

LaPAC AGENCY SECURITY ADMINISTRATOR SETUP FORM
ISF056 ELECTRONIC FORM INSTRUCTIONS

Revised 10/09

The Agency Security Administrator is responsible for setting up and maintaining the person(s) in their agency who will perform the post and award function, and training the agency user(s) in the functions of the system. In addition to maintaining the agency's users, the Agency Security Administrator has Edit Bid and Edit Addenda capabilities, as well as bid deletion authority for the agency.

DEPARTMENT NAME: Name of Agency. If this is an AGPS agency, the AGPS agency name must be used.

DEPARTMENT NO: A number code for the agency. If this is an AGPS agency, the 6 position AGPS purchasing agency number that is used on solicitation documents must be used. However, if this is a non-AGPS agency, the numbering format can be at the discretion of the agency as long as it does not conflict with AGPS numbering.

AGENCY TYPE: Mark the appropriate type.

LaPAC AGENCY SECURITY ADMINISTRATOR INFORMATION:

Login ID: The userid of the agency security administrator. If this is an ISIS user, the 'Z' ISIS userid must be used.

First Name: The first name of the person designated as agency security administrator for the agency.

Last Name: The last name of the person designated as agency security administrator for the agency.

Phone: Telephone number where the agency security administrator specified above may be reached.

Fax: Telephone number for a fax machine where correspondence may be sent to the agency security administrator specified above.

E-mail: Internet e-mail address where the agency security administrator specified above may receive information via the internet.

PURCHASING/CONTRACT OFFICER INFORMATION:

This section is optional, and is not used by any of the LaPAC programs. If the agency wants a central purchasing/contract contact person, the information can be entered.

- First Name:* The first name of the person designated as purchasing/contract officer for the agency.
- Last Name:* The last name of the person designated as purchasing/contract officer for the agency.
- Address:* Address where LaPAC information is to be mailed to the purchasing/contract officer.
- City:* City where LaPAC information is to be mailed to the purchasing/contract officer.
- State:* State where LaPAC information is to be mailed to the purchasing/contract officer.
- Zip:* Zip Code where LaPAC information is to be mailed to the purchasing/contract officer.
- Phone:* Telephone number where the purchasing/contract officer specified above may be reached.
- E-mail:* Internet e-mail address where the purchasing/contract officer specified above may receive information via the internet.

LAPAC AGENCY CONTACT PERSON:

This section is mandatory. The LaPAC Agency Contact Person will be responsible for LaPAC support in their agency, and may receive e-mails from vendors regarding solicitations posted on LaPAC. This person should be familiar with the products needed to create Word documents, Excel documents, standard PDF (Portable Document Format) documents, and to scan, upload, and retrieve documents in LaPAC. This person should be able to assist agency users with installing the necessary software products and scanner, and checking to see why there is a problem scanning, uploading, or retrieving a document. The agency's users of LaPAC will report any problems related to the software products, scanning, uploading, or retrieving documents to the agency's LaPAC Contact Person.

- First Name:* The first name of the person designated as LaPAC agency contact person for the agency.
- Last Name:* The last name of the person designated as LaPAC agency contact person for the agency.
- Address:* Address where LaPAC information is to be mailed to the LaPAC agency contact person.
- City:* City where LaPAC information is to be mailed to the LaPAC agency contact

person.

- State:* State where LaPAC information is to be mailed to the LaPAC agency contact person.
- Zip:* Zip Code where LaPAC information is to be mailed to the LaPAC agency contact person.
- Phone:* Telephone number where the LaPAC agency contact person specified above may be reached.
- Fax:* Telephone number for a fax machine where correspondence may be sent to the LaPAC agency contact person specified above.
- E-mail:* Internet e-mail address where the LaPAC agency contact person specified above may receive information via the internet.

This form must be completed by the Agency Security Administrator or Security Administrator Alternate.

This form must be printed before being submitted via the web. The copy must be signed by the Agency Security Administrator or Security Administrator Alternate and retained by the agency for audit purposes.