Enterprise Contracts Management System (ECMS)

Questions: DES IT Support Center

Phone Number: 360-407-2244

Email: desitsupport4u@des.wa.gov

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Overview

The Enterprise Contracts Management System (ECMS) is a secure web application for managing, reporting and tracking Agency Contract information. It provides an input and database structure for Agencies to enter contract information. Many contract fields are pre-defined with selection of values from drop-down lists, which provides constancy in the information entered in each field. Its primary purpose is to aid the work of Contract Office Consultants, Solicitation Coordinators, Contract Managers, and Contacts.

If your agency contracts were migrated into ECMS from historical contract systems, the ECMS database contains those contracts. The original contract number may have been shortened. This may have been done so the contract number can be recorded in the Statewide Accounting System known as the Agency Financial Reporting System (AFRS). You also will encounter in a contract some blank fields when contract data was not available. This is important as a search for contracts using criteria in fields that are blank will not return those contracts with a blank value.

Getting Access to the ECMS

The ECMS is a secure web application. To use the system an Agency needs to send a request to DES at cprmanalytics@des.wa.gov. Please be sure to include the name and e-mail address for the individual the Agency would like set up as their Agency Administrator. DES will work with DES IT Customer Support to set up your Agency and Agency Administrator in ECMS.

To add a new Agency Administrator or remove an Agency Administrator in ECMS an Agency needs to send a request to DES at cprmanalytics@des.wa.gov.

The Agency Administrator(s) are responsible for adding agency user(s) for their agency.

An ECMS user will need an IBM compatible PC with Internet Explorer 6.0 or greater and Washington State intranet access.

To Become an ECMS User

Contact your **approving authority** to use the ECMS.

If authorized to use the ECMS your approving authority will provide your **Agency Administrator** with your:
1. E-mail address.
      Your correct E-mail address is important. E-mail is used to notify you when you are added to the ECMS, or get a new ECMS assigned password.
2. First name, last name, middle initial (optional), and
3. The user role. One or multiple roles as defined below. These are the ECMS security roles to access the system and the navigation / functionality access privileges. These user security / access roles also determine the role that you can be assigned on a contract.

   These are the ECMS security roles. A User must have at least one of these roles. A user may have multiple roles.

Note: If your Agency uses the AFRS Financial Toolbox (FTbx) you may receive a duplicate record error message when adding a new user to ECMS if the new user already has a profile in FTbx. Both ECMS and FTbx utilize the User Manager system to manage users.

Security Roles	Access Privileges
Contract Consultant	All contract information for any contract – add, edit and delete. Only Contract Office Consultants can assign Contract Number(s), add new Contracts, Orders, and Amendments, and enter Contact Information, Ve and enter Contract Details.

Contract Manager	Assigned to the contract –
	Search (click one contract returned – then these menu items display)
	    Summary – view only
	    Details – edit only check box if contract is Final or not
	    Attachments – add, edit and delete
	    Payments – add, edit and delete
	    Notes – add and edit. The Contract Consultant will delete notes
	    Custom Fields – add, edit and delete
	
	Not assigned to the contract –
	Search
	    – view only for the above 6 Search menu Items

Read Only	Search
	    Summary – view only
	    Attachments – view only
	    Payments – view only

Agency Administrator	Add, Inactivate / Activate a User Change a user's e-mail address, first name, last name, middle initial Add and delete a user's role Cannot add, change or delete an Agency Administrator role

When selecting a Security Role(s) for the user, these are the contract assignments that can occur. They are based on the user's security role.

Contract Assignments	
Contract Consultant	(Required)
Contract Manager	(Optional)
Contact	(Optional)

Agency Roles
Contract Consultant
Contract Manager
Contract Consultant, Contract Manager, Read Only

These are the assignments for a particular contract. These roles can also access other Agency contracts and the access privileges apply.

    NOTE: Contract Managers and Contacts **cannot** update the Contract Manager's or the Contact name fields with their replacements; call your Contract Office Consultant if you need the name(s) changed.

4. The Agency Administrator will provide your User ID and add you to the ECMS. The Agency Administrator can change the User ID. The User is not notified by E-mail, the Agency Administrator will need to inform the user of the change.
5. When added to the ECMS you will receive two E-mails. One E-mail is your user ID. The other E-mail is your ECMS assigned password. Your ECMS assigned password is temporary. The first time you logon the ECMS will require you to change your ECMS assigned password.

Navigation in ECMS

After logging on to the system, the Home screen displays with these menu titles and selections:

Menu Title	Selection Title	Security Role Access
Home (Default)	ECMS Home	Consultant, Manager, Read Only, Administrator
Contract	Assign Contract Number Assign Order Number Assign Amendment Number	Consultant
Search	Find Contracts	Consultant, Manager, Read Only
Reports	Audit Report Contract Survey Scores	Consultant, Manager
Admin	Reference Codes View Agency Users Add Agency User	Consultant. Administrator
Help	User Guide ECMS Tutorial Quick Reference Card	Consultant, Manager, Read Only, Administrator

Selecting a contract from the Search capability displays these menu titles.
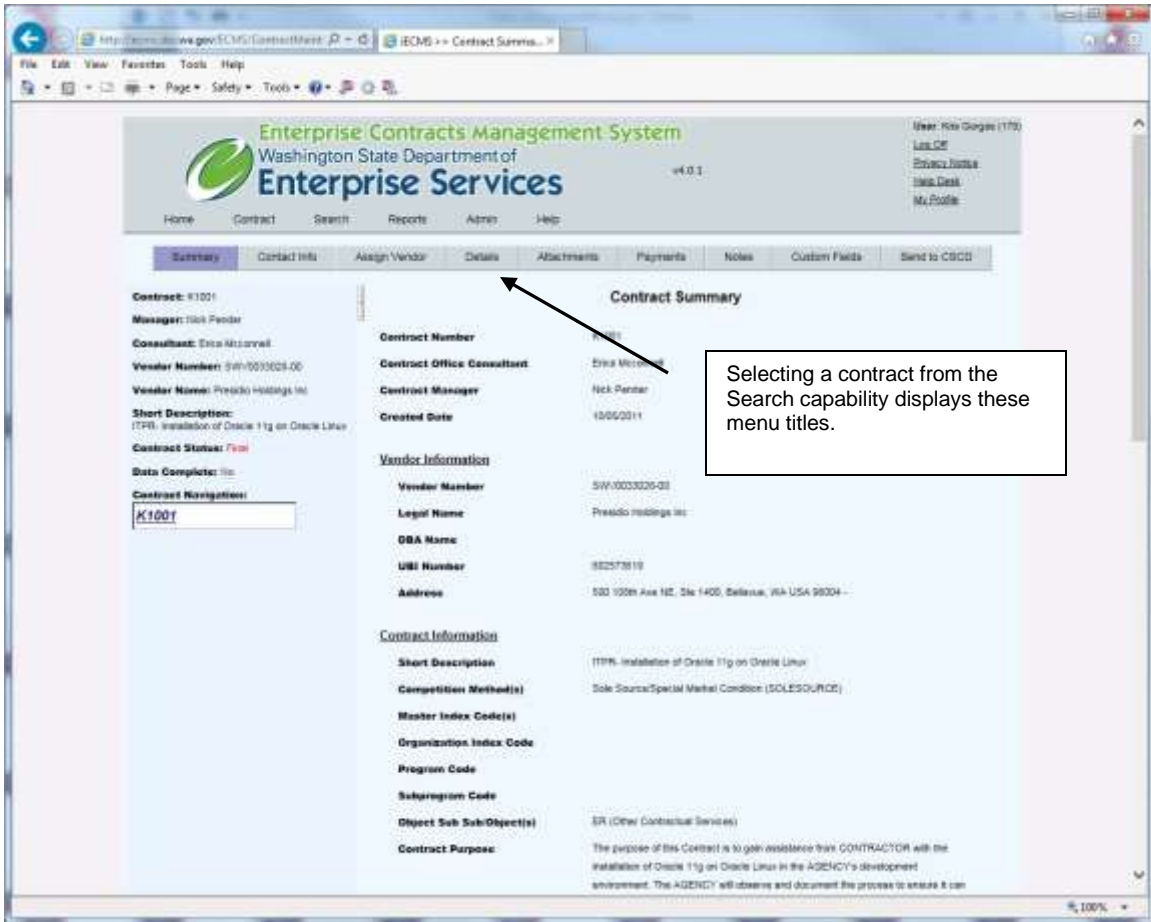
The Search capability displays a list of contracts that meet the search criteria. Selecting one contract listed, the Summary screen displays with these menu titles and selections:

Menu Title and Selection
Summary (Default)
Contact Info
Vendor Info
Details
Attachments
Payments
Notes
Custom Fields

Security Role Access
Consultant, Manager, Read Only
Consultant
Consultant
Consultant, Manager
Consultant, Manager, Read Only
Consultant, Manager, Read Only
Consultant, Manager
Consultant, Manager

System Problems

Contract Managers and Contact persons: unless an error message instructs you to call a specific person, contact your Contract Office Consultant or your Agency Administrator.

Contract Office Consultants and Agency Administrator: e-mail questions and problems to your Agency Administrator or contact DES IT Support Center: 360-407-2244 or e-mail desitsupport4u@des.wa.gov.

Navigation

Back – Useful when returning to the search listing of contracts. Use with caution in amendments.

Refresh – to refresh the current view of the data on the page, click the refresh icon.

> Or
>
> Change a setting in Internet Explorer.
> > Click the "Tools" menu tab
> > Click "Internet Options"
> > Under the General tab, Temporary Internet files
> > Click the "Settings" command button
> > Click the radial button with the title "Every visit to the page"

Click the expand / collapse icon to hide the left column display temporarily.
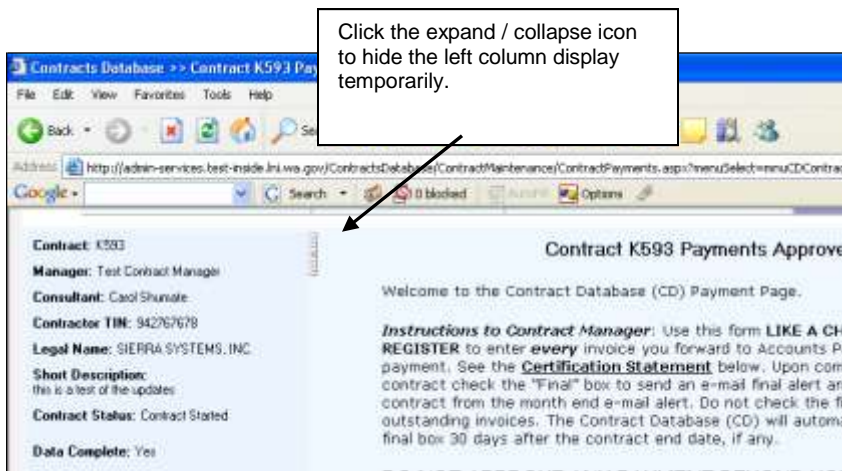
Contract Navigation Tree

The left column of all Contract screens allows to you move to the Contract and any Amendment or Order in the Contract by clicking on the number of the Contract, Amendment, or Order.

Extra information (Tooltip)
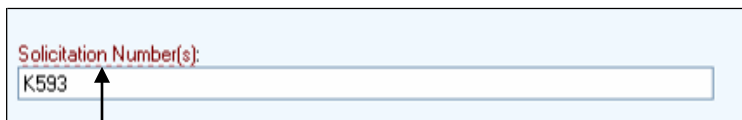
Field titles in red with a dashed underline indicate extra information is available. The extra information appears in a pop-up **Tooltip Information** box.

To open a Tooltip Information box
   1. Position and hold the mouse over the red underlined field title.

Result:
1. Question mark appears.
2. **Tooltip Information** box appears.

Tooltip Information box

To move the Tooltip Information box
1. Position the cursor on the box until the quad arrow appears.
2. Click and drag the box where you want it.

To close a Tooltip Information box
1. Click elsewhere on the screen.

To resize a Tooltip Information box
1. Move the cursor to the bottom right corner until the double-ended arrow appears.
2. Click and drag until the box is the size you need.

Export to Excel link

If it does not work, Hold down the Ctrl (Control) Key and click the "Export to Excel link".

Or

Change a setting in Internet Explorer.
Click the "Tools" menu tab
Click "Internet Options"
Click the Security tab
Select "Trusted sites"
Click "Sites…"
Enter https://*.wa.gov
Click "Add" command button
Click "OK" command button
Click "OK" command button

Search

NOTE: Contracts started in this application have complete data. Other data migrated into the Contracts Database may not have all of the data required to be considered a complete record regardless of the status or the **Start Date** and / or **End Date**.
There are many Contract records, currently in **Final** status, that are missing the data required to fulfill the "**Data Complete**" criteria. In any search query these Contracts may not be returned in the results because of the missing data.

NOTE: Because some of the Contract data is stored with the Contract and not with the Amendments, unless you search by Contract number, your results will yield only the Contract, not the Amendments. You need to click the Contract then the Contract tree to view the Amendments.

To search for one or more Contracts
1. Click **Search.**
2. Click **Find Contract(s).**
   Result: the **Search screen** appears.
3. **Report Format** defaults to **Contract Search Results** which is the format you'll need for most searches.
4. When searching on fields that allow multiple entries, such as Procurement/Amendment Method(s) Click:
   - **And** = Contracts which meet **all** of the criteria you specify for the fields that accept multiple search criteria.
   - **Or** = Contracts that meet **any** of the criteria you specify for fields that accept multiple search criteria.
5. Fill in one or more of the search fields as described below.
6. Click **Search** or press **Enter** to execute a search.

How much data do I need to enter before I do a search?

Only one field of data is required to do a search but narrowing your search criteria reduces the amount of time it takes to search, and returns fewer results.

Wildcard (w)

Fields followed by (w) allow you to perform a "wildcard" search.

When you know only part of the content of a field you want to search on, you can use a wildcard to fill in the blanks. Minimum length of text to search on is 3 characters.

* Asterisk Use an * on either side of text to obtain the text plus one or more unknown characters either before or after the text. Examples: jones*, *jones, *jones*. Typing only the text to obtain the text plus one or more unknown characters will generate a double asterisk search.

_ Underscore Use a "_" when you're not sure of a single character. Example "2_1" would find both 221 and 2A1.

NOTE: Make your search criterion as unique as possible and use double wildcards sparingly to avoid slow response time.

Contract Criteria

Amount of Risk

Identify the level of risk for a specific contract. The criteria for risk is at each agency's discretion.

Contract Number

Enter all or a partial combination of a valid Contract number to search. The system automatically performs a wildcard search on contract number as though you entered an asterisk before and after the characters.

- No spaces.
- No dashes or hyphens.
- No punctuation.
- To obtain Amendments and/or Orders search by entering the Contract number.

Result: all Contracts, Amendments, and Orders that are part of the Contract are displayed.

NOTE: You can only search for one Contract number at a time.

Searching for Contract numbers assigned prior use of this application

If in the migration template enter as a single contract number in this format sequence if any of these are applicable:
Year must be a 4-digit entry
Number do not include leading zeroes
Type do not use spaces, slashes, dashes, or other separators

If the old contract number was manually entered in the ECMS, use the contract number format entered.

Purpose Keyword(s)

Enter complete or partial keyword(s) to search the **Short Description, Purpose** and **Note** fields simultaneously.

Result: Only the Contracts, Amendments, and Orders that contain the complete or partial keyword(s) you searched for are displayed.

Contract Manager (Lname, Fname)

The Agency employee who manages this Contract.

Enter a complete or partial name last name comma and complete or partial first name.

Example 1
You enter "Gold". Result: all names that start with Gold, which could include Gold, Goldsby, Goldsmith, etc.

Example 2
You enter "Gold, T". Result: all last names with Gold with a first name starting with T.

NOTE: When Contract Managers leave Agency employment their name is replaced on all Contracts for up to six years past the latest expiration date of the Contract (even expired ones) to meet file retention and audit requirements.

Contract Office Consultant (Lname, Fname OR userid OR email)

Enter a complete or partial name last name comma and complete or partial first name.

Example 1
You enter "Gold". Result: all names that start with Gold, which could include Gold, Goldsby, Goldsmith, etc.

Example 2
You enter "Gold, T". Result: all last names with Gold with a first name starting with T.

NOTE: When Contract Office Consultants leave Agency employment their name is replaced on all Contracts for up to six years past the latest expiration date of the Contract (even expired ones) to meet file retention and audit requirements.

Contract Contact (Lname, Fname)
The Agency employee who serves as a contact for the duration of the Contract. This name may or may not be the same as the Contract Manager. If, during the Contract period, this person can no longer be the point of contact, this field is updated with their replacement.

Started Indicator

Signifies whether the Contract has been signed (i.e., executed, started, etc.).

In some of the Contracts migrated from old systems to the Contracts Database, no specific **Start Date** was available (AKA: "unknown") even though the Contract is known to have started.

To search for Contracts by the **Started** indicator be aware of the following:

If you select	Result
	All of the Contracts that are currently **STARTED** with an unknown **Start Date**. Results will only include Contracts that are currently **STARTED**.
	All of the Contracts **without a Start Date** entered and that have not **STARTED**. **Note** this gives you Contracts with a blank start date **NOT** an **unknown start date.**
	You'll get all Contracts that have a **Start Date**. Results may include Contracts with any status. When you select a started indicator of **either** the **start date buttons** are **irrelevant**.

End Date
Leave the **End Date** blank or click **Either** if the Contract was not executed (dropped) or does not have an **End Date**.

A search with a blank **End Date** will include executed Contracts with an unknown **End Date** entered prior to 8/18/05. The results will show "**unknown**" in the **End Date**. Consult the paper file and update the record.

When the Contract action is ongoing with no end date, the search results the contents of the End Date field are blank.

Current Contract Total
Enter the total amount (compensation) of the Contract.

- Numbers only.
- **No** dollar sign.
- **No** commas.

Example:
To get Contracts above $100,000;
Enter "100000" TO " ".

Remaining Balance
The current Contract / Order total minus payments and/or the current allocated Order amounts automatically filled in by the system.
- Numbers only.
- **No** dollar sign.
- **No** commas.

NOTE: This search is not recommended for migrated records since Contract Managers are not required to record approved invoices for payment in the Contracts Database and many keep separate paper, Word or Excel files. Contract Managers are required to enter all approved payments on Contracts with a Start Date after June 30, 2007. Contracts started prior to July 1, 2007 may not have accurate remaining balances.

Example:
To get Contracts with a remaining balance over $5,000;
Enter "5000" TO " ".

Contracts without a maximum amount will not appear on this type of search. To find these contracts, search for contracts with **Expenditure Type** "**no max**".

NOTE: Contracts with an **Expenditure Type** of Financial (No Max) display a negative amount for **Remaining Balance** and the words "No Max" for the Contract Total.

The Date Contract Number was Assigned Range

Date Format: mm/dd/yyyy

Active Indicator
Active – Click **Active** when you want to find all currently active Contracts.

Final Indicator
Final – Click **Final** when you want to find Contracts for which:
- A Contract **End Date** is 90 days or more in the past.

- The last payment is approved, or there will be no more work performed by the vendor and there is no plan to extend the Contract.
- Contract data was migrated and had expired by 90 days or more prior to the date of migration.

Pending Indicator
Pending – Click **Pending** when you want to find all Contracts for which:
- That are not **Data Compete**.
- That have not reached their **Start Date.**

Procurement/Amendment Method
You can search on any combination of the

Procurement/Amendment methods. The

Procurement/Amendment Method is listed in Appendix A

Object Sub Sub/Object(s)
The type(s) of Contract/Amendment. A Contract can have multiple **Object Sub Sub/Object(s)**. It assists staff when searching for a type of Contract along with "Authority" and "Competition Type". It is possible to classify a Contract under one **Object Sub Sub/Object(s)** (JC0003 Software License) and later amend it and classify it under another (EE0014 Software Maintenance). Since ECMS is not a payment system, this data may not reflect allocation of actual payments.

Expenditure Type
A Contract can have multiple **Expenditure Types**.

To search on more than one Expenditure Type:

1. Press the Ctrl key and click your selections.

2. Choose the appropriate radio button at the top of the search screen.
   - Example: If you want to search for contracts with Expenditure Type of "Revenue" **AND "**Financial", click Find Contracts meeting **All** criteria selected.
   - Example: If you want to search for contracts with Expenditure Type of Revenue **OR** Financial, click Find Contracts meeting **Any** selected criteria value.

The Expenditure Types are listed in Appendix B.

Authority
The RCW or other purchasing authority which allows the acquisition of the goods or services.

Contracts may contain more than one authority. You can click on one or more.

> **NOTE:** The **Authority** field may be blank for Contracts migrated from old systems.

Solicitation Number(s)

Multiple Contracts may be awarded against one solicitation (i.e., Work Request, RFP, RFQ, RFQQ, IFB, etc.). A solicitation may have multiple numbers. Multiple entries are allowed, separated by a comma.

(Use the AND / OR radio button selector at the top of the page to choose whether to search as an AND query: "K123 AND 00c45 AND K166"
or as an OR query: "K123 OR 00c45 OR K166")

Each entry should be made without any spaces. To search text entries in the *Solicitation Number(s)* field enter a complete or partial combination of numbers and letters in accordance with the following rules on preceding zeros and dashes:

Internal Contract Reference Number(s)

Used for tracking the number assigned to a Contract with the same vendor, Contract that replaces another, Contract for similar services, an amending Contract number, or Contract with other similarities - multiple entries are allowed, separated by a comma. An example of an amending Contract is a Contract Amendment that was assigned a new Contract number because of a system limitation in one of the migrated databases.

- **No** spaces.
- **No** punctuation

Enter a complete or partial number(s) and/or letter(s) with a wildcard to search.

(Use the AND / OR radio button selector at the top of the page to choose whether to search as an AND query: "K123 AND 00c45 AND K166"
or as an OR query: "K123 OR 00c45 OR K166")
Dashes and preceding **zeros** are handled as follows:

Searching for Internal Contract Numbers that are Agency assigned use the Agency contract number format.

Searching for Internal Contract Numbers that were Agency assigned using the ECMS format:
- Do not enter preceding zeros.
- Format the Contract number by entering a "K" followed by the number without dashes.
  Example: K99.

External Contract Reference Number(s)

For some Contracts, the other party(s) assigns their own control number. When this number is available, enter it in this field. Multiple entries are allowed, separated by a comma.

- **No** spaces.
- **No** dashes or hyphens.
- **No** punctuation other than a comma—use a comma to separate multiple entries.

Program / Subprogram, Organizational Index, and Master Index Codes

The purpose of these fields is to enable a search of all contracts by division, program, unit, project, etc. using the program / subprogram, organizational index, and / or master index codes.

NOTE: These are **not** a payment codes; it is for tracking purposes only.

Contract Number Generation

> **Manually Entered:** use this to select all Contracts prior to data migration.

> **System Generated:** use this to select Contracts entered after the data migration.

Data Complete Indicator

> For a Contract, Amendment, or Order data entry record to be **Complete** it must contain all of the following:
> - Contract Manager
> - Contract Office Consultant
> - Authority Type(s)
> - Procurement/Amendment Methods
> - Contract Started or Final
> - Vendor
> - Start Date (unless it's a migrated record with start date "Unknown")
> - End Date
> - Expenditure Type
> - Funding Amounts [required only if it's a Financial or Revenue expenditure type]
> - Short Description
> - Solicitation Codes [based on selection of certain Procurement/Amendment Method(s)]
> - Sub-Object
> - Performance-based Contracting

> **Migrated Data:**
> - Contracts entered in the ECMS have **complete** data.
>
> - Other data migrated/converted into ECMS may not be "Data Complete" regardless of the status or the Start Date and/or End Date. There are many Contract records, currently in **Final** status, that are missing the data required to meet the "Data Complete" criteria. In any search query these Contracts may not be returned in the results because of the missing data.

Performance Based Contracting (PBC)
- Click **Yes** to find PBC Contracts marked yes.
- Click **No** to find PBC Contracts that have been granted exceptions to PBC.
  - PBC is No, explain = Enter complete or partial keyword(s) for contracts that have been granted exceptions to PBC.

Vendor Criteria

Vendor Name

> The Legal name of the awarded vendor or, if your agency is the vendor, the other party's name.

DBA Name

> Enter the name the awarded vendor uses to conduct business if it differs from the legal name.

> Agency names are entered using the guidelines below. Because of the many variations, use wildcards in your search for best results.

> **State agencies** per the OFM Agency Codes and Authorized Abbreviations
> http://www.ofm.wa.gov/policy/75.20.htm#75.20.20
> **State, County, City** Name, State of (or City of, or County of, etc.)

Example: Idaho, State of
Individual's Name Last Name, First Name, Middle Initial.
Example: Smith, John B.
Individual's Name with Title Last Name, Title and First Name, Middle Initial.
Example: Smith, Dr. John B.
Individual's Name with Letters Last Name, First Name, Middle Initial, Letters
Example: Smith, John B., DC

EIN

The 9-digit Federal Tax Identification Number (TIN), Employer Identification Number (EIN) under which the awarded vendor operates. Do not include leading zeroes or suffixes beyond the 9 digits.
- **No** spaces.
- **No** dashes or hyphens.
- **No leading zeroes.**
- **No suffixes** after the 9-digit number.

State Agency EIN numbers for the following are listed in the link below.
- Most state agencies, boards, commissions, universities, and community colleges have a legitimate EIN. Do not use suffixes, regardless of the division or program within an agency, board, commission, university or community college that is referenced on the Contract.

    [hyperlink to washington stated financial systems documentation](#) Click on **Agency Taxpayer ID Numbers**

When the 9-digit Federal Tax Employer Identification Number (EIN) under which the awarded vendor operates is not available, the Contract Office assigns the Vendor as a temporary vendor (no EIN is assigned) or a provisional vendor (EIN is assigned).

Foreign
When a vendor has neither a tax identification number nor a social security number, as is the case with those located outside the U.S., the international number is assigned when available.

Provisional EIN

The 9-digit Federal Tax Identification Number (TIN), Employer Identification Number (EIN) under which the awarded vendor operates. Do not include leading zeroes or suffixes beyond the 9 digits.
- **No** spaces.
- **No** dashes or hyphens.
- **No leading zeroes.**
- **No suffixes** after the 9-digit number.

Last 4 SSN

The 9-digit Federal Tax Identification Number (TIN), Social Security Number (SSN) under which the awarded vendor operates. Search by entering the **Last 4 digits** of the SSN. Do not include leading zeroes or suffixes beyond the 4 digits.
- **Do Not** enter all 9 digits of the SSN
- **No** spaces.
- **No** dashes or hyphens.
- **No leading zeroes.**

Provisional Last 4 SSN

The 9-digit Federal Tax Identification Number (TIN), Social Security Number (SSN) under which the awarded vendor operates. Search by entering the **Last 4 digits** of the SSN. Do not include leading zeroes or suffixes beyond the 4 digits.

- **Do Not** enter all 9 digits of the SSN
- **No** spaces.
- **No** dashes or hyphens.
- **No leading zeroes.**

UBI Code

This is the official Washington state business number for the vendor. The code is nine digits.

- **No** spaces.
- **No** dashes or hyphens.
- **No** punctuation.

Address Lines

There are two address lines. The first address line may be used at times to depict a division or unit of a company.

- **City**

- **State**

- **Zip / Postal Code**

- **Country** - country in which vendor's address is located. Use USA for all addresses within the United States, and the name of the country for all non-USA addresses. The list of countries emulates and is limited by DES's SSCD.

Proposed Vendor Name

The known name of the requestor's **suggested** vendor prior to the awarding of the Contract.

You can enter more than one name, separated by a comma.

NOTE: A search by vendor name may result in Contracts with other vendors if the **Proposed Vendor Name** field contains the name entered in the search. Also, while both names are searchable, the latest assigned **Vendor Name** is displayed in a search by **Vendor Name** for a Contract that has been assigned or had a name change.

Payment Criteria

Payment Date (mm/dd/yyyy)
The payment approved date entered by the Contract Manager.

Payment Amount
The payment amount approved and entered by the Contract Manager.

Invoice Number
The invoice number found on the invoice and entered by the Contract Manager. Sometimes when there is no invoice number available the invoice date is used as the invoice number.

NOTE: This is not necessarily the amount that was billed or actually paid. Refer to the OFM payment system (i.e., AFRS, MIPS, etc.) for actual payments and copies of the paper invoice for amount billed.

Audit Criteria

From the system audit log of data entry transactions. Excludes changes to the:
- Notes
- Purpose

Changed by Person (ECMS User ID)
The person who made changes to the Contract data.

Activity Date (mm/dd/yyyy)
The date the data was changed.

Custom Fields

Custom fields allows DES to enter new fields to the contract system. DES can select the format of the field and if it is searchable. First a group is created and then the fields that relate to the group are created. This feature allows flexibility to create a new field for information needed on contracts.
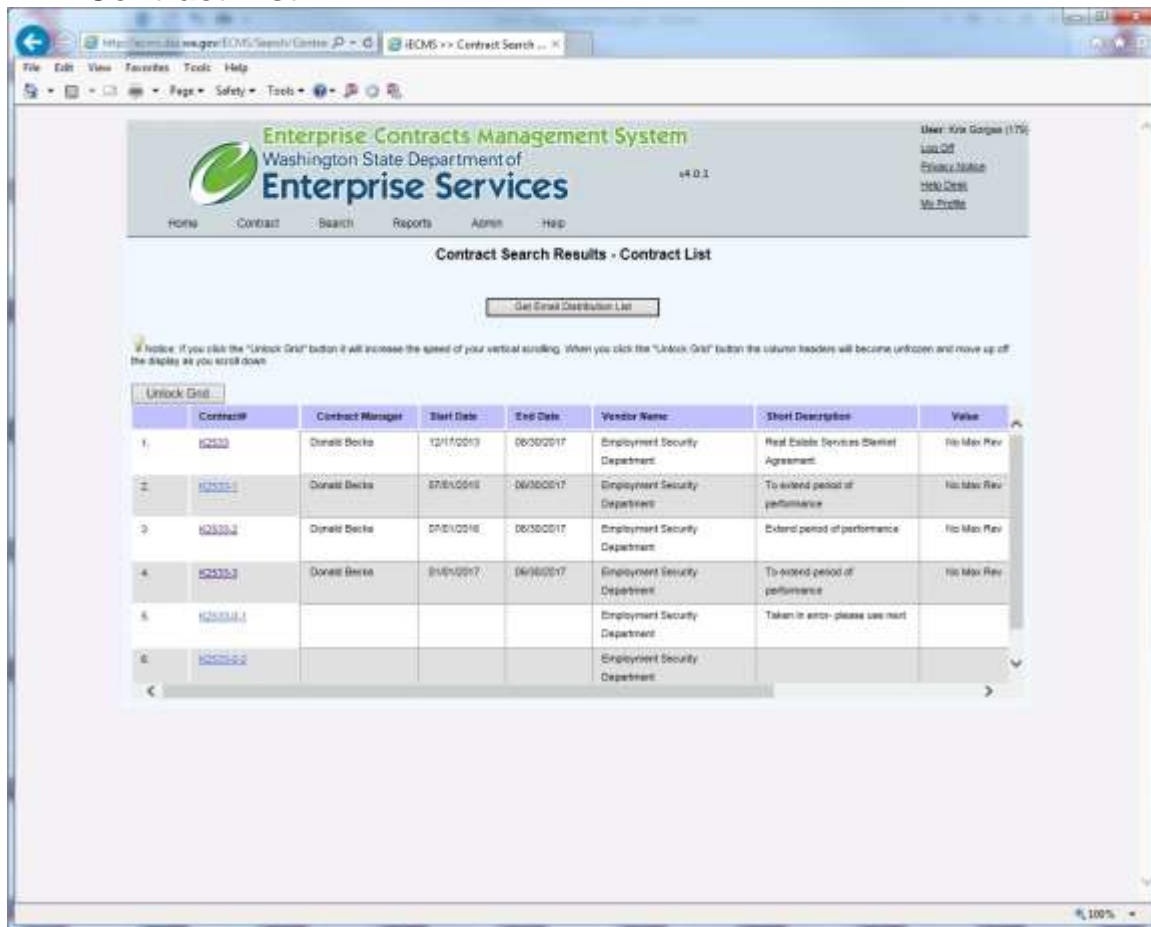
The custom fields are listed in Appendix C

Other Options on Search

- **Audit Report** – used by Contract Office Consultants, Contract Managers, and Contacts.

- **Survey Score Report** –used by Contract Office Consultants to track customer services survey scores.

Results of Searching

Contract List

Contract Search Results

Options
- ▪ **View the Contract Summary, Details, Payments, etc.**
  Click the **Contract #** for the Contract, Order or Amendment you would like to view.
  Result: the Contract Summary screen appears.

NOTE: Anytime you see the Contract number colored and underlined you can click on it and go to the Summary page of the contract.

Get E-mail Distribution List

This feature works by using the results of any search to create a distribution list for emailing. The distribution list is the list of contract managers for the search results, and includes only:
- • the e-mail address for users that are **currently active,** and
- • each e-mail address once - to avoid duplicate emails being sent to users.

If the list is short enough, when the E-mail Distribution List button is clicked MS Outlook opens and the email addresses are inserted into the TO: field. If the list is too long (I think about 200

names) then the list is created as text that can then be copied and pasted into the TO: field of an email being composed.

The value of this feature is that you can gather a distribution list based on any contract criterion that is searchable, providing limitless combinations of contract manager distribution lists. Examples of possibilities where agency-wide communication might be useful include:

- All contract managers (current, past, or current and past)
- All contract managers associated with a specific vendor - to communicate agency-wide about that vendor.
- All contract managers associated with contracts above / below a specified dollar amount.
- All contract managers associated with contracts during a specified timeframe.

Maintaining distribution lists of contract managers in Outlook would otherwise be very cumbersome and inefficient, lending themselves to errors.

Export to Excel
> Puts the contents of the search results in an Excel Spreadsheet and provides the option to Save or Open it.
>
> **NOTE:** You must change the format to Excel (.xls), otherwise it will be saved as an HTML file.

Contract Summary

Contract Number – the number of the Contract, Order or Amendment you are viewing.

Contract Office Consultant – the specialist assigned to provide consultative services for the duration of the Contract.

Contract Manager – the name of the manager assigned to the Contract.

Created Date – the date the Contract, Order or Amendment you are viewing was created on the system.

Vendor Information
> **Vendor Number** - The Statewide Vendor (SWV) Number, the Temporary Number, or Provisional Vendor Number assigned by the system for the Vendor awarded the Contract.
>
> **Legal Name** - The official name of the awarded vendor or, if your agency is the vendor, the other party's name, up to 100 characters. A vendor can have one Legal Name and multiple DBA names using the same TIN.
>
> **DBA Name** – other business name also used by the vendor, up to 100 characters.
>
> **UBI Number** – the Washington state business number of the vendor.
>
> **Address** – the business address of the vendor from the Contract document. This could differ from a payment address or the ship-to address, contact address, etc. There are two address lines. The first address line may be used at times to depict a division or unit of a company.

Contract Information

    Short Description – the brief explanation of the Contract or Amendment (Limited to 100 characters).

    Procurement/Amendment Method(s) – the Procurement/Amendment Method(s) used when entering into the Contract.

    Object Sub Sub/Object(s) - the type(s) of Contract/Amendment. A Contract can have multiple **Object Sub Sub/Object(s)**. The agency-specific **Chart of Accounts** is the resource for this field. It assists staff when searching for a type of acquisition along with "Authority" and "Competition Type". It is possible to classify a Contract under one **Object Sub Sub/Object(s)** (JC0003 Software License) and later amended and classified under another (EE0014 Software Maintenance). Since ECMS is not a payment system, this data may not reflect allocation of actual payments.

    Contract Purpose – the reason for the Contract, up to 2000 characters. Often, this is copied and pasted directly from the Contract e-copy.

    Dates

        Original Start Date – the date originally entered as the start date for the Contract prior to any Amendments.
        Original End Date - the date the Contract was originally scheduled to terminate prior to any Amendments.
        This Amendment Start Date – For the current amendment only. This field is displayed with every Amendment.
        This Amendment End Date – For the current amendment only. This field is displayed with every Amendment.
        Current Start Date – For the entire Contract. This field is updated with every Amendment that changes the original start date.
        Current End Date - For the entire Contract. This field is updated with every Amendment that changes the original end date.

Solicitation Number – Multiple Contracts may be awarded against one solicitation (i.e., Work Request, RFP, RFQ, RFQQ, IFB, etc.). A solicitation may have multiple numbers. Multiple entries are allowed, separated by a comma.

Expenditure Type – The **Expenditure Type(s)** selected for this Contract.

Authority - The RCW or other purchasing authority which allows the acquisition of the goods or services. Contracts may contain more than one authority.

    NOTE: The authority field may be blank for Contracts migrated from old systems.

Contract Reference Number(s)
    Internal - Used for tracking the number assigned to a Contract with the same vendor, Contract that replaces another, Contract for similar services, an amending Contract number, or Contract with other similarities - multiple entries are allowed, separated by a comma.

    External - For some Contracts, the other party(s) assign their own control number. When this number is known, enter it in this field. Multiple entries are allowed, separated by a comma.
        o   If there are descriptive words use a space before the number**.**

Example: GA 17755
- o If letters are part of the number take out all spaces and dashes.
    Example: 99C12

Funding Source(s)

> **Federal Funds** – the amount of funding for the Contract provided from the federal government.

> **State Funds** – the amount of funding for the Contract provided by the state.

> **Other Funds** – the amount of funding provided by sources other than state or federal government.

Total Funding Sources – the amount of all funding sources combined including all amounts up to and including the Amendment you are currently viewing. This amount is calculated by the system.

Current Contract Total - the total dollar value (compensation) of the Contract, including all Amendments. This amount is calculated by the system.

Contract Remaining Balance - the current Contract total minus both payments and the current allocated Order amounts. This amount is calculated by the system.

NOTE: Contract Remaining Balance does not reflect payments against Orders unless you are viewing an Order or Order Amendment.

Performance Based Contracting (PBC) – Yes or No, If No, includes explanation

Contact Information - Displays e-mail contact information for the Consultant, Contract Manager and Contact Person assigned to this Contract.

Notes – All notes, including date entered.

Custom Fields - Displays the custom fields that have values entered.

Details

Contract Managers and Contacts only have access to check or uncheck the **Final** indicator on the **Details** screen. They cannot update any other fields on the Detail screen.

Final indicates that edits are not permitted to the Contract / Order and / or any of their Amendments. Contract Managers / Contact Persons can not edit records, enter payments, or add attachments, and marking a record "Final" prevents the Contract expiration notice from being e-mailed.

NOTE: When the **Final** indicator is checked by the system (contract is **Final**), an e-mail notification is sent to the Contract Office Consultant, Contract Manager, Contact assigned to the Contract and the person making the change.

Contracts and Orders are marked **Final** under the following circumstances (the final indicator data cannot be edited from any Amendment):

- Automatically by daily batch process if last Amendment end date is 90 days or more past.

- By Contract Office Consultants, Contract Managers or Contacts when the last payment is made, or there will be no more work performed by the vendor, and there are no plans to

extending the Contract. The reason to check the **Final** indicator in this case is to prevent automatic e-mail notice(s) alerting those assigned to the Contract that the end date is either approaching or past.

NOTE: the **Current Contract End Date** should be adjusted on the amendment if the Contract is amended and terminated early.

Uncheck Final
Uncheck the **Final** indicator if you need to record a payment for a Contract. You can only uncheck the **Final** indicator on a Contract or Order, not on an Amendment.

During the night batch process, the system will automatically re-check **Final** indicator for all Contracts 90 days past their end date, and send the appropriate e-mails.

Attachments
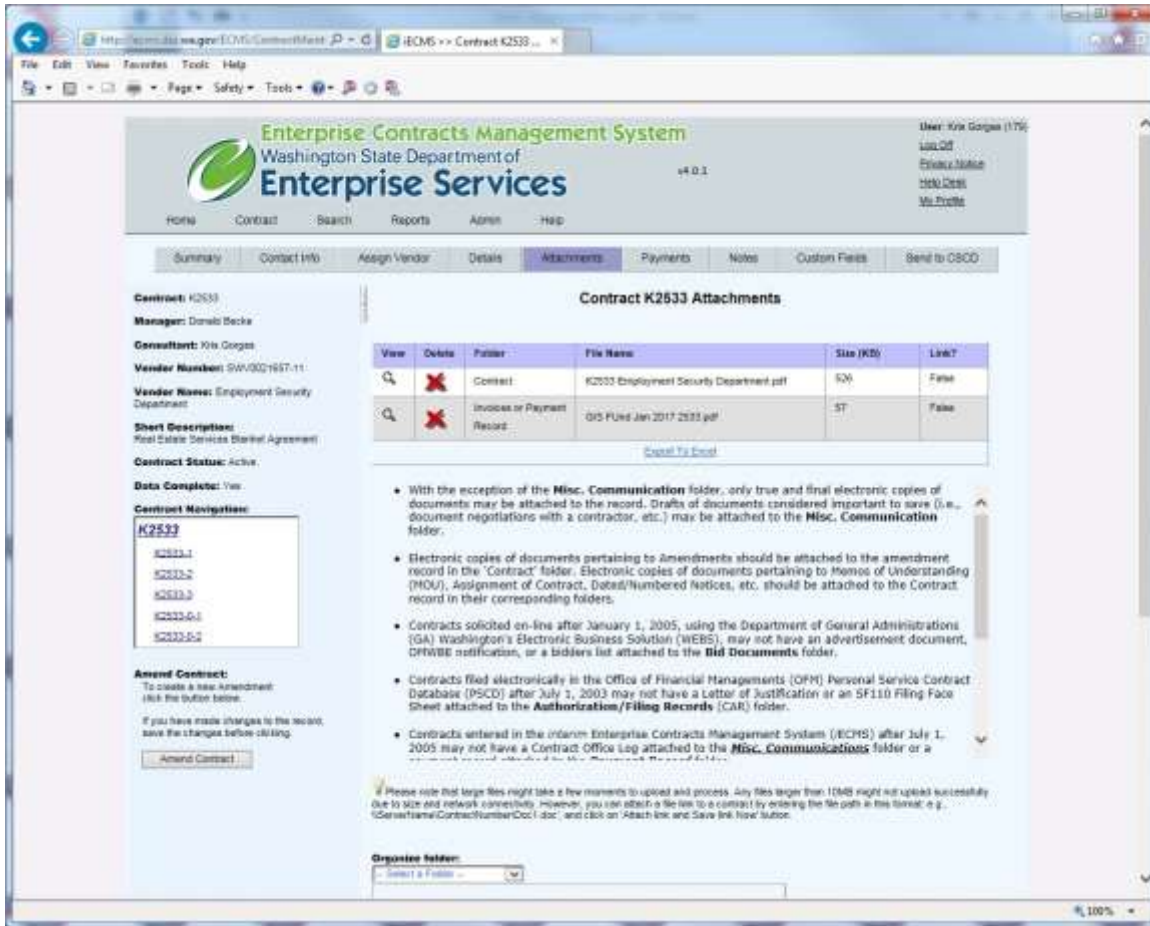
Attachments screen

Options on the **Attachments** screen:
View an attachment

1. Click to view an attachment on the list.

2. **File download** box appears. Click **Open**.
   Result: document opens for review.
3. Close the document by clicking the "X" in the upper right corner.

NOTE: Attachments can not be edited. To edit / update an attached document, open and save the original attachment to your PC or network folder. Edit the saved document and save your changes. Attach the updated document. Delete the originally attached document.

Delete an attachment

1. Click ✖ for the attachment you wish to delete.
   Result: The confirmation box appears asking if you really want to delete the attachment.

Export to Excel

This option enables you to export a list of the attachments to Excel.

1. Click Export to Excel.
   Result: File Download window appears.
   You have the option to
   - Save as an Excel Spreadsheet.
   - Open as an Excel Spreadsheet and displayed in the web browser.

Attach and Save File

Contract Managers and Contacts: can only add attachments to Contracts they are assigned to.
- Attachments can be added whether the record is "Data Complete" or not.
- Attachments can be added whether a Contract is Final or not.
- Please note that large files might take a few moments to upload and process. Any files larger than 10MB might not upload successfully due to size and network connectivity. However, you can attach a file link to a contract by entering the file path in this format: e.g., \\ServerName\ContractNumber\Doc1.doc', and click on 'Attach link and Save link Now' button.

1. **Organize folder** – select the appropriate folder for the attachment. (See the list at the bottom of this section).


```
Organize folder:
-- Select a Folder --                    ▼
-- Select a Folder --
Misc. Communications
Authorization/Filing Records (CAR)
Contract
Bid Documents
Bid Responses
Evaluation Criteria
Payment Record
Contractor Performance
Other
```

2. **File/Link** - browse for the file you want to attach and double-click on the file name.

3. Click Attach and Save File Now.

- **Attach and Save E-mail**

Contract Managers and Contacts: can only add attachments to Contracts they are assigned to.
- Attachments can be added whether the record is "Data Complete" or not.
- Attachments can be added whether a Contract is Final or not.

- Please note that large files might take a few moments to upload and process. Any files larger than 10MB might not upload successfully due to size and network connectivity. However, you can attach a file link to a contract by entering the file path in this format: e.g., \\ServerName\ContractNumber\Doc1.doc', and click on 'Attach link and Save link Now' button.

1. From Outlook, open the e-mail to be attached in Contracts Database.
2. Click FILE, SAVE AS.
3. Save e-mails as an Outlook Message Format (*.msg), Rich Text Format (*.rtf) or Text (*.txt) file in a personal or shared folder of your choice with a name you will find easy to work with.
4. Open Contracts Database and attach this new file as you would any other file.

Note: When saving and attaching e-mail to ECMS it is important that you use the "Outlook Message Format (*.msg)" file extension to transfer the 'metadata'. Metadata is the fingerprint of an e-mail thus allowing the e-mail to remain authentic per the Federal Government E-Discovery Guidelines.

Attach link and Save Link

Do not use this option. Links will not be used until standards are set for keeping them up-to-date.

Rules for attaching files

- With the exception of the **Misc. Communication** folder, only true and final e-copies of documents may be attached to the record. Drafts of documents considered important to save (i.e., documented negotiations with a vendor, etc.) may be attached to the **Misc. Communication** folder.

- E-copies of documents pertaining to Amendments should be attached to the Amendment record. E-copies of documents pertaining to Memos of Understanding (MOU), Assignment of Contract, Dated/Numbered Notices, etc. should be attached to the Contract record.

- When attaching e-mails to the **Misc. Communication** folder, it is recommended the document have a file extension of *.msg.
  Note: When saving and attaching e-mail to ECMS it is imperative that you select the "Outlook Message Format (*.msg)" file extension. This extension transfers the 'metadata', which is essentially the fingerprint of an e-mail, into ECMS, thus allowing the e-mail to remain authentic per the Federal Governments E-Discovery Guidelines.

- Contracts solicited on-line after January 1, 2005, using the Department of Enterprise Service's (DES) Washington's Electronic Business Solution (WEBS), may not have an advertisement document, OMWBE notification, a bidders list(s), or bidder award notifications attached to the **Bid Documents** folder.

- Contracts entered in the Contract Database (ECMS) after July 1, 2005 may not have a Contract Office Log attached to the **Misc. Communications** folder or a payment record attached to the **Payment Record** folder.

Documents, if any, should be attached in separate **FOLDERS**.
- Amendments will not have *Bid Documents*.
- Non-financial agreements will not have *Payment Records*.
- Contracts that **do not** require competition will not have *Bid Documents*.

Folders to Use

Misc. Communications
- Contract Office Log
- Letters, memos, e-mails
- Research documents
- Drafts

Contract
- Contract, Work Contract, Order, Service Level Agreement, Interagency Agreement
- Numbered Memos of Understanding (MOU)
- Assignment of Contract
- Dated, numbered notices (i.e., termination, default, etc.)

Bid Documents
- RFP, RFQ, RFQQ, Work Request, Record of competition, etc., including attachments
- Errata, Question & Answer documents, and Amendments to the *Bid Document*
- Advertisement (i.e. e-copy of the fax sent and affidavit received from a newspaper, etc.), e-mail bid notification, etc.
- OMWBE notification
- Bid lists of qualified bidders notified. The minimum number requiring notification varies. CHECK the regulation or contact your department Contract Office Consultant

Bid Responses
- (un)Successful bid response(s) including date & time of receipt

Evaluation Criteria
- Pre-established set of *Evaluation Criteria*
- Evaluators' confidentiality statements
- Scoring
- A clear description of the evaluation process and basis for the award decision
- Bid rejection and (un)successful bidder notifications

Payment Record
- Contract/Project Manager's Payment Record
- Electronic Invoices

Vendor Performance
- Standardized Periodic Performance Measurement form
- Other documented special performance factors peculiar to a specific contractual need

Other
- Use for any documents that don't fit in the above categories.

Payments

- **Data Complete** in the Contract summary panel indicates whether the detail information for the Contract, Amendment, or Order is completely filled in.
    - o You can only enter an approved payment(s) if **Data Complete** is "Yes."
    - o If **Data Complete** is "No" position the mouse over "No" and view the list of items that needs to be completed. If necessary, contact the Contract Office Consultant to complete the information.
- **All payments** approved on a contract must be entered on the Contracts Database and payment records must be kept up-to-date.

Payments screen

Edit an existing payment
1. Click 🖉 (the pencil icon) for the payment you wish to change**.**
2. Result: the **Contract Payment** screen appears. You can make changes to any of the fields if you are the Contract Manager or Contact for the Contract.
3. If a Contract Manager or Contact enters an amount that exceeds Contract funding (Amendments included) the Contract Manager, Contact person and the Contract Office Consultant receives an e-mail stating the Contract value was exceeded and the negative balance.

❌**Delete** a payment

1. Click ⬛ (the delete icon) for the payment you wish to delete**.**
2. Result: the **Payment** screen appears with the message "Payment Deleted".

Date

The date the payment approval was entered in the Contracts Database.

Invoice Number

The invoice number as entered by the Contract Manager (usually provided by the vendor).

Comment

Description of the invoice item: number of hours, period of the billing, deliverable name or number, etc. Any brief notes (limited to 1000 characters) about the approved payment.

Vendor

The name of the vendor approved for payment.

Amount

The amount approved for payment including taxes, if applicable. (The approved amount is the billed amount minus any deductions or disputed amounts). This amount may end up not matching the actual payments made by accounts payable processes.

Export to Excel
1. Click **Export to Excel**
2. Result: **File Download** window appears.
   You have the option to
   - **Save** as an Excel Spreadsheet.
   - **Open** as an Excel spreadsheet and displayed in the web browser.

New Payment
1. Click in check box accepting **Certification Statement**
2. Click **New Payment** at the bottom of the screen.
   Result: the **Contract Payment** screen appears.

Add Approved Payment

NOTE:
- **Data Complete** in the Contract summary panel indicates whether the detail information for the Contract, Amendment, or Order is completely filled in.
  - You can only enter an approved payment(s) if **Data Complete** is "Yes."
  - If **Data Complete** is "No" position the mouse over "No" and view the list of items that needs to be completed. If necessary, contact the Contract Office Consultant to complete the information.
- Uncheck the **Final** indicator if you need to add a payment to the Contract after the Contract has expired or been dropped.

  NOTE: During the night batch process and if you forget to re-check the **Final** indicator the system will automatically re-mark the Contract **Final** and send the appropriate notification e-mails, if the Contract is approaching or 90 days past the end date.
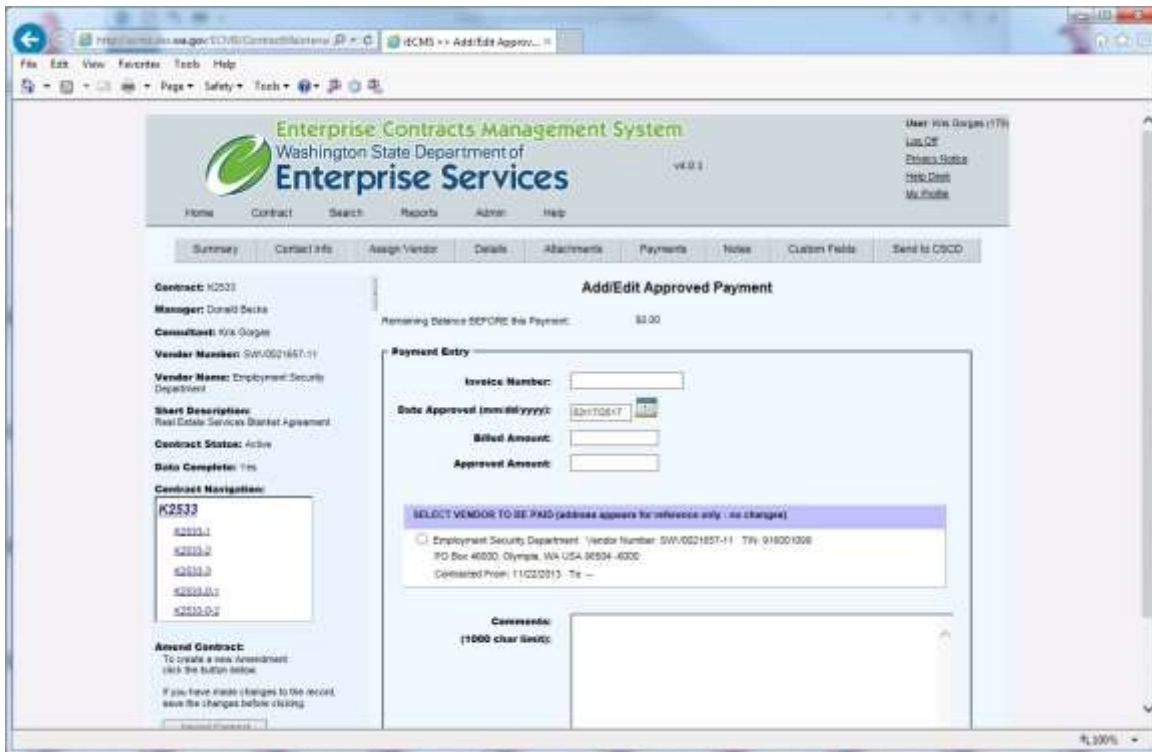
- An approved payment can only be entered by either the Contract Manager or Contact assigned to the Contract, or any Contract Office Consultant.

Instructions to Contract Managers / Contacts:
- Use this screen like a checkbook register to enter every invoice you certify for payment and forward to Accounts Payable. The text of the Certification Statement and the Certification Statement Checkbox appear in the scrolling window above the **New Payment** button.

- When the Contract has ended and there are no outstanding invoices, check the **Final** box to remove this Contract from the automatic month-end e-mail alert.

- The Contract Database system automatically checkmarks the Contract **Final** 90 days after the Contract's current end date.

- If you enter an amount that exceeds your Contract funding (Amendments included) a message box will be displayed before saving the new approved payment to allow you to change the amount of the approved payment. If you click **OK,** the approved payment data will be saved and you, your Contact person and the Contract Office Consultant will each receive an e-mail stating the new, negative remaining balance and that the Contract value was exceeded.

Add/Edit Approved Payment screen

To Approve a Payment
1. Fill in the fields listed below.
2. Click **Save Payment.**
3. Result the **Payments** screen appears with the message "Payment was saved successfully."

Invoice Number
    Enter the invoice number provided by the vendor. No dashes or hyphens, no blank spaces, no punctuation. This field will hold up to 50 characters.

Date Approved (mm/dd/yyyy)
    Date the Contract Manager approves and sends the invoice to Accounts Payable for payment. The field defaults to today's date.

Billed Amount
    Enter the total amount of the invoice. No commas, no dollar sign.

Approved Amount
> The approved amount is the billed amount minus any deductions or disputed amounts.

> **Example** The vendor bills you for $2500. You are deducting $150 for work station fee and withholding $360 that you believe is incorrectly billed. The approved amount would be $1990 ($2500 minus $150 minus $360).

Select Vendor to be paid
> The list of all vendors assigned to this Contract past and present. The list is organized by date, with the most recently entered vendor at the top of the list. The system automatically enters the "From" and "To" date based on when the Vendor was entered. Vendor selection defaults to the most recent vendor entered (the first one in the list). Click a radio button to select the vendor receiving the payment.

Comments
> Description of the invoice item: number of hours, period of the billing, deliverable name or number, etc. Any brief notes (limited to 1000 characters) about the approved payment.

Note: If your Agency utilizes SWV Vendor Numbers in ECMS, and enters the contract number in the Contract Number field in AFRS at the time of payment, there is a reconciliation report available to assist your Agency in reconciling AFRS contract payments to ECMS contract payments. The reconciliation report can be found in Enterprise Reporting WEBI, Public Folders, ECMS Group. It is titled "Match Payments in ECMS and AFRS".

Notes

NOTE:

- You can add and edit **Notes** for the Contract **only** if you are the Contract Manager or Contact person currently assigned to the contract, or if you are a Contract Office Consultant.
- **Notes** are considered administrative material with no retention value. They are not tracked in the audit log and may be edited or destroyed when no longer needed in accordance with State Government Agencies General Schedule Retention Schedule GS 50001 (Series Revised 2005).
- Notes can be added to the Contract at any time.
- Paper logs are not needed for Contracts. Enter miscellaneous information (i.e. phone calls, meeting notes, etc.) into the **Notes** screen. E-mail messages and/or meeting minutes can be attached to the Miscellaneous Communication folder on the **Attachment** screen.
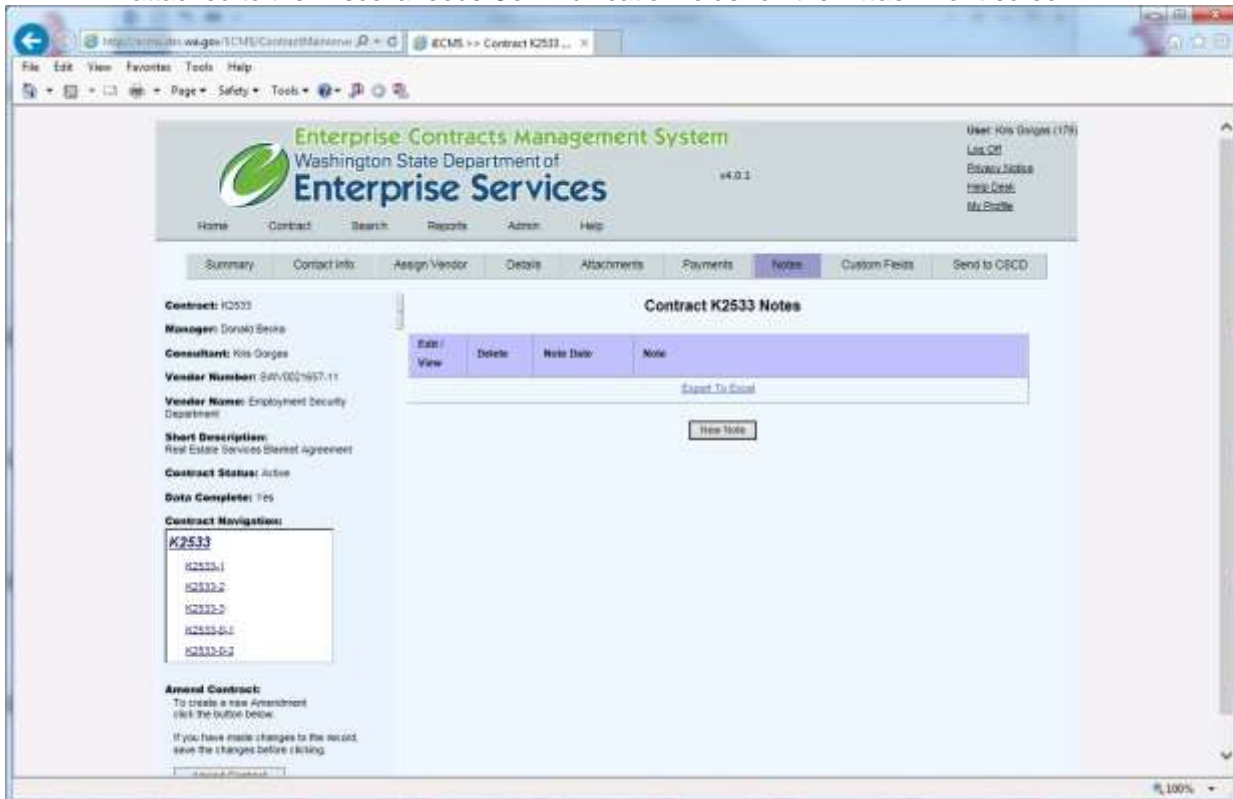
Notes screen

Edit / View Notes

Contract Managers can only edit notes that they entered themselves. A newly assigned Contract Manager can not edit notes that were entered by any previously assigned Contract Managers, or any Contract Office Consultants. The date field is not editable.

1. Click 🖉 (the pencil icon) to edit a note.
2. Update the text of the note displayed.
3. Click **Save**.

Delete Notes
Notes can only be deleted by Contract Office Consultants and the person who created them.

Notes

Entering New Notes
1. Click **New Note.**

2. Enter the date. The default date is today's date.

3. Enter the note text. The limit is 7,900 characters.

    NOTE: "<" or ">" characters in the text are interpreted as being potentially dangerous by the system. These symbols will be automatically converted to "{" or "}".

4. Click **Save**.
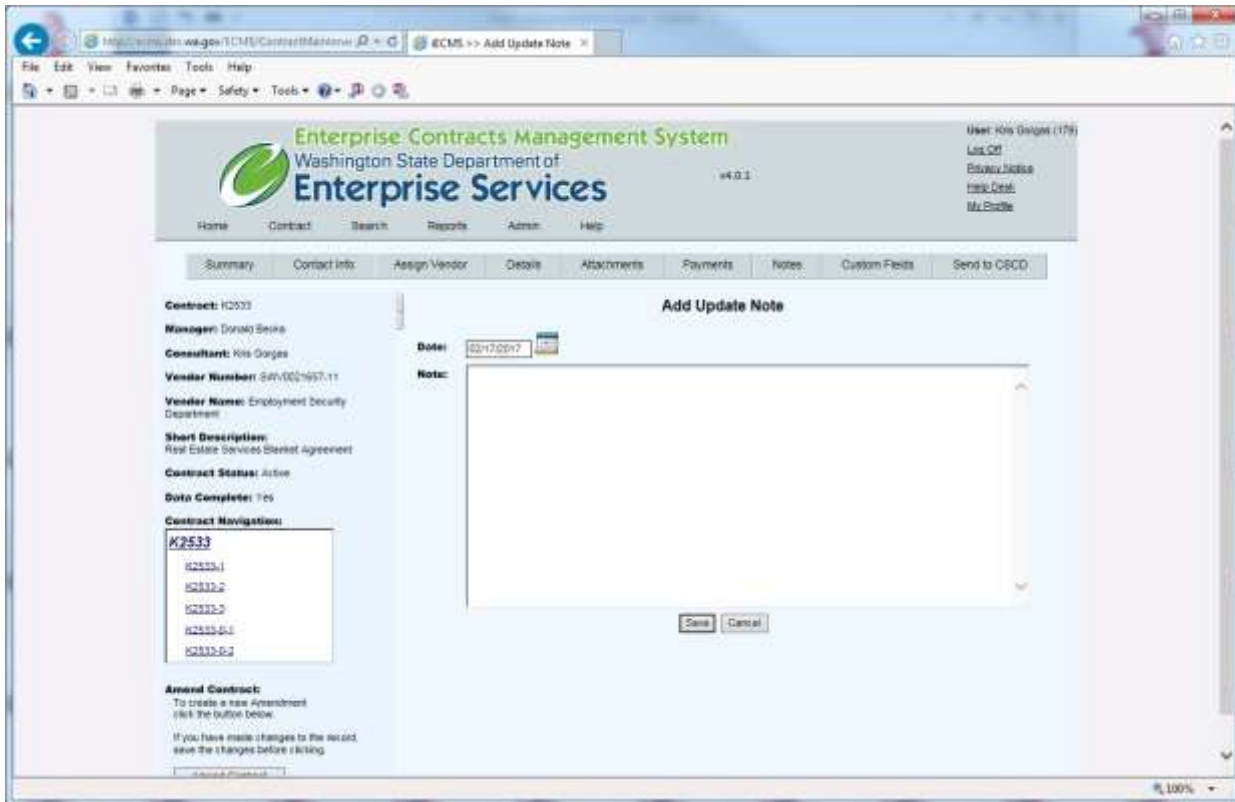
Add Update Note screen

Contract Data Entry

Only Contract Office Consultants can assign Contract number(s), add new Contracts, Orders, and Amendments, enter contact information, Contract details, and assign vendors.

Assign Contract Number

1. Enter the data listed below.
   Contract Number
   > For NEW Contracts, don't enter a number. After you enter the fields listed below and click Assign Number, the system generates a number and displays it in the summary panel on the left.
   >
   > For EXISTING Contracts, enter only the Contract number, without dashes or Amendment/Order numbers, and known Contract information, and click the 'Assign Number' button. The system will assign the number you entered.

   Short Description
   > Enter a brief description of the Contract. Use precise and descriptive words since others may search for the Contract based on keywords in the short description. This field is limited to 100 characters.
   >
   > NOTE: This description is displayed in e-mails and search results. The first word (at least) should be capitalized and contain complete words or abbreviations. Do not truncate the last word. This could happen accidentally when you copy and paste a description that is too long.

   Contract Purpose
   > Enter the objectives of the Contract. Use precise and descriptive words since others may search for the Contract based on keywords in the purpose. This is often copied and pasted from the e-copy of the Contract. This field is big, but limited to 2000 characters. Do not truncate the last word. This could happen accidentally when you copy and paste a description that is too long.
   >
   > NOTE: "<" or ">" characters in the text are interpreted as being potentially dangerous by the system. These symbols will be automatically converted to "{ "or "}".
   >
   > A Contract's Contract Purpose is automatically entered into a new Amendment when the Amendment is created, but it can be overridden.

   Contract Office Consultant
   > Begin to type the name. If typed character(s) are unique, the text field will fill with the name, otherwise a listing will display with multiple names that match the typed characters. Select a name from the list. Contract Office Consultant is a required field for all Contracts, Amendments and Orders, regardless of their validity.
   >
   > If you're entering data for co-workers, please make sure the correct Contract Office Consultant is indicated.
   >
   > The Contract Office Consultant is a specialist assigned to provide timely, accurate and meaningful Contracting tools, information, consultative services and analysis to assist the department in making effective Contracting decisions.

   Proposed Vendor Name
   > The requestor's suggested vendor(s) prior to the Contract process. To enter multiple vendors separate the names with a comma.

> **NOTE:** After entering the proposed Vendor name only change it to correct misspellings.

2. Click **Assign Contract Number**
   Result: The **Contact Info** screen appears.

Contact Info

1. Enter the fields described below.

Contract Manager

   Begin to type the name. If typed character(s) are unique, the text field will fill with the name, otherwise a listing will display with multiple names that match the typed characters. Select a name from the list. Contract Manager is a required field for all valid Contracts, Amendments and Orders.

   Non Order Contracts

   The person(s) assigned by the department to conduct the competitive solicitation, negotiate the terms and conditions of the Contract, certify that all work performed by the vendor is in accordance with the terms and conditions specified in the Contract, and/or approve all appropriate Contract payments.

   Order Contracts

   The person assigned by the department to conduct the competitive solicitation, negotiate the terms and conditions of a Contract. All work is awarded in the form of an Order for individual projects. The scope of work for each project is defined in a separate Work Request and/or Order. The department's Order Manager is responsible for initiating a Work Request, if necessary, certifying that all work performed by the vendor is in accordance with the terms and conditions specified in the Contract and the Order, and approving all appropriate Order payments. Contract Managers of Order Contracts shall ensure the cumulative dollar amount committed to all Orders does not exceed the maximum amount in the Contract.

   NOTE: Original Contracts/Orders and their Amendments with an **End Date** 6 years old or newer should list a current employee as the Contract Manager. It is not necessary to update:
   - Contracts with an **End Date** older than six years
   - Contracts with **No End Date,** marked **Final** for more than six years, or
   - Contract projects not started or ended, typically referred to as "Dropped" or "Cancelled"

   Contract Office Consultant

   Defaults to the name selected when you assigned the Contract Number. Correct the name if you are entering data for a co-worker.

   Contract Office Consultant is a required field for all Contracts, Amendments and Orders at all times.

   NOTE: Contract Office Consultants are kept current for six years past the end of the Contract. If the original Contract Office Consultant leaves Agency employment, their designated replacement becomes the Contact Consultant in the Contracts Database.

   Contact Person

   Begin to type the name. If typed character(s) are unique, the text field will fill with the name, otherwise a listing will display with multiple names that match the typed characters. Select a name from the list. This person(s) is assigned by the department to assist the Contract Manager. This is often the same person as the Contract Manager. In this case leave the Contact Person

field blank. If you enter the same person in both fields, that person will receive two (2) e-mails from the system when the final box is checked or unchecked, or the expiration notifications go out.

NOTE: The Contact person is assigned by the Contract Manager. For some Agency's required training must have been completed prior to approving invoices for payment or monitoring the day to day work of the vendor. Contract Managers and Contacts cannot update this field with their replacement; contact your Contract Office Consultant to do so.

Click Save
Result: "Data was saved successfully to the system" appears.

Changing a Contract Office Consultant name in ECMS

On the Contacts screen, select the new Contract Office Consultant. Click **Save.**

Changing Contact Information in ECMS

On the Contacts screen, select the new Contract Manager or Contact Person. Click **Save.**
- If changed in the Amendment, it does change the Contract.
- If changed in the Contract, it does change the Amendment.

Original Contracts/Orders and their Amendments with an **End Date** 6 years old or newer should list a current employee as the Contract Manager. It is not necessary to update:
- Contracts with an **End Date** older than six years
- Contracts with **No End Date,** marked **Final** for more than six years, or
- Contract projects not started or ended, typically referred to as "Dropped" or "Cancelled"

NOTE: Typically, the Contract Manager and/or Contact person of an Order is different than the Contract.

Vendor Info

The AFRS Statewide Vendor Table is used for the Contractor Name and Taxpayer Identification Number (TIN). ECMS utilizes the AFRS Statewide Vendor table for Contractor Names. Contractors are referred to as Vendors within the AFRS Statewide Vendor Table. To record payments in this system only, the Vendor Name must be in the AFRS Statewide Vendor Table. Vendor payments can occur in AFRS without the Vendor existing in the AFRS Statewide Vendor Table. Instructions follow (next section) on how to add a vendor to the AFRS Statewide Vendor Table.

To assign a vendor to a contract, first search for a vendor. The best search is by TIN. For the Employer Identification Number enter 9 digits and for the Social Security Number enter the last 4 digits. You can also search by Name using the full name or a partial name with wildcard(s). The search is on the vendor Name and the Doing Business As (DBA) name. Proposed vendors do not display. If the DBA name is matched, the vendor Name will display and not the DBA name. The DBA name can be selected on a subsequent screen.

If the vendor cannot be found from a search, you can create a temporary vendor or a provisional vendor.

Instructions to add an AFRS Statewide Vendor

Two forms must be completed: (1.) the Statewide Vendor Registration Form and (2.) the W9 Form.

Direct the potential Statewide Vendor to the Statewide Vendor Payment Registration web site at
  [hyperlink to washington state payee desk](#)
The web site provides the three steps and the two forms with instructions to add a statewide vendor. Access to Frequently Asked Questions is available from this web page.

Or

Print the two forms and mail or fax to the potential Statewide Vendor

Or

E-mail the two forms as attachments to the potential Statewide Vendor

The Statewide Vendor completes and signs both forms. The two forms are returned to WaTech (the WaTech return address is on the Statewide Vendor Registration Form).

Vendor Search

1. Before adding a temporary or provisional vendor Name to the system you must search to make sure the vendor is not already on file.

2. Enter either:

   - The vendor's **TIN** (9 digits, no spaces, dashes, or hyphens for the Employer Identification Number) or (the last 4 digits, no lead characters, spaces, dashes, or hyphens for the Social Security Number).
     -or-
   - Search on at least three characters of the vendor's name. If a wildcard is not entered, a double wildcard search is automatically performed to enable finding a variation that may have been used when the vendor's Name was entered. The search includes the vendor's doing business as (DBA) name(s). The vendor DBA name(s) are from the AFRS Statewide Vendor Table, from the

migration template when the name did not exactly match the Vendor name in the AFRS Statewide Vendor Table, and user entered DBA name(s) for a Vendor Name.

3. Click **Search.**

Result:
- Vendor Name and TIN display. The DBA name will not display.

- If the name you are looking for appears on the list, click the name to assign it to the Contract.

- A screen will display with any DBA name(s) and any vendor addresses. A DBA name can be assigned as the contract vendor name.

- If no search results were returned or the vendor name is not on the list of search results, and / or the TIN displayed does not match the TIN of the vendor you are searching for, click either the **Add New Temporary Vendor or Add New Provisional Vendor** to add a vendor to the system**.**

Note: The **Add New Provisional Vendor** options only appears when searching by Vendor TIN number.

Add a Temporary Vendor

Enter DBA name
The official name of the awarded vendor or, if your Agency is the vendor, the other party's name. This is a required field, limited to 100 characters. The names should be entered using the following guidelines:

- **Department in another state county or city, Name, State of, agency in parentheses.**
  - Example: Oregon, State of (Department of Highway Patrol).

- **State agencies** per the OFM [Agency Codes and Authorized Abbreviations](http://www.ofm.wa.gov/policy/75.20.htm#75.20.20) http://www.ofm.wa.gov/policy/75.20.htm#75.20.20
  - [i.e., Financial Management, Office of (OFM), Labor and Industries, Department of (OFM)]

- **State, County, City**: Name, State of (or City of, or County of, etc.)
  - Example: Idaho, State of

- **Individual's Name**: Last Name, First Name, Middle Initial.
  - Example: White, Leslie B.

- **Individual's Name with Title: Last Name, Title and First Name, Middle Initial.**
  - Example: White, Dr. Leslie B.

- **Individual's Name with Letters: Last Name, First Name, Middle Initial, Letters (with no spaces)**. Example: White, Leslie B., DC

- **If the vendor name is not known at the time the Contract number is assigned, or the** Contract has been cancelled, dropped, or put on hold use "Unknown".

- When there are **multiple awarded Contracts** (as in reciprocal agreements with several states), enter all names separated by a comma. In the case of
  - U.S. states or state agencies, it may be necessary to use their official abbreviations found at [Agency Codes and Authorized Abbreviations](#).

For a temporary vendor a TIN is not assigned.

If you are not assigning a vendor address Click **Save**.

Add a Provisional Vendor

Enter DBA name
The official name of the awarded vendor or, if you're Agency is the vendor, the other party's name. This is a required field, limited to 100 characters. The names should be entered using the following guidelines:

- **Department in another state county or city, Name, State of, agency in parentheses.**
    o   Example: Oregon, State of (Department of Highway Patrol).

- **State agencies** per the OFM [Agency Codes and Authorized Abbreviations](#)
    http://www.ofm.wa.gov/policy/75.20.htm#75.20.20
    o   [i.e., Financial Management, Office of (OFM), Labor and Industries, Department of (OFM)]

- **State, County, City**: Name, State of (or City of, or County of, etc.)
    o   Example: Idaho, State of

- **Individual's Name**: Last Name, First Name, Middle Initial.
    o   Example: White, Leslie B.

- **Individual's Name with Title: Last Name, Title and First Name, Middle Initial.**
    o   Example: White, Dr. Leslie B.

- **Individual's Name with Letters: Last Name, First Name, Middle Initial, Letters (with no spaces)**. Example: White, Leslie B., DC

- **If the vendor name is not known at the time the Contract number is assigned, or the** Contract has been cancelled, dropped, or put on hold use "Unknown".

- When there are **multiple awarded Contracts** (as in reciprocal agreements with several states), enter all names separated by a comma. In the case of
    o   U.S. states or state agencies, it may be necessary to use their official abbreviations found at [Agency Codes and Authorized Abbreviations](#).

For a provisional vendor a TIN is assigned.

If you are not assigning a vendor address Click **Save**.

NOTE: Adding the vendor's e-mail address to this screen will automatically generate an e-mail to the vendor reminding them to register for a Statewide Vendor Number.

The system sends notification to the Contracts Office Consultant, by e-mail, when a SWV Number has been added matching the contractor's TIN.

Assign Vendor Address

UBI is the official Washington state business number. It is nine digits.

Address – the vendor's address.
When there is more than one vendor or other party, pick one of the party's addresses to use as a primary and enter it. Entering an Address is not required to add a new vendor, but if you do add an address, you must enter Address Line 1, City and Country:

Use the U.S. Postal Service standard abbreviations: such as STE for Suite.

- o **Address line 1** could contain any of the following:
  - ▪ Department
  - ▪ Division
  - ▪ Office
  - ▪ Section
  - ▪ Program
  - ▪ Additional name information –anything that isn't part of the Vendor's legal name that you would like to include in the address.

- o **Address line 2 -** typically is a street address or PO BOX. When the address includes both a street address and a PO BOX, include only the PO BOX.

- o For a street address - building name or number, suite number, mail stop, apartment number, floor number, room number, etc. - should be included on a single line. For example, 123 MAIN ST BLDG 6 STE 4

  - ▪ City
  - ▪ State/Province
  - ▪ Zip / Postal Code
  - ▪ Country

Click **Assign Vendor**.

You cannot alter an existing vendor address. To correct an error, follow the directions below for adding a new address.

Adding a vendor address

1. **Search** for Contract.
2. Click **Assign New Vendor** on the menu bar**.**
3. At bottom of screen click **Add New Address**.
4. Enter the **UBI** (it does not copy forward from the old address), if known.
5. Enter the address, city, state/province, zip/postal code, and country. Required fields are Address Line 1, City and Country.
6. Click **Save**.

Adding/Changing a UBI

To enter or correct the UBI number of an existing vendor on a Contract, create a new address.

Contract Details

NOTE: For a Contract, Amendment, or Order data entry record to be **Data Complete** it must contain all of the following data:

- Contract Manager
- Contract Office Consultant
- Authority Type(s)
- Procurement/Amendment Methods
- Contract Status must be either Started or Final
- Vendor
- Start Date [unless it's a migrated record with start date "Unknown"]
- End Date
- Expenditure Type
- Funding Amounts [required if the Expenditure Type is Financial or Revenue]
- Short Description
- Solicitation Codes [based on Procurement/Amendment Method(s)]
- Object Sub Sub/Object
- Performance-based Contracting
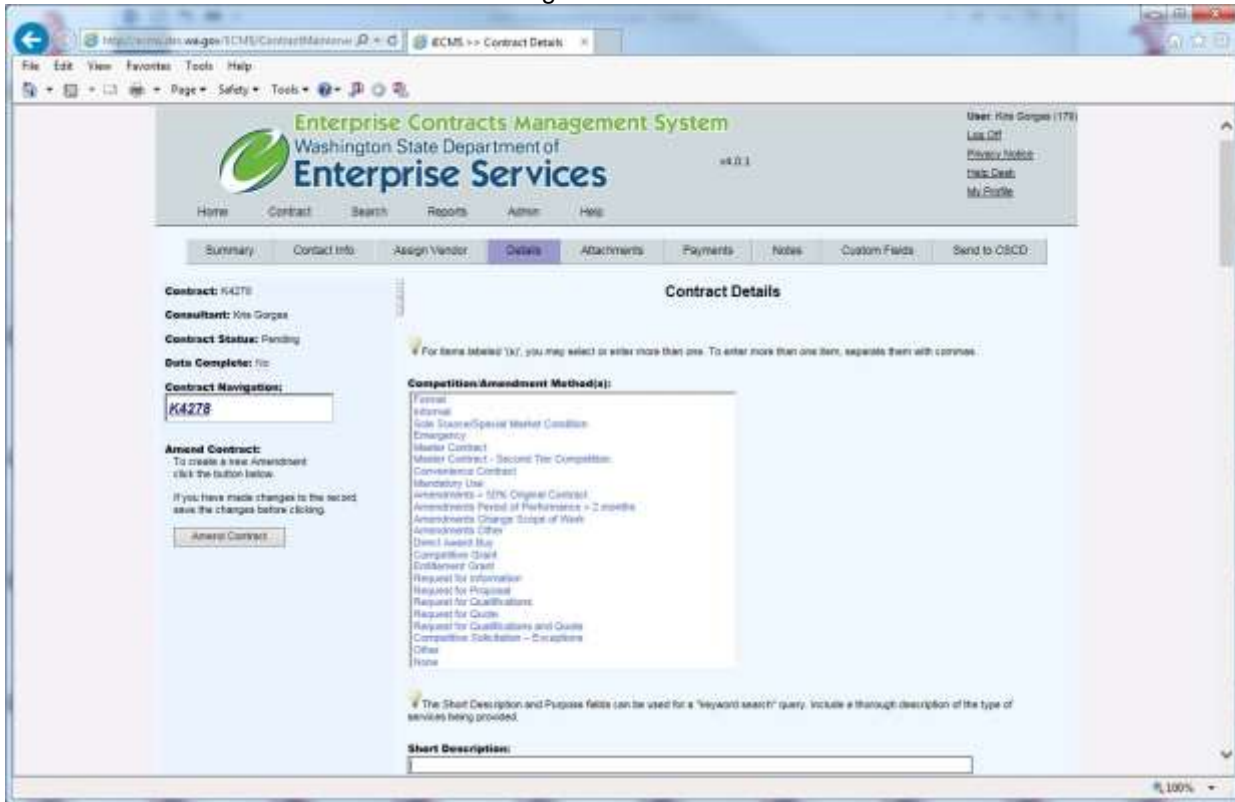
Contract Details – top portion of screen

1. Fill in the following fields.

Procurement/Amendment Method

This is a required field for all Contract, Amendment, and Order entries. Select all that apply. If nothing on the list applies, select "None".

Procurement/Amendment Method is listed in Appendix A.

Short Description

Enter a brief description of the Contract. Use precise and descriptive words since others may search for the Contract based on keywords in the short description. This field is limited to 100 characters.

NOTE: This description is displayed in e-mails and search results. The first word (at least) should be capitalized and contain complete words or abbreviations. Do not truncate the last word. This happens a lot when you copy and paste a description that is too long.

Contract Purpose

Enter the objectives of the Contract. Use precise and descriptive words since others may search for the Contract based on keywords in the purpose. This is often copied and pasted from the e-copy of the Contract. This field is big, but limited to 2000 characters. Do not truncate the last word. This happens a lot when you copy and paste a description that is too long.

NOTE:
"<" or ">" characters in the text are interpreted as being potentially dangerous by the system. These symbols will be automatically converted to "{" or "}".

Amount of Risk

Select from High, Medium or Low risk to identify the amount of risk for the procurement. The criteria for identifying risk level is at the discretion of the agency. This field was added as an option for agencies to evaluate what level of statewide procurement training individuals need to take.

Proposed Vendor Name

The name of the requestor's suggested vendor prior to the awarding of the Contract.
You can enter more than one name, separated by a comma. After entering the proposed Vendor name only change it to correct misspellings. Entering a Proposed Vendor Name is not required.

Solicitation Number(s)

Multiple Contracts may be awarded against one solicitation (i.e., Work Request, RFP. RFQ, RFQQ, IFB, etc). A solicitation may have multiple numbers, separated by a comma.

Master Index Code

This field is populated from the AFRS database. It lists the current biennium **Master Index codes** for your Agency. The **Master Index code** is an Agency assigned codes that combines the AFRS coding elements, such as appropriation index, program index, and project.

A Contract can have multiple **Master Index codes** if the Contract relates to numerous Master Index Codes.

NOTE: This code's purpose is not to reference payment, this is **not** a payment system. The practice of selecting more than one Master Index Code may cause duplicate lines when reporting through Enterprise Reporting WEBI.

Organization Index Code

This field is populated from the AFRS database. It lists the current biennium **Organization Index codes** for your Agency. The **Organization Index code** is an Agency assigned code used to identify or accumulate costs by cost centers.

Program Code

This field is populated from the AFRS database. It lists the current biennium **Program codes** for your Agency. The **Program code** is used to identify your Agency's functional area and the major activities. Program code(s) are generally assigned by an Agency with the concurrence of the

Office of Financial Management.

SubProgram Code
 This field is populated from the AFRS database. It lists the current biennium **SubProgram codes** for your Agency. The **SubProgram** code is assigned by your Agency to identify a specific activities or organizational units within a single program.

Object Sub Sub/Object(s)
 The type(s) accounts related to a Contract/Amendment. A Contract can have multiple Object Sub Sub/Object(s).

 The agency-specific Chart of Accounts is the reference resource for this field. It assists staff when searching for a type of acquisition along with "Authority" and "Competition Type". It is possible to classify a Contract under one Object Sub Sub/Object(s) (JC0003 Software License) and later amend and classify it under another (EE0014 Software Maintenance). Since ECMS is not a payment system, this data may not reflect allocation of actual payments.

 NOTE: Object Sub Sub/Object(s) should only be deleted if incorrect coding is entered. If the coding changes, add the new coding to the old coding to retain the history and make **NOTES** as needed. The practice of selecting more than one Object Sub Sub/Objects may cause duplicate lines when reporting through Enterprise Reporting WEBI.

Expenditure Type
 A Contract can have multiple expenditure types.

- To select more than one **Expenditure Type,** hold the Ctrl key and click your selections.
- If the **Expenditure Type** is "Financial**"** or "Revenue**",** a dollar amount is required in the **Funding Source** for the Contract status to be "Data Complete".
- Credits (revenue) and debits are allowed in the **Funding Source** for all expenditure types.
- While it is not anticipated, "Financial" dollar values will take precedence over the "Revenue" dollar values.

 The Expenditure Types are listed in Appendix B

 NOTE: The practice of selecting more than one Expenditure Type may cause duplicate lines when reporting through Enterprise Reporting WEBI.

Funding Source(s)
 If Expenditure Type(s) of Financial or Revenue are selected a dollar amount must be entered in the Funding Source for the contract to have a status of "Data Complete".

- **Federal Funds** – enter the amount of federal funds provided for the Contract.
- **State Funds** – the amount of the "General" state funds provided for the Contract.
- **Other Funds** – enter amount of other funds provided for the Contract.

 Funding Total Amount – automatically filled in by the system.

 Current Contract Total – total of funds from the Contract and all Amendments automatically filled in by the system.

Contract Dates
- **Start Date -** enter the date the Contract is scheduled to become effective. Use the last date signed if a start date is not addressed in the Contract text. For Contracts, Order Contracts, and Orders, this field is updated with every Amendment.

- If an Amendment changes a parent Contract Start Date, you must return to the parent Contract Start Date to change the Start Date of the parent Contract.

NOTE: Do not enter a **Start Date** unless you have the executed contract in the Contract file.

- **End Date** – if the Contract has an end date, enter it. Otherwise check the No End Date box. A Start Date is not allowed unless either an end date is entered, or the No End Date checkbox is checked.

- **No End Date –** check this box if the Contract is continuous and has no end date.

NOTE: When you enter a future start date, the Contract complete flag says NO until that date is reached because the Contract status is not yet "Started".

Statement of Work
   Added per the Agency Contract Reporting DES Policy 210-01, check the appropriate box, yes or no, if the contract has a statement of work.

Authority
   The RCW or other purchasing authority which allows the acquisition of the goods or services. Many Contracts may contain more than one authority. You can click on one code or more.

   NOTE: The practice of selecting more than one Authority may cause duplicate lines when reporting through Enterprise Reporting WEBI.

Contract Reference Number(s)
- **Internal -** other Contracts with the same vendor, Contracts for similar services, duplicate Contracts, and amending Contract numbers or Contracts with another similarity—multiple entry is allowed, separated by a comma.
  - No spaces or dashes.

- **External –** for some Contracts, the other party(s) assign their own control number. When this number is known, enter it in this field. Multiple entry is allowed, separated by a comma.
  - If there are descriptive words use a space before the number**.**
    Example: GA 17755
  - If letters are part of the number take out all spaces. **Example:** 99C12

- **Contract Office Survey Scores –** enter the scores given to the Contract office by the Contract Manager. Do not enter any scores until they are received.
  - Paper surveys are sent via Campus Mail to Contract Managers or Contacts for each signed Contract, Amendment, Order and Order Amendment. Your agency Office Database Administrator enters the scores when the surveys are returned.

  - If the scores are entered with the wrong Contract Office Consultant assigned to the Contract, remove all scores, click Save, then update the consultant, and re-enter the scores.

Final indicator
- Final indicates that the Contract has expired or been closed for another reason.

- Contracts are marked Final under the following circumstances:
  - o Automatically by daily batch process if Contract or last Amendment end date is 90 days or more past.

  - o By Contract Office Consultants or Contract Managers/Contact persons when the last payment is approved, or there will be no more work performed by the vendor, and we do not plan on extending the Contract. The reason we check the Final indicator in this case is so unnecessary notice(s) of expiration are not sent via e-mail.

    NOTE: The amendment **end date** should be adjusted if the Contract is amended and terminated early in writing (i.e., Amendment, Memorandum of Understanding, etc.).

Uncheck Final
- While a Contract is marked Final you cannot edit the Contract details and payments. If you need to do one of these after the Contract is marked Final, uncheck the Final indicator.

- You can check the Final indicator again after you make your changes, or let the system mark it Final automatically in the nightly batch process.

  NOTE: When the Final indicator is checked by the "Nightly Batch Process" (contract is Final), an e-mail notification is sent to the Contract Office Consultant and Contract Manager, Contact assigned to the Contract.

2. Click **Save.**

Custom Fields

DES creates the custom field group and the custom fields.

For each custom field one of the following formats is DES defined for input:

- Integer: -#,##0 negative sign (-) as appropriate
- Money: $ (#,##0.00) parentheses indicate negative
- Date: Calendar will appear
- Boolean: Yes for a checked value and No for unchecked value
- Text: No formatting for text

On a search the user display is:

- Integer: Two textboxes will appear to allow users to enter a range of values. These two textboxes can be used together or independently to give the between (both populated), greater than (first textbox only) and less than (second textbox only).
- Decimal (Money): Same as integer search.
- Date: Same as the Integer search but for date values a calendar will display to choose values from.
- Boolean (Flag): Display the typical flag format with Yes, No, Either selections.
- Text: A simple textbox that will allow wildcards to be used for searching.

The custom fields are listed in Appendix C.

Orders

Assigning a Order number

1. Click **Contract** on the top menu bar.

2. Click **Assign Order Number.**

3. Enter the **Contract number** of the Contract you want to create a Order for.

4. Click **Find**
   Result: the **Contract List** (including all amendments) appears at the bottom of the screen.

5. Click the radio button next to the Contract or Amendment number you wish to assign the Order to. This is determined by the start date of the Contract, Amendment and the Order. Do not assign the Order to an Amendment with a start date after the start date of the Order.

   You cannot assign an Order to any Contract or Amendment that is not Data Complete.

6. Click **Assign Number**.
   Result:
   - The Order number is created by appending a number to the end of Contract-Amendment

     NOTE: Orders assigned before an Amendment start date do not include the Amendment number. Those assigned after an Amendment start date do include the Amendment number.

     > **Example:** January 1 the assigned Contract number is K353. The first Order has no associated Amendment and is formatted as K353-0-1. By the time the next Order is assigned there have been three Amendments, so the Order number should be K353-3-2.

     If the first Order is amended after the start date of the third Amendment to the Contract, the Order Amendment number should be K353-3-1-1. When the Order Amendment is created, the user selects the amendment to use for the Order Amendment number.

   - The **Details** screen appears so you can enter the details of the Order.

Vendor Info

The **Vendor** is copied from the parent Order Contract.

Contact Info

Displays the contacts currently assigned to the Contract.

If you change the name of the **Contact**, **Contract Manager** or **Contract Office Consultant** for an Order, the name does **not** change for the parent Order Contract.

The **Contract Manager** entered on an Order does **not** change the **Master Index Code** for the Contract.

Details

NOTE: For a Contract, Amendment, or Order data entry record to be **Data Complete** it must contain all of the following:
- Contract Manager
- Contract Office Consultant
- Authority Type(s)
- Procurement/Amendment Methods
- Contract Status must be either Started or Final
- Vendor
- Start Date [unless it's a migrated record with start date "Unknown"]
- End Date
- Expenditure Type
- Funding Amounts [required if the Expenditure Type is Financial or Revenue]
- Short Description
- Solicitation Codes [based on Procurement/Amendment Method(s)]
- Object Sub Sub/Object
- Performance-based Contracting

1. Fill in the fields as described below.

Procurement/Amendment Method
> This is a required field. Select all that apply. If nothing on the list applies, select "None".
>
> Procurement/Amendment Method.is listed in Appendix A.

Short Description
> Enter a brief description of the Order. Use precise and descriptive words since others may search for the Order based on keywords in the short description. This field is limited to 100 characters.
>
> **NOTE:** This description is displayed in e-mails and search results. The first word (at least) should be capitalized and contain complete words or abbreviations. Do not truncate the last word. This happens a lot when you copy and paste a description that is too long.
>
> - **Contract Purpose** - use precise and descriptive words since others may search for the Contract based on the keywords they would expect to find in the Contract purpose. This is often copied and pasted from the e-copy of the Contract.

Solicitation Number(s)
> Multiple Contracts may be awarded against one solicitation (i.e., Work Request, RFP. RFQ, RFQQ, IFB, etc). A solicitation may have multiple numbers. Multiple entry is allowed, separated by a comma.

Master Index Code
> This field is populated from the AFRS database. It lists the current biennium **Master Index Codes** for your Agency. The **Master Index code** is an Agency assigned codes that combines the AFRS coding elements, such as appropriation index, program index, and project.

An Order can have multiple **Master Index Codes** if the Contract relates to numerous Master Index Codes.

NOTE: This code's purpose is not to reference payment, this is **not** a payment system. The practice of selecting more than one Master Index Code may cause duplicate lines when reporting through Enterprise Reporting WEBI.

Organization Index Code

This field is populated from the AFRS database. It lists the current biennium **Organization Index codes** for your Agency. The **Organization Index code** is an Agency assigned code used to identify or accumulate costs by cost centers.

Program Code

This field is populated from the AFRS database. It lists the current biennium **Program codes** for your Agency. The **Program code** is used to identify your Agency's functional area and the major activities. Program code(s) are generally assigned by an Agency with the concurrence of the Office of Financial Management.

SubProgram Code

This field is populated from the AFRS database. It lists the current biennium **SubProgram codes** for your Agency. The **SubProgram** code is assigned by your Agency to identify a specific activities or organizational units within a single program.

Object Sub Sub/Object(s)

The type(s) accounts related to a Order/Contract/Amendment. A Contract can have multiple Object Sub Sub/Object(s).

The agency-specific Chart of Accounts is the reference resource for this field. It assists staff when searching for a type of acquisition along with "Authority" and "Competition Type". It is possible to classify a Contract under one Object Sub Sub/Object(s) (JC0003 Software License) and later amend and classify it under another (EE0014 Software Maintenance). Since ECMS is not a payment system, this data may not reflect allocation of actual payments.

NOTE: Object Sub Sub/Object(s) should only be deleted if incorrect coding is entered. If the coding changes, add the new coding to the old coding to retain the history and make **NOTES** as needed. The practice of selecting more than one Object Sub Sub/Objects may cause duplicate lines when reporting through Enterprise Reporting WEBI.

Expenditure Type

An Order can have multiple expenditure types. If the Contract was created as a Non-financial Contract, it is copied to the Order.

A Contract can have multiple expenditure types.

- To select more than one **Expenditure Type,** hold the Ctrl key and click your selections.
- If the **Expenditure Type** is "Financial**"** or "Revenue**",** a dollar amount is required in the **Funding Source** for the Contract status to be "Data Complete".
- Credits (revenue) and debits are allowed in the **Funding Source** for all expenditure types.
- While it is not anticipated, "Financial" dollar values will take precedence over the "Revenue" dollar values.

The Expenditure Type is listed Appendix B

NOTE: The practice of selecting more than one Expenditure Type may cause duplicate lines when reporting through Enterprise Reporting WEBI.

Funding Source(s)

- **Federal Funds** – enter the amount of federal funds provided for the Order.
- **State Funds** – the amount of funding for the Order provided by the state.
- **Other Funds** – enter amount of other funds provided for the Order.

NOTE: Order **Funding Source(s**) cannot differ from the Order Contract.

Funding Total Amount – automatically filled in by the system.

Current Contract Total – total of funds from the Order automatically filled in by the system.

Contract Dates

- **Start Date** - enter the date the Order is scheduled to start.
  Orders should not be allowed to have **Start** Dates past the **End Date** of a parent Order Contract.

- **End Date** – if the Order has an end date, enter it
  An Order **End Date** can go beyond the end date of the Contract.

  NOTE: The Order **End Date** should be adjusted if the Order is terminated early. For Contracts, Order Contracts, and Orders, this field is updated with every Amendment that changes the original end date.
- **No End Date –** check this box if the Order has no **End Date**.

Authority

The RCW or other purchasing authority which allows the acquisition of the goods or services. The **Authority** entered for the parent Order Contract appears here and you **can** change it on the Order. You must return to the parent Order Contract **Detail** screen to change the **Authority** of the parent Order Contract.

NOTE: there is no good reason to change the **Authority** on an Order unless you have made a mistake when entering the **Authority** on a parent Order Contract.

Contract Reference Number(s)

The **Internal** and **External** number is copied from the parent Order Contract and **can** be changed on the Order. You must return to the parent Order Contract **Detail** screen to change the **Internal** and **External** number of the parent Order Contract.

NOTE: There is no reason to copy the **Internal** and **External** numbers to the Order. It is misleading. Delete them if they do not apply to the Order.

Internal - other Contracts with the same vendor, Contract for similar services, duplicate Contract, and amending Contract number or Contract with another similarity. Multiple entry is allowed, separated by a comma.
- o **No** spaces or dashes.

External – for some Contracts, the other party(s) assign their own control number. When this number is known, enter it in this field. Multiple entry is allowed, separated by a comma.
- o If there are descriptive words use a space before the number**.**
  Example: GA 17755
- o If letters are part of the number take out all spaces. **Example:** 99C12

- **Contract Office Survey Scores** enter the scores given to the Contract office by the Contract Manager. Do not enter any scores until they are received.

  - Paper surveys are sent via Campus Mail to Contract Managers or Contacts for each signed Contract, Amendment, Order and Order Amendment. Your agency Office Database Administrator enters the scores when the surveys are returned.

  - If the scores are entered with the wrong Contract Office Consultant assigned to the Contract, remove all scores, click Save, then update the consultant, and re-enter the scores.

Final indicator

The **Final** indicator on the Order **Detail** screen refers to the Order, not the Contract.

- o **Final** indicates that the Order has expired or been closed for another reason.

- o Orders are marked **Final** under the following circumstances:

  - Automatically by daily batch process if last Amendment end date is 30 days or more past.

  - By Contract Office Consultants or Order Managers when the last payment is made, or there will be no more work performed by the vendor, and we do not plan on extending the Order. The reason we check the **Final** indicator in this case is so an unnecessary notice(s) of expiration is not sent via e-mail.

    NOTE: If the Order is amended and terminated early, make sure the amendment to the order reflects the new end date.

Uncheck Final
- While a Contract is marked **Final** you cannot edit the Contract details, payments, or notes. If you need to do one of these after the Contract is marked **Final**, uncheck the **Final** indicator.

- You can check the **Final** indicator again after you make your changes, or let the system mark it **Final** automatically in the nightly batch process.

  NOTE: When the Final indicator is checked (contract is Final), an e-mail notification is sent to the Contract Office Consultant, Contract Manager, Contact assigned to the Contract and the person making the change. When the Final indicator is unchecked (contract is no longer Final), an e-mail

notification is sent only to the Contract Office Consultant assigned to the Contract and the person making the change.

- If the Contact person and the Contract Manager is the same person they will receive two copies of the same e-mail.

3. Click **Save.**

Amending a Order

To amend an Order, follow the same instructions used for Amending a Contract.

Amendments

NOTE:
An Amendment must be signed before entering it into the system.

Do NOT enter an Amendment in the database that is dropped, cancelled or otherwise has not been executed.

> **NOTE:** Once you have assigned an Amendment number you cannot delete it. If this happens enter a note in the short description ('The Amendment was dropped"). If you change your mind and decide to do an Amendment after all, you will need to make note of it in the **NOTES** and change the **Short Description.**

An Amendment can not be created for a Contract that is not **Data Complete**.

To add an Amendment
1. Click **Amend Contract** in the left column of any of the Contract/Amendment screens (Summary, Detail, Payment, Attachment, etc.)

2. If applicable, enter the amount of funds for the Amendment provided from each of the following.
   - Federal Funds
   - State Funds
   - Other Funds

3. Enter the

Start Date of the Amendment

> If an Amendment changes a parent Contract **Start Date**, you must return to the parent Contract **Start Date** to change the **Start Date** of the parent Contract. Order Amendments are allowed to have a **Start Date** past the **End Date** of a parent Contract.

> **NOTE:** Theoretically, an Amendment should not be able to start before the Contract/Order. If you really needed to make a change such as this because of a mistake in the Contract/Order, you would need to change the **Start Date** in the original Contract record as well as the Amendment.

   - **End Date** of the Amendment - or - check **No End Date**, if the Contract has no end date. Amendments are allowed to have an **End Date** past the **End Date** of the parent Order Contract.

Click Assign Amendment Number.

> **Result:**
> The Amendment number is automatically assigned by the system. This is a sequential number beginning with "1" appended to the end of the Contract number.

4. Fill in the **Amendment Details** as described below.

Contact Info

Displays the contacts currently assigned to the Contract.

If you change the name of the **Contact**, **Contract Manager** or **Contract Office Consultant** when entering an Amendment, the name changes for the Contract or associated Order.

Vendor Info

The **Vendor** is copied from the parent Contract

Details

NOTE: For a Contract, Amendment, or Order data entry record to be **Data Complete** it must contain all of the following:
- Contract Manager
- Contract Office Consultant
- Authority Type(s)
- Procurement/Amendment Methods
- Contract Status must be either Started or Final
- Vendor
- Start Date [unless it's a migrated record with start date "Unknown"]
- End Date
- Expenditure Type
- Funding Amounts [required if the Expenditure Type is Financial or Revenue]
- Short Description
- Solicitation Codes [based on Procurement/Amendment Method(s)]
- Object Sub Sub/Object
- Performance-based Contracting

Fill in the fields as described below.

- **Procurement/Amendment Method –** is required for an Amendment to be "**Complete**"; select "**Amendment Other**" if "**Amendments Period of Performance > 2 months"** or "**Amendments Change Scope of Work"** does not apply.

Short Description

Enter a brief description of the Amendment. Use precise and descriptive words since others may search for the Amendment based on keywords in the short description. This field is limited to 100 characters.

NOTE: This description is displayed in e-mails and search results. The first word (at least) should be capitalized and contain complete words or abbreviations. Do not truncate the last word. This could happen when you copy and paste a description that is too long.

- **Contract Purpose** – required and pre-filled with the **Purpose** entered from the Contract. This field should not be changed unless it is added to. Use precise and descriptive words since others may search for the Contract based on the keywords they would expect to find in the Contract purpose.

NOTE: The purpose is carried forward to the Amendment to help you with the language but the Purpose of the Amendment should not be the same as the Contract.

Proposed Vendor Name

The name of the requestor's suggested vendor prior to the awarding of the Contract. You can enter more than one name, separated by a comma. After entering the proposed Vendor name only change it to correct misspellings. The **Proposed Vendor Name** entered on an Amendment changes the **Proposed Vendor Name** for the Contract.

▪ **Solicitation Number(s)** Multiple Contracts may be awarded against one solicitation (i.e., Work Request, RFP. RFQ, RFQQ, IFB, etc). A solicitation may have multiple numbers, separated by a comma. The **Solicitation Number(s)** entered on an Amendment changes the **Solicitation Number(s)** for the Contract.

Master Index Code

This field is populated from the AFRS database. It lists the current biennium **Master Index Codes** for your Agency. The **Master Index code** is an Agency assigned codes that combines the AFRS coding elements, such as appropriation index, program index, and project.

An Amendment can have multiple **Master Index Codes** if the Contract relates to numerous Master Index Codes.

NOTE: This code's purpose is not to reference payment, this is **not** a payment system. The practice of selecting more than one Master Index Code may cause duplicate lines when reporting through Enterprise Reporting WEBI.

Organization Index Code

This field is populated from the AFRS database. It lists the current biennium **Organization Index codes** for your Agency. The **Organization Index code** is an Agency assigned code used to identify or accumulate costs by cost centers.

Program Code

This field is populated from the AFRS database. It lists the current biennium **Program codes** for your Agency. The **Program code** is used to identify your Agency's functional area and the major activities. Program code(s) are generally assigned by an Agency with the concurrence of the Office of Financial Management

SubProgram Code

This field is populated from the AFRS database. It lists the current biennium **SubProgram codes** for your Agency. The **SubProgram** code is assigned by your Agency to identify a specific activities or organizational units within a single program

Object Sub Sub/Object(s)

The type(s) accounts related to an Order/Contract/Amendment. A Contract can have multiple Object Sub Sub/Object(s).

The agency-specific Chart of Accounts is the reference resource for this field. It assists staff when searching for a type of acquisition along with "Authority" and "Competition Type". It is possible to classify a Contract under one Object Sub Sub/Object(s) (JC0003 Software License) and later amend and classify it under another (EE0014 Software Maintenance). Since ECMS is not a payment system, this data may not reflect allocation of actual payments.

NOTE: Object Sub Sub/Object(s) should only be deleted if incorrect coding is entered. If the coding changes, add the new coding to the old coding to retain the history and make **NOTES** as needed. The practice of selecting more than one Object Sub Sub/Objects may cause duplicate lines when reporting through Enterprise Reporting WEBI.

Expenditure Type

An Order can have multiple expenditure types. If the Contract was created as a Non-financial Contract, it is copied to the Amendment.

A Contract can have multiple expenditure types.

- To select more than one **Expenditure Type,** hold the Ctrl key and click your selections.
- If the **Expenditure Type** is "Financial**"** or "Revenue**",** a dollar amount is required in the **Funding Source** for the Contract status to be "Data Complete".
- Credits (revenue) and debits are allowed in the **Funding Source** for all expenditure types.
- While it is not anticipated, "Financial" dollar values will take precedence over the "Revenue" dollar values.

The Expenditure Type is listed Appendix B

NOTE: The practice of selecting more than one Expenditure Type may cause duplicate lines when reporting through Enterprise Reporting WEBI.

Funding Source(s)

- **Federal Funds** – enter the amount of federal funds provided for the Contract.
- **State Funds** – the amount of funding for the Contract provided by the state.
- **Other Funds** – enter amount of other funds provided for the Contract.

Funding Total Amount – automatically filled in by the system. Includes the total of funds from the Contract and all prior Amendments automatically filled in by the system. Does not include subsequent Amendment amounts.

Current Contract Total – total of funds from the Contract and all Amendments automatically filled in by the system.

Contract Dates

- **Start Date** - enter the date the Amendment is scheduled to start.
- **End Date** – if the Amendment has an end date, enter it. If not, enter the end date of the Contract. For Contracts, Order Contracts, and Orders, this field is updated with every Amendment that changes the original end date.
- **No End Date –** check this box if the Contract has no end date and you are not amending the Contract to now have an end date.

Authority

Select the RCW(s), WAC(s), rule(s), regulation(s) and/or policy(s) that gives the department the authority to acquire the goods or services. Select multiple authorities, if applicable. The department must reference the appropriate purchase delegation on all acquisitions. Reference: RCW 39.26 Procurement of goods and services.

Contract Reference Number(s)

> **NOTE:** The **Contract Reference Number(s)** entered on an Amendment will change the **Contract Reference Number(s)** for the Contract.
>
> **Internal** – other Contracts with the same vendor, Contract for similar services, duplicate Contract, and amending Contract number or Contract with another similarity—multiple entry is allowed, separated by a comma.
>
> **External** - for some Contracts, the other party(s) assign their own control number. When this number is known, enter it in this field. Multiple entry is allowed, separated by a comma.

- **Contract Office Survey Scores** enter the scores given to the Contract office by the Contract Manager. Do not enter any scores until they are received.

    - Paper surveys are sent via Campus Mail to Contract Managers or Contacts for each signed Contract, Amendment, Order and Order Amendment. Your agency Office Database Administrator enters the scores when the surveys are returned.

    - If the scores are entered with the wrong Contract Office Consultant assigned to the Contract, remove all scores, click Save, then update the consultant, and re-enter the scores.

Final

Indicates that the Contract has expired or been closed for another reason

Contracts are marked **Final** under the following circumstances:
- Automatically by daily batch process if last Amendment end date is 30 days or more past.

- By Contract Office Consultants or Contract Managers when the last payment is made, or there will be no more work performed by the vendor, and we do not plan on extending the Contract. The reason we check the **Final** flag in this case is so an unnecessary notice(s) of expiration is not sent via e-mail.
  NOTE: The Contract **end date** should be adjusted if Contract is amended and terminated early.

A change in **Final** status entered on an Amendment does change the status for the Contract.

Deleting an Amendment/Order

To avoid errors: do not enter the Amendment/Order dollars until it is signed.
Once you have assigned an Amendment/Order **number** you cannot delete the Amendment/Order **number**.

If an Amendment/Order was created in error, enter a note in the Short Description stating "This Amendment/Order was created in error, do not create a new Amendment/Order until this one is used"

Reports

Reports selection

Contract Audit Report

The report provides a summary of data entered and changed except:
- Notes
- Master Index Code (which is changed automatically with changes to the Contract Manager, and maintained by the Office of Human Resources)
- Purpose
- Most data pertaining to the creation of an Amendment (the report indicates the date and person who created it).

To run the report
1. Click **Reports** on the top menu.
2. Click **Contract Audit.**
   Result: the **Search** screen appears.
3. Fill in the criteria you want to limit the report results. See the "Search" section of the User Guide for details on filling in each of the search fields.
4. Click **Search**.
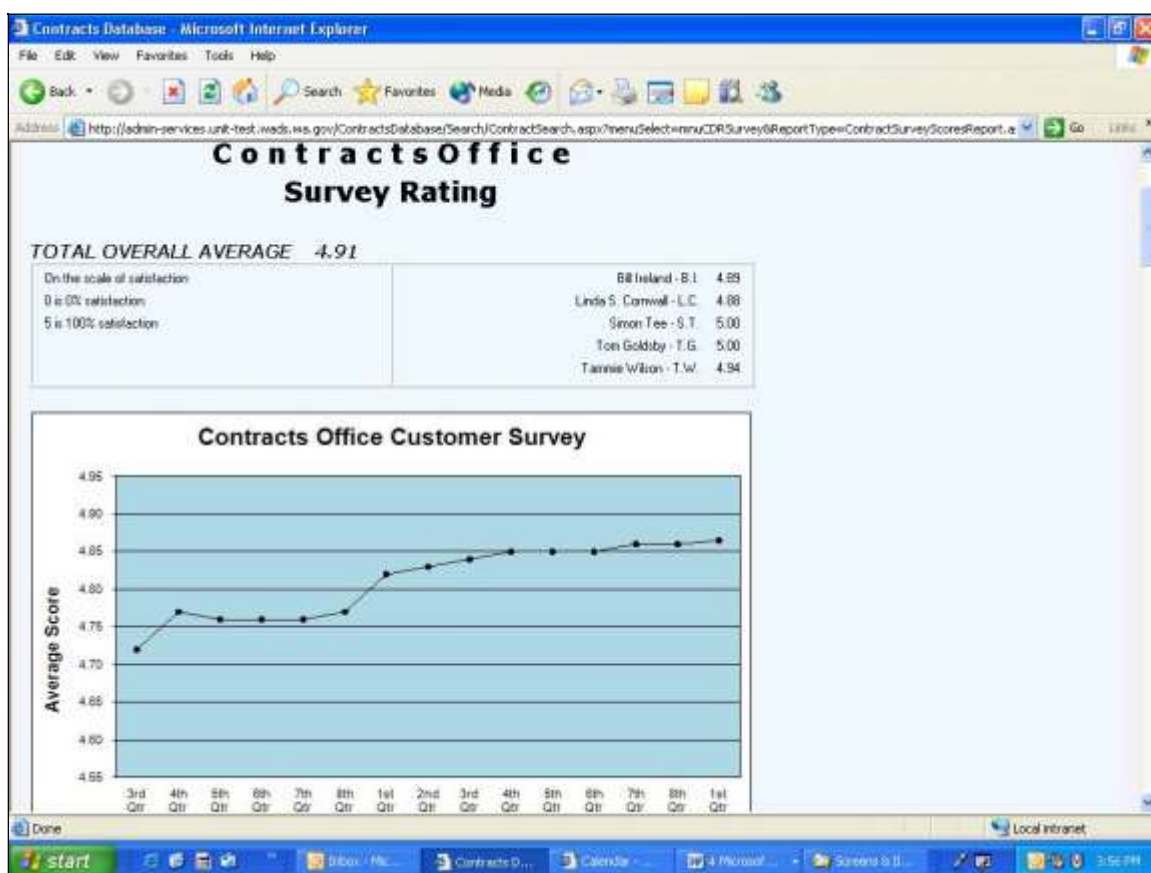   Result: The Contract Audit Report appears.

Reports

Example of Contract Audit Report

Contract Survey Scores Report

The report provides the average quarterly survey scores for the Contract Office, a particular consultant, or a particular Contract.

To run the report
1. Click **Reports** on the top menu.
2. Click **Contract Survey Scores.**
   Result: the **Search** screen appears.
3. Fill in the criteria you want to limit the report results. See the "Search" section of the User Guide for details on filling in each of the search fields.
4. Click **Search**.
   Result: The Contract Survey Scores Report appears.

Top portion of the Survey Scores Report

Reports

Lower portion of the Survey Scores Report

Admin

The Admin portion of the system is used by the programming administrator to add and change codes that are used throughout the Contracts Database.

The Daily Batch Process is currently scheduled to run Monday through Friday at 1:30am. The Daily Batch Process Jobs can be individually turned ON and OFF and the entire Batch Process can be rescheduled as necessary. The overnight batch process consists of five jobs:

Mark Contract Final	Runs every time the batch process runs.
Mark Contract Started	Runs every time the batch process runs.
Expiring Contracts	Runs once a month on the first day of every month (or the first time the batch process runs after the first)
Survey Update	Runs on the 15th day of the last month of each quarter (March, June, September and December).
User Update	Runs every time the batch process runs.

Contract Office Consultants can view the Reference Codes but cannot make changes to them. They can also make changes to the first names of Contract's Database users in the Admin screens. Changes to other User information can be made, but may be overwritten by the overnight update process.

Reference Codes

To view the Reference Codes:
1. Click **Admin** on the top menu bar.
2. Click **Reference Codes**
    Result: the Reference Code List screen appears. You can click the drop down box to select any of the code tables to view.
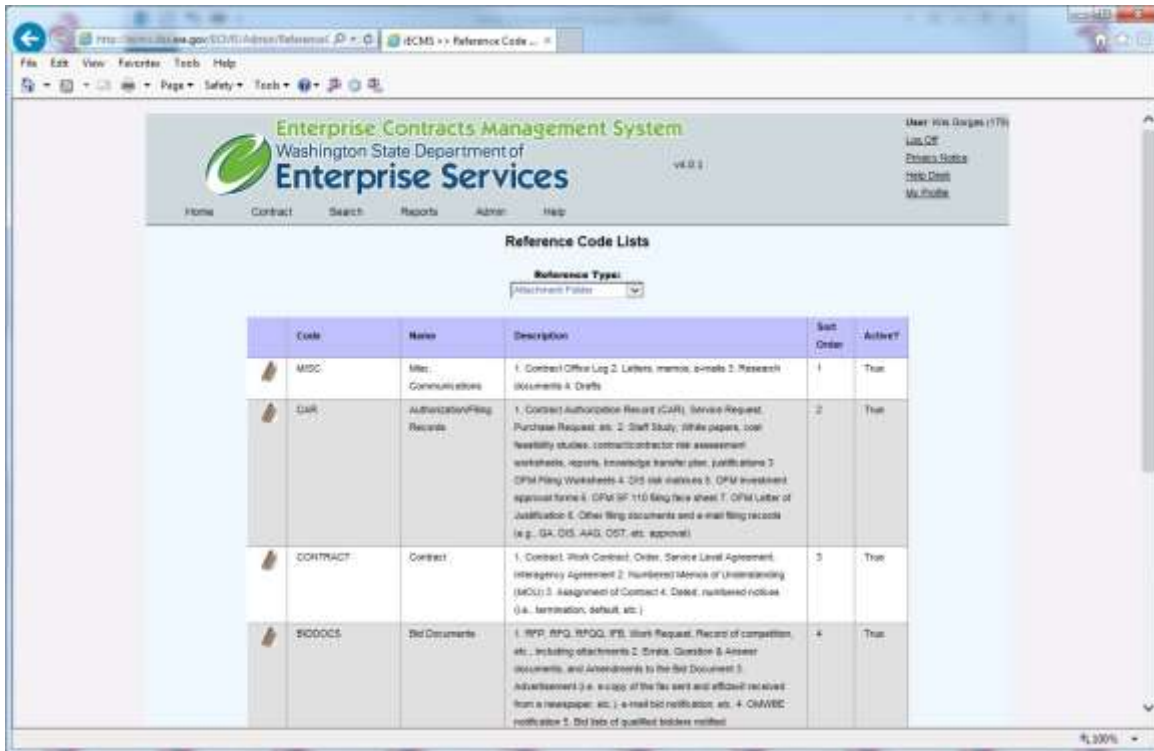
Reference Code List screen

To Add a User:
1. Click **Admin** on the top menu bar.
2. Click **Add Agency User**
3. Result: the User Profile Manager displays.
4. On the screen enter all the information.
5. Click **Add User**.

If the employee's first name should be spelled differently in the Contracts Database (i.e., they go by a nickname or their middle name instead of their legal first name), it can be changed on the User Maintenance screens.

To update a User Name:
1. Click **Admin** on the top menu bar.
2. Click **View Agency User.**
   Result: the User List appears.
3. Click the name to view the details.
4. On the User Profile Manager screen you can change any of the unprotected fields.
5. Click **Update User**.

Screen to add a User

To Inactivate a User:
1. Click **Admin** on the top menu bar.
2. Click **View Agency Users**
3. Result: the User List appears.
4. Click the name you are updating to view the details.
5. On the Add / Edit User screen click the **Inactive** radial button.
6. Click **Update User**.

To Activate a User:
1. Click **Admin** on the top menu bar.
2. Click **View Agency Users**
3. Result: the User List appears.
4. Click the name you are updating to view the details.
5. On the Add/Edit User screen click the **Active** radial button
6. Click **Update User**.

When Contract Managers leave employment at your Agency or move to another position or division, their name is replaced on all contracts for up to six years past the latest expiration date of the contract (even expired ones) to meet file retention and audit requirements. The Contract Office Consultant is responsible for updating those contracts (if any) with the new replacement.

Appendix A – Competition/Amendment Methods

▪Formal Solicitation This selection is no longer valid

A formal bid is required for goods/services in excess of $19,999, $43,900 or $99,999 depending on the type of acquisition ["Authority" and "Object Sub Sub/Object(s)"].

- Request for Proposal (RFP)
- Request for Qualifications & Quotations (RFQQ)
- Request for Quote (RFQ)
- Invitation for Bid (IFB)
- Work Request

NOTE: When **Formal Solicitation** is selected, a solicitation number is required.

▪Informal solicitation This selection is no longer valid

An informal bid, Record of Competition, is required for goods/services greater than $3100, $4,999, or $9,999 and under $20,000, $42,899 or $100,000 depending on the type of acquisition ["Authority" and "Object Sub Sub/Object(s)"].

Sole Source/ Special Market Condition – No competition, justification required

The vendor is clearly and justifiably the only practical source of the service. Sole source Contracts/Amendments must be accompanied by documentation justifying the sole source procurement. Goods/services that do not require competition are not a sole source. Select "none", if you are not required to compete, and/or you have not justified a sole source in writing.

Emergency – No competition, justification required

For emergency purchases made in response to unforeseen circumstances beyond the control of an agency which present a real, immediate, and extreme threat to the proper performance of essential functions and/or may be reasonably expected to result in excessive loss or damage to property, bodily injury, or loss of life.

Master Contract No Competition - Competition previously completed

An established Contract where use is optional and further competition is not required.

Master Contract – Second Tier Competition required

A secondary competition, Work Request, among a pre-qualified pool of vendors to provide a specific service according to specified Contract terms that may include specific details such as work period and other requirements within the scope of a Master Convenience Contract.

▪ Mandatory Use: Competition previously completed
This method is no longer valid.

Use by the department is mandatory when the same item or functionally equivalent item is provided on a mandatory Contract.

▪ Amendments > 50% of the Original Contract – justification applys
This method is no longer valid.

An Amendment exceeding 50% of the original Contract amount. A Personal Service Contract Amendment exceeding 50% of the original Contract amount is subject to the Office of Financial Management (OFM) approval, rather than to review. Such Amendments should be filed in the Personal Service Contract Database (PSCD) under the >50% Amendment category.

Amendments Period of Performance > 2 months

An Amendment to extend the period of performance for two or more months.

Amendments Change Scope of Work
 An Amendment with a substantial change in the scope of work.

Amendments Other
All other amendments

Direct Award Buy – no competition requirements apply
 Acquisitions under $10,000 which do not require competition.

RFI
Request for Information – is used as a means of technical discovery and to gather information about the degree of competition or resource availability.

RFP
Request for Proposal - is used to solicit proposed solutions to a set of functional requirements and/or technical specifications and often includes the acquisition of both goods and services.

RFQ
Request for Qualifications – is used to determine the qualifications of a vendor to deliver goods and services.

RFQ2
Request for Quote - is used to solicit specific price quotes

RFQQ
Request for Quotation and Qualification is used to solicit specific price quotes and determine the qualifications of a vendor to deliver goods and services.

Other
 This may be used as a place holder when entering data, if you are uncertain of the Procurement/Amendment Method; or, you are certain, but it is not clearly described in the selections. Search results with Other selected will give you a list of Contracts with Other selected at the time the Contract data was entered.

None
 Acquisitions which do not require competition, such as an inter-agency agreement.

Appendix B – Expenditure Type

Financial (Financial)

> Maximum dollar amount. . The department is paying for goods/services provided by the other party(s)

> NOTE: If a financial contract has incidental costs that have no determined dollar value (i.e... "Reasonable fees for all extra equipment used", "Plus extra fees for the use of the kitchen", "$18.00 per pound of coffee service provided" etc.) the contract will be considered a "No-Max" contract and should be entered into ECMS as such. Any and all invoice debits, credits and/ or refunds and rebates will be entered into ECMS in the order in which they were received. A "No-Max" contract will only reference the "Total Payments and Credits Approved".

Financial (No Max)

> No maximum dollar amount. The department is paying for goods/services provided by the other party(s). On-going services (i.e., telephone, help desk, DIS, etc.) Contracted by the hour, piece (i.e., $.15/call, $300/month, etc.). Another common example is a Contract for $10,000 plus travel expenses; there is a maximum but the exact maximum above $10,000 is unknown until invoice approval.

> NOTE: Any and all invoice debits, credits and/ or refunds and rebates will be entered into ECMS in the order in which they were received. A "No-Max" contract will only reference the "Total Payments and Credits Approved".

Third Party(s) Financial (3rd Party)

> No charge to the department. For example: A third party(s), like an electrician, attending a vendor's class, pays a fee to attend; or, pharmacists' pay a third party(s) vendor for an electronic connection (a portal) to the department for auto pay, etc.

Non-financial (NFC)

> Many interagency and data sharing agreements require no financial consideration (NFC). Other examples may include software testing agreements, non-disclosure agreements, etc. Amendments that do not increase or decrease the dollar amount of a Contract are Non-financial (NFC).

Standard Fee (SF)

> The department is paying for goods/services provided by the other party(s). On-going services (i.e., $70/visit, $500/month, etc.) Contracted by a set rate for services. This Contracts may or may not have maximum limits.

> NOTE: Any and all invoice debits, credits and/ or refunds and rebates will be entered into ECMS in the order in which they were received. A "SF" contract will only reference the "Total Payments and Credits Approved".

Tariff set by UTC (Tariff)

> Used by the Utilities Transportation Commission (UTC).

Revenue (Revenue)

> Maximum dollar amount. The department is being paid for goods/services they are providing to the other party(s).

> NOTE: Enter maximum dollar amount (negative) to be paid to the department according to the terms in the Contract.

Revenue (No Max Rev)

> No maximum dollar amount. The department is being paid for goods/services they are providing to the other party(s). On-going services (i.e., salaries/benefits of a department employee providing services to another agency, etc.) are often contracted by the hour, piece (i.e., $.15/call, $300/month, etc.), etc. Another common example is a Contract for $10,000 plus travel expenses; there is a maximum but the exact maximum above $10,000 is unknown until expenses are incurred.

Appendix C – Custom Fields

Custom fields allow DES to enter new fields to the contract system. DES can select the format of the field and if it is searchable. First a group is created and then the fields that relate to the group are created. This feature allows flexibility to create a new field for information needed on contracts.

These are the custom groups and fields and the field format:

Agreement Type
    Agreement Type   Text

Contractor Contact
    Contact Name   Text
    E-mail Address   Text
    Telephone Number   Text
    Fax Number   Text

Contractor Requirements
    Insurance Required   Boolean
    Insurance Certificate Start Date Date
    Insurance Certificate Expiration Date
    Non-Disclosure Required   Boolean
    Non-Disclosure Received   Boolean
    Escrow   Boolean
    License / Certificate Required   Boolean
    License / Certification Expiration Date
    Bonded   Date
    Bond Expiration   Date
    Prevailing Wage   Boolean
    Rate 1   Text
    Rate 2   Text

Contract Tracking Information
    Contract Sent to Vendor   Date
    Vendor Signed   Date
    Agency Signed   Date
    Reminder Date   Date
    DES Filing Number   Text   *Use for DES Filing Number*
    DES Filing Date   Date   *Use for DES Filing Date*
    DES Approval   Date   *Use for DES approval/Review Date*
    Sub-Recipient   Boolean
    Attorney Information   Text
    Confidential (see information Below) Boolean
    CFDA Number   Text
    Grant Number   Text
    Reference Number   Text

Case Tracking
    Case Name   Text
    Case Number   Text
    Case Matter   Text
    Client Agency   Text

Master Contract Group

Master Contract Number	Text
Master Contract Agency Number	Text

Location Information
Division	Text
Location	Text

Business Certifications
MWB Certifications	Drop Down
MWB Certification Number	Text
Self-Identified	Drop Down
Small Business Enterprise	Check Box
Small Business Certifications	Drop Down
Certification Information	Text

Archive Group
Archived	Date
Archive Box Number	Text
Destroyed	Date

Confidential is a field in the Contract Tracking Information group. It can be checked for confidential information in a contract. Here are some guidelines for Contract Confidentiality and Contract Public Disclosure considerations of Agency Contract information in the ECMS.

Therefore for the ECMS users DES recommends that the Agencies follow these guidelines:

Put confidential information in a single document as an addendum to the contract. Do not put confidential information in the contract body.

In the ECMS a confidential check box is available. Check this box for a contract, an amendment, or an order that contains confidential information. Site the specific statute that exempts the information from public disclosure in the purpose field.

An individual's full social security number should never be in the contract. Put the vendor's full social security number in a separate confidential letter.

If DES receives a request for public disclosure of ECMS contract information, DES will forward the request to the Agency(s) for response. DES wants the Agency to respond as the Agency knows and understands the contract content and if the contract contains confidential information that is exempted. This does not relieve DES of a timely response. The Agency must respond in a timely manner.

The State Auditors Office (SOA) has requested ECMS contract information. The SOA has a right to all ECMS contract information to audit the contract for compliance and payments. DES will not release ECMS contract information without a confidential agreement between DES and the SOA.