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# Mississippi Management and Reporting System

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Department of Finance and Administration

<b>MMRS Policies and Procedures</b>		
2009	Award / Contract Web Interface Security Maintenance Form Procedures	Effective Date: 12/01/2015
		Version: 6

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## 1. Introduction

The Mississippi Accountability and Transparency Act of 2008 (MATA), SB2923 (2009 Regular Legislative Session), and the American Recovery and Reinvestment Act of 2009 (Stimulus) require that contract notice of award documents, executed contracts and any amendments be posted on a searchable website.

The Award / Contract Web Interface is a web-based tool created to allow authorized users to manually enter specific information about notice of awards and agency contracts. In addition, authorized users may submit form *#2010 Transparency Agency Contract Load Spreadsheet and Instructions* to MMRS for batch load of their agency contract data. Agency contract data added manually or by batch process will be loaded into the statewide data warehouse, Mississippi Executive Resource Library and Information Network (MERLIN), for public access reporting purposes.

Security for the Award / Contract Web Interface application is maintained by the Mississippi Management and Reporting System (MMRS), an office of the Department of Finance and Administration (DFA).

## 2. Scope

This document gives an overview of Award / Contract Web Interface security and provides instructions for completing *#2008 Award / Contract Web Interface Security Maintenance Form*. The authorized SPAHRS primary or backup security contact for each agency is authorized to sign and submit this security form.

## 3. Award/Contract Web Interface Security and Administration Overview

The MMRS Chief Systems Information Officer (CSIO), or designee, serves as the Award / Contract Web Interface Security Administrator. Copies of all security requests are kept on file at MMRS.

All Award / Contract Web Interface user security requests must be submitted on the proper form and approved by the MMRS CSIO, or designee, before any action will be taken to process the request.

The *#2008 Award / Contract Web Interface Security Maintenance Form* should be faxed to the MMRS CSIO at 601-359-6551 or e-mailed to [MASH@dfa.ms.gov](mailto:MASH@dfa.ms.gov) or mailed/HANDMAIL'ed to:

MMRS Chief Systems Information Officer  
Department of Finance and Administration  
210 East Capitol Street, Suite 1400 Regions Plaza  
Jackson, MS 39201

When security is set up for a new Award / Contract Web Interface user, an email containing the new User ID will be sent via the MASH Helpdesk to the agency security contact. A separate email containing the User Password is delivered the following day. The agency's SPAHRS Security Contact may call the MMRS Call Center at 601-359-1343 Option 1 and sub-option 8 to have the password reset for users in their agency. The MMRS Call Center may also be contacted via e-mail at [mash@dfa.ms.gov](mailto:mash@dfa.ms.gov).

Users who are **only** authorized to submit *#2010 Transparency Agency Contract Load Spreadsheet and Instructions* for batch upload will NOT be issued a user ID and password.

#### 4. Instructions for Completing #2008 Award/Contract Web Interface Security Maintenance Form

Complete one form for each user who will enter contract data manually into this application, or who will be submitting form #2010 *Transparency Agency Contract Load Spreadsheet and Instructions* to MMRS for batch load.

<b>Maintenance Action</b>	Check one of the following – “Add User”, “Update User”, or “Delete User”. Only one action can be requested per form.  If a user’s access is to be deleted, provide the effective date of the deletion in the space provided. If no date is given, the deletion request will be processed upon receipt.
<b>SPAHRS Agency Number(s)</b>	SPAHRS agency (s) for which the user will be entering contract data
<b>Agency Name</b>	Agency name
<b>Agency Address</b>	Agency address
<b>User Name</b>	First and last names
<b>User Work Phone</b>	Work telephone number, including area code
<b>User E-mail Address</b>	Work e-mail address
<b>User Authorization</b>	Check all that user is authorized for:  Access to the Notice of Award / Contract Web Interface for manual entry of contract data,  and/or  Authorization to submit #2010 <i>Transparency Agency Contract Load Spreadsheet and Instructions</i> for batch load of contract data

<b>Authorized SPAHRS Security Contact</b>	
<b>Name</b>	The printed name of the agency’s designated primary or backup SPAHRS Security Contact.
<b>Phone</b>	Area Code and work telephone number for the SPAHRS Security Contact.
<b>Signature</b>	The SPAHRS Security Contact’s signature.
<b>Date</b>	The date the form was signed by the agency’s SPAHRS Security Contact.

<b>For MMRS Use Only</b>	Completed by MMRS staff to record form process information.
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