General Procurement Information

Overview: In order to meet on-going reporting requirements pertaining to State contracting, additional contract data elements must be captured when entering contracts and contract amendments into VISION. These new elements include designating the "Process Used" to secure the agreement and the "Agreement Type". Although these elements are already required and captured when preparing Form AA-14, additonal "Agreement Types" have been added to reflect the changes with the reissue of Administrative Bulletin 3.5. Use of this General Procurement Information area begins July 1, 2016.

General Procurement Information on the Performance Info Page

Drop Down Values

Process Used:

- Qualifications based selection
- Simplified bid
- Sole sourced
- Standard bid or RFP
- Statutory

Agreement Type:

- Architectural/Engineering
- Commodity
- Construction
- Data Usage and/or Data Sharing
- Financial Transaction
- Grant
- Information Technology
- Marketing
- Other Contracts for Services
- Privatization
- Professional Services
- Retired or Former Employee
- Zero Dollar (or No-Cost)

Edits

The General Procurement Information area is designed so that selecting values in the drop down fields are required fields.

New contracts:

If a new contract is entered into VISION, the drop down values must be selected before the contract can be moved to "approved" status.

Existing contracts:

If an existing contract, in an "approved" or "closed" status, is moved to "open" and then to "approved" status, the General Procurement information area needs to be complete. (I.e., if values do not exist they need to be selected.)

If an existing contract, whether "approved" or "open", is moved to "closed" status the General Procurement information area will not need to be filled in.

Error messages:

Messages received if the General Procurement Information area is not filled in based on the parameters above:

Message

Agreement Type is a required field. (20001,108)

Agreement Type must be filled in before contract can be approved.

OK

Rate
/01/1
int ▾ Dispatch

15,062.00

Message

Process Used is a required field. (20001,109)

Process Used must be filled in before contract can be approved.

OK

Rate
01/19
nt ▾ Dispatch