- Click on the question mark beside CFDA Number(s).

Number of CFDA numbers associated with this contract: *	2	▼
01. CFDA Number: *	<input type="text"/>	<input type="text"/>
02. CFDA Number: *	<input type="text"/>	<input type="text"/>

- Choose from the CFDA Number/ Federal Granting Agency list.

State of Mississippi	
CFDA Number/ Federal Granting Agency	
10.783 -	CFDA Rural Business Enterprise Grant (RBEG) Recovery Act
11.557 -	Broadband Technology Opportunities Program
11.558 -	State Broadband Data and Development Grant Program
14.253 -	CFDA Community Development Block Grant (CDBG) Entitlement / Recovery Act Funded (CDBG-R)
14.254 -	CFDA Community Development Block Grant (CDBG) Insular Recovery
14.255 -	CFDA Community Development Block Grant (CDBG) State Hawaii Recovery
14.256 -	CFDA Recovery NSP2
14.257 -	Homelessness Prevention CFDA Recovery
14.258 -	CFDA Tax Credit Assistance Program (TCAP) Recovery

Keywords for Searching

KEYWORDS FOR SEARCHING	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	* At least one keyword is required.				

At least one Keyword is required: Enter at least one keyword to be used to search on the contract award.

Supporting Documentation

Supporting documentation must be provided either by attaching a PDF document and/or providing 'website links' to supporting documentation that is currently stored on another website for the contract documents associated with the contract.

SUPPORTING DOCUMENTATION	<p>Enter the URL to the contract documents if they are accessible via the web.</p> <p><i>Note: At least one URL or PDF attachment is required.</i></p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
	<p>And/Or attach PDF copies of the Supporting Documentation click the Add Documentation button.</p> <div style="display: flex; justify-content: space-around;"> <input type="button" value="Add Documentation"/> <input type="button" value="Delete Documentation"/> </div> <p>To complete the addition/deletion of the documentation please click here. </p>

1. Enter the URL to the contract documents.

Enter the Universal Record Locator (URL) to the contract documents, e.g., <http://www.ms.gov>. Separate URLs by a comma or a hard return.

2. To attach a document: Click on **Add Documentation**, and the following screen will appear.

Select Documentation Type

File Attachments
Only PDF files can be attached.

- a. Click **Select Documentation Type**, and the following screen will appear.

Select Documentation Type

AMENDMENT

CONTRACT

MULTI FEDERAL GRANT AWARD NUMBERS

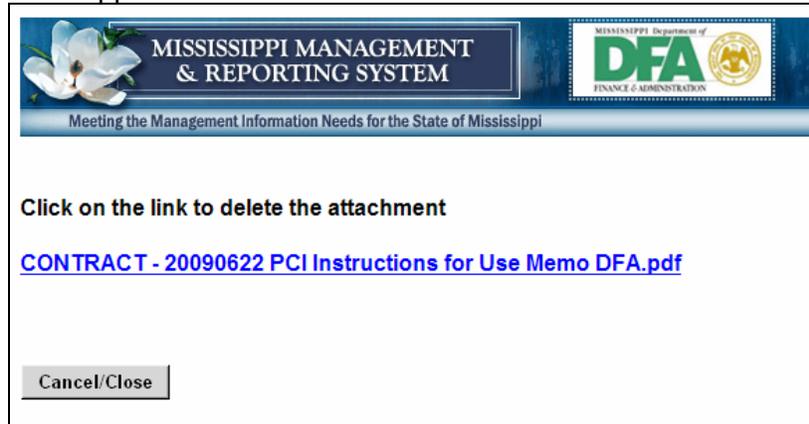
NOTICE OF AWARD

OTHER

SUPPLEMENTAL

- b. **Select Attachment Type:** Select the attachment type from the drop down list.
- c. **File Attachment (*Only PDF files can be attached.*):** Click Browse, choose a file and select Open.
- d. **Save Attachment:** Click the button to add the attachments to the screen.
- e. To complete the addition of the attached documentation click the "refresh"  button.

3. To delete a document: Click on **Delete Documentation**, and the following screen will appear.



- a. Click on the contract link to delete.
- b. To complete the deletion of the attached documentation click the "refresh"  button.

Protective Order

1. Answer the following question:

PROTECTIVE ORDER	Has a Protective Order been issued? <input checked="" type="radio"/> No <input type="radio"/> Yes
------------------	---

- If the answer is No, Click on  and continue to Step 2.
- If the answer is Yes, the following screen will appear:

PROTECTIVE ORDER	Has a Protective Order been issued? <input checked="" type="radio"/> YES <input type="radio"/> NO Enter the URL to the protective order documents if they are accessible via the web. <i>Note: At least one URL or PDF attachment is required.</i> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> Or attach PDF copies of the protective order documents by clicking the Add Documentation button and completing the process. <input type="button" value="Add Documentation"/> <input type="button" value="Delete Documentation"/> To complete the addition/deletion of the documentation please click here. 
------------------	---

2. After completing the Contract, click on  to save the information or  to exit without saving the entry and return to the Home page.
3. Selecting the  option will return the following screen.

Your SPAHRS IC PERSONAL SERVICE Contract Information has been submitted to the Department of Finance and Administration. If questions/concerns arise regarding this form, you will be contacted to clarify the responses given.

Thank You

- [Print SPAHRS IC PERSONAL SERVICE Contract Submitted](#)
- [Contract Documentation/Data Initial Upload](#)
- [Exit Application](#)

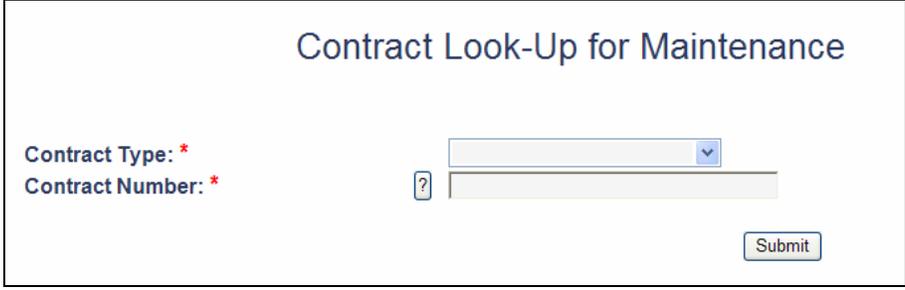
4. To Print the Contract click on "Print SPAHRS IC PERSONAL SERVICE Contract Submitted."

Maintain Contract – SPAHRS Independent Contracts

Maintain Contract Data / Documentation for SPAHRS IC PERSONAL SERVICE

NOTE: * Denotes required fields. Required fields for each form will be different.

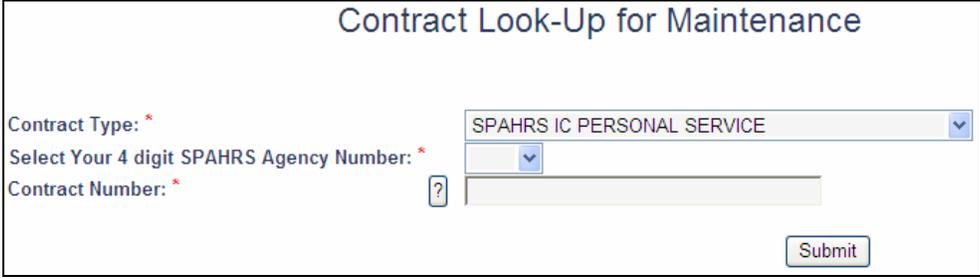
1. From the Award / Contract Interface web page, click on the  button.
2. The Contract Look-Up for Maintenance screen will open.



Contract Look-Up Maintenance

Complete the following information:

1. **Contract Type:** Select **SPAHRS IC PERSONAL SERVICE** as contract type from the drop down list.



2. **Select the 4-digit SPAHRS Agency Number:** Select the 4-digit SPAHRS Agency number from the drop down list.

3. **Contract Number:**

- a. Enter the Contract Number and select  to access the Independent Contract screen.

OR

- b. Click on the Contract Number lookup icon  to access the list of available contracts previously uploaded for the selected agency.

Available Independent Contracts for Agency 0373		
State of Mississippi		
Filter: Agency Code (SPAHRS) = '0373'		
Contract Number	Contract Worker Name	Contract Start/End Date
00001	JOHN DOE INC.	2005-07-01 - 2010-06-30
0043073	CLANTON PEST INC	2008-07-01 - 2009-06-30

Click on the Contract Number and select to access the Independent Contract screen.

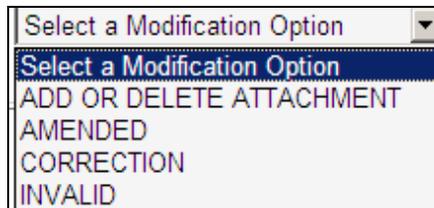
NOTE: Only certain fields can be modified.

Contract Modification Information (at the bottom of the page)

CONTRACT MODIFICATION INFORMATION	Contract Modification Type: *	Select a Modification Option
	Contract Modification Date: *	<input type="text"/> <small>Format mm/dd/yyyy or Select date from the calendar</small>
	Contract Modification Description: *	<input type="text"/>
	Contract Modification History:	Contract Modification Type : ADD or DELETE ATTACHMENT Contract Modification Date : 06/29/2009

After the modifications are made to the contract fields, the following information must be entered:

- Contract Modification Type:** Select a modification type from the drop down list.



- Certain fields are required based on the Contract Modification Type. See chart below.

Contract Modification Type	Required Fields
ADD OR DELETE ATTACHMENT	Contract Modification Date
AMENDED	Contract Modification Date, Contract Amendment Number (auto-populated), Contract Modification Description
CORRECTION	Contract Modification Date, Contract Modification Description
INVALID	Contract Modification Date, Contract Modification Description

- Contract Amendment Number:** This system generated number is auto-populated once the 'amendment' is saved

3. **Contract Modification Date:** Enter the modification date for the Contract/Award from, or click the  icon and select the modification date.
4. **Contract Modification Description:** Enter a description text as to why the Contract/Award was modified.
5. After completing the Contract modifications, click on  to save the information or  to exit without saving the entry and return to the Home page.
6. Selecting the  option will return the following screen.

Your SPAHRS IC PERSONAL SERVICE Contract Information has been submitted to the Department of Finance and Administration. If questions/concerns arise regarding this form, you will be contacted to clarify the responses given.

Thank You

- [Print SPAHRS IC PERSONAL SERVICE Contract Submitted](#)
- [Contract Documentation/Data Initial Upload](#)
- [Exit Application](#)

7. To Print the Contract, click on "Print SPAHRS IC PERSONAL SERVICE Contract Submitted."

Initial Contract Upload – Statewide Contracts (OPTFM Agency, OPTFM Negotiated, and OPTFM Cooperative), ITS - Agency Delegated, Construction - MDOT, Other, Construction, & Lease

Initial Contract Upload for Contract Types Statewide Contracts (OPTFM Agency, OPTFM Negotiated, and OPTFM Cooperative), ITS - Agency Delegated, Construction - MDOT Other, Construction, & Lease

NOTE: * Denotes required fields. Required fields for each form will be different.

To create a Contract Record, from the **Award / Contract Interface** web page click on the  button.



The screenshot shows a web form titled "Contract Look-Up". It contains two required fields: "Contract Type:" and "Contract Number:". The "Contract Type:" field is a dropdown menu, and the "Contract Number:" field is a text input with a question mark icon to its left. A "Submit" button is located at the bottom right of the form.

Contract Look-Up

Complete the following information:

1. **Contract Type:** Select one of the following contract types from the drop-down list.
 - a. For Contract Type "ITS – Agency Delegated",



This screenshot shows the "Contract Look-Up" form with the "ITS - AGENCY DELEGATED" option selected in the "Contract Type:" dropdown. The "Select Your 3 digit SAAS Agency Number:" dropdown is also visible. The "Contract Number:" and "Contract Total Amount:" fields are empty. A "Submit" button is at the bottom right. A red note "Format 99999.99" is visible next to the "Contract Total Amount:" field.

- 1) **Select the SAAS Agency Number:** Select the 3-digit SAAS Agency number from the drop down list.
- 2) **Contract Number:** Enter the Contract Number.
- 3) **Contract Total Amount:** Enter the total amount of the contract. This amount must be less than or equal to \$50,000.

4) **Select** to access the contract upload screen.

b. For the following Contract Types, continue with #2.

- Construction
- Construction – MDOT
- Lease
- Other
- Statewide – OPTFM Agency
- Statewide – OPTFM Negotiated
- Statewide – OPTFM Cooperative

2. **Select the SAAS Agency Number:** Select the 3-digit SAAS Agency number from the drop down list.

Contract Look-Up

Contract Type: *

Select Your 3 digit SAAS Agency Number: *

Contract Number: *

3. **Contract Number:** Enter the Contract Number and select to access the contract upload screen.



[Help](#) [Home](#)

OTHER

* Denotes required field

CONTRACT NUMBER AND TYPE	Is this contract funded by a Federal Grant? * <input type="radio"/> YES <input type="radio"/> NO Federal Grant Award Number: <input type="text"/> Fed Aid Number: <input type="text"/> Contract Type: <input type="text" value="OTHER"/> Contract Type Description: * <input type="text"/> ? Contract Number: 2019V48888T <i>The Contract Number is system generated.</i> Agency Defined Contract Number: <input type="text" value="6551212000HLU"/> Bid/LOC/ITB/RFP Number: <input type="text"/>
AGENCY INFORMATION	Agency Number: <input type="text" value="201"/> Agency Name: <input type="text" value="EDUCATION"/> County: <input type="text"/> DUNS Number: <input type="text"/> CAGE Number: <input type="text"/> Contact Name: * <input type="text"/> Contact Phone Number: * <input type="text"/> <i>Format xxx-xxx-xxxx</i> Contact E-mail: * <input type="text"/>
CONTRACT INFORMATION	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> Lookup SAAS Vendor Information * </div> Vendor Number: <input type="text"/> Vendor Name: <input type="text"/> Address Line 1: <input type="text"/> Address Line 2: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip Code: <input type="text"/> Phone Number: <input type="text"/> Federal Employer Identification Number: <input type="text"/> County: <input type="text"/> ? DUNS Number: <input type="text"/> CAGE Number: <input type="text"/> Vendor Type: <input type="text"/> Vendor Congressional District: <input type="text"/> - <input type="text"/> <i>Format st-xxxx</i> Contract Total Amount: * <input type="text"/> <i>Format \$9999.99</i> <i>Note: The sum of Contract Amounts for Federal, State and Other must equal the Total Contract Amount</i> • Contract Federal Amount: <input type="text"/> <i>Format \$9999.99</i> • Contract State Amount: <input type="text"/> <i>Format \$9999.99</i> • Contract Other Amount: <input type="text"/> <i>Format \$9999.99</i> Contract Award Date: <input type="text"/> <input type="button" value=""/> <i>Format mm/dd/yyyy or Select date from the calendar</i> Contract Start Date: * <input type="text"/> <input type="button" value=""/> <i>Format mm/dd/yyyy or Select date from the calendar</i> Contract End Date: * <input type="text"/> <input type="button" value=""/> <i>Format mm/dd/yyyy or Select date from the calendar</i> Contract Performance Location (County): * <input type="text"/> ? Brief Summary: * <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <div style="text-align: right; font-size: small;">1000 characters left</div>
KEYWORDS FOR SEARCHING	<input type="text"/> * <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <i>At least one keyword is required.</i>
SUPPORTING DOCUMENTATION	Enter the URL to the contract documents if they are accessible via the web. At least one URL or PDF attachment is required. <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> And/Or attach PDF copies of the Supporting Documentation click the Add Documentation button. <div style="display: flex; justify-content: space-around;"> <input type="button" value="Add Documentation"/> <input type="button" value="Delete Documentation"/> </div> To complete the addition/deletion of the documentation please click here. <input type="button" value="Refresh"/>
PROTECTIVE ORDER	Has a Protective Order been issued? <input type="radio"/> YES <input type="radio"/> NO

Date Created: 09/30/2009 01:34:48 PM By: Tammy Waltman_ga

Contract Number and Type

CONTRACT NUMBER AND TYPE	Is this contract funded by a Federal Grant? *	<input checked="" type="radio"/> YES <input type="radio"/> NO
	Is this contract funded by Stimulus funds? *	<input type="radio"/> YES <input type="radio"/> NO
	Federal Grant Award Number: *	<input type="text" value="1234567890"/>
	Fed Aid Number: *	<input type="text" value="9876543210"/>
	Contract Type:	<input type="text" value="OTHER"/>
	Contract Type Description: *	<input type="text" value="ATT"/> <input style="border: 1px solid #ccc;" type="text" value="Attorneys"/> <input style="border: 1px solid #ccc;" type="button" value="?"/>
	Contract Number:	<input type="text" value="4118C50722Y"/> <small>The Contract Number is system generated.</small>
	Agency Defined Contract Number:	<input type="text" value="1906-1204_APA"/>
Bid/LOC/ITB/RFP Number:	<input type="text" value="BID 1906-1204_APA"/>	

Complete the following:

1. **Is this contract funded by a Federal Grant?** Select Yes or No.
 - a. **If No:** continue completing the form.
 - b. **If Yes: Is this contract funded by Stimulus funds?** Select Yes or No.
2. **Federal Grant Award Number:** Enter the grant/award number contained in the federal award document (25 alpha-numeric character max).
3. **Federal Aid Number:** Enter the 12-character Federal Aid Number assigned in SAAS.
4. **Contract Type:** The contract will auto populate based on the information on the Contract Look-up screen.
5. **Contract Type Description:** Click the icon to select a contract type description.

State of Mississippi
Contract Type Description
AC1 / Actors
AC2 / Actuaries
ACC / Accountants
ACT / Accounting Technician
ADM / Administrative Assistant
ADV / Advertising related occupations

6. **Contract Number:** The contract number will be system-generated.
7. **Agency Defined Contract Number:** The contract number will auto populate from the Contract Look-up screen.
8. **Bid/LOC/ITB/RFP Number:** Enter one of the following: Bid Proposal, Letter of Configuration, Invitation to Bid, or Request for Proposal number associated with the Notice of Award.

Agency Information

AGENCY INFORMATION	Agency Number:	<input type="text" value="201"/>
	Agency Name:	<input type="text" value="EDUCATION"/>
	County:	<input type="text" value="HANCOCK"/>
	DUNS Number:	<input type="text" value="234566122"/>
	CAGE Number:	<input type="text" value="12345"/>
	Contact Name: *	<input type="text" value="Mr. Henry Owl"/>
	Contact Phone Number: *	<input type="text" value="601-555-1212"/> <small>Format xxx-xxx-xxxx</small>
Contact E-mail: *	<input type="text" value="mrowl@dfa.state.ms.us"/>	

Complete the following:

- Agency Number:** The agency number will auto populate based on the Agency Number chosen on the Contract Look-up screen.
- Agency Name:** This field will populate based on the Agency Number chosen.
- County:** Select the county from the drop down list.

STATEWIDE
ADAMS
ALCORN
AMITE
ATTALA
BENTON
BOLIVAR
CALHOUN
CARROLL
CHICKASAW
CHOCTAW

- DUNS Number:** Enter the nine-digit identification number that is required of all Federal grant recipients.
- CAGE Number:** Enter the vendor's five-digit Commercial And Government Entity (CAGE) number obtained from the federal government.
- Contact Name:** Enter the name of the contact person at the agency.
- Contact Phone Number:** Enter the phone number of the appropriate contact for the agency.
- Contact E-mail:** Enter the email address of the appropriate contact for the agency.

Contract Information

CONTRACT INFORMATION

Lookup SAAS Vendor Information

Vendor Number:

Vendor Name:

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Phone Number:

Federal Employer Identification Number:

County: ?

DUNS Number:

CAGE Number:

Vendor Type: *

Vendor Congressional District: - Format st-xxxx

Contract Total Amount: * Format 99999.99
Note: The sum of Contract Amounts for Federal, State and Other must equal the Total Contract Amount

- Contract Federal Amount: * Format 99999.99
- Contract State Amount: Format 99999.99
- Contract Other Amount: Format 99999.99

Contract Award Date: * Format mm/dd/yyyy or Select date from the calendar

Contract Start Date: * Format mm/dd/yyyy or Select date from the calendar

Contract End Date: * Format mm/dd/yyyy or Select date from the calendar

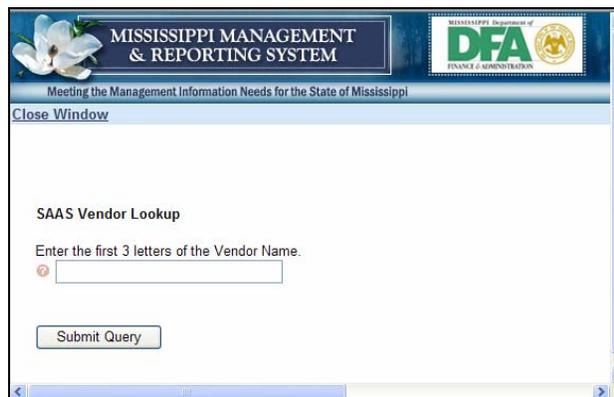
Contract Performance Location (County): *

Brief Summary: *
1000 characters left

Number of CFDA numbers associated with this contract: *

Complete the following information:

1. **Vendor Number:** Select the vendor number by clicking on the Lookup SAAS Vendor Information button. The **SAAS Vendor Lookup** page will appear.



- Enter at least the first 3 letters of the Vendor Name and press “Submit Query.” The SAAS Vendor Lookup Screen with a listing of Vendors will appear.

SAAS Vendor Lookup		Close
State of Mississippi		
SAAS Vendor Lookup		
Filter: Vendor Name LIKE 'STA%'		
Vendor Number	V0001862530	
Vendor Name	STA HOME HEALTH AGENCY OF	
Vendor Address	GREENWOOD INC	
Vendor Address	406 BRIARWOOD DRIVE BLDG 200	
City State	JACKSON MS	
Zip	39206	
Phone Number	866-782-4663	
Federal Employer Identification Number	64-0867174	
Vendor Number	V0001520840	
Vendor Name	STA HOME HLTH AGENCY OF FOREST	
Vendor Address	WINSTON CTY RURAL HEALTH	
Vendor Address	P O BOX 807	
City State	LOUISVILLE MS	
Zip	39339	
Phone Number		
Federal Employer Identification Number	64-0628785	

- Scroll down the list and click on the desired Vendor Number. The system will automatically populate the fields from the SAAS Vendor table.

OR

- Click "Lookup Another Vendor" to select a different vendor.

- Vendor Name:** The system will automatically populate based on the vendor name selected.
- Vendor Address 1:** The system will automatically populate based on the vendor selected.
- Vendor Address 2:** The system will automatically populate based on the vendor selected.
- City:** The system will automatically populate based on the vendor selected.
- State:** The system will automatically populate based on the vendor selected.
- Phone Number:** The system will automatically populate based on the vendor selected.
- Federal Employer Identification Number:** The system will automatically populate based on the vendor selected.

9. **County:** Click on the question mark and select the county from the county list if the vendor is located in Mississippi. If the vendor is outside of Mississippi, this field can be left blank.

State of Mississippi	
County Name	
ADAMS COUNTY	
ALCORN COUNTY	
AMITE COUNTY	
ATTALA COUNTY	
BENTON COUNTY	
BOLIVAR COUNTY	

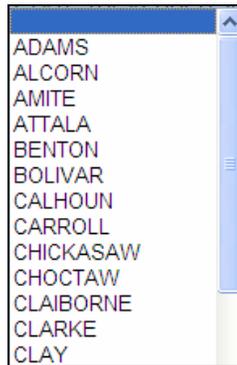
10. **DUNS Number:** Enter the nine-digit identification number that is required of all Federal grant recipients.
11. **CAGE Number:** Enter the vendor's five-digit Commercial And Government Entity (CAGE) number obtained from the federal government.
12. **Vendor Type:** Select the vendor type from the dropdown list.

State Government
County Government
City or Township Government
Special District Government
Regional Organization
U.S. Territory or Possession
Independent School District
Public/State Controlled Institution of Higher Education
Indian/Native American Tribal Government (Federally Recognized)
Indian/Native American Tribal Government (Other than Federally Recognized)
Indian/Native American Tribally Designated Organization
Public/Indian Housing Authority
Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)
Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)
Private Institution of Higher Education
Individual
For-Profit Organization (Other than Small Business)
Small Business
Hispanic-serving Institution
Historically Black Colleges and Universities (HBCUs)
Tribally Controlled Colleges and Universities (TCCUs)
Alaska Native and Native Hawaiian Serving Institutions
Non-domestic (non-US) Entity
Other

13. **Vendor Congressional District:** Select the vendor's congressional district from the drop down list. If the vendor is out-of-country, this field will be auto populate with N/A.
14. **Contract Total Amount:** Enter the total amount of the contract.
15. **Contract Federal Amount:** Enter the total amount of the federal funds.
16. **Contract State Amount:** Enter the total amount of the state funds.
17. **Contract Other Amount:** Enter amount received from other funds.

NOTE: The sum of the Federal, State, or Other amounts must equal the Contract Total Amount. The Contract Federal Amount is required if you selected "Yes" to the **Is this contract funded by a Federal Grant** question.

- 18. Contract Award Date:** Enter the date the contract was signed (mm/dd/yyyy), or click on the calendar icon and choose the date.
- 19. Contract Start Date:** Enter the start date of the contract.
- 20. Contract End Date:** Enter the end date the contract.
- 21. Contract Performance Location (County):** Select the county from the drop down list.



- 22. Brief Summary:** Enter a brief summary or purpose of the contract.
- 23. Number of CFDA numbers associated with this contract:** Select the number(s) of Catalog of Federal Domestic Assistance (CFDA) number on the award document or provided by the awarding agency from the drop down list. If this award is being funded through multiple programs, provide each CFDA number.

NOTE: If you answered "No" to "Is this contract funded by a Federal Grant," you will not be required to enter a CFDA number; if you answered "Yes," see the instructions below.

If you answered:

Is this contract funded by a Federal Grant? *	<input checked="" type="radio"/> YES	<input type="radio"/> NO
Is this contract funded by Stimulus funds? *	<input type="radio"/> YES	<input checked="" type="radio"/> NO

- Click on the Question mark beside CFDA Number(s).

01. CFDA Number: *	<input type="text"/>	<input type="text"/>	<input type="text"/>
02. CFDA Number: *	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Choose from the CFDA Number/ Federal Granting Agency list. Enter the last three-digits of the program number.

State of Mississippi	
CFDA Number/ Federal Granting Agency	
10 /	DEPT OF AGRICULTURE
11 /	DEPT OF COMMERCE
12 /	DEPT OF DEFENSE
14 /	HOUSING & URBAN DEVELOPMENT
15 /	DEPT OF THE INTERIOR
16 /	DEPT OF JUSTICE

If you answered:

Is this contract funded by a Federal Grant? *	<input checked="" type="radio"/> YES	<input type="radio"/> NO
Is this contract funded by Stimulus funds? *	<input checked="" type="radio"/> YES	<input type="radio"/> NO

- Click on the question mark beside CFDA Number(s).

Number of CFDA numbers associated with this contract: *	2	▼
01. CFDA Number: *	<input type="text"/>	<input type="text"/>
02. CFDA Number: *	<input type="text"/>	<input type="text"/>

- Choose from the CFDA Number/ Federal Granting Agency list.

State of Mississippi	
CFDA Number/ Federal Granting Agency	
10.783 -	CFDA Rural Business Enterprise Grant (RBEG) Recovery Act
11.557 -	Broadband Technology Opportunities Program
11.558 -	State Broadband Data and Development Grant Program
14.253 -	CFDA Community Development Block Grant (CDBG) Entitlement / Recovery Act Funded (CDBG-R)
14.254 -	CFDA Community Development Block Grant (CDBG) Insular Recovery
14.255 -	CFDA Community Development Block Grant (CDBG) State Hawaii Recovery
14.256 -	CFDA Recovery NSP2
14.257 -	Homelessness Prevention CFDA Recovery
14.258 -	CFDA Tax Credit Assistance Program (TCAP) Recovery

Keywords for Searching

KEYWORDS FOR SEARCHING	<input type="text"/> *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>At least one keyword is required.</i>				

At least one Keyword is required: Enter at least one keyword to be used to search on the contract award.

Supporting Documentation

Supporting documentation must be provided either by attaching a PDF document and/or providing 'website links' to supporting documentation that is currently stored on another website for the contract documents associated with the contract.

SUPPORTING DOCUMENTATION	<p>Enter the URL to the contract documents if they are accessible via the web. At least one URL or PDF attachment is required.</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p>And/Or attach PDF copies of the Supporting Documentation click the Add Documentation button.</p> <p> <input type="button" value="Add Documentation"/> <input type="button" value="Delete Documentation"/> </p> <p style="color: red;">To complete the addition/deletion of the documentation please click here. </p>
---------------------------------	--

1. Enter the URL to the contract documents.
Enter the Universal Record Locator (URL) to the contract documents, e.g., <http://www.ms.gov>. Separate URLs by a comma or a hard return.
2. To attach a document: Click on **Add Documentation**, and the following screen will appear.

Select Documentation Type

File Attachments
Only PDF files can be attached.

- a. Click **Select Documentation Type**, and the following screen will appear.

Select Documentation Type

AMENDMENT

CONTRACT

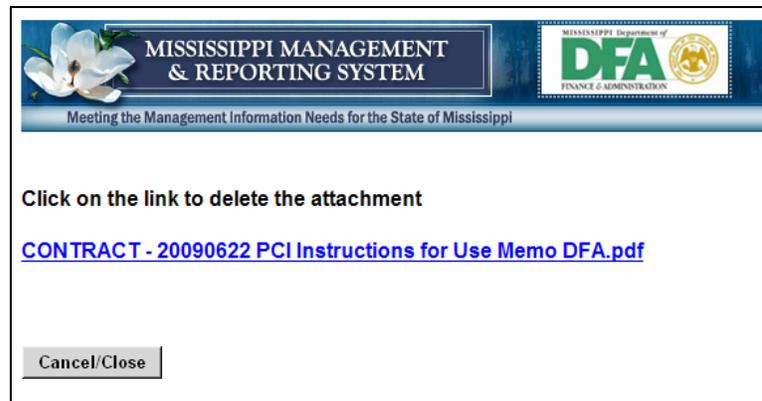
MULTI FEDERAL GRANT AWARD NUMBERS

NOTICE OF AWARD

OTHER

SUPPLEMENTAL

- b. **Select Attachment Type:** Select the attachment type from the drop down list.
 - c. **File Attachments (*Only PDF files can be attached.*):** Click Browse, choose a file and select Open.
 - d. **Save Attachment:** Click the button to add the attachments to the screen.
 - e. To complete the addition of the attached documentation click the "refresh"  button.
3. To delete a document: Click on **Delete Documentation**, and the following screen will appear.



- a. Click on the contract link to delete.
- b. To complete the deletion of the attached documentation, click the "refresh"  button.

Protective Order

1. Answer the following question:

PROTECTIVE ORDER	Has a Protective Order been issued? <input checked="" type="radio"/> No <input type="radio"/> Yes
------------------	---

- If the answer is No, Click on **Save** and continue to Step 2.
- If the answer is Yes, the following screen will appear:

PROTECTIVE ORDER	Has a Protective Order been issued? <input checked="" type="radio"/> YES <input type="radio"/> NO Enter the URL to the protective order documents if they are accessible via the web. <i>Note: At least one URL or PDF attachment is required.</i> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
	Or attach PDF copies of the protective order documents by clicking the Add Documentation button and completing the process. <input type="button" value="Add Documentation"/> <input type="button" value="Delete Documentation"/> To complete the addition/deletion of the documentation please click here.

2. After completing the Contract, click on **Save** to save the information or **Cancel/Close** to exit without saving the entry and return to the Home page.
3. Selecting the **Save** option will return the following screen with the appropriate contract type referenced.

<p>Your CONSTRUCTION Contract Information has been submitted to the Department of Finance and Administration. If questions/concerns arise regarding this form, you will be contacted to clarify the responses given.</p> <p>Thank You</p> <ul style="list-style-type: none"> • Print CONSTRUCTION Contract Submitted • Contract Documentation/Data Initial Upload • Exit Application
--

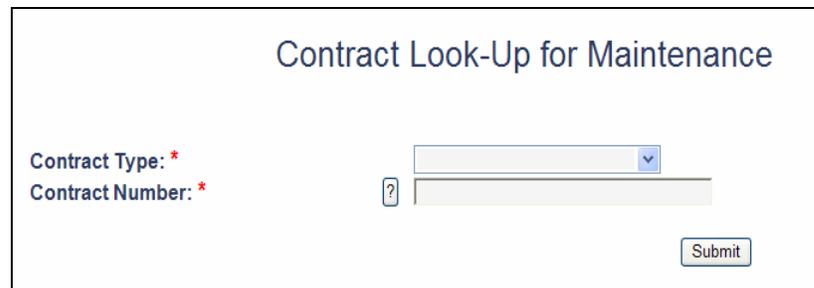
To Print the Contract, select the "Print" option.

Maintain Contract Data/Documentation – Statewide Contracts (OPTFM Agency, OPTFM Negotiated, and OPTFM Cooperative), ITS - Agency Delegated, Construction – MDOT, Other, Construction, & Lease

Maintain Contract Data/Documentation for Contract Types Statewide Contracts (OPTFM Agency, OPTFM Negotiated, and Cooperative), ITS - Agency Delegated, Construction – MDOT, Other, Construction, & Lease

NOTE: * Denotes required fields. Required fields for each form will be different.

1. From the Award / Contract Interface web page, click on the  button.
2. The Contract Look-Up for Maintenance screen will open.



Contract Look-Up Maintenance

Complete the following information:

1. **Contract Type:** Select one of the following contract types from the drop-down list.
 - Construction
 - Construction MDOT
 - IITS – Agency Delegated
 - Leases
 - Other
 - Statewide – OPTFM Agency
 - Statewide – OPTFM Negotiated
 - Statewide - OPTFM Cooperative
2. **Select the SAAS Agency Number:** Select the 3-digit SAAS Agency number from the drop down list.



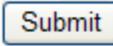
3. Contract Number:

a. Enter the Contract Number and select  to access the Contract screen.

OR

b. Click on the Contract Number lookup icon  to access the list of available contracts for the selected agency

Available OTHER Contracts for Agency 411	
State of Mississippi	
Filter: SAAS Agency Code = '411'	
Computed Contract Number	Agency Defined Contract Number
07C07-5564R	09B7654321
07C06-8992A	ASDFASFD5A

Click on the Contract Number and select  to access the Contract screen.

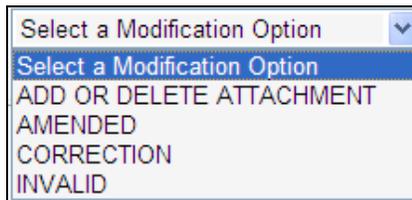
NOTE: Only certain fields can be modified.

Contract Modification Information (at the bottom of the page)

CONTRACT MODIFICATION INFORMATION	Contract Modification Type: *	Select a Modification Option 
	Contract Modification Date: *	 Format mm/dd/yyyy or Select date from the calendar
	Contract Modification Description: *	<input type="text"/>
	Contract Modification History:	Contract Modification Type : ADD or DELETE ATTACHMENT Contract Modification Date : 06/29/2009

After the modifications are made to the contract fields, the following information must be entered:

1. Contract Modification Type: Select a modification type from the drop down list.



The dropdown menu shows the following options: Select a Modification Option, ADD OR DELETE ATTACHMENT, AMENDED, CORRECTION, INVALID.

- Certain fields are required based on the Contract Type. See chart below.

Contract Modification Type	Required Fields
ADD OR DELETE ATTACHMENT	Contract Modification Date
AMENDED	Contract Modification Date, Contract Amendment Number (auto-populated), Contract Modification Description
CORRECTION	Contract Modification Date, Contract Modification Description
INVALID	Contract Modification Date, Contract Modification Description

2. **Contract Amendment Number:** This system generated number is auto-populated once the 'amendment' is saved.
3. **Contract Modification Date:** Enter the modification date for the Contract/Award from, or click the  icon and select the modification date.
4. **Contract Modification Description:** Enter a description text as to why the Contract/Award was modified.
5. After completing the Contract modifications, click on  to save the information or  to exit without saving the entry and return to the Home page.
6. Selecting the  option will return the following screen with the appropriate contract type referenced.

Your CONSTRUCTION Contract Information has been submitted to the Department of Finance and Administration. If questions/concerns arise regarding this form, you will be contacted to clarify the responses given.

Thank You

- [Print CONSTRUCTION Contract Submitted](#)
- [Contract Documentation/Data Initial Upload](#)
- [Exit Application](#)

7. To Print the Contract, select the "Print" option.

Initial Contract Upload – GENIE P1, OPTFM Statewide Competitive, ITS Contracts, and ITS CP1

Initial Contract Upload for GENIE P1, OPTFM Statewide Competitive, ITS Contracts, and ITS CP1

NOTE: * Denotes required fields. Required fields for each form will be different.

To create a Contract Record, from the **Award / Contract Interface** web page click on the  button.

The Contract Lookup Screen will open.

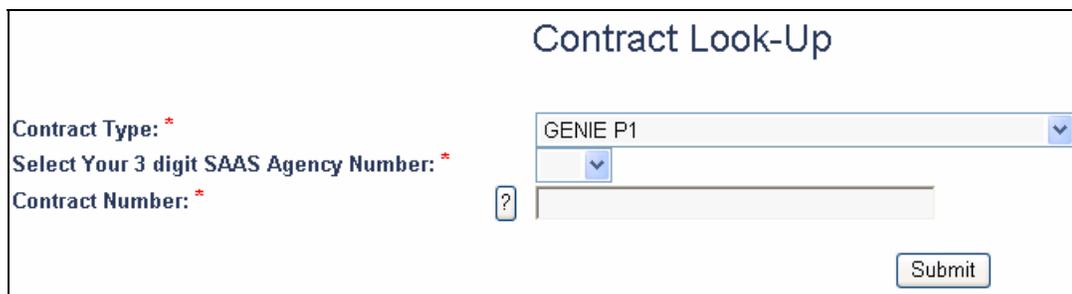


Contract Look-Up

Complete the following information:

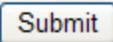
1. **Contract Type:** Select **one of the following** from the drop down list:

- GENIE P1
- ITS Contracts
- ITS CP1
- OPTFM Statewide Competitive



2. **Select the three-digit SAAS Agency Number:** Select the 3-digit SAAS Agency number from the drop down list.

3. **Contract Number:**

- a. Enter the Contract Number and select  to access the Contract screen.

OR

- b. Click on the Contract Number lookup icon  to access the PASM Contract Lookup list of available contracts for the selected agency.

[Close Window](#)

PASM Contract Lookup

Enter the first 4 characters/digits of the contract number.



- c. Enter at least the first 4 characters of the Contract Number and press "Submit Query." The PASM Contract Lookup Screen with a listing of contracts will appear

PASM Contract Lookup		
State of Mississippi		
Contract Number	Start Date - End Date	Description
<u>31081212600</u>	2008-08-01 - 2009-07-31	ENVELOPES

Click on the Contract Number and select to access the Contract screen.

 MISSISSIPPI MANAGEMENT & REPORTING SYSTEM <small>Meeting the Management Information Needs for the State of Mississippi</small>		 DFA <small>DEPARTMENT OF FINANCE & ADMINISTRATION</small>	
Help Home			
GENIE P1			
<small>* Denotes required field</small>			
CONTRACT NUMBER AND TYPE	Is this contract funded by a Federal Grant? * <input type="radio"/> YES <input type="radio"/> NO Federal Grant Award Number: <input type="text"/> Fed Aid Number: <input type="text"/> Contract Type: GENIE P1 Contract Type Description: * <input type="text"/> ? Contract Number: 41100010090 Agency Defined Contract Number: 41100010090 Bid/LOC/ITB/RFP Number: <input type="text"/>		
AGENCY INFORMATION	Agency Number: 201 Agency Name: EDUCATION County: <input type="text"/> DUNS Number: <input type="text"/> CAGE Number: <input type="text"/> Contact Name: * <input type="text"/> Contact Phone Number: * <input type="text"/> <small>Format xxx-xxx-xxxx</small> Contact E-mail: * <input type="text"/>		
CONTRACT INFORMATION	Vendor Number: V0001733750 Vendor Name: BETTER MARKETING KONNECTION Address Line 1: <input type="text"/> Address Line 2: P O BOX 7537 City: JACKSON State: MS Zip Code: 39284 Phone Number: 601-923-6350 Federal Employer Identification Number: 64-0907265 County: <input type="text"/> ? DUNS Number: <input type="text"/> CAGE Number: <input type="text"/> Vendor Type: <input type="text"/> Vendor Congressional District: MS - <input type="text"/> <small>Format st-xxxx</small> Contract Total Amount: 624.00 <small>Note: The sum of Contract Amounts for Federal, State and Other must equal the Total Contract Amount</small> • Contract Federal Amount: <input type="text"/> <small>Format 99999.99</small> • Contract State Amount: <input type="text"/> <small>Format 99999.99</small> • Contract Other Amount: <input type="text"/> <small>Format 99999.99</small> Contract Award Date: <input type="text"/> <small>Format mm/dd/yyyy or Select date from the calendar</small> Contract Start Date: 06/01/2009 Contract End Date: 06/15/2009 Contract Performance Location (County): * <input type="text"/> Brief Summary: dell 1720 laser printer toner		
KEYWORDS FOR SEARCHING	<input type="text"/> * , <input type="text"/> , <input type="text"/> , <input type="text"/> <small>At least one keyword is required.</small>		
SUPPORTING DOCUMENTATION	Enter the URL to the contract documents if they are accessible via the web. <small>Note: At least one URL or PDF attachment is required.</small> <input type="text"/> And/Or attach PDF copies of the Supporting Documentation click the Add Documentation button. <input type="button" value="Add Documentation"/> <input type="button" value="Delete Documentation"/> To complete the addition/deletion of the documentation please click here. 		
PROTECTIVE ORDER	Has a Protective Order been issued? <input type="radio"/> YES <input type="radio"/> NO <small>Note: At least one URL or PDF attachment is required.</small>		
Date Created: 09/30/2009 01:48:47 PM By: Tammy Waltman_qa			
<input type="button" value="Save"/> <input type="button" value="Cancel/Close"/>			

Contract Number and Type

CONTRACT NUMBER AND TYPE	Is this contract funded by a Federal Grant? *	<input checked="" type="radio"/> YES <input type="radio"/> NO
	Is this contract funded by Stimulus funds? *	<input type="radio"/> YES <input type="radio"/> NO
	Federal Grant Award Number: *	<input type="text"/>
	Fed Aid Number: *	<input type="text"/>
	Contract Type:	GENIE P1
	Contract Type Description: *	<input type="text"/> ?
	Contract Number:	41100010090
	Agency Defined Contract Number:	41100010090
Bid/LOC/ITB/RFP Number:	<input type="text"/>	

Complete the following:

1. **Is this contract funded by a Federal Grant?** Select Yes or No.
 - a. **If No:** continue completing the form.
 - b. **If Yes:** **Is this contract funded by Stimulus funds?** Select Yes or No.
2. **Federal Grant Award Number:** Enter the grant/award number contained in the federal award document (*25 alpha-numeric character max*).
3. **Federal Aid Number:** Enter the 12-character Federal Aid Number assigned in SAAS.
4. **Contract Type:** The contract type will auto populate based on the information selected on the Contract Look-up screen.
5. **Contract Type Description:** Click the icon to select a contract type description.

State of Mississippi	
Contract Type Description	
AC1 / Actors	
AC2 / Actuaries	
ACC / Accountants	
ACT / Accounting Technician	
ADM / Administrative Assistant	
ADV / Advertising related occupations	

6. **Contract Number:** The contract number will auto populate based on the contract number selected from the Contract Look-up screen.
7. **Agency Defined Contract Number:** The contract number will auto populate based on the contract number selected from the Contract Look-up screen, but can be modified.
8. **Bid/LOC/ITB/RFP Number:** Enter one of the following: Bid Proposal, Letter of Configuration, Invitation to Bid, or Request for Proposal number associated with the Notice of Award.

Agency Information

AGENCY INFORMATION	Agency Number:	201
	Agency Name:	EDUCATION
	County:	<input type="text" value=""/>
	DUNS Number:	<input type="text" value=""/>
	CAGE Number:	<input type="text" value=""/>
	Contact Name: *	<input type="text" value=""/>
	Contact Phone Number: *	<input type="text" value=""/> <small>Format: 1000-1000-1000</small>
Contact E-mail: *	<input type="text" value=""/>	

Complete the following:

- Agency Number:** The agency number will auto populate based on the Agency Number chosen on the Contract Look-up screen.
- Agency Name:** This field will populate based on the Agency Number chosen.
- County:** Select the county from the drop down list.

STATEWIDE
ADAMS
ALCORN
AMITE
ATTALA
BENTON
BOLIVAR
CALHOUN
CARROLL
CHICKASAW
CHOCTAW

- DUNS Number:** Enter the nine-digit identification number that is required of all Federal grant recipients.
- CAGE Number:** Enter the vendor's five-digit Commercial And Government Entity (CAGE) number obtained from the federal government.
- Contact Name:** Enter the name of the contact person at the agency.
- Contact Phone Number:** Enter the phone number of the appropriate contact for the agency.
- Contact E-mail:** Enter the email address of the appropriate contact for the agency.

Contract Information

CONTRACT INFORMATION	Vendor Number:	V0001733750
	Vendor Name	BETTER MARKETING KONNECTION
	Address Line 1:	
	Address Line 2:	P O BOX 7537
	City:	JACKSON
	State:	MS
	Zip Code:	39284
	Phone Number:	601-923-6350
	Federal Employer Identification Number:	64-0907265
	County:	<input type="text"/> ?
	DUNS Number:	<input type="text"/>
	CAGE Number:	<input type="text"/>
	Vendor Type: *	<input type="text"/>
	Vendor Congressional District:	MS - <input type="text"/> <i>Format st-xxxx</i>
	Contract Total Amount:	624.00
	<i>Note: The sum of Contract Amounts for Federal, State and Other must equal the Total Contract Amount</i>	
	• Contract Federal Amount: *	<input type="text"/> <i>Format 99999.99</i>
	• Contract State Amount:	<input type="text"/> <i>Format 99999.99</i>
	• Contract Other Amount:	<input type="text"/> <i>Format 99999.99</i>
	Contract Award Date: *	<input type="text"/> <i>Format mm/dd/yyyy or Select date from the calendar</i>
	Contract Start Date:	06/01/2009
	Contract End Date:	06/15/2009
	Contract Performance Location (County): *	<input type="text"/>
Brief Summary:	dell 1720 laser printer toner	
Number of CFDA numbers associated with this contract: *	<input type="text" value="0"/>	

Complete the following information:

- Vendor Number:** This field will auto populate based on data providing on the PAVC/PASM tables in SAAS.
- Vendor Name:** This field will auto populate from the SAAS Vendor table.
- Vendor Address 1:** This field will auto populate from the SAAS Vendor table.
- Vendor Address 2:** This field will auto populate from the SAAS Vendor table.
- City:** This field will auto populate from the SAAS Vendor table.
- State:** This field will auto populate from the SAAS Vendor table.
- Phone Number:** This field will auto populate from the SAAS Vendor table.
- Federal Employer Identification Number:** This field will auto populate from the SAAS Vendor table.
- County:** Click on the question mark and select the county from the county list if the vendor is located in Mississippi. If the vendor is outside of Mississippi, this field can be left blank.

State of Mississippi	
County Name	
ADAMS	
ALCORN	
AMITE	
ATTALA	
BENTON	

- 10. DUNS Number:** Enter the nine-digit identification number that is required of all Federal grant recipients.
- 11. CAGE Number:** Enter the vendor's five-digit Commercial And Government Entity (CAGE) number obtained from the federal government.
- 12. Vendor Type:** Select the vendor type from the dropdown list.

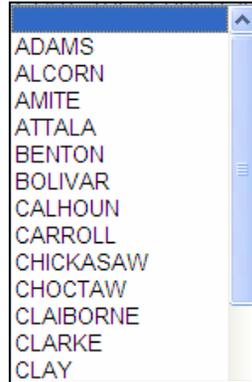
State Government
County Government
City or Township Government
Special District Government
Regional Organization
U.S. Territory or Possession
Independent School District
Public/State Controlled Institution of Higher Education
Indian/Native American Tribal Government (Federally Recognized)
Indian/Native American Tribal Government (Other than Federally Recognized)
Indian/Native American Tribally Designated Organization
Public/Indian Housing Authority
Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)
Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)
Private Institution of Higher Education
Individual
For-Profit Organization (Other than Small Business)
Small Business
Hispanic-serving Institution
Historically Black Colleges and Universities (HBCUs)
Tribally Controlled Colleges and Universities (TCCUs)
Alaska Native and Native Hawaiian Serving Institutions
Non-domestic (non-US) Entity
Other

- 13. Vendor Congressional District:** Select the vendor's congressional district from the drop down list. If the vendor is out-of-country, this field will be auto populated with N/A.
- 14. Contract Total Amount:** The total amount of the contract will automatically be populated.
- 15. Contract Federal Amount:** Enter the total amount of the federal funds.
- 16. Contract State Amount:** Enter the total amount of the state funds.
- 17. Contract Other Amount:** Enter amount received from other funds.

NOTE: The sum of the Federal, State, or Other amounts must equal the Contract Total Amount. The Contract Federal Amount is required if you selected "Yes" to the **Is this contract funded by a Federal Grant** question.

- 18. Contract Award Date:** Enter the date the contract was signed (mm/dd/yyyy), or click on the calendar icon and choose the date.

- 19. Contract Start Date:** This field will auto populate with the start date of the contract in SAAS.
- 20. Contract End Date:** This field will auto populate with the end date of the contract in SAAS.
- 21. Contract Performance Location (County):** Select the county from the drop down list.



- 22. Brief Summary:** This field will auto populate with the contract description in SAAS.
- 23. Number of CFDA numbers associated with this contract:** Select the number(s) of Catalog of Federal Domestic Assistance (CFDA) number on the award document or provided by the awarding agency from the drop down list. If this award is being funded through multiple programs, provide each CFDA number.

NOTE: If you answered "No" to "Is this contract funded by a Federal Grant," you will not be required to enter a CFDA number, if you answered "Yes" see the instructions below.

If you answered:

Is this contract funded by a Federal Grant? *	<input checked="" type="radio"/> YES	<input type="radio"/> NO
Is this contract funded by Stimulus funds? *	<input type="radio"/> YES	<input checked="" type="radio"/> NO

- Click on the Question mark beside CFDA Number(s).

01. CFDA Number: *	<input type="text"/>	<input type="text"/>	<input type="text"/>
02. CFDA Number: *	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Choose from the CFDA Number/ Federal Granting Agency list. Enter the last three-digits of the program number.

State of Mississippi	
CFDA Number/ Federal Granting Agency	
10 /	DEPT OF AGRICULTURE
11 /	DEPT OF COMMERCE
12 /	DEPT OF DEFENSE
14 /	HOUSING & URBAN DEVELOPMENT
15 /	DEPT OF THE INTERIOR
16 /	DEPT OF JUSTICE

If you answered:

Is this contract funded by a Federal Grant? *	<input checked="" type="radio"/> YES	<input type="radio"/> NO
Is this contract funded by Stimulus funds? *	<input checked="" type="radio"/> YES	<input type="radio"/> NO

- Click on the question mark beside CFDA Number(s).

Number of CFDA numbers associated with this contract: *	2	▼
01. CFDA Number: *	<input type="text"/>	<input type="text"/>
02. CFDA Number: *	<input type="text"/>	<input type="text"/>

- Choose from the CFDA Number/ Federal Granting Agency list.

State of Mississippi	
CFDA Number/ Federal Granting Agency	
10.783 -	CFDA Rural Business Enterprise Grant (RBEG) Recovery Act
11.557 -	Broadband Technology Opportunities Program
11.558 -	State Broadband Data and Development Grant Program
14.253 -	CFDA Community Development Block Grant (CDBG) Entitlement / Recovery Act Funded (CDBG-R)
14.254 -	CFDA Community Development Block Grant (CDBG) Insular Recovery
14.255 -	CFDA Community Development Block Grant (CDBG) State Hawaii Recovery
14.256 -	CFDA Recovery NSP2
14.257 -	Homelessness Prevention CFDA Recovery
14.258 -	CFDA Tax Credit Assistance Program (TCAP) Recovery

Keywords for Searching

KEYWORDS FOR SEARCHING	<input type="text"/> *	<input type="text"/>	<input type="text"/>	<input type="text"/>
------------------------	------------------------	----------------------	----------------------	----------------------

At least one keyword is required.

At least one Keyword is required: Enter at least one keyword to be used to search on the contract award.

Supporting Documentation

Supporting documentation must be provided either by attaching a PDF document and/or providing 'website links' to supporting documentation that is currently stored on another website for the contract documents associated with the contract.

SUPPORTING DOCUMENTATION

Enter the URL to the contract documents if they are accessible via the web. At least one URL or PDF attachment is required.

And/Or attach PDF copies of the Supporting Documentation click the Add Documentation button.

Add Documentation Delete Documentation

To complete the addition/deletion of the documentation please click [here](#).

1. Enter the URL to the contract documents.
Enter the Universal Record Locator (URL) to the contract documents, e.g., <http://www.ms.gov>. Separate URLs by a comma or a hard return.
2. To attach a document: Click on **Add Documentation**, and the following screen will appear.

Select Documentation Type

File Attachments
Only PDF files can be attached.

Browse...

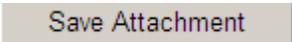
Save Attachment

- a. Click **Select Documentation Type**, and the following screen will appear.

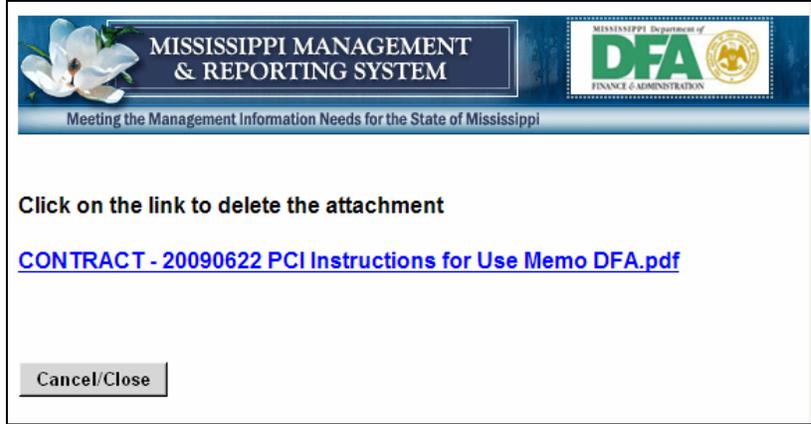
Select Documentation Type

AMENDMENT
CONTRACT
MULTI FEDERAL GRANT AWARD NUMBERS
NOTICE OF AWARD
OTHER
SUPPLEMENTAL

Save Attachment

- b. **Select Attachment Type:** Select the attachment type from the drop down list.
- c. **File Attachments (*Only PDF files can be attached.*):** Click Browse, choose a file and select Open.
- d. **Save Attachment:** Click the  button to add the attachments to the screen.

- e. To complete the addition of the attached documentation, click the "refresh"  button.
3. To delete a document: Click on **Delete Documentation**, and the following screen will appear.



MISSISSIPPI MANAGEMENT & REPORTING SYSTEM
Meeting the Management Information Needs for the State of Mississippi

MISSISSIPPI Department of
DFA
FINANCE & ADMINISTRATION

Click on the link to delete the attachment

[CONTRACT - 20090622 PCI Instructions for Use Memo DFA.pdf](#)

Cancel/Close

- a. Click on the contract link to delete.
- b. To complete the deletion of the attached documentation click the "refresh"  button.

Protective Order

1. Answer the following question:

PROTECTIVE ORDER	Has a Protective Order been issued? <input checked="" type="radio"/> No <input type="radio"/> Yes
------------------	---

- If the answer is No, Click on  and continue to Step 2.
- If the answer is Yes, the following screen will appear:

PROTECTIVE ORDER	<p>Has a Protective Order been issued? <input checked="" type="radio"/> YES <input type="radio"/> NO</p> <p>Enter the URL to the protective order documents if they are accessible via the web. <i>Note: At least one URL or PDF attachment is required.</i></p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p>Or attach PDF copies of the protective order documents by clicking the Add Documentation button and completing the process.</p> <p><input type="button" value="Add Documentation"/> <input type="button" value="Delete Documentation"/></p> <p>To complete the addition/deletion of the documentation please click here. </p>
------------------	--

2. After completing the Contract, click on  to save the information or  to exit without saving the entry and return to the Home page.

3. Selecting the  option will return the following screen with the appropriate contract type referenced.

Your GENIE P1 Contract Information has been submitted to the Department of Finance and Administration. If questions/concerns arise regarding this form, you will be contacted to clarify the responses given.

Thank You

- [Print GENIE P1 Contract Submitted](#)
- [Contract Documentation/Data Initial Upload](#)
- [Exit Application](#)

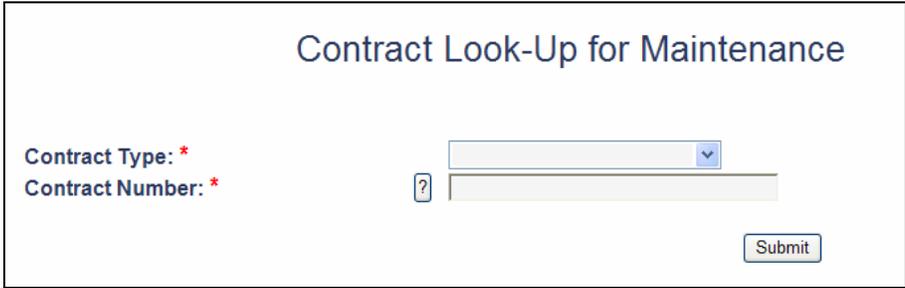
4. To Print the Contract, select the “Print” option.

Maintain Contract Data/Documentation – GENIE P1, OPTFM Statewide Competitive, ITS Contracts, and ITS CP1

Maintain Contract Data/Documentationa for GENIE P1, OPTFM Statewide Competitive, ITS Contracts, and ITS CP1

NOTE: * Denotes required fields. Required fields for each form will be different.

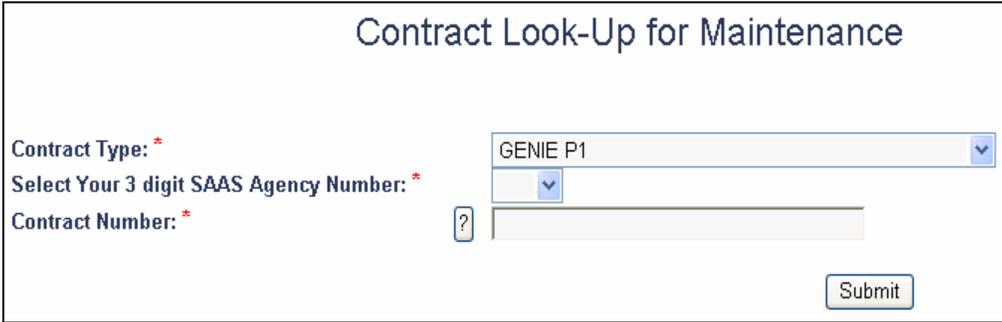
1. From the **Award / Contract Interface** web page, click on the  button.
2. The Contract Look-Up for Maintenance screen will open.

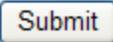


Contract Look-Up Maintenance

Complete the following information:

1. **Contract Type:** Select **one of the following** from the drop down list.
 - GENIE P1
 - Statewide Competitive
 - ITS Contracts
 - ITS CP1



2. **Select the 3-digit SAAS Agency Number:** Select the 3-digit SAAS Agency number from the drop down list.
3. **Contract Number:**
 - a. Enter the Contract Number and select  to access the Contract screen.

Or

- b. Click on the Contract Number lookup icon  to select the desired contract for maintenance from list of available contracts for the selected agency.

Available GENIE P1 Contracts for Agency 411	
State of Mississippi	
Filter: SAAS Agency Code = '411'	
Computed Contract Number	Agency Defined Contract Number
S9301334658	5

Click on the Contract Number and select  to access the Contract screen.

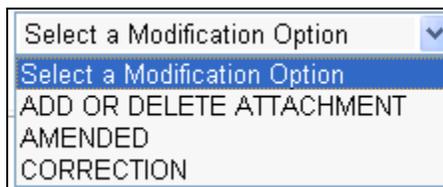
NOTE: Only certain fields can be modified.

Contract Modification Information (at the bottom of the page)

CONTRACT MODIFICATION INFORMATION	Contract Modification Type: *	AMENDED 
	Contract Amendment Number:	<input type="text"/>
	Contract Modification Date: *	<input type="text"/>  <i>Format mm/dd/yyyy or Select date from the calendar</i>
	Contract Modification Description: *	<input type="text"/>

After the modifications are made to the contract fields, the following information must be entered:

1. **Contract Modification Type:** Select a modification type from the drop down list.



- Certain fields are required based on the Contract Type. See chart below.

Contract Modification Type	Required Fields
ADD OR DELETE ATTACHMENT	Contract Modification Date
AMENDED	Contract Modification Date, Contract Amendment Number (auto-populated), Contract Modification Description
CORRECTION	Contract Modification Date, Contract Modification Description

2. **Contract Amendment Number:** This system generated number is auto-populated once the 'amendment' is saved.
3. **Contract Modification Date:** Enter the modification date for the Contract/Award from, or click the  icon and select the modification date.
4. **Contract Modification Description:** Enter a description text as to why the Contract/Award was modified.
5. After completing the Contract modifications, click on  to save the information or  to exit without saving the entry and return to the Home page.
6. Selecting the  option will return the following screen with the appropriate contract type referenced.

Your GENIE P1 Contract Information has been submitted to the Department of Finance and Administration. If questions/concerns arise regarding this form, you will be contacted to clarify the responses given.

Thank You

- [Print GENIE P1 Contract Submitted](#)
- [Maintain Contract Documentation/Data](#)
- [Exit Application](#)

7. To Print the Contract, select the "Print" option.

Contract Data Upload – Construction BOB and Lease BOB

Initial Contract Upload for Contract Types Construction BOB and Lease BOB

NOTE: * Denotes required fields. Required fields for each form will be different.

To create a Contract Record, from the **Award / Contract Interface** web page click on the  button.



Contract Look-Up

Complete the following information:

1. **Contract Type:** Select one of the following contract types from the drop-down list.
 - Construction – BOB
 - Lease - BOB



2. **Select the SAAS Agency Number:** Select the 3-digit SAAS Agency number from the drop down list.

3. **Contract Number:** Enter the Contract Number and select to access the contract upload screen. Contract Number must be less than or equal to eleven digits.

NOTE: If the Contract Number entered already exists in the system, the following message will appear.

The contract you are attempting to upload already exists in the database.
Click below to view and/or maintain the contract's documentation and data.

[Maintain Contract Documentation/Data](#)

NOTE: If you feel you have received this message in error,
verify the contract number and all pertinent data, and try the contract upload again.

 MISSISSIPPI MANAGEMENT & REPORTING SYSTEM <small>Meeting the Management Information Needs for the State of Mississippi</small>		 MISSISSIPPI DEPARTMENT OF DFA <small>FINANCE & ADMINISTRATION</small>		
		Help Home		
CONSTRUCTION - BOB				
* Denotes required field				
CONTRACT NUMBER AND TYPE	Is this contract funded by a Federal Grant? *	<input checked="" type="radio"/> YES <input type="radio"/> NO		
	Is this contract funded by Stimulus funds? *	<input type="radio"/> YES <input type="radio"/> NO		
	Federal Grant Award Number: *	<input type="text"/>		
	Fed Aid Number: *	<input type="text"/>		
	Contract Type:	CONSTRUCTION - BOB		
	Contract Type Description: *	<input type="text"/> ?		
	Contract Number:	123456		
Agency Defined Contract Number:	<input type="text"/>			
Bid/LOC/ITB/RFP Number:	<input type="text"/>			
AGENCY INFORMATION	Agency Number:	201		
	Agency Name:	EDUCATION		
	County: *	<input type="text"/>		
	DUNS Number:	<input type="text"/>		
	CAGE Number:	<input type="text"/>		
	Contact Name: *	<input type="text"/>		
	Contact Phone Number: *	<input type="text"/> <small>Format: 1000-1000-10000</small>		
Contact E-mail: *	<input type="text"/>			
CONTRACT INFORMATION	Lookup SAAS Vendor Information *			
	Vendor Number:	<input type="text"/>		
	Vendor Name:	<input type="text"/>		
	Address Line 1:	<input type="text"/>		
	Address Line 2:	<input type="text"/>		
	City:	<input type="text"/>		
	State:	<input type="text"/>		
	Zip Code:	<input type="text"/>		
	Phone Number:	<input type="text"/>		
	Federal Employer Identification Number:	<input type="text"/>		
	County:	<input type="text"/> ?		
	DUNS Number:	<input type="text"/>		
	CAGE Number:	<input type="text"/>		
	Vendor Type: *	<input type="text"/>		
	Vendor Congressional District:	<input type="text"/> - <input type="text"/> <small>Format: st-xxxx</small>		
	Contract Total Amount: *	<input type="text"/> <small>Format: \$9999.99</small>		
	<small>Note: The sum of Contract Amounts for Federal, State and Other must equal the Total Contract Amount</small>			
	• Contract Federal Amount: *	<input type="text"/> <small>Format: \$9999.99</small>		
	• Contract State Amount:	<input type="text"/> <small>Format: \$9999.99</small>		
	• Contract Other Amount:	<input type="text"/> <small>Format: \$9999.99</small>		
	Contract Award Date: *	<input type="text"/> <small>Format mm/dd/yyyy or Select date from the calendar</small>		
	Contract Start Date: *	<input type="text"/> <small>Format mm/dd/yyyy or Select date from the calendar</small>		
Contract End Date: *	<input type="text"/> <small>Format mm/dd/yyyy or Select date from the calendar</small>			
Contract Performance Location (County): *	<input type="text"/>			
Brief Summary: *	<input type="text"/>			
1000 characters left				
Number of CFDA numbers associated with this contract: *	<input type="text"/> 0			
KEYWORDS FOR SEARCHING	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <p><small>At least one keyword is required.</small></p>			
SUPPORTING DOCUMENTATION	Enter the URL to the contract documents if they are accessible via the web. At least one URL or PDF attachment is required. <input type="text"/> And/Or attach PDF copies of the Supporting Documentation click the Add Documentation button. <input type="button" value="Add Documentation"/> <input type="button" value="Delete Documentation"/> To complete the addition/deletion of the documentation please click here. 			
PROTECTIVE ORDER	Has a Protective Order been issued? <input type="radio"/> YES <input type="radio"/> NO			
Date Created: 09/30/2009 02:29:30 PM By: Tammy Waltman_ga				
		<input type="button" value="Save"/>	<input type="button" value="Cancel/Close"/>	

Contract Number and Type

CONTRACT NUMBER AND TYPE	Is this contract funded by a Federal Grant? *	<input checked="" type="radio"/> YES <input type="radio"/> NO
	Is this contract funded by Stimulus funds? *	<input checked="" type="radio"/> YES <input type="radio"/> NO
	Federal Grant Award Number: *	<input type="text" value="9876543210"/>
	Fed Aid Number: *	<input type="text" value="1234567890"/>
	Contract Type:	<input type="text" value="CONSTRUCTION - BOB"/>
	Contract Type Description: *	<input type="text" value="ATT"/> <input style="border: 1px solid #ccc;" type="text" value="Attorneys"/> <input style="border: 1px solid #ccc;" type="button" value="?"/>
	Contract Number:	<input type="text" value="19061204007"/>
	Agency Defined Contract Number:	<input type="text"/>
Bid/LOC/ITB/RFP Number:	<input type="text"/>	

Complete the following:

1. **Is this contract funded by a Federal Grant?** Select Yes or No.
 - a. **If No:** continue completing the form.
 - b. **If Yes: Is this contract funded by Stimulus funds?** Select Yes or No.
2. **Federal Grant Award Number:** Enter the grant/award number contained in the federal award document *(25 alpha-numeric character max)*.
3. **Federal Aid Number:** Enter the 12-character Federal Aid Number assigned in SAAS.
4. **Contract Type:** The contract will auto populate based on the information on the Contract Look-up screen.
5. **Contract Type Description:** Click the icon to select a contract type description.

State of Mississippi	
Contract Type Description	
AC1 / Actors	
AC2 / Actuaries	
ACC / Accountants	
ACT / Accounting Technician	
ADM / Administrative Assistant	
ADV / Advertising related occupations	

6. **Contract Number:** The contract number will auto-populate from the Contract Look-Up Screen.
7. **Agency Defined Contract Number:** Enter an 'agency defined' contract number. This number can be up to thirty-five (35) digits.
8. **Bid/LOC/ITB/RFP Number:** Enter one of the following: Bid Proposal, Letter of Configuration, Invitation to Bid, or Request for Proposal number associated with the Notice of Award.

Agency Information

AGENCY INFORMATION	Agency Number:	<input type="text" value="201"/>
	Agency Name:	<input type="text" value="EDUCATION"/>
	County: *	<input type="text" value="CALHOUN"/>
	DUNS Number:	<input type="text" value="123456789"/>
	CAGE Number:	<input type="text" value="12345"/>
	Contact Name: *	<input type="text" value="Mr. Builder"/>
	Contact Phone Number: *	<input type="text" value="601-555-1212"/> <small>Format xxx-xxx-xxxx</small>
Contact E-mail: *	<input type="text" value="mrbuilder@yahoo.com"/>	

Complete the following:

- Agency Number:** The agency number will auto populate based on the Agency Number chosen on the Contract Look-up screen.
- Agency Name:** This field will populate based on the Agency Number chosen.
- County:** Select the county from the drop down list.

STATEWIDE
ADAMS
ALCORN
AMITE
ATTALA
BENTON
BOLIVAR
CALHOUN
CARROLL
CHICKASAW
CHOCTAW

- DUNS Number:** Enter the nine-digit identification number that is required of all Federal grant recipients.
- CAGE Number:** Enter the vendor's five-digit Commercial And Government Entity (CAGE) number obtained from the federal government.
- Contact Name:** Enter the name of the contact person at the agency.
- Contact Phone Number:** Enter the phone number of the appropriate contact for the agency.
- Contact E-mail:** Enter the email address of the appropriate contact for the agency.

Contract Information

CONTRACT INFORMATION

Lookup SAAS Vendor Information *

Vendor Number:	<input type="text"/>
Vendor Name	<input type="text"/>
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip Code:	<input type="text"/>
Phone Number:	<input type="text"/>
Federal Employer Identification Number:	<input type="text"/>
County:	<input style="border: 1px dashed gray;" type="text" value="?"/>
DUNS Number:	<input type="text"/>
CAGE Number:	<input type="text"/>
Vendor Type: *	<input type="text"/>
Vendor Congressional District:	<input type="text"/> - <input type="text"/> <small>Format st-xxxx</small>
Contract Total Amount: *	<input type="text"/> <small>Format 99999.99</small>
<small>Note: The sum of Contract Amounts for Federal, State and Other must equal the Total Contract Amount</small>	
• Contract Federal Amount: *	<input type="text"/> <small>Format 99999.99</small>
• Contract State Amount:	<input type="text"/> <small>Format 99999.99</small>
• Contract Other Amount:	<input type="text"/> <small>Format 99999.99</small>
Contract Award Date: *	<input type="text"/> <small>Format mm/dd/yyyy or Select date from the calendar</small>
Contract Start Date: *	<input type="text"/> <small>Format mm/dd/yyyy or Select date from the calendar</small>
Contract End Date: *	<input type="text"/> <small>Format mm/dd/yyyy or Select date from the calendar</small>
Contract Performance Location (County): *	<input type="text"/>
Brief Summary: *	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>
	<small>1000 characters left</small>
Number of CFDA numbers associated with this contract: *	<input type="text" value="0"/>

Complete the following information:

- Vendor Number:** Select the vendor number by clicking on the **Lookup SAAS Vendor Information** button. The **SAAS Vendor Lookup** page will appear.



MISSISSIPPI MANAGEMENT & REPORTING SYSTEM

Meeting the Management Information Needs for the State of Mississippi



DFA
MISSISSIPPI Department of
FINANCE & ADMINISTRATION

[Close Window](#)

SAAS Vendor Lookup

Enter the first 3 letters of the Vendor Name.

- Enter at least the first 3 letters of the Vendor Name and press "Submit Query." The SAAS Vendor Lookup Screen with a listing of Vendors will appear.

SAAS Vendor Lookup		Close
State of Mississippi		
SAAS Vendor Lookup		
Filter: <i>Vendor Name LIKE 'STA%'</i>		
Vendor Number	V0001862530	
Vendor Name	STA HOME HEALTH AGENCY OF	
Vendor Address	GREENWOOD INC	
Vendor Address	406 BRIARWOOD DRIVE BLDG 200	
City State	JACKSON MS	
Zip	39206	
Phone Number	866-782-4663	
Federal Employer Identification Number	64-0867174	
Vendor Number	V0001520840	
Vendor Name	STA HOME HLTH AGENCY OF FOREST	
Vendor Address	WINSTON CTY RURAL HEALTH	
Vendor Address	P O BOX 807	
City State	LOUISVILLE MS	
Zip	39339	
Phone Number		
Federal Employer Identification Number	64-0628785	

- Scroll down the list and click on the desired Vendor Number. The system will automatically populate the fields from the SAAS Vendor table.

OR

- Click "Lookup Another Vendor" to select a different vendor.

- 2. Vendor Name:** The system will automatically populate based on the vendor name selected.
- 3. Vendor Address 1:** The system will automatically populate based on the vendor selected.
- 4. Vendor Address 2:** The system will automatically populate based on the vendor selected.
- 5. City:** The system will automatically populate based on the vendor selected.
- 6. State:** The system will automatically populate based on the vendor selected.
- 7. Phone Number:** The system will automatically populate based on the vendor selected.
- 8. Federal Employer Identification Number:** The system will automatically populate based on the vendor selected.
- 9. County:** Click on the question mark and select the county from the county list if the vendor is located in Mississippi. If the vendor is outside of Mississippi, this field can be left blank.

State of Mississippi	
County Name	
ADAMS COUNTY	
ALCORN COUNTY	
AMITE COUNTY	
ATTALA COUNTY	
BENTON COUNTY	
BOLIVAR COUNTY	

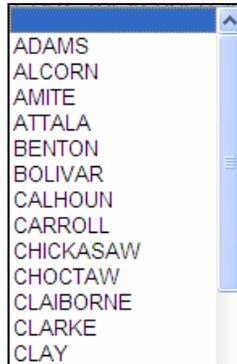
- 10. DUNS Number:** Enter the nine-digit identification number that is required of all Federal grant recipients.
- 11. CAGE Number:** Enter the vendor's five-digit Commercial And Government Entity (CAGE) coder obtained from the federal government.
- 12. Vendor Type:** Select the vendor type from the dropdown list.

State Government
County Government
City or Township Government
Special District Government
Regional Organization
U. S. Territory or Possession
Independent School District
Public/State Controlled Institution of Higher Education
Indian/Native American Tribal Government (Federally Recognized)
Indian/Native American Tribal Government (Other than Federally Recognized)
Indian/Native American Tribally Designated Organization
Public/Indian Housing Authority
Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)
Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)
Private Institution of Higher Education
Individual
For-Profit Organization (Other than Small Business)
Small Business
Hispanic-serving Institution
Historically Black Colleges and Universities (HBCUs)
Tribally Controlled Colleges and Universities (TCCUs)
Alaska Native and Native Hawaiian Serving Institutions
Non-domestic (non-US) Entity
Other

- 13. Vendor Congressional District:** Select the vendor's congressional district from the drop down list. If the vendor is out-of-country, this field will be auto populate with N/A.
- 14. Contract Total Amount:** Enter the total amount of the contract.
- 15. Contract Federal Amount:** Enter the total amount of the federal funds.
- 16. Contract State Amount:** Enter the total amount of the state funds.
- 17. Contract Other Amount:** Enter amount received from other funds.

NOTE: The sum of the Federal, State, or Other amounts must equal the Contract Total Amount. The Contract Federal Amount is required if you selected "Yes" to the **Is this contract funded by a Federal Grant** question.

- 18. Contract Award Date:** Enter the date the contract was signed (mm/dd/yyyy), or click on the calendar icon and choose the date.
- 19. Contract Start Date:** Enter the start date of the contract.
- 20. Contract End Date:** Enter the end date the contract.
- 21. Contract Performance Location (County):** Select the county from the drop down list.



- 22. Brief Summary:** Enter a brief summary or purpose of the contract.
- 23. Number of CFDA numbers associated with this contract:** Select the number(s) of Catalog of Federal Domestic Assistance (CFDA) number on the award document or provided by the awarding agency from the drop down list. If this award is being funded through multiple programs, provide each CFDA number.

NOTE: If you answered "No" to "Is this contract funded by a Federal Grant," you will not be required to enter a CFDA number; if you answered "Yes," see the instructions below.

If you answered:

Is this contract funded by a Federal Grant? *	<input checked="" type="radio"/> YES	<input type="radio"/> NO
Is this contract funded by Stimulus funds? *	<input type="radio"/> YES	<input checked="" type="radio"/> NO

- Click on the Question mark beside CFDA Number(s).

01. CFDA Number: *	<input type="text"/>	<input type="text"/>	<input type="text"/>
02. CFDA Number: *	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Choose from the CFDA Number/ Federal Granting Agency list. Enter the last three-digits of the program number.

State of Mississippi	
CFDA Number/ Federal Granting Agency	
10 /	DEPT OF AGRICULTURE
11 /	DEPT OF COMMERCE
12 /	DEPT OF DEFENSE
14 /	HOUSING & URBAN DEVELOPMENT
15 /	DEPT OF THE INTERIOR
16 /	DEPT OF JUSTICE

If you answered:

Is this contract funded by a Federal Grant? *	<input checked="" type="radio"/> YES	<input type="radio"/> NO
Is this contract funded by Stimulus funds? *	<input checked="" type="radio"/> YES	<input type="radio"/> NO

- Click on the question mark beside CFDA Number(s).

Number of CFDA numbers associated with this contract: *	2	▼
01. CFDA Number: *	<input type="text"/>	<input type="text"/>
02. CFDA Number: *	<input type="text"/>	<input type="text"/>

- Choose from the CFDA Number/ Federal Granting Agency list.

State of Mississippi	
CFDA Number/ Federal Granting Agency	
10.783 -	CFDA Rural Business Enterprise Grant (RBEG) Recovery Act
11.557 -	Broadband Technology Opportunities Program
11.558 -	State Broadband Data and Development Grant Program
14.253 -	CFDA Community Development Block Grant (CDBG) Entitlement / Recovery Act Funded (CDBG-R)
14.254 -	CFDA Community Development Block Grant (CDBG) Insular Recovery
14.255 -	CFDA Community Development Block Grant (CDBG) State Hawaii Recovery
14.256 -	CFDA Recovery NSP2
14.257 -	Homelessness Prevention CFDA Recovery
14.258 -	CFDA Tax Credit Assistance Program (TCAP) Recovery

Keywords for Searching

KEYWORDS FOR SEARCHING	<input type="text"/> *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>At least one keyword is required.</i>				

At least one Keyword is required: Enter at least one keyword to be used to search on the contract award.

Supporting Documentation

Supporting documentation must be provided either by attaching a PDF document and/or providing 'website links' to supporting documentation that is currently stored on another website for the contract documents associated with the contract.

SUPPORTING DOCUMENTATION	Enter the URL to the contract documents if they are accessible via the web. At least one URL or PDF attachment is required.
	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
<p>And/Or attach PDF copies of the Supporting Documentation click the Add Documentation button.</p> <p style="text-align: center;"> <input type="button" value="Add Documentation"/> <input type="button" value="Delete Documentation"/> </p> <p style="color: red; font-size: small;">To complete the addition/deletion of the documentation please click here. </p>	

1. Enter the URL to the contract documents.
Enter the Universal Record Locator (URL) to the contract documents, e.g., <http://www.ms.gov>. Separate URLs by a comma or a hard return.
2. To attach a document: Click on **Add Documentation** and the following screen will appear.

Select Documentation Type

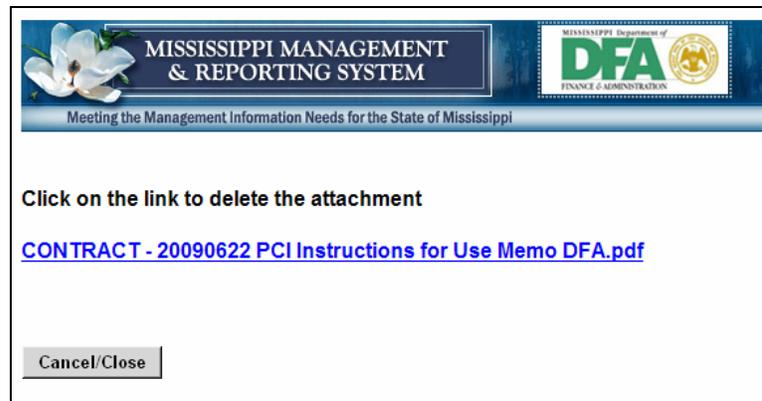
File Attachments
Only PDF files can be attached.

- a. Click **Select Documentation Type**, and the following screen will appear.

Select Documentation Type

- AMENDMENT
- CONTRACT
- MULTI FEDERAL GRANT AWARD NUMBERS
- NOTICE OF AWARD
- OTHER
- SUPPLEMENTAL

- b. **Select Attachment Type:** Select the attachment type from the drop down list.
 - c. **File Attachments (Only PDF files can be attached.):** Click Browse, choose a file and select Open.
 - d. **Save Attachment:** Click the button to add the attachments to the screen.
 - e. To complete the addition of the attached documentation click the "refresh" button.
3. To delete a document: Click on **Delete Documentation**, and the following screen will appear.



- a. Click on the contract link to delete.
- b. To complete the deletion of the attached documentation, click the "refresh"  button.

Protective Order

1. Answer the following question:

PROTECTIVE ORDER	Has a Protective Order been issued? <input checked="" type="radio"/> No <input type="radio"/> Yes
------------------	---

- If the answer is No, Click on **Save** and continue to Step 2.
- If the answer is Yes, the following screen will appear:

PROTECTIVE ORDER	Has a Protective Order been issued? <input checked="" type="radio"/> YES <input type="radio"/> NO Enter the URL to the protective order documents if they are accessible via the web. <i>Note: At least one URL or PDF attachment is required.</i> <div style="border: 1px solid #ccc; height: 40px; margin: 5px 0;"></div>
	Or attach PDF copies of the protective order documents by clicking the Add Documentation button and completing the process. <div style="display: flex; justify-content: space-around; margin: 5px 0;"> Add Documentation Delete Documentation </div> To complete the addition/deletion of the documentation please click here.

2. After completing the Contract, click on **Save** to save the information or **Cancel/Close** to exit without saving the entry and return to the Home page.
3. Selecting the **Save** option will return the following screen with the appropriate contract type referenced.

<p>Your CONSTRUCTION Contract Information has been submitted to the Department of Finance and Administration. If questions/concerns arise regarding this form, you will be contacted to clarify the responses given.</p> <p>Thank You</p> <ul style="list-style-type: none"> • Print CONSTRUCTION Contract Submitted • Contract Documentation/Data Initial Upload • Exit Application

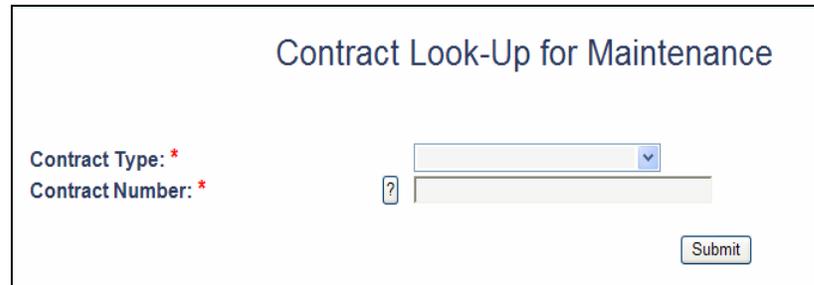
To Print the Contract, select the "Print" option.

Maintain Contract – Construction BOB and Lease BOB

Maintain Contract Data / Documentation for Contract Types Construction BOB and Lease BOB

NOTE: * Denotes required fields. Required fields for each form will be different.

1. From the Award / Contract Interface web page, click on the  button.
2. The Contract Look-Up for Maintenance screen will open.



Contract Look-Up Maintenance

Complete the following information:

1. **Contract Type:** Select one of the following contract types from the drop-down list.
 - Construction – BOB
 - Lease – BOB
2. **Select the SAAS Agency Number:** Select the 3-digit SAAS Agency number from the drop down list.



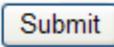
3. Contract Number:

- a. Enter the Contract Number and select  to access the Contract screen.

OR

- b. Click on the Contract Number lookup icon  to access the list of available contracts for the selected agency

Available CONSTRUCTION - BOB Contracts for Agency 411	
State of Mississippi	
Filter: SAAS Agency Code = '411'	
Computed Contract Number	Agency Defined Contract Number
19061204007	19061204007

Click on the Contract Number and select  to access the Contract screen.

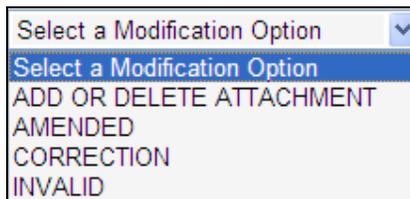
NOTE: Only certain fields can be modified.

Contract Modification Information (at the bottom of the page)

CONTRACT MODIFICATION INFORMATION	Contract Modification Type: *	Select a Modification Option <input type="button" value="v"/>
	Contract Modification Date: *	<input type="text"/>  <i>Format mm/dd/yyyy or Select date from the calendar</i>
	Contract Modification Description: *	<input type="text"/>
	Contract Modification History:	Contract Modification Type : ADD or DELETE ATTACHMENT Contract Modification Date : 06/29/2009

After the modifications are made to the contract fields, the following information must be entered:

- Contract Modification Type:** Select a modification type from the drop down list.



- Certain fields are required based on the Contract Type. See chart below.

Contract Modification Type	Required Fields
ADD OR DELETE ATTACHMENT	Contract Modification Date
AMENDED	Contract Modification Date, Contract Amendment Number (auto-populated), Contract Modification Description
CORRECTION	Contract Modification Date, Contract Modification Description
INVALID	Contract Modification Date, Contract Modification Description

2. **Contract Amendment Number:** This system generated number is auto-populated once the 'amendment' is saved.
3. **Contract Modification Date:** Enter the modification date for the Contract/Award from, or click the  icon and select the modification date.
4. **Contract Modification Description:** Enter a description text as to why the Contract/Award was modified.
5. After completing the Contract modifications, click on  to save the information or  to exit without saving the entry and return to the Home page.
6. Selecting the  option will return the following screen with the appropriate contract type referenced.

Your CONSTRUCTION Contract Information has been submitted to the Department of Finance and Administration. If questions/concerns arise regarding this form, you will be contacted to clarify the responses given.

Thank You

- [Print CONSTRUCTION Contract Submitted](#)
- [Contract Documentation/Data Initial Upload](#)
- [Exit Application](#)

To Print the Contract, select the "Print" option.

Definitions

Address Line 1 – The first line of the vendor's address from the SAAS vendor table.

Address Line 2 – The second line of the vendor's address from the SAAS vendor table
Agency Defined Contract Number –

Agency Name – The name of the SAAS agency.

Agency Number – The SAAS three-digit agency code.

Award Amount (estimate) – The estimated amount that will be awarded.

Bid/LOC/ITB/RFP Number – Invitation to bid, Request for Proposal, Letter of Configuration

Brief Summary – A brief summary of the contractual services to be performed (*e.g.*, location, program and purpose.

CAGE Number - The Commercial And Government Entity code is a five-character ID number that identifies government contractors. To get a CAGE Number, you must complete the Department of Defense's Central Contractor Registration (CCR). CCR applications are available at: <http://www.ccr.gov/Start.aspx>. (Note: You must have a DUNS number before you apply for a CAGE Number.)

City – The city reflected on the Vendor's entry on the SAAS VEND table.

Contact E-mail – The email address of the agency contact person.

Contact Name – The name of the agency contact person.

Contact Phone Number – The phone number of the agency contact.

Contract Award Date – Date on which the contract was signed.

Contract End Date – Date on which the contract ends.

Contract Federal Amount – The total amount of Federal Funds.

Contract Name – The name of the entity awarded the specific contract.

Contract Number – This is an alphanumeric code which uniquely identifies the contract between the contracting parties.

Contract Other Amount – The total amount other than state or federal Funds.

Contract Performance Location (County) – The county where the project performance will take place.

Contract State Amount – The total amount of state Funds; if applicable.

Contract Start Date – Date on which the contract begins.

Contract Status in SPAHRS – The status of the contract in the SPAHRS system.

Contract Total Amount – The total amount of contract. The sum of Federal, State and Other Amounts.

Contract Type – The type of contractual services to be performed.

Contract Type Description – A description of the type of contractual services to be performed

County – The county in which the agency or vendor are located.

Description/Summary of Award – A brief summary or description of the planned award

DUNS Number – The Data Universal Numbering System (DUNS) number is a unique nine-digit identification number that is required of all Federal grant recipients.

Federal Aid Number – The 12-character SAAS federal identification number assigned by the agency

Federal Employer Identification Number – An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity.

Federal Grant Award Number - The grant/award number as provided by the federal

granting agency in the federal award document
(25 alpha-numeric character maximum).

Keyword – A descriptive word to help describe the contents or purpose of the contract. To be used for search purposes.

Notice of Award Date – The date the Notice of Award was signed.

Number of Award Recipients associated with this Notice of Award – The number of award recipients that are associated with the Notice of Award.

of CFDA Numbers associated with this contract – The number of Catalog of Federal Domestic Assistance (CFDA) numbers associated with the contract.

Phone Number – The phone number reflected on the vendor's entry on the SAAS VEND table.

Protective Order – The request by the vendor to refrain from placing a copy of the contract in the system.

State – The state reflected on the Vendor's entry on the SAAS VEND table.

Vendor Congressional District – The congressional district that the vendor resides in beginning with a two-character state abbreviation followed by a three-digit number to reflect the congressional district number, e.g., MS001 reflects Mississippi congressional district 2.

Vendor Name – The Name associated with the SAAS Vendor Number.

Vendor Number – The eleven (11) character SAAS Vendor Number.

Vendor Type – The categorization of the type of business of the vendor.

Zip Code – The zip code reflected on the Vendor's entry on the SAAS VEND table.