



Managing Contracts

SPAHRs Creating a New Contract

6014 - SPAHRs Creating
a New Contract Tutorial

Department of Finance and Administration
Office of the Mississippi Management and Reporting System



Before Creating a New Contract

Complete these steps:

- **For Contract Workers (CW)**
 - ▶ Add Social Security number (SSN) to SPAHRS Demographic record (EM-ME-ED)



Creating the Contract

- Access the Browse Contracts by Agency screen (MC-MC).
- Enter Agency Number.
- Type an “A” in the Action field beside any contract.
 - ▶ The Maintain Contract Information screen is displayed.



Maintain Contract Information

- Complete the following:
 - ▶ Agency #
 - ▶ Approval Route
 - ▶ Contractor Type
 - CW – Contract Worker



- Enter the following information:
 - ▶ SSN/VIN #
 - ▶ Origin Start Date & End Date
 - ▶ Contract Service Type (F1 to Browse Valid Types)
 - ▶ Agreement Amount for entire contract
 - ▶ Press ENTER
 - This action takes you to the “Maintain Contract Year Budget” screen.



Maintain Contract Year Budget

- Type requested expenditure amounts in applicable categories.

- Press ENTER.
 - ▶ This action takes you to the “Maintain Contract Year” screen.



Maintain Contract Year

- Complete the following fields:
 - ▶ Pay Thru Date (if date needs to be modified)
 - ▶ Maximum Unit Cost (if not paid hourly)
 - ▶ Pay Frequency (“K” for CW)



Continue by adding...

- ▶ Max Hourly Rate if Contract Worker

- ▶ Funding Percent
 - General Fund
 - Federal Fund
 - Other Fund

- ▶ Press ENTER.
 - System skips to screen #5 – “Maintain Service Description.”



Maintain Service Description

- Enter detailed services information requested on this screen – duties, requirements, etc.

- Press ENTER.
 - ▶ System takes you back to Screen #3 – “Maintain Contract Personnel / Vacancy Info.”



Maintain Request Justification

- Press F11 to reach the “Maintain Request Justification” screen.
- Justify the reason you need personnel to perform these duties.
- Press ENTER.



Maintain Qualification/Disapproval Consequence

- Type the qualifications that demonstrate why the worker is best suited for the task.
- TAB down to the next section.
- Type the consequences to the agency if the contract is not approved.
- Press ENTER.



Contract Personnel Requested

- # of PERS - type the number of personnel requested
- Vacancies in Agency – type number of vacancies for the same / related classification
- Press ENTER.
- Press F3 to exit the Contract Year and return to the “Maintain Contract Information” screen.



Submit for Approval

- Type an “M” in the action field next to the contract year.
- Press ENTER.
- Press F11 to access the “Maintain Contract Year” screen.
- Type a “Y” in the Transmit for Approval field.
- Press ENTER.



Helpful Hints:

- Please press the ENTER key, as instructed, to keep from losing information.
- Complete your contract; then proof it.
- Modify it if needed.
- Submit for approval when satisfied it is correct.

NOTE: Remaining in the contract a long period of time without pressing the ENTER key may cause the system to timeout, in which case you will have to begin again.



Manage Contracts Workbooks

Detailed instructions are given in the training materials located on the MMRS website at www.dfa.ms.gov/mmrs/.

- ▶ Select MMRS Training
- ▶ Select Legacy Training Materials
- ▶ Select SPAHRS – Legacy Training Materials
- ▶ Select Manage Contracts



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