

SSCD Quick Reference Guide

(For detailed instructions, reference the SSCD User Manual)



Home Filing Queues Admin Search Contact Us Links Help

Logging In:

1. Link to SSCD site:
<http://contracts.ofm.wa.gov/pscd/>-or-
<https://fortress.wa.gov/ofm/contracts/pscd/>
2. At the Login page, input your User ID, Agency ID and Password.
3. Select Login.

If you do not have a SSCD User ID and Password, contact your Agency Administrator. If you do not know who your Agency Administrator is, contact DES at DES.contracting@des.wa.gov

User ID

Agency Number

Password (input is case sensitive)

Login

 After five unsuccessful attempts, you will be locked out of the SSCD system. If this happens, contact your agency administrator for access to the system.

Logging Out:

1. Select "Logout" on the upper right corner of your page. The "Logout" selection appears on all SSCD pages (after you have logged on).

Remember to Save your work before logging out!

For security reasons, you will be automatically logged out after 20 minutes of inactivity (unsaved changes will be lost).

Changing Your Password:

Your password 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.

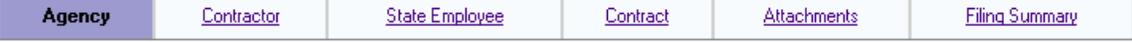
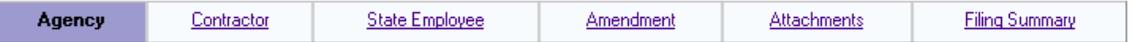
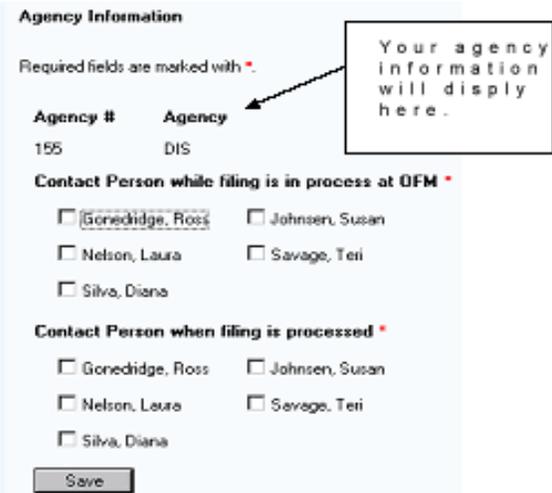
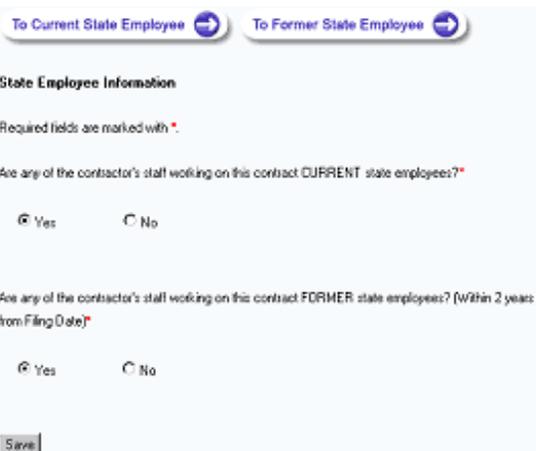
Forgot your password? Contact your Agency Administrator (or DES at DES.contracting@des.wa.gov).

Use the Admin menu for changing Password and User IDs:



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<p>The Filing Menu:</p> <ul style="list-style-type: none"> • Designate the filing as New Contract –or– New Amendment. • Complete information regarding the filing. • Submit the filing to OFM for processing. 																	
<table border="1"> <thead> <tr> <th>Page</th> <th>Same/Similar/Different</th> </tr> </thead> <tbody> <tr> <td>Agency</td> <td>Same for Contract & Amendment</td> </tr> <tr> <td>Contractor</td> <td>Same for Contract & Amendment</td> </tr> <tr> <td>State Employee</td> <td>Same for Contract & Amendment</td> </tr> <tr> <td>Contract</td> <td>Only for Contracts</td> </tr> <tr> <td>Amendment</td> <td>Only for Amendments</td> </tr> <tr> <td>Attachments</td> <td>Same for Contract & Amendment</td> </tr> <tr> <td>Filing Summary</td> <td>Similar (Amendments do not have “copy” feature).</td> </tr> </tbody> </table>	Page	Same/Similar/Different	Agency	Same for Contract & Amendment	Contractor	Same for Contract & Amendment	State Employee	Same for Contract & Amendment	Contract	Only for Contracts	Amendment	Only for Amendments	Attachments	Same for Contract & Amendment	Filing Summary	Similar (Amendments do not have “copy” feature).	<p><i>The system will prompt you for information based on the type of answers you provide.</i></p>
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<p>If the filing is a new contract, the system will display the following pages for you to complete:</p>																	
																	
<p>If the filing is a new amendment, the system will display the following pages for you to complete (you will be prompted to provide the Filing Number if the contract was previously filed):</p>																	
																	
<p>If the amendment is to a previously filed contract, once the Filing Number is entered, the menu bar will only display:</p> <ul style="list-style-type: none"> • Amendment • Attachments • Filing Summary 																	
<p>The Agency Page:</p> <ul style="list-style-type: none"> • Designate the agency information to be attached to the filing. <p>If a Contact Person for your agency is not displayed, contact your Agency Administrator (they will add that contact under the Admin menu).</p> 	<p>The State Employee Page:</p> <ul style="list-style-type: none"> • Provide information about the contractor and/or their key project staff. <p>The “To Current State Employee” and “To Former State Employee” prompts will appear after you Save if you select “Yes” to the answers.</p> 																

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The Contractor Page:

- ***Designate contractor information to be attached to the filing.***

You will be prompted to search for the contractor:

- *If you have the contractor TIN, use that for faster results.*
- *If you do not have the contractor TIN, search by Full Legal Name or use wildcard * search.*

Contractor Search

Required fields are marked with *.

Search below to verify if the contractor exists in the database.

 To search by TIN, you must include 9 numeric characters.

 To perform a wildcard search on Legal Name, make sure you use an asterisk (*), ie. sussman*, *sussman, *sussman*. Minimum length to search by is 3 characters.

When performing a wild card search, ensure your search criteria is as unique as possible and use the double wildcard search sparingly, to avoid lengthy delays in system response.

Contractor Search By: *

TIN Legal Name

Search Criteria: *

Search

 Search Again...

Contractor Search - Results for Legal Name: Disney,Walt

Select a contractor below or Add a New Contractor to the database:

 Contractors may have offices/facilities in multiple locations; therefore, more than one address may display for one contractor. Select the contractor with the address applicable to your contract, or add a new address as appropriate.

Contractors and Existing Addresses (UBI)	TIN
Disney,Walt	123456789
1. 123 Gooly Lane Disneyland, WA USA 98501	
Add New Address...	

[Add New Contractor](#) 

The database already contains many contractors (with addresses & TINs).

- You can add a new contractor if they do not already exist in the database.
- You can add new Legal Name, DBA and Addresses to contractors.
- Contractor TIN (Tax Identification Number) is a required field on the contractor page (the database already contains many TINs).

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The Contract Page:

- Provide information about the procurement type, funding values, contract dates and justification for the filing.

Contract Information

Required fields are marked with *.

Procurement:*

- Sole Source Emergency

The system will prompt you for information based on the type of answers you provide.

 The Contract Purpose field is the only field used for a "keyword search" query. Include a thorough description of the type of services being provided.

Contract Purpose:*

Service Description:*

Select One

Agency Contract Number is one of the Criteria options for the searching the database.

- It's not a required field.
- It's defined by your agency.

Agency Contract Number:

Funding Source *

Federal: \$

State: \$

Other: \$

Total Contract Value: \$0

Select Calculate & the database will display the earliest possible start date.

If you enter an earlier date, a Late Filing page will display for you to complete.

Contract Dates*

Date Filed by Agency:

12/11/2012



Earliest possible start date:

Start Date (mm/dd/yyyy):



End Date (mm/dd/yyyy):



The Filing Justification button will appear 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.

To Filing Justification 



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The Attachments Page:

- Attach electronic version of the contract and/or references to contract documents sent to DES.

Attach Files

Required fields are marked with *.

Attachments are viewable by all agencies and the public. Therefore do not include any confidential materials.

 Please note that large files might take a few moments to upload and process. Any files larger than 2MB might not upload successfully due to size and network connectivity.

Select File(s) to Attach with this filing. To locate the file you wish to attach, press the "Browse" button.

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

Please list any documents you are sending that are not attached above. Also indicate by what method. (For example: Request for Proposal - via fax, Contractor Proposal - via mail.)

RFP faxed to OFM 03/27/03.

This filing cannot be submitted until the contract or amendment document is attached or sent. Is the contract or amendment document attached or listed above? *

Yes No

To attach a document:

1. Select Browse.
 - A "choose file" window will open.
 - Locate & select your file.
 - Select "open" on the "choose file" window.
 - The document name will display next to the Browse button.
2. Select Attach File Now.

Remember to Save your work!

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Filing Summary Page:

- Displays information and status about the filing.
- Prior to submitting, provides opportunity to review summary of your work from the previous pages.
- Provides option to submit filing to DES.
- Provides option to delete filing (if saved but not yet submitted).

<p>Status: </p> <p>Legend</p> <ul style="list-style-type: none">  Info Entered In Section  Info Required To Submit  Saved Filing  Submitted Filing  File Passed Virus Check  File Failed Virus Check  In Process Contact  Processed Contact  Saved Filing Returned 	<p>Filing Summary</p> <p>Agency Contacts </p> <p>105 - Office of Financial Management</p> <p>Contacts</p> <p>Filed By:</p> <p>Contractor Information</p> <table border="1"> <tr> <td>TIN</td> <td>123456789</td> </tr> <tr> <td>Legal Name</td> <td>Disney,Walt</td> </tr> <tr> <td>DBA</td> <td></td> </tr> <tr> <td>UBI</td> <td></td> </tr> <tr> <td>Address</td> <td>123 Gooly Lane, Disneyland, WA USA 98501</td> </tr> </table> <p>Current State Endorsements</p> <p>None defined</p> <p>Extra State Endorsements</p> <p>None defined</p> <p>Contract Information </p> <p>Funding Source</p> <table border="1"> <thead> <tr> <th>Filing Number</th> <th>Federal</th> <th>State</th> <th>Other</th> <th>Total</th> <th>Contract Total</th> </tr> </thead> <tbody> <tr> <td>2001</td> <td></td> <td></td> <td></td> <td>\$0</td> <td>\$0</td> </tr> </tbody> </table> <p>Contract Dates</p> <table border="1"> <thead> <tr> <th>Filed Date</th> <th>Start Date</th> <th>End Date</th> <th>Earliest Possible Start Date</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Filing Justification </p> <p>Attachments</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Size</th> </tr> </thead> <tbody> <tr> <td>123.docx (1 KB)</td> <td>1 KB</td> </tr> </tbody> </table> <p>Are any documents being sent that are not attached via this system? <input type="checkbox"/> Yes <input type="checkbox"/> No (Required)</p> <p>This filing cannot be submitted until the contract or amendment document is sent to the contractor amendment document attached or listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	TIN	123456789	Legal Name	Disney,Walt	DBA		UBI		Address	123 Gooly Lane, Disneyland, WA USA 98501	Filing Number	Federal	State	Other	Total	Contract Total	2001				\$0	\$0	Filed Date	Start Date	End Date	Earliest Possible Start Date					Name	Size	123.docx (1 KB)	1 KB
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<p>Info Required To Submit.</p> <p>After all required fields are completed, the Submit button will display.</p> <ul style="list-style-type: none"> • The submit button will only appear if you have a Role designating that level of security. 																																			
<p></p> <p>By clicking "Submit" the Agency certifies that this contract is the true and final copy of the agreement between the Parties.</p> <p><input type="button" value="Submit"/></p>																																			

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The Queues Menu:

- Displays status of saved and/or submitted filings for your agency.
- Retrieve partially completed filings (to edit further and/or submit).
- Display and/or respond to correspondence attached to your filing while it is in process.

There are 83 items in the queue.

Filings by Agency 179 - DES

View By: All Show Items

<Prev Next>

	Reference #	Filing Date	Agency Contract #	Legal Name	Contract Value	Amendment Value	Status
View	79925	12/13/2012	K1234	Northwest Cadence	\$26,300		

Legend

- Saved Filing
- Submitted Filing
- In Process - Being Analyzed
- In Process - Request Further Info
- Saved Filing Returned

The Filings Agency page will display status of your filing.

- Select the hyperlink to open the filing.

Filing Correspondence

Finished	Status	Sent Date	Respond Date	Answer By	Answer
<input type="checkbox"/>		3/20/2003			Sample Question
<input type="checkbox"/>		3/20/2003			Sample Comment

If the filing has been submitted and has correspondence attached, select the hyperlink to access the correspondence page.

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

The Search Menu:

- **Search for completed filings** (if it's not completed, check the Queues menu for filings that are in process).
- **Select a completed filing to view or copy.**

Filed Contracts Search

Required fields are marked with *.

Select the required search below and input all search criteria parameters.

Get all contracts by Agency

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

To search on multiple agencies, ensure the control key is pressed as you select.

Agency*

- Sorted by Agency Name
- Sorted by Agency Number

- CTS - Consolidated Tech Serv
- CWU - Central Washington University
- DAH - Dept of Arch and Hist Preservation
- Dairy - Dairy Products Commission
- DES - Department of Enterprise Services
- DFI - Dept of Financial Institutions
- DFW - Department of Fish and Wildlife

Filing Date*

- From (mm/dd/yyyy): To (mm/dd/yyyy): OR
- All dates

After you select criteria, the system will refresh the page & provide additional criteria options.