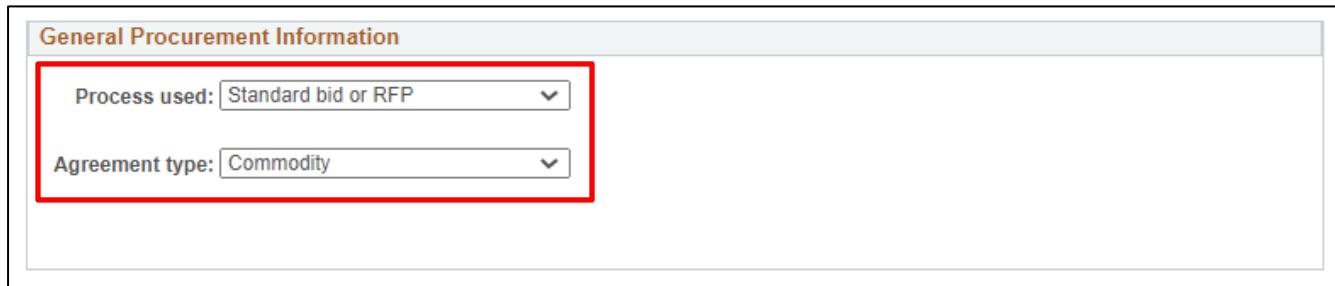


Contract Performance Info Page – General Procurement Information

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 AA14, additional “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.

On the **VT Performance Info** page - **General Procurement Information** section:



General Procurement Information

Process used: Standard bid or RFP

Agreement type: Commodity

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)

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.