


## STATEWIDE AND AGENCY CONTRACTS REPORT HELP DOCUMENTATION

### **IMPORTANT:**

The information initially displayed is, by default, filtered to the current Fiscal Year (which runs from July 1 through June 30). To change the desired collection of data, use the "Select Filters" button in the upper left corner to adjust search criteria. Right click in the filter boxes to clear or reset filters, if desired. In some cases, the list of filter check boxes can be reduced by entering text in the available search bar.

Different report views are indicated by the small tabs at the top of the screen. A toggle button allows changing views within each report view (for example a chart versus a data list table).

 Should this symbol display in the lower right corner of the table, it indicates that not all rows of information are able to be displayed. If this occurs, it is recommended that additional or different filters be selected to reduce the number of rows to be displayed. Another option would be to right click in the data table to export to a spreadsheet. This would download all filtered records, even if they could not all be displayed.

### **About the Statewide and Agency Contracts Report**

Three state agencies have the primary responsibility for state procurement. They are the Department of Administration (DOA), which oversees procurement for goods, services, and construction (excluding transportation construction); the Department of Information Technology (DIT), which oversees procurement for information technology goods and services; and the Department of Transportation (DOT), which oversees procurement for transportation construction. This report is based on data from DOA's Division of Purchase & Contract Interactive Purchasing System (IPS) database of bids and awards and includes contract award transactions reported by state government agencies. Additional data included: construction bid awards (DOA State Construction Office), Statewide IT contracts (DIT), and transportation contracts (DOT).

Please note that data in both tabs is for contracts over \$10,000. You may notice that some records have a \$0-dollar amount or an amount less than \$10,000. These records are considered "amendment" transactions which are part of the original award. Amendment transactions can be identified as a record with the same Bid number as the original award.

### **Report Views and Data Elements**

#### **Contracts (Report Tab 1)**

This tab contains data on contract awards for the procurement of goods, services, and construction (excluding transportation construction) by individual agencies. It does not contain data on term contracts, which are further explained below. As the data is obtained from IPS, it may not include all contracts that are below agency delegation levels. Agency delegation is the limit on an agency's purchasing authority. If the anticipated purchase exceeds their delegation, they must receive additional review and approval by the governing agency (Department of Administration for goods and services, Information Technology Services for information technology goods and services) and must post the bid on IPS. If the anticipated purchase is below the delegation, competition should still be sought, but posting the bid on IPS is voluntary. Delegation levels vary based on a variety of factors including staff resources, procurement organizational structure, training, purchasing compliance reviews, electronic capabilities, and audit reports. Data on this tab can be filtered by fiscal year, agency, category, commodity class or bid type to create custom views as required by the user.

#### **Agency Specific and Term Contracts (Report Tab 2)**

Term contracts, known also as indefinite quantity or requirements contracts, are used generally to establish suppliers and prices for a given commodity, group of commodities, printing, or services for a period of time without guaranteed quantities being specified. The Vendor amount shown for these contracts is an estimate of

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the anticipated expenditure for the term contract. Actual expenditures may vary from this estimate. There are two types of term contracts included in this tab:

Statewide term contracts consolidate the normal requirements of all agencies into one agreement and are handled by the Division of Purchase & Contract on behalf of the agencies. No agency may purchase any commodities, printing, or services covered by a statewide term contract from any other sources. A term contract is based upon competition, where available.

Agency specific term contracts are also indefinite quantity or requirements contracts; however, they are developed for use by a specific agency based on their special needs. If the amount of the anticipated expenditure for the term of the contract is under the agency's benchmark or delegation, and the commodity, printing, or service is not covered by a statewide term contract, these contracts may be voluntarily posted on IPS. If the anticipated expenditure exceeds an agency benchmark, it is posted on IPS by DOA.

### **Search Tabs (Report Tabs 3, 4, and 5)**

The Search feature tabs offers capability to search data from both the “contracts” and “agency specific and term contracts” tabs by Vendor name, Bid Title, or Bid Number.