Washington State
DEPARTMENT OF
ENTERPRISE SERVICES

SOLE SOURCE CONTRACTS DATABASE (SSCD)

User Manual

December 2012

Table of Contents

Section 1: Introduction

Overview

Background

The purpose of this training manual is to provide agency personnel an overview of the Sole Source Contracts Database (SSCD). It is written primarily for Agency users and is available online from the SSCD Help Link.

This manual does not cover detailed processes/requirements for filing sole source contracts and amendments. For details on sole source contracting and emergency contracting, please reference the Department of Enterprise Services (DES) website: http://www.des.wa.gov/

Why SSCD?

State law (Chapter 39.26 RCW) requires state agencies and institutions of higher education to file **sole source** and **emergency contracts** and related amendments with the Department of Enterprise Services (DES).

The Sole Source Contracts Database (SSCD) automates many of the tasks associated with maintaining and filing data associated with sole source and emergency contracts. Benefits of this new system include:

- Streamlines the filing and reporting process for state agencies and institutions of higher education.
- Assists staff by directing them through the filing process with filing rules dynamically built into the system. The system will determine what type of information to provide DES based on the category of contract or amendment you are filing.
- Provides agencies and and institutions of higher education online access to view the status of their filing(s) in the DES process.
- Provides agencies and the Legislature online access to sole source and emergency contract data from one centralized database – including contracts that have been filed with and processed by DES.

Information Privacy

Most of the information contained in this database is public information. If you receive a public disclosure request, DES recommends that you download the information into an Excel spreadsheet and delete any confidential information, per the Public Records Act, RCW 42.56.

System Requirements

Overview

This section provides an overview of the basic system requirements needed to use the Sole Source Contract Database (SSCD).

Browser Requirements

The SSCD is accessible via the web for authorized users. For optimal performance use:

- Internet Explorer version 7.0 or 8.0

Earlier versions may not be supported by this application.

Software Requirements

To attach documents electronically within SSCD, you will need at least one of the following software applications installed:

- MS Word
- MS Excel
- Adobe Acrobat

Some attachments may only be available in hardcopy – the SSCD accommodates that option as well.

Database Security

The SSCD was created for a variety of users. Each user will be assigned a security level (or Role) which will allow them to access specific portions of the database depending upon their business needs. Details for these roles are included in "Section 3: Roles in this manual.

SSCD Availability

The SSCD will be available to authorized users during the following business hours:

Days	Hours	Support Available
Monday thru Friday	8am to 5pm (PT)	Yes – these are the "core" business hours
Monday thru Friday	24 hours	Limited to "core" business hours
Weekends & Holidays	24 hours	Limited to "core" business hours

Outside of the "core business hours", the database may be unavailable for short periods of time due to scheduled maintenance.

Section 2: Becoming Familiar with the Database

Accessing the Database

Overview

This section provides an overview of how to access the SSCD.

The SSCD is only available to authorized state agency users. Your Agency Administrator (or an DES Administrator) will set up a User ID and assign one or more Roles to that User ID before you are able to access the database.

Link to the Website

Once you have opened your browser (e.g. Internet Explore), use the following address (URL):

- If you are logging on directly via the statewide intranet, the SSCD resides on a DES server and can be accessed through the DES website: http://contracts.ofm.wa.gov/pscd/

- If you are logging on outside the statewide intranet: https://fortress.wa.gov/ofm/contracts/pscd/

Logging On/Logging Out

Overview

When your Agency Administrator (or DES Administrator) has set up your User ID, you will receive two emails from the SSCD:

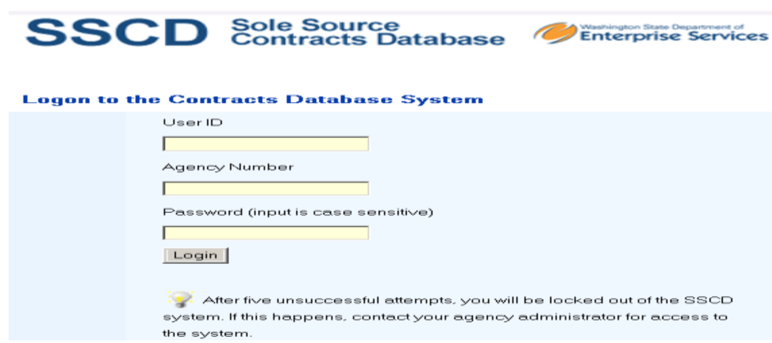
1. 'Welcome to SSCD': Includes your User ID & 3-digit Agency Number for logon.
2. 'SSCD': Includes your password. This password is sent separately from your User ID for security reasons -- you will be prompted to change this password.

If you do not have a SSCD User ID and Password assigned to you, contact your Agency Administrator. If you do not know who your Agency Administrator is, contact the Department of Enterprise Services at: DES.contracting@DES.wa.gov

Logging On

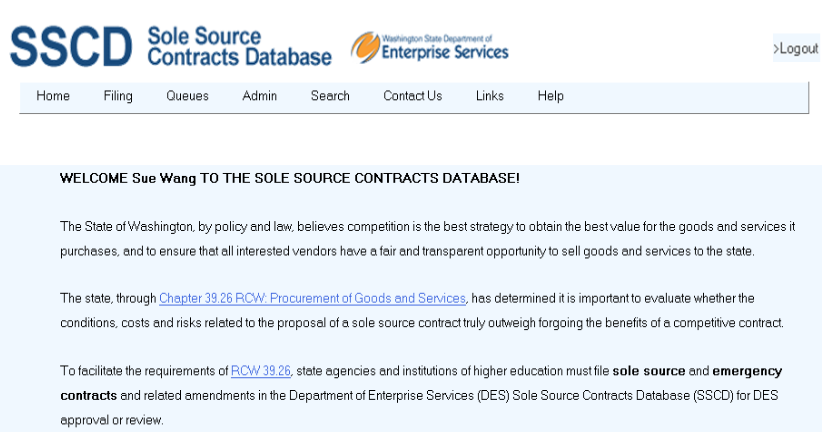
To logon to the database:

1. Input your User ID
2. Input your 3-digit Agency Number
3. Input your Password
4. Select the Login button



After 5 unsuccessful attempts to logon, you will be locked out. If this happens, contact your Agency Administrator for access to the system.

When you have successfully logged on, the Home Page will be displayed.



Troubleshooting the Logon Process

The system will display error messages near the top of the page if your logon is not successful. For example:

Error Message	Issue
Invalid User	User ID or Agency Number input incorrectly
Invalid Password	Password input incorrectly (passwords are case sensitive).

Input the values exactly as they were given to you (hint: cut/paste the values from the email sent to you, but make sure that you only copy **end-to-end** by dragging the mouse over the password). If you still cannot logon, contact your Agency Administrator.

Logging Out

To logout of the SSCD, select "Logout" on the upper right corner of your page. The system will take you back to the Logon page when you have successfully logged out.

The "Logout" selection appears on all SSCD pages (after you have logged on). Remember to Save your work before logging out.

Automatic Logout After 20 Minutes of Inactivity

For security reasons, you will be automatically logged out of the database after 20 minutes of inactivity. When this happens, unsaved changes will be lost and the system will prompt you to logon again.

The system considers inactivity to be "no hits to the server" within the 20 minute timeframe (e.g. if you have not saved changes, you will be prompted to logon again).

Changing Your Password

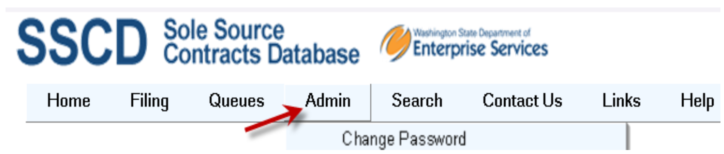
Changing Your Password

You may change your password at any time after you logon to the SSCD. The system will prompt you to change your password at the following times:

- Password has been reset by the Agency Administrator.
- Password is older than 120 days (passwords expire every 120 days).

There are two ways to change your password from the SSCD:

- From the Logon page. This will occur when you first logon to the system or when your password has been reset by the Agency Administrator. The system will automatically open the "Change Password" page.
- From the Admin Menu after you have successfully logged on to the system. Select Admin then Change Password to open the "Change Password" page.



Forgot Your Password?

If you have forgotten your password (or if you have been locked out of the system after 5 unsuccessful attempts to logon), contact your Agency Administrator.

When your password is reset by an Administrator, you will receive a system-generated email:

- Subject Line: 'SSCD' this email will include your new password (you will be prompted to change your password when you first logon to the SSCD after your password has been reset).

Password Rules

Passwords must:

- Be a minimum of 8 characters long.
- Contain at least: one special character (e.g. !@#$%&*).
- Contain 2 of the following 3 character classes:
  - upper case letter
  - lower case letter
  - numeral

Passwords should not contain the user first name or last name.

The Menu Structure

Overview

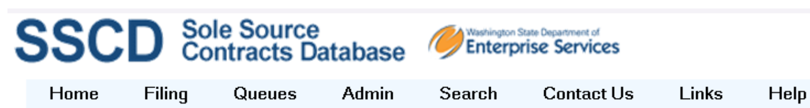
This section provides an overview of the Main menu structure.

Where needed, additional sections will provide in-depth details and instructions for menu items. For example, details for filing different types of Contracts and Amendments (the Filing menu item) will be covered in separate sections.

Main Menu Structure

When you logon to the SSCD, the Main menu will display. You can navigate from menu to menu simply by selecting any menu item.

The system will display additional menu items depending upon your security level. For example, if you are not an Agency Administrator, you will only see one menu item under Admin (Change Password); an Agency Administrator will see additional menu items under Admin (Change Password as well as Update/Add User).



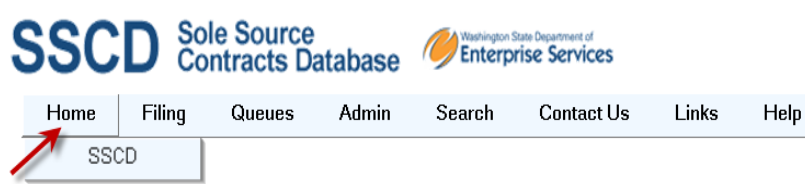
This Menu item …	Is the starting point …
Home	Once you have successfully logged on.
Filing	For filing contracts and amendments.
Queues	For displaying status of items in queue (also for retrieving filings for editing & correspondence).
Admin	For changing password & User ID/roles.
Search	For searching the database for processed contracts.
Contact Us	For contract information for DES staff.
Links	For link(s) to additional information.
Help	For online help and manual(s).

Home

The Home menu is the starting point when you logon to the SSCD. To return Home from anywhere within the SSCD:

1. Select Home
2. Select SSCD

For your reference, the Home page has an overview of the categories of sole source contracts and amendments that require filing with DES.



Filing

The Filing menu is the starting point for Filing Contracts and Amendments. To navigate to the Filing menu from anywhere within the SSCD:

1. Select Filing
2. Select
   - New Contract
   - New Amendment

Most of the menu items under New Contract and New Amendment are similar – for example, you will be prompted to input Agency and Contractor Information, answer State Employee Questions, provide Procurement Information (e.g. Sole Source or Emergency). The system will prompt you for information based on the type of answers you provide and will guide you through the process.

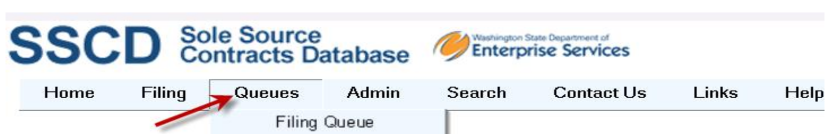
Queues

The Queues menu is the starting point for:

- Displaying the status of Contracts and Amendments that have been saved and/or submitted to DES (but not yet finalized).
- Retrieving filings that are in process (saved)
- Accessing questions and/or comments (correspondence) that DES may attach to your submitted filing.

To navigate to the Queues menu from anywhere within the SSCD:

1. Select Queues
2. Select Filing Queue



Admin

The Admin menu is the starting point for changing Password and User ID Roles.

To navigate to the Admin menu from anywhere within the SSCD:

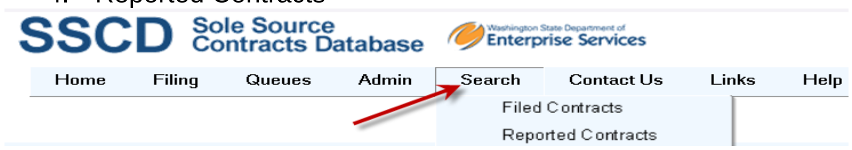
1. Select Admin
2. Select
   - Change Password
   - Update User (for Agency Administrators only)
   - Add User (for Agency Administrators only)

Search

The Search menu is the starting point for searching the database for filings within an Agency or in some cases across all Agencies.

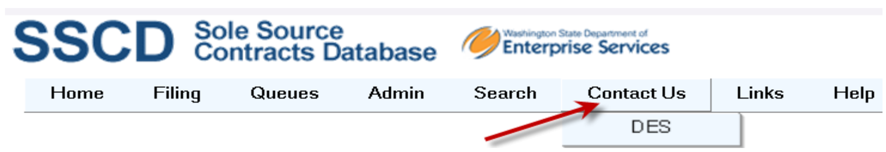
To navigate to the Search menu from anywhere within the SSCD:

1. Select Search
2. Select
3. Filed Contracts
4. Reported Contracts



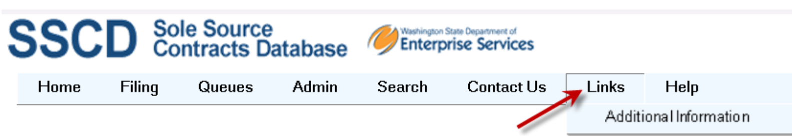
Contact Us

The Contact Us menu is the starting point for a Link to DES staff in case you need to contact them.



Links

The Link menu is the starting point for links to additional information on Sole Source contracts.



Help

The Help menu is the starting point for SSCD Online Help and Manual(s).

Moving Around in the Database (Navigation)

Overview

This section provides an overview of how to move around (navigate) within the Sole Source Contract Database (SSCD).

The system is designed to walk you through each step in the menu structure:

- Every page includes information, status and icons as directional tools to make navigation easier.
- The system has built-in rules to direct you through the filing process – it will determine what type of information you need to provide DES based on the category of contract or amendment you are filing.

Common Navigation Tools

Since the database is available via the web, general navigation will be familiar to those users with experience on Internet Explorer. Here are some of the common navigation tools you will be using:

Navigation Tool	Description
Scrolling	Use the Scroll Bars to move Up/Down to display additional information and/or fields on the page.
Back/Forward	On most pages, the system will provide directional arrows to move Back or Forward within a menu item (on some pages, you will use the Back/Forward features provided by your Browser).
Status/Messages	Messages will display near the top (or top left) of the page to indicate status of your transaction.
Information/Messages	Messages will display to walk you through the fields & processes. These messages will change based on the selections you make.
Required Fields*	Required fields are marked with a red asterisk*
Light Bulb	The light bulb designates helpful information and/or requirements related to the page you are on.
Calendar	The calendar displays on most date fields. Select the calendar to display dates & assist with input.
Pencil	The pencil will help guide you through the process for filing a contract or amendment by indicating which items are already completed.
Triangle	The triangle displays on the Filing Summary page to indicate which items need to be completed to submit the filing.

When to Save Your Work

Near the bottom of all pages where input is required, you will see the "Save" button (or "Save Answers" button). You must save your work before moving on to another page or before logging out – otherwise, your work on that page will be lost. *The system will perform an automatic logout after 20 minutes of inactivity (your unsaved work will be lost).*

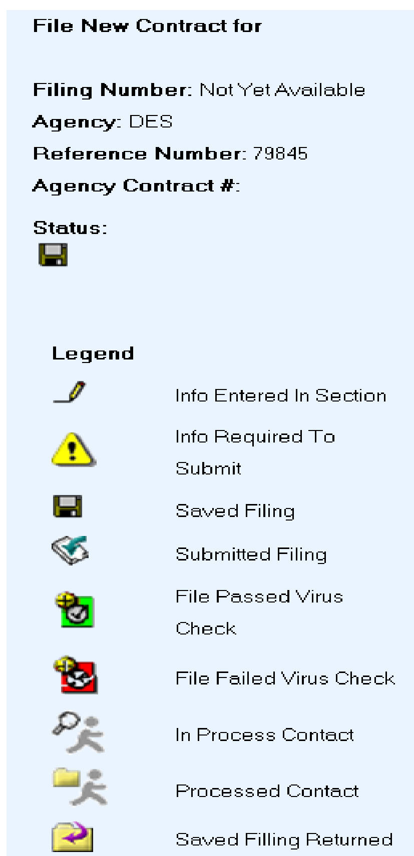
After you have Saved, the system will "remember" where you were in case you need to Logout or move on to another activity. More than one user can input values at the same time – however – the last information that is input is saved.

Left Side Margins Provide Status, Legend, etc.

On the left side margin of each page, you will see an area designated for Status, Legend, etc.

When you complete items and Select Save, additional information will display in this area. For example, the system will generate a Reference Number for your filing and display it in the left margin area of the page you are working on. This number will help you track the filing while it is in process (once the filing has been processed by DES, a Filing Number will be generated).

Below is an example of the left side margin area on a filing that is saved. When the page is Saved, additional information display (e.g. reference number, status, etc.).



Wildcard "*" Searches

For some fields, you will have the option of using a wildcard search. Wildcard searches allow you to find a value based on partial values for that field. You will use the asterisk * as a wildcard for another character.

The minimum amount of characters used with an asterisk wildcard will depend upon the field you are searching. The system will provide these requirements as needed when you access a page with a wildcard search. For example:

To perform a wildcard search on Legal Name, make sure you use an asterisk (*). For example, sus* or sussman*, *sus or *sussman, *sus* or
sussman. Minimum character input is 3, not including the wildcards.

To perform a wildcard search on Contract Purpose, make sure you use an asterisk (*). For example, actua* or actuary*, *actua or *actuary, *actua* or *actuarial services*. Minimum character input is 5, not including the wildcards.

When performing a wildcard search, ensure your search criteria is as unique as possible. Use double wildcard search sparingly to avoid lengthy delays in system response.

Helpful Links Online

As you navigate through the database, you will see some items or topics are a different color and/or underlined. These are hyperlinks (shortcuts) to other websites or documents containing detailed information for your reference.

Section 3: Roles

Overview

This section provides an overview of the SSCD Roles.

These roles closely mirror the roles that you are already performing every day in the sole source contract filing process. Some of you will have more than one role assigned to you. By assigning roles within the database, the SSCD will know which menu items you need to access in order to complete your day-to-day business requirements.

There are two major types of Roles within the SSCD:

1. Agency Roles
2. DES Roles

If you do not have access to a menu item that you need, contact your Agency Administrator.

Agency Roles

- [ ] Agency Administrator
- [ ] Agency Contact
- [ ] Agency Data Entry
- [ ] Agency Filer
- [ ] Agency Query Staff

DES Roles

- [ ] DES Administrator
- [ ] DES Budget Staff
- [ ] DES Proxy Data Entry Staff
- [ ] DES Processing Staff
- [ ] DES SignOff Staff
- [ ] Reporting Agency Contact
- [ ] Reporting Agency Submitter

Agency Roles

Overview

This section provides an overview of the Agency Roles for the SSCD. The types of Agency Roles are:

- Agency Administrator
- Agency Contact
- Agency Data Entry
- Agency Filer
- Agency Query Staff

A User ID may be assigned one or more Role(s) within the SSCD, depending upon their business requirements.

Agency Administrator

Agency users who will maintain User IDs (& their assigned roles) within the SSCD.

The DES Administrator is responsible for setting up at least one SSCD Agency Administrator within each user Agency. The SSCD Agency Administrator will maintain all other users within their agency.

Agency Contact

Agency users who will be a contact for a particular filing. The Contact name(s) will display on the Agency page from the Filing menu.

Agency Data Entry

Agency users who will input filing information (can input but not submit).

Agency Filer

Agency users who will submit filings to DES for processing (can input and submit).

Agency Query Staff

Agency users who will query (search) the database (cannot input data). In addition, this role will include anyone who needs to query the database for information on filings, including:

- Legislative Members and Staff
- Governor's Office Staff
- House Staff
- Senate Staff

DES Roles

Overview	This section provides an overview of the DES Roles for the SSCD. The types of DES Roles are: • DES Administrator • DES Budget Staff • DES Proxy Data Entry Staff • DES Processing Staff • DES Sign Off Staff A User ID may be assigned one or more Role(s) within the SSCD, depending upon their business requirements.
DES Administrator	DES user with full maintenance and administrative rights to the SSCD.
DES Budget Staff	OFM user in the Budget Division who used to review specific filings to ensure funding is consistent with the agency mission. *This role is no longer used in SSCD.*
DES Proxy Data Entry Staff	DES user who will input filing information for agencies who cannot file their own contracts/amendments electronically through the SSCD. *This would be used on an exception basis only (e.g. if an agency has technical problems).*
DES Processing Staff	DES user who will process and maintain Sole Source contract information. Processing staff are assigned to review specific Agency filings and are responsible for validating and/or accepting contracts.
DES SignOff Staff	DES user who will finalize filed contracts. These users are authorized to finalize contracts.

Maintaining Roles (for Agency Administrators only)

Overview

Background

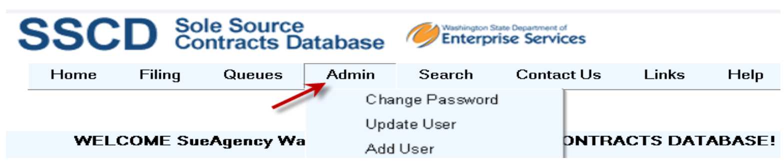
This section provides an overview of maintaining roles for the Agency Administrator. The Agency Administrator(s) will be responsible for maintaining User IDs within the SSCD for their Agency staff.

The DES Administrator is responsible for setting up at least one SSCD Agency Administrator within each User Agency. The SSCD Agency Administrator will maintain all users within their agency.

Admin Menu

Users with the Agency Administrator role will see the following menu items under the Admin menu:

- Change Password
- Update User
- Add User



Change Password (Admin/Change Password)

This menu item is available to all users. This allows a user to change their own password (see Changing Your Password in the Overview section for more information).

To reset a password for another user, Agency Administrators will use the Update User menu item.

UserID	Name	Role	Status	Reset Password
DESA11	Agency User, DES	Reporting Agency Submitter, Reporting Agency Contact, Agency Query Staff, Agency Filer, Agency Data Entry, Agency Contact, Agency Administrator		Generate

Update User

Overview

This section provides an overview of the Update User menu item. This menu item is only available to Agency (and DES) Administrators.

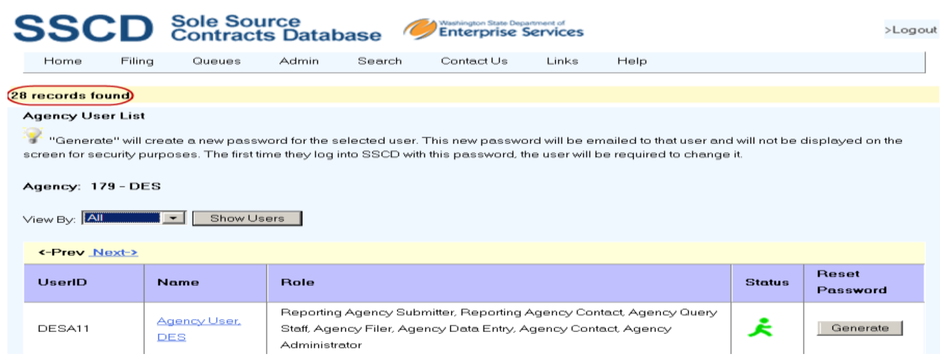
This will allow Administrators to update and display information about User IDs that have already been added. Agency Administrators will only have access to User IDs within their Agency.

The Update User menu item allows you to:

- Reset Password
- Activate an Inactive User ID
- Inactivate an Active User ID
- Modify the User Name, Email and/or Phone values.
- Add or Remove one or more Roles.

Agency User List

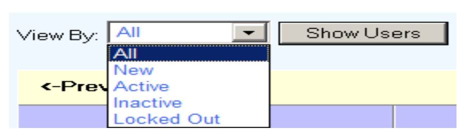
When you select the Admin/Update User menu item, the system will display an Agency User List. This shows all the User IDs that exist within your Agency, along with their status.
In the sample below, there are 28 records found (meaning, there are 28 User IDs that exist within our sample agency). To display additional pages of User IDs, select <Prev Next>.



UserID	Name	Role	Status	Reset Password
DESA11	Agency User, DES	Reporting Agency Submitter, Reporting Agency Contact, Agency Query Staff, Agency Filer, Agency Data Entry, Agency Contact, Agency Administrator		Generate

Sort Users by Status

You can sort Users by different categories using the “View By” drop down list (you will only see User IDs within your Agency):

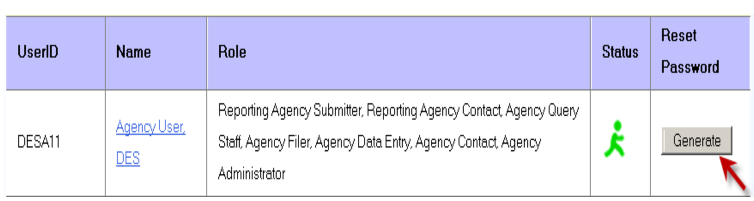


Reset Password

To reset a password, select “Generate” from the Agency User List. The system will:

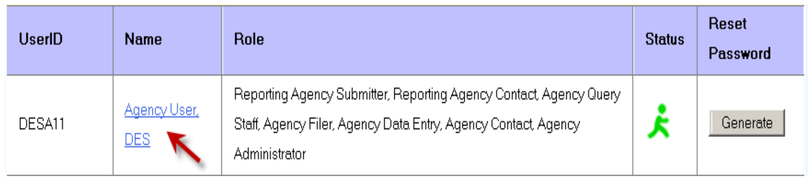
1. Generate a new password for that User ID.
2. Send new password to the user via email (Subject Line‘SSCD’).

Select a User ID

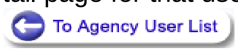


UserID	Name	Role	Status	Reset Password
DESA11	Agency User, DES	Reporting Agency Submitter, Reporting Agency Contact, Agency Query Staff, Agency Filer, Agency Data Entry, Agency Contact, Agency Administrator		Generate

To Select a User ID from the Agency User List, select the hyperlinked Name of the User.



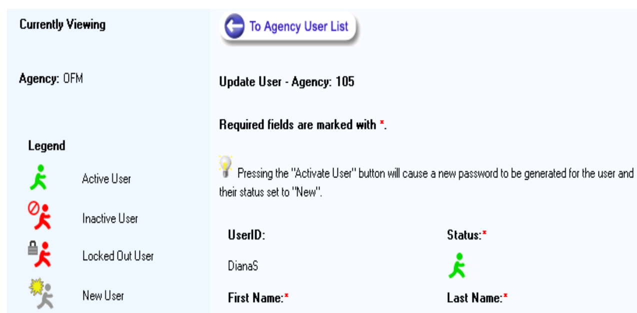
UserID	Name	Role	Status	Reset Password
DESA11	Agency User, DES	Reporting Agency Submitter, Reporting Agency Contact, Agency Query Staff, Agency Filer, Agency Data Entry, Agency Contact, Agency Administrator		Generate

The system will open a detail page for that user. To return to the Agency User List, Select .

Status of a User ID

The status of a User ID is displayed on the Agency User List as well as on the detail page for the user.

User Status	Description
Active	User has logged on successfully and reset their password.
Inactive	User ID is not currently available for logon or as Agency Contact.
Locked Out	This can occur because the user has attempted to logon unsuccessfully 5 times (system generated lock out).
New	User ID has been added but not yet used (User has not yet logged on with their new User ID/Password).



Activate an Inactive User

To Activate an inactive user:

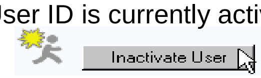
1. Select Activate User from the User ID detail page (will display if the User ID is currently Inactive).

Pressing the "Activate User" button will cause a new password to be generated for the user and their status set to "New".

Inactivate an Active User

To Inactivate an active user:

1. Select Inactivate User from the User ID detail page (will display if the User ID is currently active).

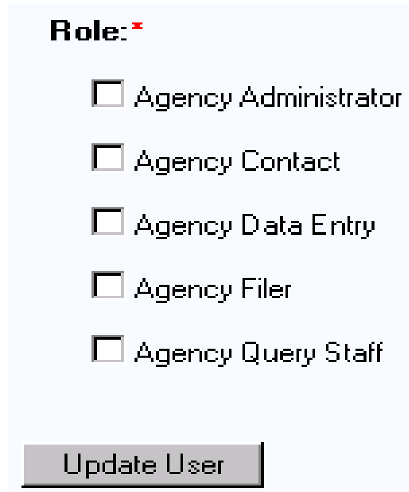


If the User ID has filings assigned to it that are “in process”, the Inactivate button will not appear. Once the filing has been finalized, the User ID can be inactivated (if you want to inactivate the User ID before the filing is finalized, reassign the filing to another Agency Contact).

Add or Remove Roles

To Add or Remove Roles for a User ID:

1. Check or uncheck the box(es) next to the Role(s)
2. Select Update User near the bottom of the page to Save your changes.



Add User

Overview

This section provides an overview of the Add User menu item.

This menu item is only available to Agency (and DES) Administrators. This will allow Administrators to Add New Users within their Agency.

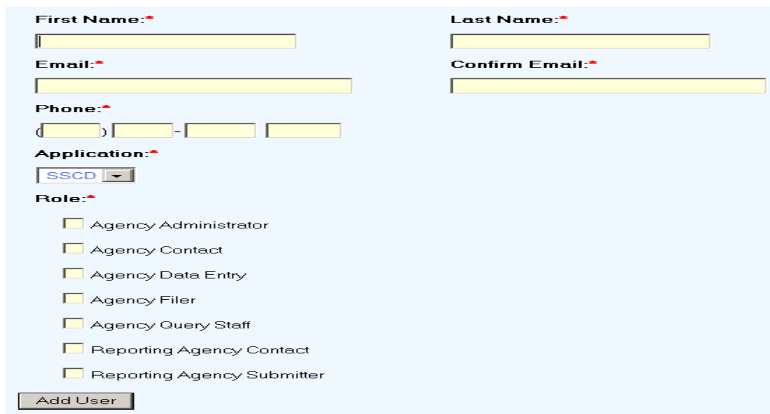
Add User

When you select the Add User menu item:

1. The system will display fields for you to complete the 'Add User' set up. Required fields are marked with a red asterisk*.
2. The Agency Number will automatically display (the system already knows this based on the Agency Number assigned to your User ID).

To complete this page:

1. Input all values as required.
2. Select the "Add User" button near the bottom of the page.



When you select the "Add User" button, the system will:

1. Notify the new user via email to provide them with their User ID and Password.
   - The User ID is automatically generated. It will be at least six characters and consist of the First Name and the first character of the Last Name (numbers will be appended to the end of the User ID until it reaches minimum six characters).
   - If a duplicate User ID is found within an Agency, a number is appended to the end of the User ID until it is unique.
2. Return you to the Add User menu item (in case you want to add another user).
3. Display a message "New user added successfully. Their User ID and password has been emailed to them."

If you need to modify the User information, select Admin and then Update User from the menu.

Section 4: Filing Contracts

Overview of Filing Contracts

Overview

The Filing menu is the starting point for Filing New Contracts. If you have a Contract already in process within the SSCD, go to the Queues menu to retrieve it for editing.

This section will cover the common areas for Filing Contracts. Most of the information under the New Contract menu are similar -- for example, you will be prompted to input Agency and Contractor Information, answer State Employee questions, provide Procurement Information (e.g. Sole Source or Emergency). Details for filing a specific type of Contract are covered in separate sections.

The system will prompt you for information based on the type of answers you provide and will guide you through the process.

To navigate to this menu item from anywhere within the SSCD:

1. Select Filing
2. Select New Contract

Pages available under this menu item include:

- Agency
- Contractor
- State Employee
- Contract
- Attachments
- Filing Summary

Notes:

- The left margin area of each page will provide you with summary and status information for that page.
- Remember to SAVE your work.
- More than one user can work on a filing at the same time – the last information input is saved.

Agency

Agency Overview

The Agency menu item will prompt you for information regarding the Contact(s) for your Agency. The system will display your Agency # and Name (abbreviated) – this defaults from the information attached to your User ID when you logged in.

To complete this page, you will need to:

1. Select a Contact Person for this Filing.
2. Select a Contact Person When the Filing is Processed.
3. Select Save.

Agency Contacts

Agency Contacts:

- The *Contact Person* is the individual(s) who DES will contact if they need additional information about the filing.
- The *Contact Person When Filing is Processed* is the individual(s) who will receive email confirmation when the filing has been processed by DES.

Notes:

- If the Contact Person for your Agency is not displayed, contact your Agency Administrator (they will add that contact person under the Admin menu).
- You can select one or more Contact(s) for the filing.
- You can modify the Contact(s) for the filing by checking or unchecking the box(es) next to that Name (remember to Save if you make changes).

Contractor

Contractor Overview

The Contractor menu item will prompt you for information regarding the contractor associated with the filing.

To complete the Contractor pages for the filing process, you will need to complete three main steps:

1. Search for a Contractor (verify if Contractor already exists in the database).
2. Select a Contractor (or Add/Modify a Contractor).
3. Select Save.

The database already contains many Contractors and Contractor TINs (and more will be added as agencies file contracts).

Contractor TIN (Taxpayer Identification Number)

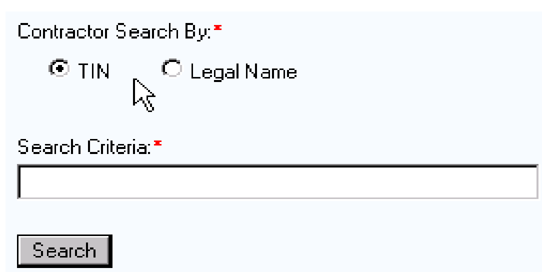
The Contractor TIN (Taxpayer Identification Number) is required to file a contract – this is a new requirement for filing contracts with DES. Social Security Numbers may be used if the business uses that number as their business identifier.

Search for Contractor

The SSCD uses a "search first" method for contractor so that agencies can easily access existing data and reduce duplicate entry of the same contractor names by multiple agencies.

When you first enter the Contractor page, you will be prompted to verify if the contractor already exists in the database. To complete this page, you will need to:

1. Select a 'search by' criteria (by TIN or by Legal Name).
2. Input the Contractor TIN or Legal Name in the Search Criteria field.
3. Select Search.



The default search criteria is TIN – if you do not know the Contractor TIN, and then select the radio button next to Legal Name to search for the Contractor by Name. If you select Legal Name as your search criteria, you can use a wildcard search.

Contractor: Search for Contractor by TIN

Search by Contractor TIN

To search by Contractor TIN:

1. Input the Contractor TIN in the Search Criteria field.
2. Select Search.

If the TIN …	Then the system will …
Is found	Return results along with the Address(es) for the contractor. • Follow the steps below for Selecting (or Modifying) the Contractor by TIN.
Is not found	Display message for you to modify your search and try again. • You may need to add the contractor. Follow the steps for Adding a Contractor.

What if you don't know the Contractor TIN?

If you do not know the Contractor TIN, try searching by Legal Name first. If Contractor TIN is not found within the database:

1. Request the TIN from the Contractor (when the contractor understands it is a requirement for payment under the contract, they will fully cooperate in providing it!).
   - You can continue to work on other pages for the filing while waiting for the TIN.
2. When you receive the TIN, follow the steps for Adding or Modifying a Contractor (if you receive the TIN after logging out, go to the Queues/Filing Queue menu to retrieve your filing & then go to the Contractor menu to Add the Contractor).

Contractor: Select or Modify Contractor by TIN

Select or Modify the Contractor by TIN

The system will return results based on your search criteria. If the TIN was found in the database, you can Select or Modify the Contractor by TIN.

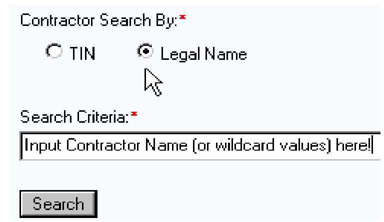
If you want to …	Then do this …
Attach Contractor to this filing	1. Select an existing Contractor Legal Name from the drop down list. 2. Select Save.
Add new Legal Name	1. Select 'Select One' from the drop down list for existing Contractor Legal Name. Anything selected in the legal name drop-down will take precedence over the input text box. 2. Input values in the text box provided. 3. Select Save.
Add new DBA	1. Select an existing Contractor Legal name from the drop down list. 2. If there are existing DBA names in the drop down list, then Select 'Select One'. Anything selected in the DBA drop-down will take precedence over the input text box. 3. Input values in the text box provided. 4. Select Save.
Add new Address	1. Select an existing Contractor Legal name from the drop down list. 2. Select an existing DBA name from the drop down list if available. 3. Select the Add New Address button. 4. Input values as required. 5. Select Save.

Contractor: Search for Contractor by Legal Name

Search by Contractor Legal Name

To search by Contractor Legal Name:

1. Select radio button to search by Legal Name (the default is TIN).
2. Input the Contractor Legal Name in the Search Criteria field (or input wildcard search values).
3. Select Search



If the Legal Name exists in the database, the system will return results along with the Address(es) for the Contractor. *If the search does not return a result, input different criteria for another search. You may need to try a different wildcard search (or you may need to add the contractor to the database).*

What if you don't know the Contractor Legal Name?

If you do not know the full Legal Name of the contractor you are searching for, you have the option of using a wildcard search for Legal Name. Wildcard searches allow you to find a value based on partial values for that field (e.g. use the asterisk * as a wildcard for another character).

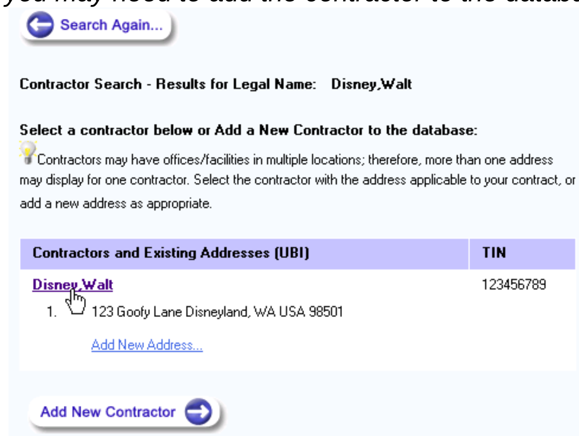
To perform a wildcard search on Legal Name, make sure you use an asterisk (*). For example, sus* or sussman*, *sus or *sussman, *sus* or *sussman*. Minimum character input is 3, not including the wildcards.

When performing a wildcard search, ensure your search criteria is as unique as possible. Use double wildcard search sparingly to avoid lengthy delays in system response.

Contractor: Select or Modify Contractor by Legal Name

Select or Modify the Contractor by Legal Name

The system will return results based on your search criteria. *If the search did not return expected results, input different criteria for another search. You may need to try a different wildcard search (or you may need to add the contractor to the database).*



If you want to …	Then do this …
Add new Contractor	1. Select the Add New Contractor button. 2. Input values as required. 3. Select Save.
Attach Contractor to this filing	1. Select the hyperlinked name of the Contractor (system will open another page). 2. Select Save.
Add new Legal Name	1. Select the hyperlinked name of the Contractor (system will open another page). 2. Select Save. 3. Select 'Select One' from the drop down list for existing Contractor Legal Name. Anything selected in the legal name drop-down will take precedence over the input text box. 4. Input values in the text box provided. 5. Select Save.
Select different Legal Name	1. Select the hyperlinked name of the Contractor (system will open another page). 2. Select Save. 3. Select an existing Contractor Legal name from the drop down list. 4. Select Save.
Add new DBA	1. Select the hyperlinked name of the Contractor (system will open another page). 2. If there are existing DBA names in the drop down list, then Select 'Select One'. Anything selected in the DBA drop-down will take precedence over the input text box. 3. Input values in the text box provided. 4. Select Save. Note: you can also add new dba from the Add new Address page (follow steps to Add new Address).
Add new Address	1. Select the Add New Address button. 2. Input values as required. 3. Select Save.

Contractor: Add a New Contractor

Add a New Contractor

When you select the Add New Contractor button, the system will prompt you for required contractor information (including the TIN).

To complete this page:

1. Input values as required.
2. Select Save.

The system will check for duplicates based on the contractor TIN. If the contractor TIN is found, the system will display a message and will not add the duplicate information:

If the TIN you input …	Then …
Is incorrect	1. Modify the value(s) 2. Select Save.
Is correct	1. Check your search criteria (try a different search). –or- 2. Follow the steps for modifying a contractor. You may need to add a new Legal Name or 'DBA' or Address to an existing contractor TIN. Use the Back Button on your Browser to go back to the search criteria if needed.

Add a TIN to an Existing Contractor

To add a TIN to a contractor that already exists in the database:

1. Search for the contractor by Legal Name.
2. Select the contractor (select the hyperlinked name of the contractor).

3. Input the TIN in the field provided.

4. Select Save.

To modify additional values for the contractor, reference "Select or Modify the Contractor by Legal Name" above.

State Employee

State Employee Overview

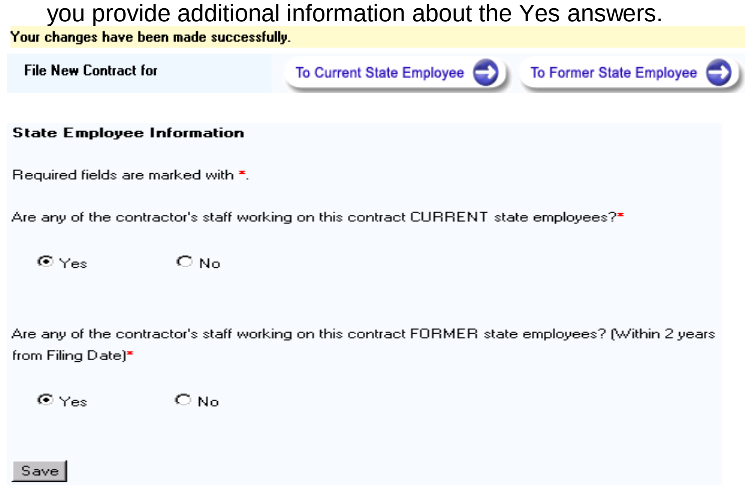
The State Employee menu item will prompt you for information regarding the contractor and/or their key project staff.

To complete this page:

1. Select Yes or No to the question “Are any of the contractor’s staff working on this contract current state employees?”
2. Select Yes or No to the question “Are any of the contractor’s staff working on this contract former state employees?“ (Within 2 years from Filing Date).
3. Select Save.

After you have Saved:

1. If you answered No to both questions, the Pencil icon will appear on the menu bar indicating that item is complete.
2. If you answered Yes to either question, you will receive an additional prompt(s) near the top of your page. The Pencil icon does not appear on the menu bar because this item is not complete until you provide additional information about the Yes answers.

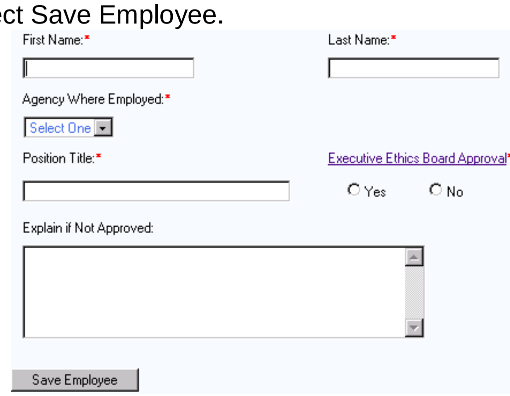


Current State Employee

If you answered Yes to the Current State Employee question, the system will prompt you for additional information.

To complete this page:

1. Input all fields as required.
2. Select Save Employee.



After you have Saved:

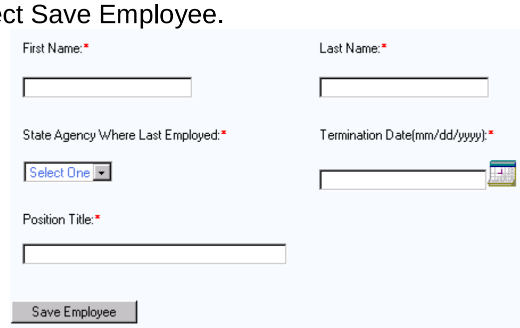
- You will be able to add and/or edit employee(s) from this page.
- If this was the only Yes answer, the Pencil icon will appear on the menu bar indicating this item is complete.
- If you also answered Yes to the Former State Employee Question, the Pencil icon does not appear on the menu bar until that item is also complete.

Former State Employee

If you answered Yes to the Former State Employee question, the system will prompt you for additional information.

To complete this page:

1. Input all fields as required.
2. Select Save Employee.



After you have Saved:

- You will be able to add and/or edit employee(s) from this page.
- If this was the only Yes answer, the Pencil icon will appear on the menu bar indicating this item is complete.
- If you also answered Yes to the Former State Employee Question, the Pencil icon does not appear on the menu bar until that item is also complete.

Contracts

Contracts Overview

The Contracts menu item will prompt you for information regarding the contract you are filing. The system will display additional information and prompts depending upon information provided on this page.

To complete this page, you will need to
1. Input all fields as required.
2. Select Save.

After you have Saved, additional prompts will appear based on the values you provided. For example, the system has built-in rules to determine if the:
- Dates entered require additional justification for late filing.
- Procurement type entered requires specific justification questions to be answered.

Procurement

Select the Procurement type for this contract:

- Sole Source
- Emergency

The system will prompt you for additional information based on the type you select and will guide you through the process. For details on filing a specific type of Contract, reference the separate sections in this manual:
- *Filing Sole Source Contracts*
- *Filing Emergency Contracts*

Contract Purpose

The Contract Purpose is a key field within the SSCD. To maximize the benefit of the database, this field should be carefully completed.

This field is one of the criteria options for searching the database – a well-written Contract Purpose will assist you, your agency and others who later search the database for completed filings. For example, if a search is done on actuarial services, then contract filings with the term “actuarial” in the Contract Purpose field would be included in the results of that search.

The first sentence in this field should describe in clear terms the purpose of the contract so that others unfamiliar with the project will understand what services the contractor is providing along with the nature of the project. You can include other supporting information in the Contract Purpose field to sufficiently explain the services.

Contract Purpose (continued)

Examples of a well-written first sentence:
- Provide technical assistance and training for the Volunteer Literacy Program and produce a training handbook.
- Conduct study of air quality effects related to burning cereal residue in eastern Washington.
- Provide medical consultation and guidance on the Hospital Bioterrorism. Preparedness Program to agency coordinators.

- Provide characterization of annual and drought related variability in fish distribution in eastern Washington, identify habitat attributes, and characterize error distance distribution associated with last fish observations.
- Conduct audits of out-of-state taxpayers in the greater New York and northern New Jersey areas.
- Provide on-call IT project management and analysis, strategic architectural advice, quality assurance, change control and disaster recovery. *(This is an example of a convenience contract that provides for multiple IT services.*

Examples of a poorly written first sentence:

- Design and implement agency database. *(Doesn't describe the purpose of the database or what the database is to accomplish.)*
- Provide training services. *(Doesn't indicate who will receive the training and the type of training provided.)*
- Provide on-site inspection of agency facility. *(Doesn't describe what type of inspection and at what facility)*

Service Description

The Service Description provides a categorization of the Sole Source being provided under the contract. These are the same categories as the sub-object codes used by fiscal staff to identify expenditures.

1. Select a Service Description from the drop down list provided.

Notice that Service Description is a hyperlinked title – select this for more information about the Service Descriptions.

Agency Contract Number

Enter your Agency Contract Number if it will assist you in searching filed contracts later. This field is one of the criteria options for searching the database. The Agency Contract Number is not a required field – it is a free-form text field that can be defined by your Agency.

Funding Source

Enter the funding amount by fund source.

Source	Description
Federal	Federal Government is source for the funds
State	Washington State Legislature is source for the funds
Other	Any source of funds other than Federal or State

The SSCD will automatically total the values you enter into the fund source field(s).

Contract Dates

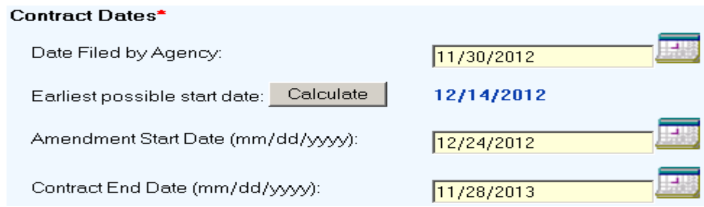
Enter the following dates in the fields provided:

1. Contract Start Date
2. Contract End Date

Notice that the SSCD displays today's date for your reference ("if submitted today filing date will be"). This date helps determine the contract start date based on the date it is filed with DES. If you logout of the database and logon at a later date, it will display that new current date.

Based on the procurement type you selected for the contract, the system will calculate the appropriate contract start date (e.g. whether or not the filing is subject to the 10-working day filing period).

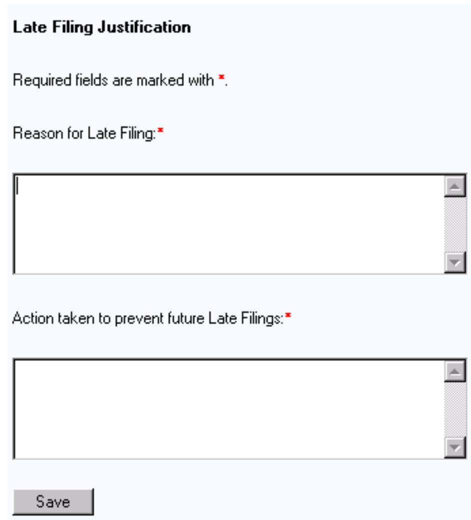
- Select Calculate and the database will display the earliest possible start date. You can enter that date as the start date, or a later date if you prefer.
- If you enter an earlier date than the database indicates, then after you Select Save, a Late Filing page will display to indicate that the filing is being filed late.



Contracts: Filing Justification

Late Filing Justification

If you enter an earlier contract start date than the system indicates, then after you Select Save, a Late Filing page will display to indicate that the filing is being filed late (e.g. prior to the filing date or prior to the 10-working day filing period, etc.). The late filing information must be completed before the filing can be submitted to DES.



Filing Justification

The Filing Justification button will appear on the Amendment page after you complete all required fields and Select Save.

- If the values provided do not meet criteria for required filing, the system will return message ***"Based on filing information provided, this contract doesn't need to be filed with DES. Check the total funding to verify the need for filing."***

  If you receive this message, the Filing Justification button will not display.

Select the Filing Justification button and input values as needed (if the information is available to you electronically from another document, you may cut & paste text in the fields).

- The Justification question that you are currently working on is shaded (appears as a different color than the rest of the questions and is not hyperlinked). This provides a visual cue to assist you with navigating.
- You can complete each of the questions as the information becomes available.
- You can complete each of the questions as the information becomes available.
- All of the Justification questions must be completed before the filing can be submitted to DES.
- After completing each Justification item, remember to Select Save Answers.

The Pencil icon will appear next to that item after every question has been answered and Saved. Details for Justification questions will be different depending upon the type of contract or amendment.

Attachments

Attachments Overview

The Attachments menu item will prompt you for information regarding the attachment(s) associated with the Contract you are filing. This is where you attach the electronic version of the contract and/or references to contract documents sent to DES.

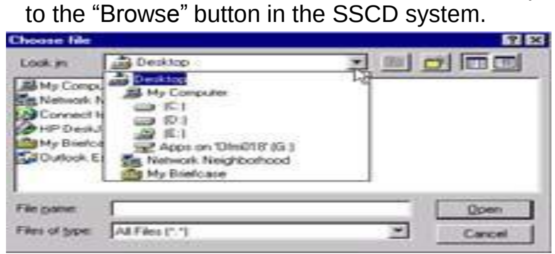
To complete this page:

1. Attach file(s) –or- list references to hardcopy documents that you are sending (or have already sent) to DES.
2. Answer the question "is the contract attached or listed above?" The filing should not be submitted until the document is attached or you have indicated that the document is being sent.
3. Select Save.

Attach Documents

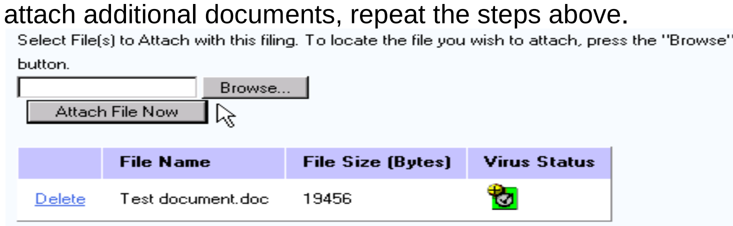
To attach a document within the SSCD, you will need to complete three main steps:

1. Select Browse (to locate and select the document you want to attach).
    - Your computer will open a "Choose file" window. Use the drop down tool to assist you with locating the file you want to attach.
    - Once you locate the file, select it.
    - Once the file is selected (highlighted), select "Open" on the "Choose file" window. The file name will display next to the "Browse" button in the SSCD system.



2. Select Attach File Now.
3. The system will perform a virus scan on the document. After the virus scan is complete, the system will display a list of the attachments.
    - If no virus is detected, it will attach your document with an icon indicating that the file passed the virus check.
    - If a virus is found, it will not attach your document but will list the document with an icon indicating that the file failed the virus check. You will need to cleanup the document and then attach it again using the steps above –or- list the document as a hardcopy version that you will send to DES.

To attach additional documents, repeat the steps above.



Delete Documents

To delete an attached document:

1. Select the Delete option next to the document you wish to delete.
2. The system will prompt you for confirmation of delete.

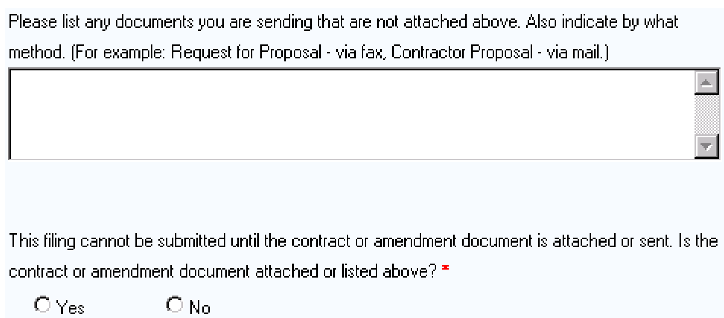
	File Name	File Size (Bytes)	Virus Status
Delete	Test document.doc	19456	

Hardcopy Document(s)

If you have a document that you are not attaching, you need to send a hardcopy to DES. The filing should not be submitted until you indicate that the document is being sent. DES will connect the hardcopy document(s) with the Filing Number once the filing is processed.

Use the text box to indicate:

1. Name of the document(s).
2. Method of delivery (e.g. via fax, mail, etc.).



Filing Summary

Filing Summary Overview

The Filing Summary menu item will:

- Display key information about your filing. This provides you the opportunity to review a summary of your work from the previous pages (to verify the information you will be submitting to DES).
- Provide the option to submit your filing to DES.
- Provide the option to delete your filing (dependent upon status of the filing).
- Provide the option to print the filing summary and the justification for the filing.

The system will display a "yellow triangle" as a warning flag that there is information still required to submit the filing. The sample below shows a warning flag indicating missing values on the Contract page for this filing:

You must complete all required values to submit the filing:

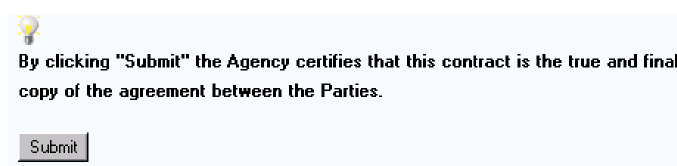
1. To go back to any page(s), simply select the hyperlinked title of the item requiring information (or, you can navigate to the page using the menu).
2. After completing the flagged item(s), remember to Save your work.
3. Navigate to the Filing Summary page again -- if you have completed all required values, the system would have removed the warning flag(s).

Submit the Filing

If you have completed all required values, the warning flags will not be displayed and a Submit button will appear near the bottom of the page.

To Submit the filing:

1. Select the Submit button
2. The system will prompt you for confirmation.



The Submit button will only appear if you have a Role designating that level of security. For example, users with only the Data Entry Role will not have the Submit option; users with the Filer Role will have the Submit option.

What Happens Now?

Once you have selected Submit, the system will:

1. Display a message confirming that the filing has been submitted to DES.

- You can view your work while it is in process via the Queues menu.

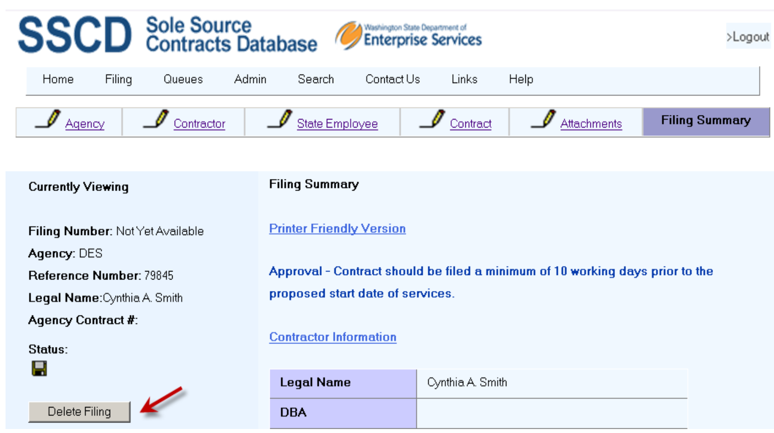
2. Send an email to the Contact Person(s) you selected on the Agency menu item. This will confirm that the filing has been submitted to DES.
3. Send the filing to the DES Queue for processing.
   - If DES has questions or comments, they will attach those to the filing within the SSCD.
   - The Agency Contact Person will be notified by email to respond to questions &/or display comments attached to the filing within the SSCD; Go to the Queues menu to select the filing and open the Correspondence menu.
   - After DES has processed the filing, the system will generate a Filing Number and will send an email to the Agency Contact Person(s) selected on the Agency menu item. This will confirm that the filing has been processed. Users can then search the system for that filing number (it will no longer be in Queue).

Delete a Filing

You may delete a filing that has been Saved but not Submitted. Once a filing has been submitted, contact DES to request a delete.

To Delete a filing from the Filing Summary page:

1. Select the Delete Filing button on the left side margin.
   - The system will display a confirmation for the deletion.



Filing Sole Source Contracts

Overview

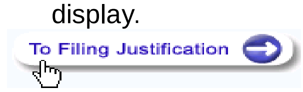
To File a Sole Source Contract, you need to complete the following menu items:

1. Agency
2. Contractor
3. State Employee
4. Contract (designated as Sole Source)
5. Attachments
6. Filing Summary

All of these items are covered in the overview above. This section will cover the specific details for completing a Sole Source Contract.

To designate a Contract as Sole Source:

1. On the Contract menu, select procurement type of Sole Source.
2. Complete other values on the Contract page as required.
3. Select Save. The system will display the Filing Justification button near the top of the Contract page.
   - If the values provided do not meet criteria for required filing, the system will return message: "***Based on filing information provided, this contract doesn't need to be filed with DES. Check the total funding to verify the need for filing.***" If you receive this message, the Filing Justification button will not display.



Filing Sole Source Contracts: Justification

Justification for Sole Source Contract

After you select the Filing Justification button, the system will display the Filing Justification menu items. These items are based on the procurement type provided on the Contract page.

For a Sole Source Contract, you will need to complete the following Justification items:

- Specific Problem or Need
- Sole Source Criteria
- Sole Source Posting
- Reasonableness of Cost

To navigate to a different Justification item, select the hyperlinked title. The Justification that you are currently working on is shaded (appears as a different color than the rest of the questions and is not hyperlinked). This provides a visual cue to assist you with navigating.

Select the filing justification section to view or edit		
Specific Problem or Need	Sole Source Criteria	Sole Source Posting
Reasonableness of Cost		

After completing each Justification question, remember to Select Save Answers. The Pencil icon will appear next to that item after every question has been answered and Saved.

Specific Problem or Need

There are one area to complete for this Justification item:

1. Describe the business need or problem that requires the contract.

Sole Source Criteria

There are eight areas to complete for this Justification item:

1. Unique Features – Describe the unique features, qualifications, abilities or expertise of the contractor proposed for this sole source contract.
2. Market Research – Describe what kind of market research the agency conducted to conclude that alternative sources were inappropriate or unavailable.

3. Costs and Risks – Provide a detailed and compelling description of the costs and risks mitigated by contracting with this contractor (i.e. learning curve, follow-up nature) or select checkbox to indicate ‘not applicable’.
4. Special Circumstances – Is the agency proposing this sole source contract because of special circumstances such as confidential investigations, copyright restrictions, etc.? If so, please describe or select checkbox to indicate ‘not applicable’.
5. Time Constraints – Is the agency proposing this sole source contract because of unavoidable, critical time delays or issues that prevented the agency from completing this acquisition using a competitive process? If so, please describe. For example, if time constraints are applicable, identify when the agency was on notice of the need for the goods and/or service, the entity that imposed the constraints, explain the authority of that entity to impose them, and provide the timelines within which work must be accomplished or select checkbox to indicate ‘not applicable’.
6. Geographic Limitation – Is the agency proposing this sole source contract because of a geographic limitation? If the proposed contractor is the only source available in the geographical area, state the basis for this conclusion and the rationale for limiting the size of the geographical area selected) or select checkbox to indicate ‘not applicable’.
7. Consequences – What are the consequences of not having this sole source filing approved? Describe in detail the impact to the agency and to services it provides if this sole source filing is not approved.
8. Small Business Considerations – What considerations were given to providing opportunities in this contract for small business, including but not limited to unbundling the goods and/or services acquired.

Sole Source Posting

There are two areas to complete for this Justification item:

1. Sole Source Posting:

   Posted Notice on WEBS
   - Select radio button and insert date**.**

   Not Posted on WEBS
   - Select exemption radio button if meets exemption
     or Select failed to posted radio button. Input explanation in text box provided.
2. Response(s) to Posting:
   - Select radio button that best describes current status of responses to advertisement. Some selections will require you to input explanation in text box provided.

Reasonableness of Cost

There is one area to complete for this Justification item:

1. Since competition was not used as the means for procurement, how did the agency conclude that the costs, fees, or rates negotiated are fair and reasonable. Please make a comparison with comparable contracts, use the results of a market survey, or employ some other appropriate means calculated to make such a determination.

Filing Emergency Contracts

Overview

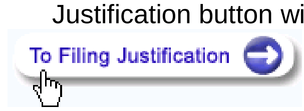
To File an Emergency Contract, you need to complete the following menu items:

a. Agency
3. Contractor
4. State Employee
5. Contract (designated as Emergency)
6. Attachments
7. Filing Summary

All of these items are covered in the overview above. This section will cover the specific details for completing an Emergency Contract.

To designate a Contract as Emergency:

1. On the Contract menu, select procurement type of Emergency.
2. Complete other values on the Contract page as required.
3. Select Save. The system will display the Filing Justification button near the top of the Contract page.
    - If the values provided do not meet criteria for required filing, the system will return message ***"Based on filing information provided, this contract doesn't need to be filed with DES. Check the total funding to verify the need for filing."*** If you receive this message, the Filing Justification button will not display.



Filing Emergency Contracts: Justification

Justification for Emergency Contract

After you select the Filing Justification button, the system will display the Filing Justification menu items. These items are based on the procurement type provided on the Contract page.

For an Emergency Contract, you will need to complete the following Justification items:

- Nature of Emergency
- Health or Safety Threat
- Contractor's Qualifications
- Reasonableness of Cost

To navigate to a different Justification item, select the hyperlinked title. The Justification that you are currently working on is shaded (appears as a different color than the rest of the questions and is not hyperlinked). This provides a visual cue to assist you with navigating.

Select the filing justification section to view or edit		
Nature of Emergency	Health or Safety Threat	Contractor's Qualifications
Reasonableness of Cost		

After completing each Justification question, remember to Select Save Answers. The Pencil icon will appear next to that item after every question has been answered and Saved.

Nature of Emergency

There is one area to complete for this Justification item:

1. Describe the nature of the emergency and relevant circumstances of the emergency.

Health or Safety Threat

There are two areas to complete for this Justification item:

1. Describe the threat if immediate action is not taken and estimate the potential material loss or damage.
2. Describe how the goods and/or services of the contractor alleviated or eliminated the emergency (include what the consequences would have been if action had not been taken and risks associated with inaction).

Contractor's Qualifications

There is one area to complete for this Justification item:

1. Describe the contractor's qualifications, experience and background to provide the emergency goods and/or services and the basis on which this contractor was selected.

Reasonableness of Cost

There is one area to complete for this Justification item:

1. Describe how the agency concluded that the costs, fees or rates are fair and reasonable since competition was not used as the means for procurement.

Section 5: Filing Amendments

Overview of Filing Amendments

Overview

The Filing menu is the starting point for Filing New Amendments. If you have an Amendment already in process within the SSCD, go to the Queues menu to retrieve it for editing.

The system will prompt you for information based on the type of answers you provide and will guide you through the process.

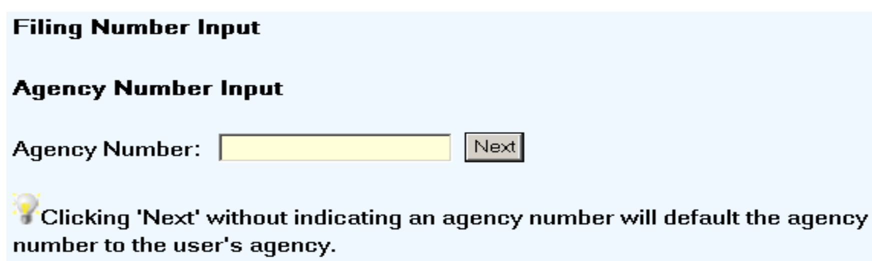
To navigate to this menu item from anywhere within the SSCD:

1. Select Filing
2. Select New Amendment

Filing Number Input

When you select File/New Amendment, you will be prompted for information about the Amendment you are filing.

If the Amendment you are Filing is for a …	**Then …**
Contract Previously Filed	1. Input the filing number of the Contract you wish to amend. 2. Select Next. The system will provide you with a Previous Filings List (based on the filing number you provided) and walk you through the process for filing an amendment.



Filing Amendments for Contracts Previously Filed

Overview

To File an Amendment for a Contract that was previously Filed, you will need to complete the following menu items:

1. Amendment
2. Attachments
3. Filing Summary

The system will prompt you for information based on the type of answers you provide and will guide you through the process.

Notes:

- The left margin area of each page will provide you with summary and status information for that page.
- Remember to Save your work.
- More than one user can work on a filing at the same time – the last information input is saved.

Data Copied from Original Contract Filed

The system will copy available information from the contract into this amendment. Information copied into the amendment may include:

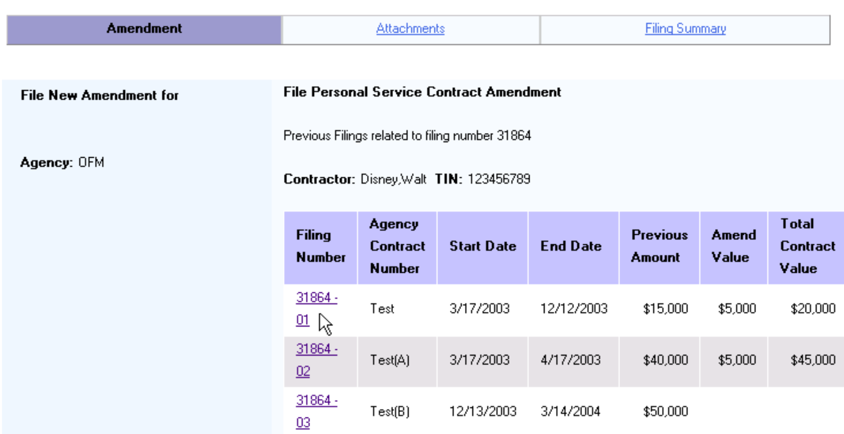
- Agency Contact(s)
- Contractor
- State Employee
- Service Description
- Procurement type
- Filing Justifications (note: the filing justification button will appear after you have saved values on a page for the amendment).

Previous Filings

The system will display a list of Previous Filings based on the Contract Filing Number you provided.

- To display details for a filing in the list, select the hyperlinked Filing Number.
- To navigate back to the Amendment page (and the list of previous filings), use the "Back" button on your Browser.

In the sample below, there are 3 previous amendments -- notice that the 5-digit Filing Numbers have extensions based on the number of amendments that may have already been attached to the filing.



Filing Number	Agency Contract Number	Start Date	End Date	Previous Amount	Amend Value	Total Contract Value
31864 - 01	Test	3/17/2003	12/12/2003	$15,000	$5,000	$20,000
31864 - 02	Test(A)	3/17/2003	4/17/2003	$40,000	$5,000	$45,000
31864 - 03	Test(B)	12/13/2003	3/14/2004	$50,000		

Amendment

Amendment Overview

The Amendment menu item will prompt you for information regarding the amendment you are filing. The system will display additional information and prompts depending upon information provided on this page.

To complete this page, you will need to

1. Input all fields as required.
2. Select Save.

After you have Saved, additional prompts will appear based on the type of contract provided. For example, the system has built-in rules to determine if the:

- Dates entered require additional justification for late filing.
- Procurement type entered requires specific justification questions to be answered.

Contract Procurement

The system will display the procurement type for the Contract you are amending.

If the original contract was …	**Then the amendment can …**
Sole Source	Only be sole source
Emergency	Be either emergency or sole source

This Amendment Purpose

The amendment purpose is also referred to as the “contract purpose”. This is a key field within the SSCD. To maximize the benefit of the database, this field should be carefully completed.

In addition to the text box that you will complete for the amendment you are now filing (“this amendment purpose”), the system will also display the contract purpose for:

- Original contract
- Most recent amendment

This field is one of the criteria options for searching the database – a well-written Contract Purpose will assist you, your agency and others who later search the database for completed filings. For example, if a search is done on actuarial services, then Contract Filings with the term “actuarial” in the Contract Purpose field would be included in the results of that search.

The first sentence in this field should describe in clear terms the purpose of the contract so that others unfamiliar with the project will understand what services the contractor is providing along with the nature of the project. You can include other supporting information in the Contract Purpose field to sufficiently explain the services.

This Amendment Purpose (continued)

Examples of a well-written first sentence:

- Provide technical assistance and training for the Volunteer Literacy Program and produce a training handbook.
- Conduct study of air quality effects related to burning cereal residue in eastern Washington.

- Provide medical consultation and guidance on the Hospital Bioterrorism. Preparedness Program to agency coordinators.
- Provide characterization of annual and drought related variability in fish distribution in eastern Washington, identify habitat attributes, and characterize error distance distribution associated with last fish observations.
- Conduct audits of out-of-state taxpayers in the greater New York and northern New Jersey areas.
- Provide on-call IT project management and analysis, strategic architectural advice, quality assurance, change control and disaster recovery. *(This is an example of a convenience contract that provides for multiple IT services.)*

Examples of a poorly written first sentence:

- Design and implement agency database. *(Doesn't describe the purpose of the database or what the database is to accomplish.)*
- Provide training services. *(Doesn't indicate who will receive the training and the type of training provided.)*
- Provide on-site inspection of agency facility. *(Doesn't describe what type of inspection and at what facility)*

Service Description

The Service Description provides a categorization of the Sole Sourcebeing provided under the contract. These are the same categories as the sub-object codes used by fiscal staff to identify expenditures.

- The system will display the default Service Description for the contract you are amending. If appropriate, change the Service Description.

Notice that Service Description is a hyperlinked title – select this for more information about the Service Descriptions.

Agency Contract Number

Enter your Agency Contract Number if it will assist you in searching filed contracts later. This field is one of the criteria options for searching the database. The Agency Contract Number is not a required field – it is a free-form text field that can be defined by your Agency.

Funding Source

Enter the value(s) for this amendment:

Source	Description
Federal	Federal Government is source for the funds
State	Washington State Legislature is source for the funds
Other	Any source of funds other than Federal or State

Values for the original contract plus existing amendments (if any) will be displayed. The SSCD will automatically total the values you enter into the fund source field(s).

Contract Dates

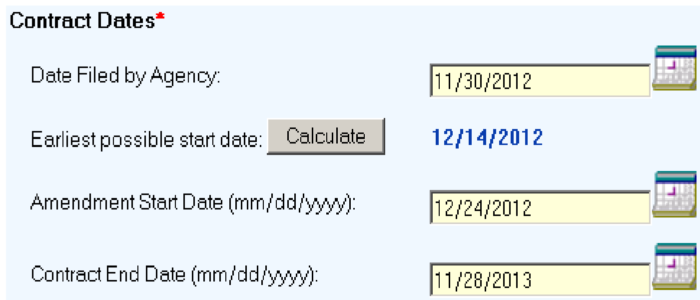
Enter the following dates in the fields provided:

1. Amendment Start Date
2. Contract End Date

Notice that the SSCD displays today's date for your reference ("if submitted today filing date will be"). This date helps determine the contract start date based on the date it is filed with DES. If you logout of the database and logon at a later date, it will display that new current date.

Based on the procurement type you selected for the contract, the system will calculate the appropriate contract start date (e.g. whether or not the filing is subject to the 10-working day filing period).

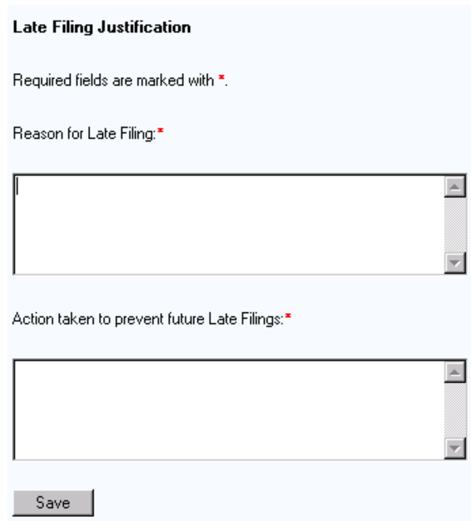
- Select Calculate and the database will display the earliest possible start date. You can enter that date as the start date, or a later date if you prefer.
- If you enter an earlier date than the database indicates, then after you Select Save a Late Filing page will display to indicate that the filing is being filed late.



Filing Justification for Amendments Previously Filed

Late Filing Justification

If you enter an earlier amendment start date than the system indicates, then after you Select Save, a Late Filing page will display to indicate that the filing is being filed late (e.g. prior to the filing date or prior to the 10-working day filing period, etc.). The late filing information must be completed before the filing can be submitted to DES.



Filing Justification

The Filing Justification button will appear on the Amendment page after you complete all required fields and Select Save.

Select the Filing Justification button and input values as needed (if the information is available to you electronically from another document, you may cut & paste text in the fields):

- Justification questions will be based on the types of amendments.
- The Justification question that you are currently working on is shaded (appears as a different color than the rest of the questions and is not hyperlinked). This provides a visual cue to assist you with navigating.
- You can complete each of the questions as the information becomes available.
  - All of the Justification questions must be completed before the filing can be submitted to DES.
- After completing each Justification item, remember to Select Save Answers.
  - The Pencil icon will appear next to that item after every question has been answered and Saved.

Details for Justification questions will be different depending upon the types of contracts or amendments:

- Amendment for Sole Source Contract
- Amendment for Emergency Contract

.

Justification for Amendment Previously Filed: Sole Source

Justification Amendment for Sole Source Contracts

When file an amendment to a sole source contract, all questions in the Contract Amendment section will need to be completed.

There are six areas to complete for the changed contract amendment justification:

1. State rational for executing amendment to existing contract rather than competitively procuring the goods and/or services and awarding new contract; include how executing the amendment most effectively achieves the agency's purpose.
2. Answer Yes/No whether the proposed goods and/or services are within the scope of original contract. If no, explain.
3. Explain why the goods and/or services were not included in the terms of the original contract.
4. Explain what conditions have changed since the award and other applicable information that clearly justifies the decision to amend the contract.
5. What are the consequences of not having this amendment approved? Describe in detail the impact to the agency and to the services it provides if this amendment is not approved.
6. Answer Yes/No whether the rates are the same as negotiated under original contract. If no, explain.

Select the filing justification section to view or edit		
Specific Problem or Need	Sole Source Criteria	**Contract Amendment**

In addition to the Contract Amendment justification questions, you will also need to complete additional justification questions:

Justification Amendment for Sole Source Contracts

Specific Problem or Need

- Describe the business need or problem that requires this amendment.

Select the filing justification section to view or edit		
Specific Problem or Need	Sole Source Criteria	Contract Amendment

Sole Sources Criteria (*For amendments to previously filed sole source personal service contracts only)*

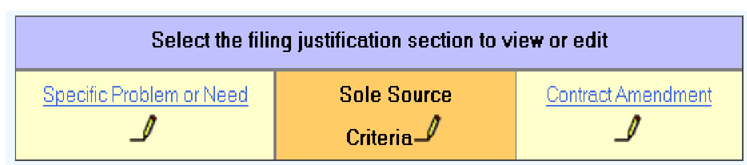
There are eight areas to complete for this Justification:

1. Unique Features – Describe the unique features, qualifications, abilities or expertise of the contractor proposed for this sole source contract.
2. Market Research – Describe what kind of market research the agency conducted to conclude that alternative sources were inappropriate or unavailable.
3. Costs and Risks – Provide a detailed and compelling description of the costs and risks mitigated by contracting with this contractor (i.e. learning curve, follow-up nature) or

select checkbox to indicate ‘not applicable’.

4. Special Circumstances – Is the agency proposing this sole source contract because of special circumstances such as confidential investigations, copyright restrictions, etc.? If so, please describe or select checkbox to indicate ‘not applicable’.
5. Time Constraints – Is the agency proposing this sole source contract because of unavoidable, critical time delays or issues that prevented the agency from completing this acquisition using a competitive process? If so, please describe. For example, if time constraints are applicable, identify when the agency was on notice of the need for the goods and/or service, the entity that imposed the constraints, explain the authority of that entity to impose them, and provide the timelines within which work must be accomplished or select checkbox to indicate ‘not applicable’.
6. Geographic Limitation – Is the agency proposing this sole source contract because of a geographic limitation? If the proposed contractor is the only source available in the geographical area, state the basis for this conclusion and the rationale for limiting the size of the geographical area selected) or select checkbox to indicate ‘not applicable’.
7. Consequences – What are the consequences of not having this sole source filing approved? Describe in detail the impact to the agency and to services it provides if this sole source filing is not approved.

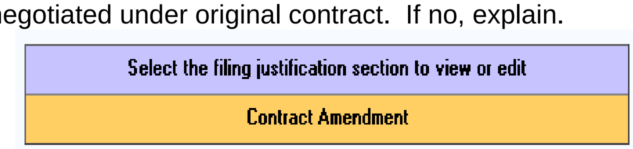
8. Small Business Considerations – What considerations were given to providing opportunities in this contract for small business, including but not limited to unbundling the goods and/or services acquired.



Justification for Amendment Previously Filed: Emergency

Justification for Amendment There are five areas to complete for this Justification:

1. State rational for executing amendment to existing contract rather than competitively procuring the goods and/or services and awarding new contract; include how executing the amendment most effectively achieves the agency's purpose.
2. Explain why the goods and/or services were not included in the terms of the original contract.
3. Explain what conditions have changed since the award; include other applicable information that clearly justifies the decision to amend the contract.
4. Answer Yes/No whether the proposed goods and/or services are within the scope of original contract. If no, explain.
5. Answer Yes/No whether the rates are the same as negotiated under original contract. If no, explain.



Attachments

Attachments Overview

The Attachments menu item will prompt you for information regarding the attachment(s) associated with the Amendment you are filing. This is where you attach the electronic version of the contract and/or references to contract documents sent to DES.

To complete this page:

1. Attach file(s) –or- list references to hardcopy documents that you are sending (or have already sent) to DES.
2. Answer the question "is the contract attached or listed above?" The filing should not be submitted until the document is attached or you have indicated that the document is being sent.
3. Select Save.

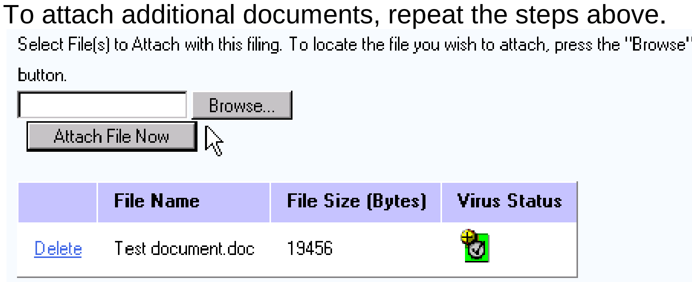
Attach Documents

To attach a document within the SSCD, you will need to complete three main steps:

1. Select Browse (to locate and select the document you want to attach).
   - Your computer will open a "Choose file" window. Use the drop down tool to assist you with locating the file you want to attach.
   - Once you locate the file, select it.
   - Once the file is selected (highlighted), select "Open" on the "Choose file" window. The file name will display next to the "Browse" button in the SSCD system.

2. Select Attach File Now.
3. The system will perform a virus scan on the document. After the virus scan is complete, the system will display a list of the attachments.
   - If no virus is detected, it will attach your document with an icon indicating that the file passed the virus check.
   - If a virus is found, it will not attach your document but will list the document with an icon indicating that the file failed the virus check. You will need to cleanup the document and then attach it again using the steps above –or- list the document as a hardcopy version that you will send to DES.

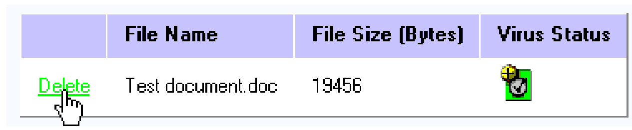
To attach additional documents, repeat the steps above.



Delete Documents

To delete an attached document:

1. Select the Delete option next to the document you wish to delete.
2. The system will prompt you for confirmation of delete.

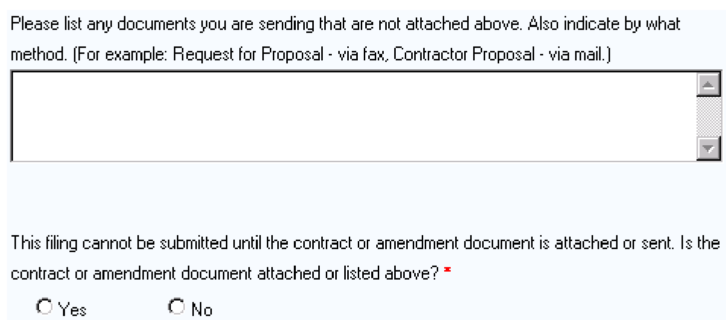


Hardcopy Document(s)

If you have a document that you are not attaching, you need to send a hardcopy to DES. The filing should not be submitted until you indicate that the document is being sent. DES will connect the hardcopy document(s) with the Filing Number once the filing is processed.

Use the text box to indicate:

1. Name of the document(s).
2. Method of delivery (e.g. via fax, mail, etc.).



Filing Summary

Filing Summary Overview

The Filing Summary menu item will:

- Display key information about your filing. This provides you the opportunity to review a summary of your work from the previous pages (to verify the information you will be submitting to DES).
- Provide the option to submit your filing to DES.
- Provide the option to delete your filing (dependent upon status of the filing).
- Provide the option to print the filing summary and the justification for the filing.

The system will display a "yellow triangle" as a warning flag that there is information still required to submit the filing. The sample below shows a warning flag indicating missing values on the Amendment page for this filing:

You must complete all required values to submit the filing:

1. To go back to any page(s), simply select the hyperlinked title of the item requiring information (or, you can navigate to the page using the menu).
2. After completing the flagged item(s), remember to Save your work.
3. Navigate to the Filing Summary page again -- if you have completed all required values, the system would have removed the warning flag(s).

Submit the Filing

If you have completed all required values, the warning flags will not be displayed and a Submit button will appear near the bottom of the page.

To Submit the Filing:

1. Select the Submit button
2. The system will prompt you for confirmation.

The Submit button will only appear if you have a Role designating that level of security. For example, users with only the Data Entry Role will not have the Submit option; users with the Filer Role will have the Submit option.

What Happens Now?

Once you have selected Submit, the system will:

1. Display a message confirming that the filing has been submitted to DES.

- You can view your work while it is in process via the Queues menu.

2. Send an email to the Contact Person(s) you selected on the Agency menu item. This will confirm that the filing has been submitted to DES.
3. Send the filing to the DES Queue for processing.
   - If DES has questions or comments, they will attach those to the filing within the SSCD.
   - The Agency Contact Person will be notified by email to respond to questions &/or display comments attached to the filing within the SSCD; Go to the Queues menu to select the filing and open the Correspondence menu.
   - After DES has processed the filing, the system will generate a Filing Number and will send an email to the Agency Contact Person(s) selected on the Agency menu item. This will confirm that the filing has been processed. Users can then search the system for that filing number (it will no longer be in Queue).

Delete a Filing

You may delete a filing that has been Saved but not Submitted. Once a filing has been submitted, contact DES to request a delete

To Delete a filing from the Filing Summary page:

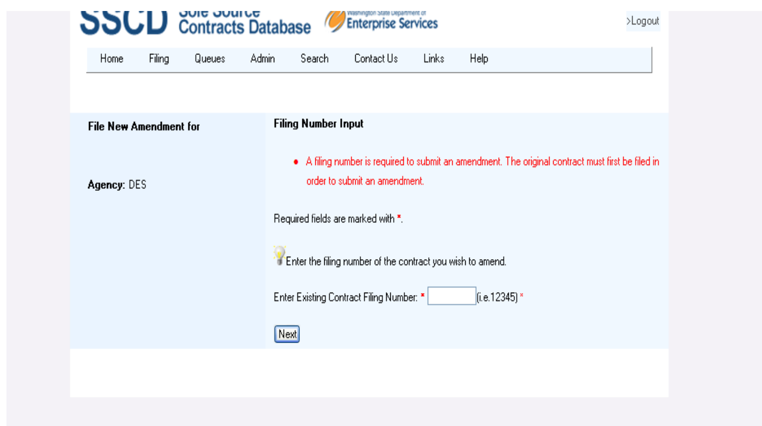
1. Select the Delete Filing button on the left side margin. The system will display a confirmation for the deletion.

Filing Amendments for Contracts Not Previously Filed

Overview

The system doesn't allow you to file an amendment to a contract that was not previously filed. The system will require an existing contract filing number be entered when filing an amendment.

The system will display the following prompt: "Enter the filing number of the contract you wish to amend". When a filing number is not entered and the user hits the Next button the system will display a message stating "A filing number is required to submit an amendment. The original contract must first be filed in order to submit an amendment".



Section 6: Queues (Checking Status/Correspondence)

Overview

The Queues menu is the starting point for displaying the status of Contracts and Amendments that have been saved and/or submitted to DES. You will also use the Queues menu to retrieve filings that are in process and to access questions and/or comments (correspondence) that DES may attach to your submitted filing.

To navigate to the Queues menu from anywhere within the SSCD:

1. Select Queues
2. Select Agency Queue

The Queues menu item allows you to:

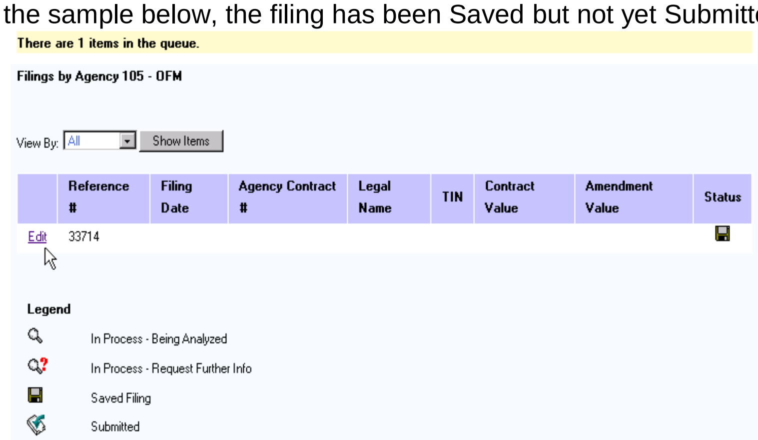
- Display status of Saved and/or Submitted filings for your Agency.
- Retrieve partially completed filings (to edit further and/or submit, etc.).
- Display and/or edit correspondence attached to your filing while it is in process (for filings in process where DES has requested further information).

Filings by Agency

When you select the Queues/Agency Queue menu item, the system will display the Filings by Agency list. This list shows all the filings that have been Saved and/or Submitted to DES for your Agency (but not yet finalized by DES).

The status is shown for each filing. Reference the Legend on the left side margin of the page for definition of the status icon(s). For additional details, select the filing by selecting the Edit hyperlink.

In the sample below, the filing has been Saved but not yet Submitted.



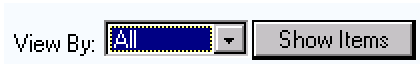
Sort Filings by Status

To sort filings by status within your Queue:

1. Select criteria from the drop down list:
   - All
   - Saved

- Submitted

2. Select Show Items



Agency filings that have not been finalized are displayed:

- Saved – Filing is still in process at the agency and has not been filed with DES.
- Submitted – Filing has been submitted to or filed with DES

If a filing has been submitted to DES, it will be "read only" except for adding attachments and responding to DES correspondence.

If a filing has been processed by DES, it will no longer display in the queue. Use the Search menu to access the filing. If you have the filing serial number assigned by DES, you can search on that basis for a quick result.

Select a Filing

To select a filing from the Filings by Agency list, select the hyperlink on the left side of the list for that filing.

The system will display another menu item, depending upon the status of the filing:

If the Filing has been …	Then the system will open the …
Saved but not Submitted	Filing/New Contract or New Amendment menu. • You can continue to edit the filing as needed.
Submitted	Summary menu. • You may have additional menu items, depending upon whether the filing is an original contract or amendment, etc. • The correspondence page can be accessed from this menu.

Queues: Correspondence

Correspondence Overview

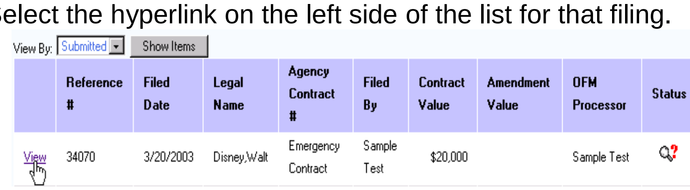
After you have Submitted your filing to DES, they may attach questions and/or comments to the filing.

If DES attaches questions and/or comments to a filing, the system will send an email to the Contact Person(s) indicated on the Agency page for this filing. This email will include the filing Reference Number and other details about the contract.

Access Correspondence Attached to a Filing

To access correspondence attached to a filing:

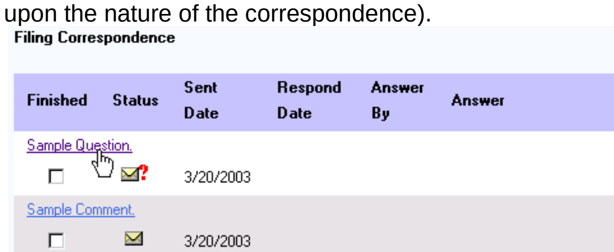
1. Select Queues
2. Select Agency Queues
3. Find the filing by Reference # (Sort by "Submitted" to reduce the amount of filings shown in the Queue).
4. Select the hyperlink on the left side of the list for that filing.



View By: Submitted Show Items

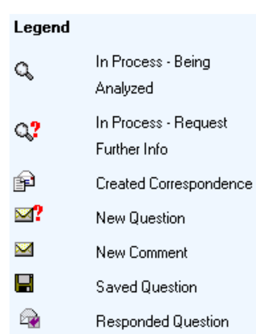
	Reference #	Filed Date	Legal Name	Agency Contract #	Filed By	Contract Value	Amendment Value	OFM Processor	Status
View	34070	3/20/2003	Disney,Walt	Emergency Contract	Sample Test	$20,000		Sample Test	

5. Select the Correspondence menu item if it is not already open (system will default there if correspondence is attached to the filing).
6. The system will display the Filing Correspondence page and list correspondence item(s) for that filing.
7. Select the hyperlink on the left side of the Filing Correspondence list for that filing (the system will open a new page called "modify question" or "view comment", etc. depending upon the nature of the correspondence).



Filing Correspondence

Finished	Status	Sent Date	Respond Date	Answer By	Answer
Sample Question.					
		3/20/2003			
Sample Comment.					
		3/20/2003			



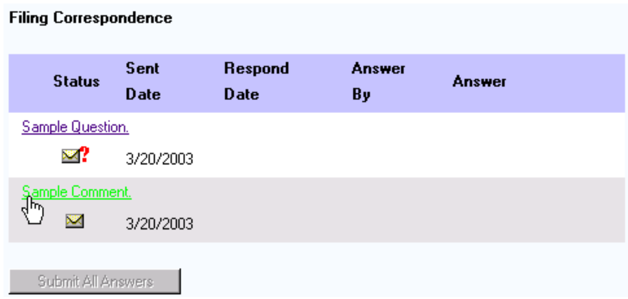
Legend

	In Process - Being Analyzed
	In Process - Request Further Info
	Created Correspondence
	New Question
	New Comment
	Saved Question
	Responded Question

View Correspondence

To view correspondence attached to a filing:

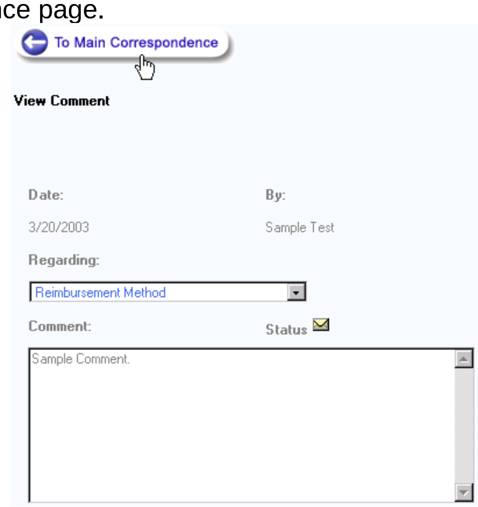
1. Select the hyperlink on the left side of the list for that filing.



A new page will open called “Modify Question” or “View Comment” (depending upon the type of the correspondence).

- Comments can be viewed (not modified).
- Questions can be viewed and modified.

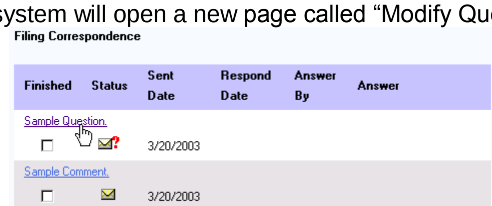
Select the “To Main Correspondence” button to go back to the Filing Correspondence page.



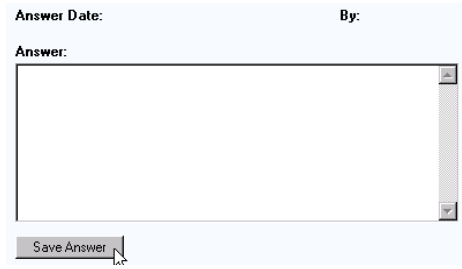
Respond to Correspondence

To respond to correspondence attached to a filing:

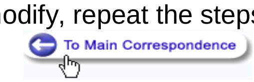
1. Select the hyperlink on the left side of the list for that filing (the system will open a new page called “Modify Question”).



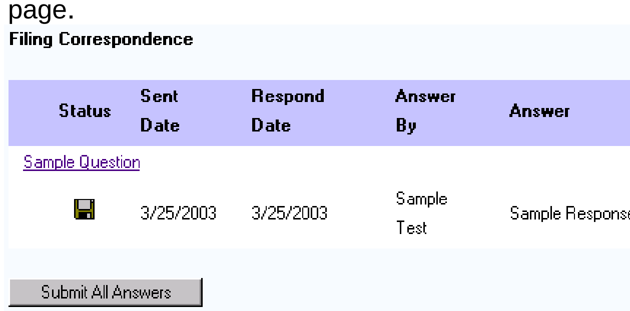
2. Input text in the “Answer” field.
3. Select Save Answer.



4. Select the "To Main Correspondence" button to go back to the Filing Correspondence page. If you have additional questions to modify, repeat the steps above.



5. Select Submit All Answers from the Filing Correspondence page.



Filing Correspondence

Status	Sent Date	Respond Date	Answer By	Answer
Sample Question				
	3/25/2003	3/25/2003	Sample Test	Sample Response

Submit All Answers

Section 7: Searching the Database

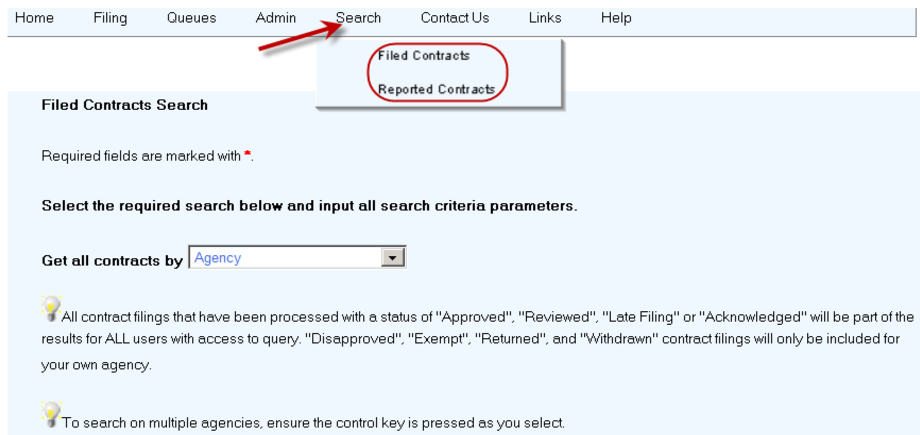
Overview

The Search menu is the starting point for searching the database for filings within an Agency (or in some cases across all Agencies).

To navigate to the Search menu from anywhere within the SSCD:

1. Select Search
2. Select File Contracts or Reported Contracts
   - The system will prompt you for criteria before returning results on your search.

Once a filing has been finalized (system generates a Filing Number) it becomes searchable (until then, it resides in Queue with a Reference Number).



Get All Contracts By

To perform a search, the system will display a drop down list to prompt you for a selection to "Get all contracts by".

Agency is the default selection. Depending upon your selection, the system will refresh your page and provide you with additional criteria selections (note: the system is designed to walk you through each step so we are not covering each of the different criteria options in this section).

Note that “Contract Purpose Keyword(s)” is one of the criteria options. Contract Purpose is a key field (and required field*) on the Filing/New Contract/Contract and Filing/NewAmendment/Amendment menu items.

Wildcard "*" Searches

For some of the searches, you will have the option of using a wildcard search. Wildcard searches allow you to find a value based on partial values for that field. You will use the asterisk * as a wildcard for another character.

The minimum amount of characters used with an asterisk wildcard will depend upon the field you are searching. The system will provide these requirements as needed when you access a page with a wildcard search. For example:

To perform a wildcard search on Legal Name, make sure you use an asterisk (*). For example, sus* or sussman*, *sus or *sussman, *sus* or *sussman*. Minimum character input is 3, not including the wildcards.

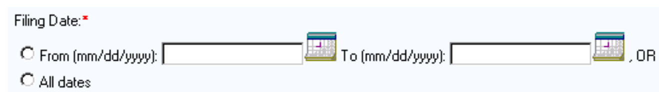
To perform a wildcard search on Contract Purpose, make sure you use an asterisk (*). For example, actua* or actuary*, *actua or *actuary, *actua* or *actuarial services*. Minimum character input is 5, not including the wildcards.

When performing a wildcard search, ensure your search criteria is as unique as possible. Use double wildcard search sparingly to avoid lengthy delays in system response..

Select Filing Date Criteria

For most of the searches, a filing date will be a required field*. Depending upon requirements, the system will prompt you for:

- A filing date range
- All dates



Where available, use the Calendar icon to display a Calendar to assist you with input.

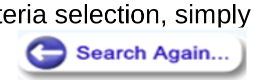
Search

After selecting criteria for the search, press the Search button near the bottom of the page.

The system will return results based on the criteria you selected.

All Contract Filings that have been processed with a status of "Approved", "Reviewed", "Acknowledged" or “Late Filing will be part of the results for ALL users with access to query. "Disapproved", "Returned", “Exempt” and “Withdrawn” contract filings will only be included for your own Agency.

Results

The system will return results based on the criteria that you selected. To return to the criteria selection, simply press the button to go back to Simple Query: 

Click on a contract filing number to see additional details

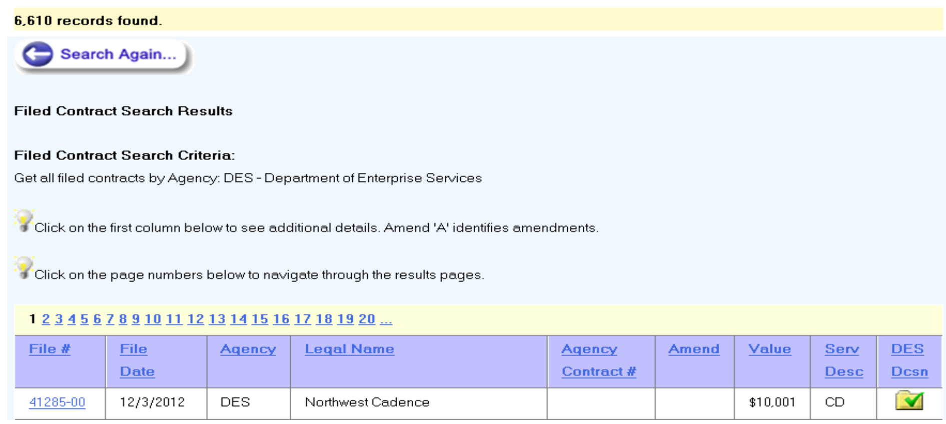
Click on <Prev and Next> below to navigate through the results pages.

All contract filings that have been processed with a status of "Approved", "Reviewed", "Acknowledged" or “Late Filing will be part of the results for ALL users with access to query. "Disapproved", "Returned" “Exempt” and “Withdrawn” contract filings will only be included for your own agency.

Sort the Results

You can sort the results by using the headings for each of the columns. Notice the headings look like hyperlinks – these work as “toggles” to sort (and re-sort) your results. For example, if you want to sort your results by filing number, select the “File #” heading; if you want to sort by file date, select the “File Date” heading, etc.

If the search returns multiple pages of filing information, use the numbered hyperlinks to scroll through the pages.


6,610 records found.

Search Again...

Filed Contract Search Results

Filed Contract Search Criteria:

Get all filed contracts by Agency: DES - Department of Enterprise Services

Click on the first column below to see additional details. Amend 'A' identifies amendments.

Click on the page numbers below to navigate through the results pages.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 ...

File #	File Date	Agency	Legal Name	Agency Contract #	Amend	Value	Serv Desc	DES Dcsn
41285-00	12/3/2012	DES	Northwest Cadence			$10,001	CD	

Select a Filing

To select a filing from the results, select the File # hyperlink on the left side of the page for that filing.


File #	File Date	Agency	Legal Name	Agency Contract #	Amend	Value	Serv Desc	DES Dcsn
41285-00	12/3/2012	DES	Northwest Cadence			$10,001	CD	

The system will open the Filing Summary page for the item you selected;

- Because the filing has already been processed, it will be available as “display only” (not available for editing at this point).

Section 8: Frequently Asked Questions (FAQs)

Overview

This section provides a list of Frequently Asked Questions (FAQs) – these can be used to assist you in getting the most out of the system.

Got Ideas? If you have helpful hints or information that may help others use the system more efficiently, please send those to the DES Staff at *DES.contracting@DES.wa.gov* so we can include them here.

Frequently Asked Questions

Question	Answer
What are the new filing requirements for SSCD?	**Direct Buy Threshold:** Sole source and emergency contracts greater than $10,000 need to be filed. Sole source and emergency contracts less than this amount meet direct buy requirements and are not required to be filed. **Filing Timelines:** • Sole source contract filings must be entered at a minimum of 10 working days prior to the anticipated start of work date for DES approval. • Emergency contracts filings must be entered within 3 working days after start of work date for DES review. **Non-State Funds - Higher Education Only:** Institutions of higher education must file sole source and emergency contracts only when state funds are greater than 50 percent (%) of the total contract consideration.
Do we have to file contracts using the SSCD?	Yes, it will be the official method by which contracts are filed by agencies and processed by DES. If you have technical difficulties and cannot file a contract, contact the SSCD Help Number immediately. We will assist you to file on the day you need to.
How do I Add another Legal Name for a Contractor?	From the contractor page: 1. Search for a contractor. 2. Select the contractor (if you searched by Legal Name, you will need to Select Save after selecting the contractor). 3. Select 'Select One' from the existing Contractor Legal Name drop down list (otherwise, the original selection will take precedence over the new Legal Name). 4. Input values in the text box provided. 5. Select Save. Anything selected in the legal name drop-down will take precedence over the input text box. If the new Legal Name does not appear in the drop down list, ensure that you have selected 'select one' from the existing Contractor Legal Name drop down list before adding the new Legal Name.

Frequently Asked Questions (continued)

How do I check the status of my filing?	Agencies and institutions of higher education can view the status of their filings by visiting their Filing Queue.
How do I amend Solo Source Personal Service Contracts after January 1, 2013?	Amendments to previously filed sole source contracts (personal services) should be filed in the SSCD utilizing the Search function to obtain the original system generated Filing Number.
How do I Attach a Document to a Filing or Amendment	From the Attachments page: 1. Select Browse (to locate and select the document you want to attach). • Your computer will open a "Choose file" window. Use the drop down tool to assist you with locating the file you want to attach. • Once you locate the file, select it. • Once the file is selected (highlighted), select "Open" on the "Choose file" window. The file name will display next to the "Browse" button in the SSCD system. 2. Select Attach File Now.
Where do I find Status of a Saved or Submitted Filing?	For filings that have been saved and submitted (but not yet finalized), go to the Queues/Filing Queue menu item.
Can I Display Filings Saved or Submitted by other Agencies?	Once the filing has been finalized by DES (a Filing Number has been generated), it becomes 'searchable' – go to the Search menu item to search for finalized filings. If the filing is still in process (saved and/or submitted but not yet finalized), then it will reside in the Agency Queue and is not yet 'searchable' by other agencies.
How do I Delete a Contract or Amendment?	You may delete a filing that has been Saved but not Submitted. Once a Filing has been submitted, contact DES to request a delete. From the Filing Summary page: Select the Delete Filing button on the left side margin. The system will display a confirmation for the deletion.