



STATE OF MISSISSIPPI
HALEY BARBOUR, GOVERNOR

DEPARTMENT OF FINANCE AND ADMINISTRATION

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EXECUTIVE DIRECTOR

TO: State Agency Executive Directors
Agency HR/Payroll Directors, Agency Finance Directors, Agency
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FROM: Gayle Chittom, CSIO, MMRS *GC*
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DATE: October 8, 2009

Re: Stimulus Memo #17 – Points of Entry for Contracts REVISED

The Mississippi Accountability and Transparency Act of 2008 (MATA), SB2923 (2009 Regular Legislative Session), and the American Recovery and Reinvestment Act of 2009 (Stimulus) mandate specific reporting on contracts and grants at both the State and Federal levels and require that all grant and contract information be available for public access. (See Memo #16, Definition of a Contract and Web Posting of Contract Awards and Contracts, issued June 15, 2009.)

Personal Services contracts for both contract workers and independent contractors as defined further in this memo must be entered into SPAHRS effective July 1, 2009, forward. DFA modified and implemented numerous system processes to capture required contract data for payment and reporting purposes the week-end of July 11 -12, 2009. Agencies were advised to begin using the Award/Contract Interface on July 13, 2009, to appropriately upload contract awards and properly redacted executed contracts. (See Memo #16, Definition of a Contract and Web Posting of Contract Awards and Contracts, issued June 15, 2009.)

To facilitate compliance with MATA and Stimulus, the Department of Finance and Administration (DFA) has identified a number of **REQUIRED** entry points for contracts. Contract entry points are the source for automatic populating of contract data to the SAAS PASM table.

The following table provides information on most contract types, their associated entry points, and the correct purchase order types. The table entries have been revised since this memo was originally issued but may still not be complete due to the numerous procurement regulatory agencies and processes/standards. Questions regarding contract types not identified should be forwarded to the MMRS Call Center at 601-359-1343 or mash@dfa.state.ms.us.

Contract Type	Entry Point	Responsible for Entering Contract into Entry Point	Contract Number Assignment	Responsible for Load of Contract Award/Executed Contract PDFs or Links	Purchase Order Type
Effective July 1, 2009 *Stimulus Contracts of \$25K or above require approval					
Contract Worker (CW) Personal Services	SPAHRs	Agency	SPAHRs	Agency	N/A
Independent Contractor (IC) Personal Services**	SPAHRs	Agency	SPAHRs	Agency	SC
District Attorney Contracts	SPAHRs	DFA	SPAHRs	DFA	SC
IT Services and Equipment (excluding EPL purchases) approved by ITS (require a CP1)	ITS CP1 System	ITS	Interface from ITS	Award – ITS Contract -- Agency	CS
IT Services and Equipment (delegated to the Agency)***	Award/Contract Interface	Agency	Award/Contract Interface	Agency	PD
EPL Purchases***	N/A	N/A	N/A	N/A	PD
Statewide Competitive Contracts	WebProcure	OPTFM	WebProcure	OPTFM	PO
Statewide Negotiated Contracts	Award/Contract Interface	OPTFM	Award/Contract Interface	OPTFM	PO
Statewide Agency Contracts – OPTFM Approved	Award/Contract Interface	Agency	Award/Contract Interface	Agency	PO
GENIE P1 Non-IT Commodities and Equipment \$50K and above***	GENIE	Agency	GENIE P1s	Agency	PG
Non-IT Commodities and Equipment less than \$50K***	WebProcure	Agency	WebProcure	Agency	PO
Construction (MDOT, Bureau of Building, State Aid Road, Military, etc)	Award/Contract Interface	Agency	Issuing Agency	Agency	PV
Leases Other than Real Property	Award/Contract Interface	Agency	Award/Contract Interface	Agency	PD
Real Property Leases	Award/Contract Interface	Agency	Bureau of Building	Agency	PD
Other	Award/Contract Interface	Agency	Award/Contract Interface	Agency	PD

Personal Services CW and IC Contracts

All state agencies must enter personal services contracts, including contract worker (CW) and independent contractor (IC) contracts, into the Statewide Payroll and Human Resource System (SPAHRs) effective July 1, 2009 and forward. Personal services contracts currently excluded from review by the Personal Services Contract Review Board must also be entered into SPAHRs, with the exception of those for computer or information technology-related independent contractor services governed by the Mississippi Department of Information Technology Services (ITS).

CW personal services contracts will continue to be paid from SPAHRs. IC personal services contracts will be interfaced into the Statewide Automated Accounting System (SAAS) on the PASM table and will continue to be paid from SAAS. Capture of all personal services contracts in one location will enable consistent auto-numbering of contracts and will provide the key elements to tie all payments, including grant payments, to associated contracts regardless of whether payments are made from SPAHRs or from SAAS.

IC personal service contracts entered into SPAHRs and eligible for approval at the agency level will be loaded to the PASM table in SAAS once the agency approval is applied. Contracts that must be reviewed and approved by the Personal Services Contract Review Board (PSCRB) or the Office of the Attorney General and the State Personnel Board (SPB) must still undergo that approval process and will be loaded to the PASM table after such approval.

Entry of CW personal services contracts will continue to be done manually online in SPAHRs on an individual basis, and no changes will be made to the contract review and approval process. Entry of IC personal services contracts may be done using either the current SPAHRs online process using a new on-line batch process to upload single year contracts. No multi-year contracts may be included in the batch upload process. Batch loaded contracts must pass the same edits as the contracts entered online in SPAHRs and will be loaded without any approvals as pending records. Agencies will be required to manually apply agency approvals to uploaded contracts to begin the approval process for any required additional levels of approval. The Independent Contract file layout for batch upload is available on the MMRS website on the SPAHRs page under File Layouts. #6221A Manage Contracts Upload Independent Contracts to SPAHRs, available on the MMRS website, provides detailed procedures for uploading batch files of IC personal services contracts.

Both CW and IC personal services contracts are assigned Service Type Codes within SPAHRs. Service Type Codes loaded to the PASM table for IC personal services contracts are systematically tied to assigned commodity codes and specific object codes on the SAAS Commodity Table. New or modified SPAHRs contracts entered manually or via the batch upload that are approved at all levels each day are sent to SAAS during the nightly process to update the PASM and the PAVC Tables.

Agency staff currently authorized as SPAHRs approvers for contracts will continue as approvers. Agencies who want to change or add staff as approvers for contracts must submit #2103 SPAHRs Security Profile Maintenance Form to MMRS for each change or addition.

Once contracts with independent contractors are loaded from SPAHRs to SAAS, agencies must encumber these contracts on SC documents. **PD documents will no longer be allowed for encumbering funds for contracts required to be entered into SPAHRs.** Payment vouchers submitted to BFC for contracts with independent contractors must reference the SPAHRs contract number. Budget Year 2010 payment vouchers have a field for the contract number on each line of the payment voucher.

IT Services and Equipment

By law, all acquisitions of information technology equipment, software, and services, must comply with ITS Procurement Limits Policies. IT contract data approved by ITS will be interfaced to the SAAS PASM table by ITS. Existing CP1 numbers used for contracts will remain in effect. New contracts will be assigned an ITS contract number (CP1s will no longer be used).

IT services and equipment purchases delegated to the agency will be entered into the Award/Contract Interface by the issuing agency using an agency assigned contract number. If the agency assigned number is greater than 11 digits, the Award/Contract Interface will generate a new number for the contract. The contract data, including both numbers, will then be interfaced to the SAAS PASM table.

EPL purchase processes will not change at this time.

Statewide Contracts

Statewide competitive, negotiated, and agency contracts approved by the Office of Purchasing, Travel and Fleet Management (OPTFM) will continue to be entered into WebProcure. Contract numbers are assigned in WebProcure and are interfaced to SAAS.

Non-IT Commodities and Equipment

\$50K and Above (ARRA \$25K and Above)

Contracts for non-IT commodities and equipment set up in GENIE will use the P1 number assigned in GENIE as the contract number. GENIE will interface the number to the SAAS PASM table.

Less Than \$50K (ARRA Less Than \$25K)

Contracts for non-IT commodities and equipment will be entered into WebProcure. Contract numbers are assigned in WebProcure and are interfaced to SAAS.

Construction

Construction contracts issued by the Bureau of Building, Department of Transportation, State Aid Road, Department of the Military, or any other entity authorized by statute to execute such contracts will be entered into the Award/Contract Interface by the issuing entity using the contract number assigned by the issuing entity. The contract data will then be interfaced to the SAAS PASM table.

Leases Other Than Real Property

Lease agreements for items other than real property (i.e., copiers) will be entered into the Award/Contract Interface by the issuing agency using an agency assigned contract number. If the agency assigned number is greater than 11 digits, the Award/Contract Interface will generate a new number for the contract. The contract data, including both numbers, will then be interfaced to the SAAS PASM table.

Real Property Leases

Contracts for real property leases will be entered into the Award/Contract Interface by the issuing agency using the contract number assigned by the Bureau of Building. The contract data will then be interfaced to the SAAS PASM table.

Other Contracts

Contracts not meeting any of the above definitions are included in the mandate to post contract data and documents to a public website. Such contracts will be entered into the Award/Contract Interface by the issuing agency using an agency assigned contract number. If the agency assigned number is greater than 11 digits, the Award/Contract Interface will generate a new number for the contract. The contract data, including both numbers, will then be interfaced to the SAAS PASM table.

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