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# Mississippi Management and Reporting System

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**Department of Finance and Administration**

<b>MMRS Training Materials</b>		
5051	Notice of Award / Contract Web Interface	Date Revised: 07/26/2016
		Version: 5

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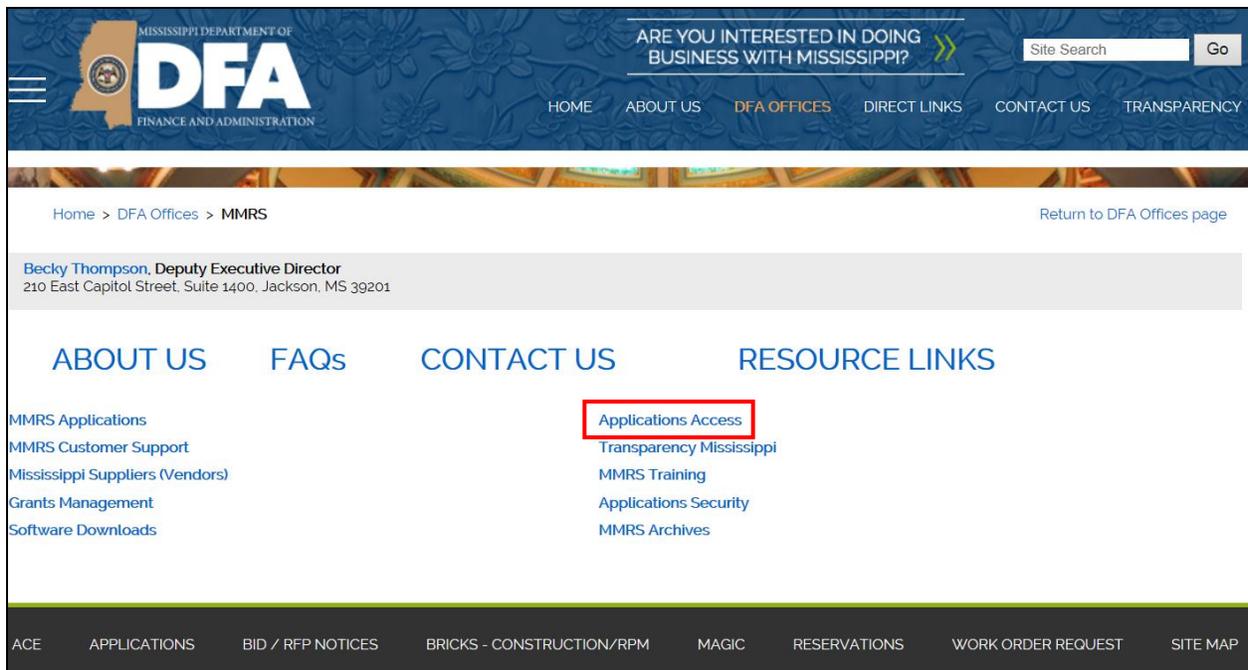
**Objective**

The Mississippi Management and Reporting System, Department of Finance and Administration (MMRS/DFA) has established an online database to allow agencies to enter contractual information in compliance with the Mississippi Accountability and Transparency Act of 2008 (MATA), SB2923 (2009 Regular Legislative Session), and the American Recovery and Reinvestment Act of 2009 (Stimulus). Agencies are responsible for loading contractual data and may load contractual information manually via the web

Instructions in this document are provided for state agency personnel authorized to input award notices and contract information into the online web-based database. Only authorized individuals for whom MMRS has received #2008 Transparency Notice of Award/Contract Web Interface Security Maintenance Form and who have been issued a user name and password will be allowed access to input data for their agency.

**Accessing the Award / Contract Upload Interface**

Your Action...	System Response...
1. Go to the MMRS website at: <a href="http://www.dfa.ms.gov/mmrs/">www.dfa.ms.gov/mmrs/</a>	The MMRS Website will appear.



Your Action...	System Response...
2. Select <b>Applications Access</b> .	The Applications screen will appear.
3. Select <b>TRANSPARENCY</b> .	

**TRANSPARENCY**  
 The Mississippi Accountability and Transparency Act of 2008  
 Transparency Mississippi Website  
**Award / Contract Interface - Login**  
 Maintain Contract Data / Documentation Login

Your Action...	System Response...
4. Select <b>Award/Contract Interface - Login</b>	The Server Login screen will appear.

**Server Login**  
 Please type your user name and password  
 User name:   
 Password:

Your Action...	System Response...
5. Enter your User Name and Password. Select <b>Log In</b> .	The Contract Lookup Screen will appear.

**Contract Look-Up**  
 Contract Type: \* SPAHRS CW PERSONAL SERVICE  
 Select Your 4 digit SPAHRS Agency Number: \*   
 Contract Number: \*  ?

**Initial Contract Upload – SPAHRS Contract Worker**

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**NOTE:** \* Denotes required fields. Required fields for each form will be different.

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**Contract Document Upload for SPAHRS CW PERSONAL SERVICE**

Your Action...	System Response...
<p>1. Enter the following information:</p> <p><b>Contract Type*:</b> Select the SPAHRS CW PERSONAL SERVICES.</p> <p><b>Select the 4-digit SPAHRS Agency Number:</b> Select the SPAHRS Agency number from the drop down list.</p> <p><b>Contract Number:</b> Enter the Contract Number or select the Contract Number lookup icon, , to access the list of Available Contract Worker Contracts for the selected Agency</p>	

Available Contract Worker Contracts for Agency 0373			
State of Mississippi			
Filter: Agency Code (SPAHRS) = '0373'			
Contract Number	Contract Worker Name	Contract Start/End Date	Service Type Code/Description
<a href="#">0000100</a>	JOHN DOE INC.	2008-07-01 - 2010-06-30	OTH / Other (Miscellaneous occupations)
<a href="#">0000154</a>	JOHN DOE INC.	2008-07-01 - 2010-06-30	PHY / Physicians
<a href="#">000088</a>	JOHN DOE INC.	2008-07-01 - 2010-06-30	HEA / Health Care occupations
<a href="#">000154</a>	JOHN DOE INC.	2008-07-01 - 2010-06-30	SPP / Speech Pathologists
<a href="#">000156</a>	JOHN DOE INC.	2008-07-01 - 2010-06-30	SPP / Speech Pathologists
<a href="#">000187</a>	JOHN DOE INC.	2008-07-01 - 2010-06-30	SOC / Social Workers
<a href="#">0001878</a>	JOHN DOE INC.	2008-07-01 - 2010-06-30	HEA / Health Care occupations
<a href="#">00087</a>	JOHN DOE INC.	2008-07-01 - 2010-06-30	HEA / Health Care occupations
<a href="#">00089</a>	JOHN DOE INC.	2008-07-01 - 2010-06-30	HEA / Health Care occupations

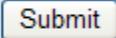
Click on the Contract Number and the Contract Number will populate in the Contract Look-Up Screen.

### Contract Look-Up

Contract Type: \* SPAHRS CW PERSONAL SERVICE ▼

Select Your 4 digit SPAHRS Agency Number: \* 0373 ▼

Contract Number: \*  00089

Your Action...	System Response...
<p>2. Select  to access the Contract Worker Contract Screen.</p>	

 	
Meeting the Management Information Needs for the State of Mississippi <span style="float: right;">Help Home</span>	
<b>SPAHRs CW PERSONAL SERVICE</b>	
* Denotes required field	
<b>CONTRACT NUMBER AND TYPE</b>	Is this contract funded by a Federal Grant? * <input type="radio"/> YES <input type="radio"/> NO Federal Grant Award Number: <input type="text"/> Fed Aid Number: <input type="text"/> Contract Type: SPAHRs CW PERSONAL SERVICE Contract Type Description: ACC Accountants Contract Number: 0095171 Agency Defined Contract Number: 0095171 Bid/Quote Type: * <input type="text"/> Bid/LOC/ITB/RFP Number: <input type="text"/>
<b>AGENCY INFORMATION</b>	Agency Number: 0230 Agency Name: CHARTER SCHOOL AUTHORIZER BOARD County: <input type="text"/> DUNS Number: <input type="text"/> CAGE Number: <input type="text"/> Contact Name: DENISE DEROSSETTE Contact Phone Number: <input type="text"/> <small>Format xxx-xxx-xxxx</small> Contact E-mail: * <input type="text"/>
<b>CONTRACT INFORMATION</b>	Contract Name: EMENEGGER EVAN J Contract Status in SPAHRs: ACTIVE
	County: <input type="text"/> ? DUNS Number: <input type="text"/> CAGE Number: <input type="text"/> Vendor Type: <input type="text"/> Vendor Congressional District: <input type="text"/> <small>Format st-xxx</small> Contract Total Amount: 3,000.00 <small>Note: The sum of Contract Amounts for Federal, State and Other must equal the Total Contract Amount</small> <ul style="list-style-type: none"> <li>Contract Federal Amount: <input type="text"/> <small>Format 99999.99</small></li> <li>Contract State Amount: <input type="text"/> <small>Format 99999.99</small></li> <li>Contract Other Amount: <input type="text"/> <small>Format 99999.99</small></li> </ul> Contract Award Date: <input type="text"/> <small>Format mm/dd/yyyy or Select date from the calendar</small> Contract Start Date: 06/01/2015 <small>Format mm/dd/yyyy</small> Contract End Date: 08/31/2016 <small>Format mm/dd/yyyy</small> Contract Performance Location (County): * <input type="text"/> Brief Summary: WORK AS SUMMER INTERN FOR THE OFFICE
<b>KEYWORDS FOR SEARCHING</b>	<input type="text"/> * <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <p><small>At least one keyword is required.</small></p>
<b>SUPPORTING DOCUMENTATION</b>	Enter the URL to the contract documents if they are accessible via the web. <small>Note: At least one URL or PDF attachment is required.</small> <input type="text"/> And/Or attach PDF copies of the Supporting Documentation click the Add Documentation button. <input type="button" value="Add Documentation"/> <input type="button" value="Delete Documentation"/>
<b>PROTECTIVE ORDER</b>	Has a Protective Order been issued? <input type="radio"/> YES <input type="radio"/> NO
Date Created: 01/19/2016 02:08:38 PM By: Lea Anne Culp	
<input type="button" value="Save"/> <input type="button" value="Cancel/Close"/>	

**Contract Number and Type**

**NOTE:** \* Denotes required fields. Required fields for each form will be different.

Denotes required field

<b>CONTRACT NUMBER AND TYPE</b>	Is this contract funded by a Federal Grant? *	<input type="radio"/> YES <input type="radio"/> NO
	Federal Grant Award Number:	<input type="text"/>
	Fed Aid Number:	<input type="text"/>
	Contract Type:	SPAHR5 CW PERSONAL SERVICE
	Contract Type Description:	ACC Accountants
	Contract Number:	0095171
	Agency Defined Contract Number:	0095171
	Bid/Quote Type: *	<input type="text"/>
	Bid/LOC/ITB/RFP Number:	<input type="text"/>

Your Action...	System Response...
<p>1. Enter the following information:</p> <p><b>Is this contract funded by a Federal Grant?</b> Select Yes or No.  <b>If No:</b> continue completing the form.  <b>If Yes: Is this contract funded by Stimulus funds?</b> Select Yes or No.</p> <p><b>Federal Grant Award Number:</b> Enter the grant/award number contained in the federal award document. <i>(25 alpha-numeric character max)</i></p> <p><b>Federal Aid Number:</b> Enter the 12-character Federal Aid Number.</p> <p><b>Contract Type:</b> The contract will auto populate based on the information selected on the Contract Look-up screen.</p> <p><b>Contract Type Description:</b> The contract type description will auto populate based on the contract type selected on the Contract Look-up screen.</p> <p><b>Contract Number:</b> The contract number will auto populate based on the contract number selected from the Contract Look-up screen.</p> <p><b>Agency Defined Contract Number:</b> Internal agency contract number.</p> <p><b>Bid/Quote Type:*</b> Enter the type of Bid/Quote for this contract.</p> <p><b>Bid/LOC/ITB/RFP Number:</b> Enter one of the following: Bid Proposal, Letter of Configuration, Invitation to Bid, or Request for Proposal number associated with the Notice of Award.</p>	

**Agency Information**

AGENCY INFORMATION	Agency Number:	<input type="text" value="0411"/>
	Agency Name:	<input type="text" value="MDA-MISSISSIPPI DEVELOPMENT AUTHORITY"/>
	County:	<input type="text" value=""/> ▼
	DUNS Number:	<input type="text"/>
	CAGE Number:	<input type="text"/>
	Contact Name:	<input type="text" value="ALLARD DAVID ROY"/>
	Contact Phone Number:	<input type="text" value="601-359-2987"/> <small>Format xxx-xxx-xxxx</small>
	Contact E-mail: *	<input type="text"/>

Your Action...	System Response...
<p>2. Enter the following information:</p> <p><b>Agency Number:</b> The agency number will auto populate based on the Agency Number chosen on the Contract Look-up screen.</p> <p><b>Agency Name:</b> This field will auto populate based on the Agency Number chosen.</p> <p><b>County:</b> Select the county from the drop down list.</p> <p><b>DUNS Number:</b> Enter the nine-digit identification number that is required of all Federal grant recipients.</p> <p><b>CAGE Number:</b> Enter the vendor's five-digit Commercial And Government Entity (CAGE) number obtained from the federal government.</p> <p><b>Contact Name:</b> This field will be automatically populated.</p> <p><b>Contract Phone Number:</b> This field will be automatically populated.</p> <p><b>Contact E-mail:</b> Enter the email address of the appropriate contact for the agency.</p>	

**Contract Information**

<b>CONTRACT INFORMATION</b>	Contract Name	BLACKWELL JERRELL
	Contract Status in SPAHRS:	ACTIVE
	County:	<input type="text" value=""/> ?
	DUNS Number:	<input type="text" value=""/>
	CAGE Number:	<input type="text" value=""/>
	Vendor Type:	<input type="text" value=""/>
	Vendor Congressional District:	<input type="text" value=""/> - <input type="text" value=""/> <small>Format st-xxx</small>
	Contract Total Amount:	20,800.00
	<small>Note: The sum of Contract Amounts for Federal, State and Other must equal the Total Contract Amount</small>	
	• Contract Federal Amount:	<input type="text" value=""/> <small>Format 99999.99</small>
	• Contract State Amount:	<input type="text" value=""/> <small>Format 99999.99</small>
	• Contract Other Amount:	<input type="text" value=""/> <small>Format 99999.99</small>
	Contract Award Date:	<input type="text" value=""/> <small>Format mm/dd/yyyy or Select date from the calendar</small>
	Contract Start Date:	07/01/2009 <small>Format mm/dd/yyyy</small>
	Contract End Date:	06/30/2010 <small>Format mm/dd/yyyy</small>
Contract Performance Location (County): *	<input type="text" value=""/>	
Brief Summary:	PROVIDE VARIOUS SUPPORT SERVICES FUNCTIONS FOR THE MINORITY AND SMALL BUSINESS DEVELOPMENT DIV.	

Your Action...	System Response...
<p>3. Enter the following information:</p> <p><b>Contract Name:</b> This field will be automatically populated.</p> <p><b>Contract Status in SPAHRS:</b> This field will be automatically populated based on the status in SPAHRS.</p> <p><b>County:</b> Click on the question mark and select the county from the county list if the vendor is located in Mississippi. If the vendor is outside of Mississippi, this field can be left blank.</p> <p><b>DUNS Number:</b> Enter the nine-digit identification number that is required of all Federal grant recipients</p> <p><b>CAGE Number:</b> Enter the vendor's five-digit Commercial And Government Entity (CAGE) number obtained from the federal government.</p> <p><b>Vendor Type:</b> Select the vendor type from the dropdown list.</p> <p><b>Vendor Congressional District -</b> Complete the Vendor Congressional District by first selecting the state from the drop down list and then enter the 3-digit congressional district number. If the vendor is out-of-country, this field will auto populate with N/A.</p>	

Your Action...	System Response...
<p>Continue entering the following information:</p> <p><b>Contract Total Amount:</b> The total amount of the contract will automatically be populated.</p> <p><b>NOTE:</b> The sum of the Federal, State, or Other amounts must equal the Contract Total Amount. The Contract Federal Amount is required if you selected "Yes" to the <b>Is this contract funded by a Federal Grant</b> question.</p> <p><b>Contract Federal Amount:</b> Enter the total amount of the federal funds.</p> <p><b>Contract State Amount:</b> Enter the total amount of the state funds.</p> <p><b>Contract Other Amount:</b> Enter amount received from other funds.</p> <p><b>Contract Award Date:</b> Enter the date the contract was signed (MM/DD/YYYY), or click the  icon to select the award date</p> <p><b>Contract Start Date:</b> This field will auto populate with the start date of the contract in SPAHRS.</p> <p><b>Contract End Date:</b> This field will auto populate with the end date of the contract in SPAHRS.</p> <p><b>Contract Performance Location (County):</b> Select the county from the drop down list.</p> <p><b>Brief Summary:</b> This field will auto populate with the contract description in SPAHRS.</p> <p><b>Number of CFDA numbers associated with this contract:</b> Select the quantity of Catalog of Federal Domestic Assistance (CFDA) number(s) on the award document or provided by the awarding agency from the drop down list. If this award is being funded through multiple programs, provide each CFDA number.</p>	

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**Note:** If you answered "No" to "Is this contract funded by a Federal Grant," you will not be required to enter a CFDA number; if you answered "Yes," see the instructions below.

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**a. If you answered:**

Is this contract funded by a Federal Grant? *	<input checked="" type="radio"/> YES	<input type="radio"/> NO
Is this contract funded by Stimulus funds? *	<input type="radio"/> YES	<input checked="" type="radio"/> NO

- Click on the CDFA Lookup icon, , to access the listing of CFDA Number(s).

01. CFDA Number: *		<input type="text"/>	<input type="text"/>
02. CFDA Number: *		<input type="text"/>	<input type="text"/>

- Choose from the CFDA Number/ Federal Granting Agency list. Enter the last three-digits of the program number.

State of Mississippi	
CFDA Number/ Federal Granting Agency	
10 /	DEPT OF AGRICULTURE
11 /	DEPT OF COMMERCE
12 /	DEPT OF DEFENSE
14 /	HOUSING & URBAN DEVELOPMENT
15 /	DEPT OF THE INTERIOR
16 /	DEPT OF JUSTICE

**b. If you answered:**

Is this contract funded by a Federal Grant? *	<input checked="" type="radio"/> YES	<input type="radio"/> NO
Is this contract funded by Stimulus funds? *	<input checked="" type="radio"/> YES	<input type="radio"/> NO

- Click on the CDFA Lookup icon, , to access the listing of CFDA Number(s).

Number of CFDA numbers associated with this contract: *	2		
01. CFDA Number: *		<input type="text"/>	<input type="text"/>
02. CFDA Number: *		<input type="text"/>	<input type="text"/>

- Choose from the CFDA Number/ Federal Granting Agency list.

State of Mississippi	
CFDA Number/ Federal Granting Agency	
10.783	- CFDA Rural Business Enterprise Grant (RBEG) Recovery Act
11.557	- Broadband Technology Opportunities Program
11.558	- State Broadband Data and Development Grant Program
14.253	- CFDA Community Development Block Grant (CDBG) Entitlement / Recovery Act Funded (CDBG-R)
14.254	- CFDA Community Development Block Grant (CDBG) Insular Recovery
14.255	- CFDA Community Development Block Grant (CDBG) State Hawaii Recovery
14.256	- CFDA Recovery NSP2
14.257	- Homelessness Prevention CFDA Recovery
14.258	- CFDA Tax Credit Assistance Program (TCAP) Recovery

**Keywords for Searching**

KEYWORDS FOR SEARCHING	<input type="text"/>	*	<input type="text"/>	,	<input type="text"/>	,	<input type="text"/>	,	<input type="text"/>
	<i>At least one keyword is required.</i>								

**At least one Keyword is required:** Enter at least one keyword to be used to search on the contract award.

**Supporting Documentation**

Supporting documentation **must** be provided either by attaching a PDF document and/or providing 'website links' to supporting documentation that is currently stored on another website for the contract documents associated with the contract.

SUPPORTING DOCUMENTATION	Enter the URL to the contract documents if they are accessible via the web. <i>Note: At least one URL or PDF attachment is required.</i>
	<input type="text"/>
	And/Or attach PDF copies of the Supporting Documentation click the Add Documentation button. <input type="button" value="Add Documentation"/> <input type="button" value="Delete Documentation"/> <b>To complete the addition/deletion of the documentation please click here.</b>

1. Enter the URL to the contract documents. Enter the Universal Record Locator (URL) to the contract documents, e.g., <http://www.ms.gov>. Separate URLs by a comma or a hard return.
2. To attach a document: Click on **Add Documentation**, and the following screen will appear.

Select Documentation Type

File Attachments  
Only PDF files can be attached.

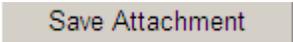
Browse...

Save Attachment

- a. Click **Select Documentation Type**, and the following screen will appear.

Select Documentation Type

AMENDMENT  
CONTRACT  
MULTI FEDERAL GRANT AWARD NUMBERS  
NOTICE OF AWARD  
OTHER  
SUPPLEMENTAL

- b. **Select Document Type:** Select the document type from the drop down list.
- c. **File Attachments (Only PDF files can be attached.):** Click Browse, choose a file and select Open.
- d. **Save Attachment:** Click the  button to add the attachments to the screen.
- e. To complete the addition of the attached documentation click the "refresh"  button.
3. To delete a document: Click on **Delete Documentation**, and the following screen will appear.

MISSISSIPPI MANAGEMENT & REPORTING SYSTEM

MISSISSIPPI Department of  
**DFA**  
FINANCE & ADMINISTRATION

Meeting the Management Information Needs for the State of Mississippi

Click on the link to delete the attachment

[CONTRACT - 20090622 PCI Instructions for Use Memo DFA.pdf](#)

Cancel/Close

- a. Click on the link to delete.

- b. To complete the deletion of the attached documentation click the "refresh"  button.

## Protective Order

1. Answer the following question:

<b>PROTECTIVE ORDER</b>	Has a Protective Order been issued? <input type="radio"/> YES <input checked="" type="radio"/> NO
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- If the answer is No, continue to Step 2.
- If the answer is Yes, the following screen will appear:

<b>PROTECTIVE ORDER</b>	<p>Has a Protective Order been issued? <input checked="" type="radio"/> YES <input type="radio"/> NO</p> <p>Enter the URL to the protective order documents if they are accessible via the web. At least one URL or PDF attachment is required.</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p>Or attach PDF copies of the protective order documents by clicking the Add Documentation button and completing the process.</p> <p style="text-align: center;"> <input type="button" value="Add Documentation"/> <input type="button" value="Delete Documentation"/> </p> <p style="color: red; font-size: small;">To complete the addition/deletion of the documentation please click here. </p>
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2. After completing the Contract, click on  to save the information or  to exit without saving the entry and return to the Home page.
3. Selecting the  option will return the following screen. To Print the Contract, click on "Print Contract Worker Contract Submitted."

<p><b>Your Contract Worker Contract Information has been submitted to the Department of Finance and Administration. If questions/concerns arise regarding this form, you will be contacted to clarify the responses given.</b></p> <p><b>Thank You</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Print Contract Worker Contract Submitted</a></li> <li>• <a href="#">Create Another Contract Form</a></li> <li>• <a href="#">Exit Application</a></li> </ul>
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**Maintain Contract Date/Documentation for SPAHRS CW PERSONAL SERVICE**

 **TRANSPARENCY**  
 The Mississippi Accountability and Transparency Act of 2008  
[Transparency Mississippi Website](#)  
[Award / Contract Interface - Login](#)  

[Maintain Contract Data / Documentation Login](#)

Your Action...	System Response...
1. Select <b>Award/Contract Interface - Login</b>	The Server Login screen will appear.

### Server Login

Please type your user name and password

User name:

Password:

Your Action...	System Response...
2. Enter your User Name and Password. Select <b>Log In</b> .	The Contract Look-up for Maintenance Screen will appear.

### Contract Look-Up for Maintenance

Contract Type: \*

Contract Number: \*

**Contract Look-Up Maintenance for SPAHRS CW PERSONAL SERVICE Contract**

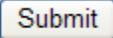
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**NOTE:** \* Denotes required fields. Required fields for each form will be different.

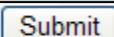
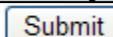
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Your Action...	System Response...
<p>1. Enter the following Information:</p> <p><b>Contract Type:</b> Select SPAHRS CW PERSONAL SERVICE from the drop down list.</p> <p><b>Select the 4 digit SPAHRS Agency Number:</b> Select the SPAHRS Agency number for the drop down list.</p> <p><b>Contract Number:</b> Enter the Contract Number or select the Contract Number lookup icon, , to access the list of Available Contract Worker Contracts for the selected Agency</p>	

Available Contract Worker Contracts for Agency 0373		
State of Mississippi		
Filter: Agency Code (SPAHRS) = '0373'		
Contract Number	Contract Worker Name	Contract Start/End Date
<a href="#">0043653</a>	BARNES MARY	2008-07-01 - 2009-06-30
<a href="#">00089</a>	JOHN DOE INC.	2008-07-01 - 2010-06-30

Click on the Contract Number and select  to access the SPAHRS CW PERSONAL SERVICE Contract maintenance screen.

**NOTE:** Only certain fields can be modified.

Your Action...	System Response...
<p>2. Select  to access the Contract Worker Contract Screen.</p>	<p>Select  to access the Contract Worker Contract Screen.</p>

 	
Meeting the Management Information Needs for the State of Mississippi <span style="float: right;">Help Home</span>	
Contract Worker Contract	
* Denotes required field	
CONTRACT NUMBER AND TYPE	Is this contract funded by a Federal Grant? * <input type="radio"/> YES <input checked="" type="radio"/> NO Federal Grant Award Number: <input type="text"/> Fed Aid Number: <input type="text"/> Contract Type: SPAHRS CW PERSONAL SERVICE Contract Type Description: FA3 Facility - Office Building Contract Number: 0095217 Agency Defined Contract Number: 0095217 Bid/Quote Type: * CONTRACT WORKERS Bid/LOC/TB/RFP Number: <input type="text"/>
AGENCY INFORMATION	Agency Number: 0161 Agency Name: DFA-FINANCE AND ADMINISTRATION County: HINDS DUNS Number: <input type="text"/> CAGE Number: <input type="text"/> Contact Name: CONTACT INFORMATION HAS NO Contact Phone Number: <input type="text"/> <small>Format xxx-xxx-xxxx</small> Contact E-mail: * ROE.GRUBBS@DFA.MS.GOV
CONTRACT INFORMATION	Contract Name: CALDWELL ANDRELL Contract Status in SPAHRS: ACTIVE County: HINDS DUNS Number: <input type="text"/> CAGE Number: <input type="text"/> Vendor Type: <input type="text"/> Vendor Congressional District: <input type="text"/> <small>Format st-xxx</small> Contract Total Amount: 19,032.52 <small>Note: The sum of Contract Amounts for Federal, State and Other must equal the Total Contract Amount</small> • Contract Federal Amount: 0.00 <small>Format 99999.99</small> • Contract State Amount: 19032.52 <small>Format 99999.99</small> • Contract Other Amount: 0.00 <small>Format 99999.99</small> Contract Award Date: 07/01/2015 <small>Format mm/dd/yyyy or Select date from the calendar</small> Contract Start Date: 07/01/2015 <small>Format mm/dd/yyyy</small> Contract End Date: 06/30/2016 <small>Format mm/dd/yyyy</small> Contract Performance Location (County): * HINDS Brief Summary: CONTRACTOR WILL PROVIDE GENERAL LABOR AND OTHER SUPPORT FOR THE OFFICE OF CAPITOL FACILITIES.
KEYWORDS FOR SEARCHING	CUSTODIAN * <input type="text"/> , <input type="text"/> , <input type="text"/> , <input type="text"/> <small>At least one keyword is required.</small>
SUPPORTING DOCUMENTATION	Enter the URL to the contract documents if they are accessible via the web. <small>Note: At least one URL or PDF attachment is required.</small> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> And/Or attach PDF copies of the Supporting Documentation click the Add Documentation button. Add Documentation Delete Documentation To complete the addition of the documentation please click here.  CONTRACT - Andrell Caldwell July 2015.pdf
PROTECTIVE ORDER	Has a Protective Order been issued? <input type="radio"/> YES <input checked="" type="radio"/> NO
CONTRACT MODIFICATION INFORMATION	Contract Modification Type: * <input type="text"/>
Date Created: 01/20/2016 11:01:57 AM By: Lea Anne Culp	
Save Cancel/Close	

**Contract Modification Information**

<b>CONTRACT MODIFICATION INFORMATION</b>	Contract Modification Type: *	Select a Modification Option <input type="button" value="v"/>
	Contract Modification Date: *	<input type="text"/>  <i>Format mm/dd/yyyy or Select date from the calendar</i>
	Contract Modification Description: *	<input type="text"/>
	Previous Contract Modification:	Contract Modification Type : ADD or DELETE ATTACHMENT Contract Modification Date : 06/22/2009

Your Action...	System Response...
<p>3. After the modifications are made to the contract fields, the following information must be entered:</p> <p><b>Contract Modification Type:</b> Select a modification type from the drop down list.</p> <p><b>Contract Amendment Number:</b> This system generated number is auto-populated once the 'amendment' is saved.</p> <p><b>Contract Modification Date:</b> Enter the modification date for the Contract/Award from, or click the  icon and select the modification date.</p> <p><b>Contract Modification Description:</b> Enter a description text as to why the Contract/Award was modified.</p>	

- Certain fields are required based on the Contract Type. See chart below.

Contract Type	Required Fields
ADD OR DELETE ATTACHMENT	Contract Modification Date
AMENDED	Contract Modification Date, Contract Amendment Number (auto-populated), Contract Modification Description
CORRECTION	Contract Modification Date, Contract Modification Description
INVALID	Contract Modification Date, Contract Modification Description
TERMINATED	Contract Modification Date, Contract Modification Description

Your Action...	System Response...
4. When the modifications are complete, click on <b>Save</b> to save the modified entry or click on <b>Cancel/Close</b> to return to the Award / Contract Interface web page without saving modifications	

### Definitions

<b>Address Line 1</b>	The first line of the vendor's address from the SAAS Vendor Table in SPAHRS
<b>Address Line 2</b>	The second line of the vendor's address from the SAAS Vendor Table in SPAHRS.
<b>Agency Defined Contract Number</b>	Internal agency contract number
<b>Agency Name</b>	The name of the SPAHRS agency.
<b>Agency Number</b>	The SAAS three-digit agency code.
<b>Award Amount (estimate)</b>	The estimated amount that will be awarded.
<b>Bid/LOC/ITB/RFP Number</b>	Invitation to bid, Request for Proposal, Letter of Configuration
<b>Brief Summary</b>	A brief summary of the contractual services to be performed (e.g., location, program and purpose.
<b>CAGE Number</b>	The Commercial And Government Entity code is a five-character ID number that identifies government contractors. To get a CAGE Number, you must complete the Department of Defense's Central Contractor Registration (CCR). CCR applications are available at: <a href="http://www.ccr.gov/Start.aspx">http://www.ccr.gov/Start.aspx</a> . (Note: You must have a DUNS number before you apply for a CAGE Number.)
<b>City</b>	The city reflected on the Vendor's entry on the SAAS VEND Table in SPAHRS.
<b>Contact E-mail</b>	The email address of the agency contact person.
<b>Contact Name</b>	The name of the agency contact person.
<b>Contact Phone Number</b>	The phone number of the agency contact.
<b>Contract Award Date</b>	Date on which the contract was signed.
<b>Contract End Date</b>	Date on which the contract ends.
<b>Contract Federal Amount</b>	The total amount of Federal Funds.
<b>Contract Name</b>	The name of the entity awarded the specific contract.
<b>Contract Number</b>	This is an alphanumeric code which uniquely identifies the contract between the contracting parties.
<b>Contract Other Amount</b>	The total amount other than state or federal Funds.

<b>Contract Performance Location (County)</b>	The county where the project performance will take place.
<b>Contract State Amount</b>	The total amount of state Funds; if applicable.
<b>Contract Start Date</b>	Date on which the contract begins.
<b>Contract Status in SPAHRS</b>	The status of the contract in the SPAHRS system.
<b>Contract Total Amount</b>	The total amount of contract. The sum of Federal, State and Other Amounts.
<b>Contract Type</b>	The type of contractual services to be performed.
<b>Contract Type Description</b>	A description of the type of contractual services to be performed.
<b>County</b>	The county in which the agency or vendor are located.
<b>Description/Summary of Award</b>	A brief summary or description of the planned award
<b>DUNS Number</b>	The Data Universal Numbering System (DUNS) number is a unique nine-digit identification number that is required of all Federal grant recipients.
<b>Federal Employer Identification Number</b>	An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity.
<b>Federal Grant Award Number</b>	The grant/award number as provided by the federal granting agency in the federal award document ( <i>25 alpha-numeric character maximum</i> ).
<b>Keyword</b>	A descriptive word to help describe the contents or purpose of the contract. To be used for search purposes.
<b>Notice of Award Date</b>	The date the Notice of Award was signed.
<b>Number of Award Recipients associated with this Notice of Award</b>	The number of award recipients that are associated with the Notice of Award.
<b># of CFDA Numbers associated with this contract</b>	The number of Catalog of Federal Domestic Assistance (CFDA) numbers associated with the contract.
<b>Phone Number</b>	The phone number reflected on the vendor's entry on the SAAS VEND Table in SPAHRS.
<b>Protective Order</b>	The request by the vendor to refrain from placing a copy of the contract in the system.
<b>State</b>	The state reflected on the Vendor's entry on the SAAS VEND Table in SPAHRS.
<b>Vendor Congressional District</b>	The congressional district that the vendor resides in beginning with a two-character state abbreviation followed by a three-digit number to reflect the congressional district number, e.g., MS001 reflects Mississippi congressional district 2.

<b>Vendor Name</b>	The Name associated with the SAAS Vendor Number in SPAHRS.
<b>Vendor Number</b>	The eleven (11) characters SAAS Vendor Number is SPAHRS.
<b>Vendor Type</b>	The categorization of the type of business of the vendor.
<b>Zip Code</b>	The zip code reflected on the Vendor's entry on the SAAS VEND Table in SPAHRS.