



PROACT CONTRACTS

USER GUIDE

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## Introduction

PROACT for Contracts is a supplemental electronic workflow tool used to provide a vehicle for agency end users to submit and communicate electronically with the Office of State Procurement Contractual Review section. It provides transparency for processing as well as storage for electronic documents.

What is PROACT-Contracts?

- Web based electronic workflow
- Vehicle to submit electronic documents
- Tracks submittals by status
- Allows for comments/blogging between OSP reviewers and agency personnel
- Should only be used for contracts being submitted for OSP review
- Provides a means to obtain additional approvals from the Office of the Attorney General, Office of General Counsel, Civil Service, and Office of Planning and Budget when applicable.
- Provides links to helpful information to guide agency users through the contract development and submission process.

What is PROACT-Contracts NOT?

- Does not include internal agency approvals in the workflow. It merely provides a place to document internal agency approvals obtained outside of the system.
- Does not replace CFMS or LaGOV. Financial approvals, payments and budgeting are facilitated outside of PROACT-Contracts.
- Does not replace the requirement of a signed original of the contract to be maintained by the user and made available for audit purposes.
- Approvals are tracked by the Personnel Number/Name of approver password but are not considered electronic signatures.
- Does not exempt agency users from complying with all internal agency policies and procedures.

Each agency will assign a PROACT-Contracts administrator for user security maintenance. Users are responsible for maintaining accurate contact phone number and email address in the system user profile.

Refer to the [Professional Contracts – Agency Training Resources](#) page of the OSP website for detailed information related to processing of Professional Services Contracts.

**Office of State Procurement Help Desk:** (225) 342-8010

**Office of State Procurement Help Desk:** [DOA-PCHelpDesk@LA.GOV](mailto:DOA-PCHelpDesk@LA.GOV)

**PROACT Technical Support Help Desk:** [DOA-OTS-LAPACSupport@LA.GOV](mailto:DOA-OTS-LAPACSupport@LA.GOV)

## USER LOGIN

The log-in screen will appear as shown below. Follow instructions on the screen to login using your LaGov Personnel Number (same ID used to enter LEO) and your LaGov password. Click **Login**.



[pro]act LA  
contract workflow

Please login using your Personnel Number

Personnel Number

Password

Your Personnel Number consists of either a **P** or **M** followed by 8 digits.  
For example: **P00012345**.

If you have a **P** number,  
you can **reset** or **change** your password using the  
LEO Password Maintenance Application

If you have an **M** number,  
you can **reset** or **change** your password using the  
WULF Password Maintenance Application

If you do not have a P#, an M# can be assigned for use. Contact your agency Security administrator for additional information.

For P number password maintenance, use the [LEO password Maintenance Application](#). For M numbers, use the [WULF Password Maintenance Application](#).

In order to comply with security policies, never share your login information or allow anyone to use your Personnel ID to log into the system.

## HOME SCREEN

home users help logout

Contracts

Transmittal Contract Agency Submittal Type Description Keyword Vendor

All All

Search

Created

Transmittal	Contract	Transaction Type	Description	Agency	Date
52	789654	Amendment	Duplicate Test 2	DPS - Gaming Control Board	12/11/14
91	4455669	Amendment	office supplies	DPS - Donald Thibodaux Trng Acad	1/21/15

Returned to Agency

Submitted to General Counsel

Submitted to Civil Service

Submitted to OPB

Submitted to State Procurement

Assigned to Analyst

Further Review

Approved

Disapproved

Cancelled

[+] Add New Contract [+] Add New Amendment [+] Add New RFP [+] Add Sole Source/Emergency Preapproval

The Home screen displays contract requests by status. Clicking on the down arrow next to each status will expand the area to display requests at the selected status. If there are no transmittals under a particular status, that status will not display on the Home screen.

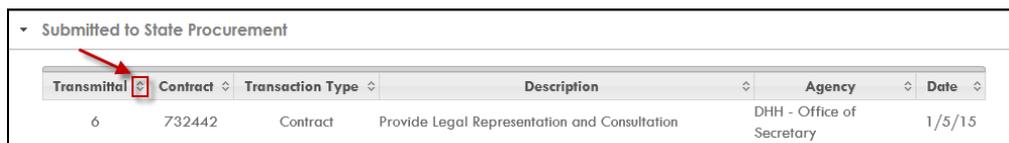
- **Created** – Requests in progress and saved by agency or end user, but not yet submitted to OSP.
- **Returned to Agency** – Requests that have been returned to the agency for additional information or clarification. If an agency fails to respond to the returned request within 7 calendar days, the request will be rejected resulting in a new request being required. *If the request is taking longer than 7 calendar days, communicate with OSP to extend the deadline.*
- **Submitted to Attorney General** – Requests with applicable documentation that have been submitted to the Office of the Attorney General (AG) for review and approval.
- **Submitted to General Counsel** – Requests with applicable documentation that have been submitted to the Office of General Counsel (OGC) for review and approval.
- **Submitted to Civil Service** – Requests with applicable documentation that have been submitted to Civil Service (CS) for review and approval.
- **Submitted to OPB** – Requests with a contract amount greater than \$20,000 will automatically be included in the workflow for Office of Planning and Budget (OPB) review and approval. Requests at this status are pending OPB review and approval.
- **Submitted to State Procurement** – After all internal-agency and additional (AG, OGC, CS, and OPB) approvals have been obtained, requests will be submitted to OSP for review and further processing.
- **Assigned to Analyst** – Requests that have been assigned to an OSP contract analyst and are under detailed review.
- **Further Review** – Requests that have been reviewed by the OSP Contract Analyst and recommended for further review and approval at a supervisory level. The supervisory OSP staff will perform an additional review and either

approve (if within their internal OSP contract approval delegation) or provide recommendations to OSP Contractual Review Director for final review and approval.

- **Approved** - Requests that have been approved in PROACT and CFMS/LaGov.
- **Rejected** – Requests that have been marked as rejected have expired. After a request is returned to the agency, State Procurement allows a 7 calendar day turnaround time for the requested information to be provided and resubmitted to OSP. After 7 calendar days with no communication with OSP to explain any delay, the submittal will be rejected in PROACT and returned without action to the agency.
- **Terminated** – Requests that have been terminated by either the contractor or the agency.
- **Disapproved** – Requests that have been disapproved by OCR.
- **Cancelled** – Requests that have been cancelled. These requests will also need to be cancelled in CFMS (or LaGov).
- **Submitted to State Procurement – Performance Evaluation** – Performance evaluation has been submitted to State Procurement for review.
- **Returned to Agency – Performance Evaluation** – Performance evaluation has been returned to agency.
- **Completed** – Contract has been approved and performance evaluation has also been reviewed/approved. Contract file is complete.
- **Reporting Purposes Only** – These contracts can be submitted for review/approval by OGC, GC, and Civil Service electronically, but have been approved under the Agency’s delegated purchasing authority.

Changes in status trigger an email notification to the person who entered the transaction. Once approvals are obtained, the transaction will be advanced to the next status. Likewise, if a review results in a “Return to Agency”, an email will be sent to the requester to inform that the request requires additional information.

Requests can be sorted by clicking on the double-arrows on the headers at the top of each list.

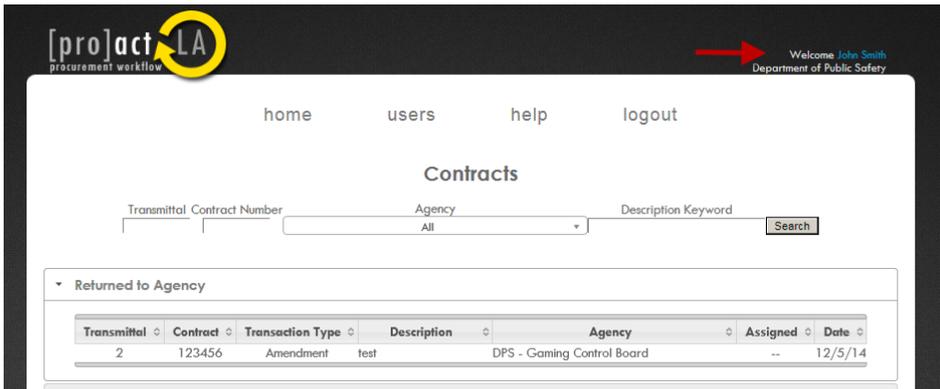


The screenshot shows a table with a header row and one data row. The header row contains columns: Transmittal, Contract, Transaction Type, Description, Agency, and Date. Each header cell has a double-headed arrow icon. A red arrow points to the 'Transmittal' header. The data row contains the values: 6, 732442, Contract, Provide Legal Representation and Consultation, DHH - Office of Secretary, and 1/5/15.

Transmittal	Contract	Transaction Type	Description	Agency	Date
6	732442	Contract	Provide Legal Representation and Consultation	DHH - Office of Secretary	1/5/15

## Edit User Profile

It is very important that User Profile information is correct in PROACT. This information will be used for email notifications as well as contact by phone if necessary to discuss the status of a request.



To modify contact information, click on the link containing your name, and the Edit User Profile screen will appear.



Edit contact information and **Save**.

# Create a New Request

The screenshot shows the PROACT LA procurement workflow interface. At the top left is the logo for [pro]act LA. At the top right, it says "Welcome John Smith Department of Public Safety". Below the logo are navigation links: home, users, help, and logout. The main heading is "Contracts". Below this is a search and filter section with fields for Transmittal, Contract, Agency (set to "All"), Submittal Type (set to "All"), Description Keyword, and Vendor. A "Search" button is located below these fields. Below the search section is a table with a dropdown menu set to "Created". The table has columns for Transmittal, Contract, Transaction Type, Description, Agency, and Date. It contains two rows of data. Below the table is a list of status categories, each with a right-pointing arrow: Returned to Agency, Submitted to General Counsel, Submitted to Civil Service, Submitted to OPB, Submitted to State Procurement, Assigned to Analyst, Further Review, Approved, Disapproved, and Cancelled. At the bottom of the interface, there is a red-bordered box containing four links: "[+] Add New Contract", "[+] Add New Amendment", "[+] Add New RFP", and "[+] Add Sole Source/Emergency Preapproval".

Transmittal Contract Agency Submittal Type Description Keyword Vendor

All All

Search

Created

Transmittal	Contract	Transaction Type	Description	Agency	Date
52	789654	Amendment	Duplicate Test 2	DPS - Gaming Control Board	12/11/14
91	4455669	Amendment	office supplies	DPS - Donald Thibodaux Trng Acad	1/21/15

Returned to Agency

Submitted to General Counsel

Submitted to Civil Service

Submitted to OPB

Submitted to State Procurement

Assigned to Analyst

Further Review

Approved

Disapproved

Cancelled

[+] Add New Contract [+] Add New Amendment [+] Add New RFP [+] Add Sole Source/Emergency Preapproval

Click on the **[+] Add New Contract**, **[+] Add New Amendment** or **[+] Add New RFP** link on the bottom of the Home screen.

## Contract Entry

The Contract Information Submittal screen will display.

[pro]act LA  
Department of Public Safety

Welcome John Smith  
Department of Public Safety

home users help logout

### Contract Information

#### General Information

Date: Thursday, March 17, 2016  
From: John Smith [DPS - Department of Public Safety]  
Contact Information: 225-999-9999 | anna.magazine@la.gov

\* Contract Type: Choose Contract Type...  
\* Agency: Choose an Agency...  
Contract Number: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_  
\* Brief Description: \_\_\_\_\_ 70 Characters Remaining  
\* Vendor: \_\_\_\_\_  
\* Begin Date: \_\_\_\_\_  
\* End Date: \_\_\_\_\_  
Approved RFP in PROACT?  RFP Transmittal Number: \_\_\_\_\_  
Preapproval in PROACT?  Preapproval Transmittal Number: \_\_\_\_\_  
Art 87:  Discretionary  Non-Discretionary Exemption: \_\_\_\_\_ Exemption List  
Approved Under Delegation

#### Internal Approvals

Approval Body	Approved	Approval Date
Legal Approval	<input type="checkbox"/>	_____
Budget Approval	<input type="checkbox"/>	_____
USEC/SECTY Approval	<input type="checkbox"/>	_____

#### Additional Approvals

Section	Required	Approval Date/Exemption
Attorney General	<input type="radio"/> Yes <input checked="" type="radio"/> No	_____
General Counsel	<input type="radio"/> Yes <input checked="" type="radio"/> No	_____
Civil Service	<input type="radio"/> Yes <input checked="" type="radio"/> No	Exemption: _____ Exemption List

\* = Required Field  
^ = Required if Civil Service approval not needed

**Spending Freeze**

Executive Order #1 2015-11, a spending freeze which is currently in place, requires that all spending by Executive Branch agencies be non-discretionary as defined therein unless your agency is exempt or the requested spending is exempt. Please confirm your spending is in compliance with the Executive Order.

Confirmed

Save Cancel

Enter applicable information.

- **Date** – Creation Date is the default. The system will automatically insert this date.
- **From** – User and Department generating the request based on the personnel number of the employee entering the request.
- **Contact Information** - Contact Information of the person that submitted the request to OSP (based upon User Profile information of person submitting to OSP).
- **Contract Type** (Required)
  - **AGY** – Interagency
  - **CON** – Consulting
  - **COP** – Cooperative Endeavor
  - **GOV** – Governmental
  - **PER** – Personal
  - **PRO** – Professional
  - **SOC** – Social Services
- **Agency** – Agency that contract is being submitted for. Required to save.
- **Contract Number** - ISIS or LaGov contract reference number. Submitter should check this number carefully to ensure it matches the ISIS or LaGov number. It is required to submit to OSP.
- **Contract Amount** – Required.
- **Brief Description** – 70 character short description.

- **Vendor** – Contract vendor.
- **Begin Date** – Start date of the contract.
- **End Date** – End date of the contract.
- **Approved RFP in PROACT?** - If checked, the RFP Transmittal Number dropdown will contain a list of RFP Transmittals that have been approved in PROACT for selection. This will serve as a reference to the supporting RFP documentation in PROACT.
- **Act 87: Discretionary/Non-Discretionary** –These indicators allow the user to specify whether the contract is for discretionary or non-discretionary purposes, in order to comply with the provisions of Act 87 of 2015.

**NOTE:** This section is related to whether the contract is discretionary or non-discretionary, which may be different than whether the funding used to pay for the contract is classified a certain way in the budget.

- Non-discretionary contracts are those in which the State cannot realistically freely choose whether or not to procure the contractual goods/services. Because of one or more circumstances, the State is strongly obligated to immediately enter into a contract.

Examples of such scenarios include, but are not limited to:

- Contracts necessary to protect the life, health or welfare of the public or public employees from immediate harm;
- Contracts necessary to protect public assets, including public funds or funding, from immediate harm or loss;
- Contracts necessary to comply with judicial mandates;
- Contracts for services in a circumstance which the Chief Procurement Officer has determined to be an emergency pursuant to RS 39:1600(E);
- Contracts for services required by an event which the Governor and/or President has declared to be a disaster or an emergency;
- Contracts for legal and related services when the State or its agents are being subjected to legal action;
- Contracts for services which are funded by an appropriation from the Legislature to a specific entity;
- Contracts for those services specifically designated as “essential” and exempted by the Governor from any expenditure freeze directed through Executive Order; and
- Contracts necessary to comply with constitutional, legislative or regulatory mandates, including those related to RS 39:36(A)(1)(b), which defines the non-discretionary operating budget.

- **Approved Under Delegation**

- This indicator provides agencies with the following functionality:
  - Agencies can obtain AG, OGC, and CS approval electronically when a contract can be approved under the agency’s delegated purchasing authority.
  - Agencies can provide the Office of State Procurement with contract documentation even though the contract was approved under the agency’s delegated purchasing authority.
- The Office of State Procurement will have the ability to set these contracts to For Reporting Purposes status rather than Approved status.

# Amendment Entry

**[pro]act LA**  
procurement workflow

Welcome **Sally Smith**  
Department of Health and Hospitals

home help logout

### Amendment Information

#### General Information

Date: Friday, March 20, 2015  
From: Sally Smith [DHH - Department of Health and Hospitals]  
Contact Information: 999-999-9999 | rebeka.lambert@la.gov  
Contract Type: Choose Contract Type...  
\* Agency: Choose an Agency...  
Contract Number:   
Amendment Number:   
Revised Contract Amount:   
\* Brief Description:  70 Characters Remaining  
\* Vendor:   
Revised End Date:   
Approved RFP in PROACT?  RFP Transmittal Number:

#### Internal Approvals

Approval Body	Approved	Approval Date
Legal Approval	<input type="checkbox"/>	<input type="text"/>
Budget Approval	<input type="checkbox"/>	<input type="text"/>
USEC/SECTY Approval	<input type="checkbox"/>	<input type="text"/>

#### Additional Approvals

Section	Required	Approval Date/Exemption
Attorney General	<input type="radio"/> Yes <input checked="" type="radio"/> No	
General Counsel	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Civil Service	<input type="radio"/> Yes <input checked="" type="radio"/> No	^ Exemption: <input type="text"/> Exemption List

\* = Required Field  
^ = Required if Civil Service approval not needed

Save

The Amendment Entry screen is very similar to the Contract Entry screen with the exception of these additional fields.

- **Amendment Number**
- **Revised Contract Amount** – Required if initial contract amount has changed.
- **Revised End Date** – Required if end date of contract has changed.

If submitting an Amendment for a Contract that was approved outside of PROACT-Contracts, attach the original Contract on the Attachments tab, but do not Bundle the Contract for Review.

## RFP Entry

The RFP Information Submittal screen will display.

The screenshot shows the 'RFP Information' submittal screen. At the top left is the 'pro]act LA procurement workflow' logo. At the top right, it says 'Welcome John Smith Department of Public Safety'. Below the logo is a navigation menu with 'home', 'users', 'help', and 'logout'. The main heading is 'RFP Information'. Underneath is a 'General Information' section with the following fields: 'Date' (Wednesday, March 11, 2015), 'From' (John Smith [DPS - Department of Public Safety]), 'Contact Information' (225-999-9999 | rebeka.lambert@la.gov), 'Contract Type' (RFP), '\* Agency' (a dropdown menu), 'Previous Contract Number' (a text input), and '\* Brief Description' (a text input with a '70 Characters Remaining' indicator). Below this is an 'Internal Approvals' section with a table:

Approval Body	Approved	Approval Date
Legal Approval	<input type="checkbox"/>	<input type="text"/>
Budget Approval	<input type="checkbox"/>	<input type="text"/>
USEC/SECTY Approval	<input type="checkbox"/>	<input type="text"/>

At the bottom left of the form, it says '\* = Required Field'. At the bottom center, there is a 'Save' button.

Enter applicable information.

- **Date** – Creation Date is the default. The system will automatically insert this date.
- **From** – User and Department generating the request based on the personnel number of the employee entering the request.
- **Contact Information** - Contact Information of the person that submitted the request to OSP (based upon User Profile information of person submitting to OSP).
- **Contract Type**
  - **RFP** – default
- **Agency** – Agency that contract is being submitted for.
- **Previous Contract Number** – Enter for reference if applicable.
- **Brief Description** – 70 character short description.

## Emergency/Sole Source Preapproval Entry

The Preapproval Information screen will display.

[pro]act LA  
procurement workflow

Welcome John Smith  
Department of Public Safety

home users help logout

### Preapproval Information

#### General Information

Date: Wednesday, July 29, 2015  
From: John Smith [DPS - Department of Public Safety]  
Contact Information: 225-999-9999 | rebeka.lambert@la.gov

\* Contract Type: Choose Contract Type...  
\* Agency: Choose an Agency...  
\* Brief Description: 70 Characters Remaining  
\* Vendor:  
\* Preapproval Type: Choose Preapproval Type...

#### Internal Approvals

Approval Body	Approved	Approval Date
Legal Approval	<input type="checkbox"/>	
Budget Approval	<input type="checkbox"/>	
USEC/SECTY Approval	<input type="checkbox"/>	

\* = Required Field

Save

Enter applicable information.

- **Date** – Creation Date is the default. The system will automatically insert this date.
- **From** – User and Department generating the request based on the personnel number of the employee entering the request.
- **Contact Information** - Contact Information of the person that submitted the request to OSP (based upon User Profile information of person submitting to OSP).
- **Contract Type** (Required)
  - **AGY** – Interagency
  - **CON** – Consulting
  - **COP** – Cooperative Endeavor
  - **GOV** – Governmental
  - **PER** – Personal
  - **PRO** – Professional
  - **SOC** – Social Services
- **Agency** – Agency that contract is being submitted for. Required to save.
- **Brief Description** – 70 character short description.
- **Vendor** – Contract vendor.
- **Preapproval Type**
  - **Emergency** – the following attachments required:
    - Letter from Agency
    - Supporting Documentation (at least 1 required – description and attachment)
  - **Sole Source** – the following attachments required:
    - Letter from Agency
    - Letter from Vendor
    - Supporting Documentation (at least 1 required – description and attachment)

## Internal Approvals

This section allows the user to provide verification that internal agency approvals have been received.

## Additional Approvals (Contracts and Amendments only)

If Additional Approvals are selected by the user, the submittal will be sent to the various agencies for approval through an electronic workflow with email notifications.

- **Attorney General** – Approval will be indicated under the addtl approvals tab. If the request requires Attorney General (AG) approval, the “Fee Justification Letter” must be attached. A link to the approved fee schedule is provided under the Attachments tab. If Attorney General approval = “Yes”, General Counsel (GC) approval is also required and transmittal will advance to GC for approval.
- **General Counsel** – If General Counsel approval = “Yes”, Attorney General approval must be received prior to submitting for further review. Approval will advance transmittal to the next approving agencies. Approval will be a signed, scanned and attached signature page, and will also be indicated under the addtl approvals tab.
- **Civil Service** – If the request requires Civil Service (CS) approval, the “Civil Service Contract Review – Agency Request Form” must be attached. A link to the template for this form and instructions is provided under the Attachments tab. If Exempt from Civil Service approval, enter Exemption reason. Approval will advance the submittal to the next approving agencies. Approval will also be indicated under the addtl approvals tab.
- **Office of Planning and Budget (OPB)** – If the contract amount is greater than \$20,000, the contract will automatically be submitted to OPB (if applicable for your agency) for review and approval. OPB approval will advance the submittal to the Office of State Procurement. Approval will be indicated under the addtl approvals tab.

After all required documentation has been entered, the request can be saved.

After saving the request, additional tabs will appear at the top of the screen.

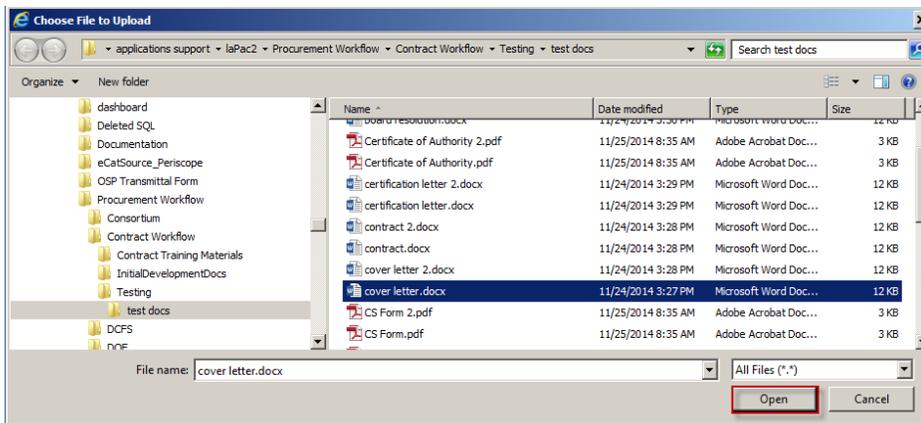
The screenshot displays the PROACT LA procurement workflow interface. At the top, there is a navigation bar with links for 'home', 'help', and 'logout'. Below this is a horizontal menu with tabs: 'information', 'attachments', 'bundle', 'addtl approvals', 'osp review', 'comments', and 'history'. The 'information' tab is currently selected and highlighted with a red box. The main content area is titled 'Contract Information [Transmittal #124]' and shows the current status as 'Created'. It contains a form with various fields for contract details, including dates, contact information, contract type, agency, contract number, amount, and description. Below the contract information, there are two sections for approvals: 'Internal Approvals' and 'Additional Approvals'. The 'Internal Approvals' section includes checkboxes for 'Legal Approval', 'Budget Approval', and 'USEC/SECTY Approval', each with an 'Approval Date' field. The 'Additional Approvals' section includes checkboxes for 'Attorney General', 'General Counsel', and 'Civil Service', each with an 'Approval Date/Exemption' field. At the bottom of the form, there are 'Save' and 'Delete' buttons.

## Attachments Tab

This tab is used to provide attachments related to the request. If required information is not provided, the request will be returned to the Agency by the reviewing agency.

- **Cover/Transmittal Letter** – Required for all Contracts.
- **Contract** – Required for all Contracts. It is important to also attach the original contract for an Amendment if the original contract does not already exist in PROACT.
- **Amended Contract** – Required for all Amendments.
- **RFP** – Required for all RFPs.
- **Signed BA-22 Form** – Required for all Contracts. Required on Amendments if amount is greater than \$0.
- **Certification Letter** – Required if contract amount is over \$5K.
- **Multi-year Letter** – Required if contract exceeds 12 months.
- **Late Letter** - Contract is more than 60 days late OR less than 45 days prior to the start date of a Cooperative Endeavor.
- **Board Resolution** – Required if the contractor is a corporation. A formal, dated board resolution must be secured and attached to the contract indicating that the signatory is a corporate representative and authorized to sign said contract.
- **Disclosure of Ownership** - Contractor is a for profit corporation whose stock is **not** publicly traded.
- **Certificate of Authority** - Contractor is an out-of-state corporation.
- **Resume** – Required for consulting contracts.
- **Civil Service** – Required if Civil Service approval is needed.
- **Approved IT-10**
- **Other** – Any additional documents for review.

To attach supporting documentation, click on the **Browse** button.



Select the file and click **Open**.

After all required attachments have been entered under the Attachments tab, click the **Save** button. After saving, attachments will appear as shown below. Prior to submitting for review/approval, there will be an option to delete attachments. However, after submitting for review, all attachments will permanently remain in PROACT for historical purposes.

**[pro]act LA**  
procurement workflow

Welcome Sally Smith  
Department of Health and Hospitals

home help logout

information attachments bundle addtl approvals osp review comments history

### Contract Attachments [Transmittal# 124]

Current Status: Created  
Attachments have been saved.

Attachment Type	When Needed	Previously Uploaded (Date)	Upload
Cover/Transmittal Letter	Required for Submission to OSP	cover letter.docx (3/20/2015 8:48:53 AM) [delete]	<input type="button" value="Browse..."/>
Contract	Required for Submission to OSP	contract.docx (3/20/2015 8:48:53 AM) [delete]	<input type="button" value="Browse..."/>
Signed BA-22 Form	Required for Submission to OSP	BA-22 Form.docx (3/20/2015 8:48:53 AM) [delete]	<input type="button" value="Browse..."/>
Certification Letter	Contract amount is over \$5,000.	certification letter.docx (3/20/2015 8:48:53 AM) [delete]	<input type="button" value="Browse..."/>
Multi-year Letter	Contract exceeds 12 months.		<input type="button" value="Browse..."/>
Late Letter	Contract is more than 60 days late OR less than 45 days prior to the start date of a Cooperative Endeavor.		<input type="button" value="Browse..."/>
Board Resolution	Contract is a profit or non-profit corporation.		<input type="button" value="Browse..."/>
Disclosure of Ownership	Contractor is a for profit corporation whose stock is not publicly traded.		<input type="button" value="Browse..."/>
Certificate of Authority	Contractor is an out-of-state corporation.		<input type="button" value="Browse..."/>
Resume	Required for Consulting contracts.		<input type="button" value="Browse..."/>
Civil Service Form	Civil Service approval is required. Instructions.		<input type="button" value="Browse..."/>
Approved IT-10			<input type="button" value="Browse..."/>

**Other Attachments**

Description:

Description	File	Uploaded On	Status/Delete
No data available in table			

## Bundle tab

This tab is used to select/remove documents for final review.

home help logout

information attachments **bundle** addtl approvals osp review comments history

### Contract Attachments [Transmittal# 124]

Current Status: Created

**Available**

- Cover/Transmittal Letter cover letter.docx
- Contract contract.docx
- BA-22 Form BA-22 Form.docx
- Certification Letter certification letter.docx

**Selected For Review**

Save

Attachment Type	File	Uploaded	Approval Status
Cover/Transmittal Letter	cover letter.docx	3/20/2015 08:48:53 AM	--
Contract	contract.docx	3/20/2015 08:48:53 AM	--
Signed BA-22	BA-22 Form.docx	3/20/2015 08:48:53 AM	--
Certification Letter	certification letter.docx	3/20/2015 08:48:53 AM	--
Multi-year Letter			
Late Letter			
Board Resolution			
Disclosure of Ownership			
Certificate of Authority			
Resume			
Civil Service Form			
Approved IT-10			
Other			

**Available** – All attachments will initially display in this section. If a document should be included (bundled) in the contract packet, click on the name of the file, and it will move to the “Selected for Review” section.

**Selected for Review** – All documents moved to this section will be part of the contract packet for review. If a document appears in this section and needs to be removed, click on the name of the file, and it will move back to the Available section. It is very important that any documents that are being submitted for review are included in the Selected for Review section.

The bottom section of this screen provides a list of links to all attachments (Available *and* Selected for Review) for easy access/review.

After moving all final/corrected versions of documents to the “Selected for Review” section, click **Save**.

## RFP info tab (Contracts only)

This tab is used to attach supporting documentation related to the RFP process. Attachments under this tab do not need to be selected for review under the bundle tab.

**[pro]act LA**  
procurement workflow

Welcome John Smith  
Department of Public Safety

home users help logout

information attachments bundle **rfp info** addtl approvals osp review comments history

### RFP Info [Transmittal# 689]

Current Status: Created

Attach all supporting documentation related to the RFP process.  
The attachments under this tab are not included in the contract "bundle".

Attachment Type	Previously Uploaded (Date)	Upload
Copy of OSP Approval of the RFP		<input type="text"/> Browse...
Copy of Ad From The Advocate		<input type="text"/> Browse...
Copy of Ads From Other Newspapers		<input type="text"/> Browse...
LaPAC Successful Posting Notification		<input type="text"/> Browse...
Copy of Board of Regents Notification (if applicable)		<input type="text"/> Browse...
Signed Evaluation Sheets for each Proposer and Evaluator(s)		<input type="text"/> Browse...
Summary of Scores including costs for all proposals (incl disqualified proposal cost)		<input type="text"/> Browse...
Copies of Questions/Answers and any Addendum (if applicable)		<input type="text"/> Browse...
Notice of Intent to Award to all proposers		<input type="text"/> Browse...
Copy of Disqualification Letter (if applicable)		<input type="text"/> Browse...
Signed Selection Memorandum		<input type="text"/> Browse...
Winning Proposal		<input type="text"/> Browse...
OTS Delegation of Project (if applicable)		<input type="text"/> Browse...
PST Review of RFP (if applicable)		<input type="text"/> Browse...
PST Review of Contract and Award (if applicable)		<input type="text"/> Browse...

#### Other Attachments

Description:   Browse...

Description	File	Uploaded On	Status/Delete

Save

## Submitting a Transmittal for Review

home help logout

information attachments bundle addtl approvals osp review comments history

### Contract Information/Submission [Transmittal #124]

Current Status: Created

Date: Friday, March 20, 2015  
 From: Sally Smith [DHH - Department of Health and Hospitals]  
 Contact Information: 999-999-9999 | rebekalambert@ta.gov

\*Contract Type: CON - Consulting  
 \*Agency: Off of Behavioral Hlth  
 \*Contract Number: 005542  
 \*Contract Amount: 15,000.00  
 \*Brief Description: Financial Management Services 41 Characters Remaining  
 \*Vendor: Finance Associates  
 \*Begin Date: 03/01/2015  
 \*End Date: 04/30/2015  
 Approved RFP in PROACT?  RFP Transmittal Number:

#### Internal Approvals

Approval Body	Approved	Approval Date
Legal Approval	<input type="checkbox"/>	
Budget Approval	<input checked="" type="checkbox"/>	02/02/2015
USEC/SECTY Approval	<input checked="" type="checkbox"/>	02/18/2015

#### Additional Approvals

Section	Required
Attorney General	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
General Counsel	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Civil Service	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Exemption: <input type="text"/> Exemption List

\* = Required to Submit for Review  
 ^ = Required if Civil Service approval not needed

#### Bundled Attachments

Attachment Type	File	Uploaded
Cover/Transmittal Letter	cover letter.docx	03/20/2015 8:48:53 AM
Contract	contract.docx	03/20/2015 8:48:53 AM
BA-22 Form	BA-22 Form.docx	03/20/2015 8:48:53 AM
Certification Letter	certification letter.docx	03/20/2015 8:48:53 AM

#### Submission Agreement

By submitting this contract to OSP I understand that my agency is responsible for the following:

- \* Maintaining an original contract with original signatures of what is being submitted.
- \* Ensuring the electronic version submitted for approval is an electronic version of that legally-binding agreement.
- \* Maintaining a copy of the approved version.
- \* Providing all documentation during an audit.

I agree

Save Delete **Submit for Review**

After attachments have been finalized and all required information has been entered into PROACT, the request can be submitted for Review under the Information tab.

Bundled Attachments for review will display at the bottom of the Information screen.

**NOTE:** If there are no bundled attachments, the request cannot be submitted for review.

Read the Submission Agreement terms and select the “I agree” checkbox. After this checkbox is selected, click Submit for Review, and the request will move to the next status for review and approval.

**NOTE:** Attorney General, General Counsel, Civil Service and OPB approvals are automatically built into the approval workflow when the Submit for Review button is selected. Once submitted for review, the approvals will be processed in the following order (if applicable):

Attorney General -> General Counsel -> Civil Service -> Office of Planning and Budget -> Office of State Procurement

## Addtl Approvals Tab

The Additional Approvals tab is used to display the status of external agency approvals required for the request. Notes and attachments related to the request will be entered by the approving agencies under this tab.

The screenshot shows the 'Addtl Approvals' tab for 'Contract Approvals [Transmittal# 83]'. The current status is 'Submitted to State Procurement'. The attachments table is as follows:

Attachment Type	File	Uploaded
Contract	NIC Contract Signed.pdf	01/14/15 08:57:51 AM
Amendment	EA-22	
	EA-22-CFMS 727690-Jeff Parish.PDF	01/14/15 08:57:51 AM
Civil Service Form	Contract Review - Agency Request Form Rev 11-14-08 Sygraph AMD #2-APPROVAL.docx	01/14/15 08:57:51 AM

Below the attachments are four approval sections, each with a table for file uploads and a notes table:

- Attorney General Approval:** Attorney General Approval Not Required.
- General Counsel Approval:** General Counsel Approval Not Required.
- Civil Service Approval:** Approved by C.S. Admin on Thursday, January 15, 2015 09:27:48 AM. No documents have been uploaded.
- Planning and Budgeting Approval:** Approved by Planning Administrator on Thursday, January 15, 2015 09:29:28 AM. No documents have been uploaded.

Documents requiring review/approval of the following agencies will display at the top of this tab.

Order of the electronic Approval workflow (if applicable):

1. **Attorney General** – Attorney General approval requires attachment of a Fee Justification letter (link to approved fee schedule provided under the attachments tab).
2. **General Counsel** – General Counsel approval requires pre-approval by the Office of the Attorney General (AG submittal date and approval date must be entered under Information tab).
3. **Civil Service** – Civil Service approval requires attachment of the completed and signed Civil Service Form (that can be accessed using the link under the attachments tab).
4. **Planning and Budget** – If the contract amount is greater than \$20K, the transmittal will automatically be submitted to the Office of Planning and Budget for review.

After all external approvals are obtained, the transmittal will be automatically submitted to the Office of State Procurement for final review and approval.

## OSP Review Tab

This tab allows the Office of State Procurement to mark all submitted attachments as approved or rejected. Documents that have not been reviewed will remain in pending status. If any documents are rejected, comments will be entered under the comments tab. The checklist at the bottom of the screen will also be used to indicate if any additional documentation needs to be provided. Additional information related to checklist items may be found under the Comments tab.

home users help logout

information attachments bundle addtl approvals **osp review** comments history

**OSP Review [Transmittal# 26]**  
Current Status: Submitted to State Procurement

Attachment Type	File	Uploaded	Approval		
Cover/Transmittal Letter	cover letter.docx	12/09/2014 5:07:48 PM	<input type="radio"/> Approve	<input type="radio"/> Reject	<input type="radio"/> Pending
Contract	contract.docx	12/09/2014 5:07:48 PM	<input type="radio"/> Approve	<input type="radio"/> Reject	<input type="radio"/> Pending
Signed BA-22 Form	BA-22 Form.docx	12/09/2014 5:07:49 PM	<input type="radio"/> Approve	<input type="radio"/> Reject	<input type="radio"/> Pending
Certification Letter					
Multi-year Letter					
Late Letter					
Board Resolution					
Disclosure of Ownership					
Certificate of Authority					
Resume					
Approved IT-10					
Civil Service Form					
Other					

**Checklist**

- Maximum Amount equals all supporting documentation
- Assignability Clause
- Termination Clause
- Remedies for Default
- Tax Clause
- Ownership Clause
- Anti-discrimination
- Itemized Budget
- Legislative Auditor Clause
- Beginning and Ending Dates
- Fiscal Funding Clause
- Payment Terms
- Goals/Objectives, Performance Measures, Monitoring Plan
- Tort Language & Affidavit
- Signed BA-22 Form
- Civil Service Approval/Exemption
- Attorney General Approval
- General Counsel Approval
- Other Approvals
- Resumes
- Justification
- Certification Letter
- Transmittal/Cover Letter
- Late Letter
- Multi-year Letter

## Comments Tab

This tab serves as a means of communication between the Agency and the Office of State Procurement. Any important information that needs to be communicated/documentated should be entered into PROACT. It is preferred that communication is posted in the PROACT system rather than email for future reference purposes.

The screenshot shows the PROACT system interface. At the top left is the logo for [pro]act LA procurement workflow. At the top right, it says 'Welcome Sally Smith Department of Health and Hospitals'. Below the logo are links for 'home', 'help', and 'logout'. A horizontal menu contains 'information', 'attachments', 'bundle', 'addtl approvals', 'osp review', 'comments' (highlighted with a red box), and 'history'. The main content area is titled 'Comments [Transmittal# 124]' with a sub-header 'Current Status: Returned to Agency'. Below this is a table with columns: Comment, Posted By, Posted On, and Email. The table contains two rows of data. The first row shows a comment 'update certification letter it has been updated' posted by 'Contract Analyst' on '3/20/2015 9:23:30 AM' with an unchecked 'Email' checkbox. The second row shows a comment 'it has been updated' posted by 'Sally Smith' on '3/20/2015 9:25:43 AM' with a checked 'Email' checkbox. Below the table is a text input field labeled 'Add a comment:' and two buttons: 'Post Comment' and 'Post Comment and Send Email'.

Comment	Posted By	Posted On	Email
update certification letter it has been updated	Contract Analyst	3/20/2015 9:23:30 AM	<input type="checkbox"/>
it has been updated	Sally Smith	3/20/2015 9:25:43 AM	<input checked="" type="checkbox"/>

- **Post Comment** – will post comment without sending email notification.
- **Post Comment and Send Email** – If comment is entered by Agency personnel, email will be sent to OSP analyst to notify that a comment has been entered into PROACT for the transmittal. If the comment is entered by OSP analyst, email will be sent to the requestor using the email address in the User Profile.
- The **Email** column indicates if an email was sent with the comment.

## IMPORTANT NOTES:

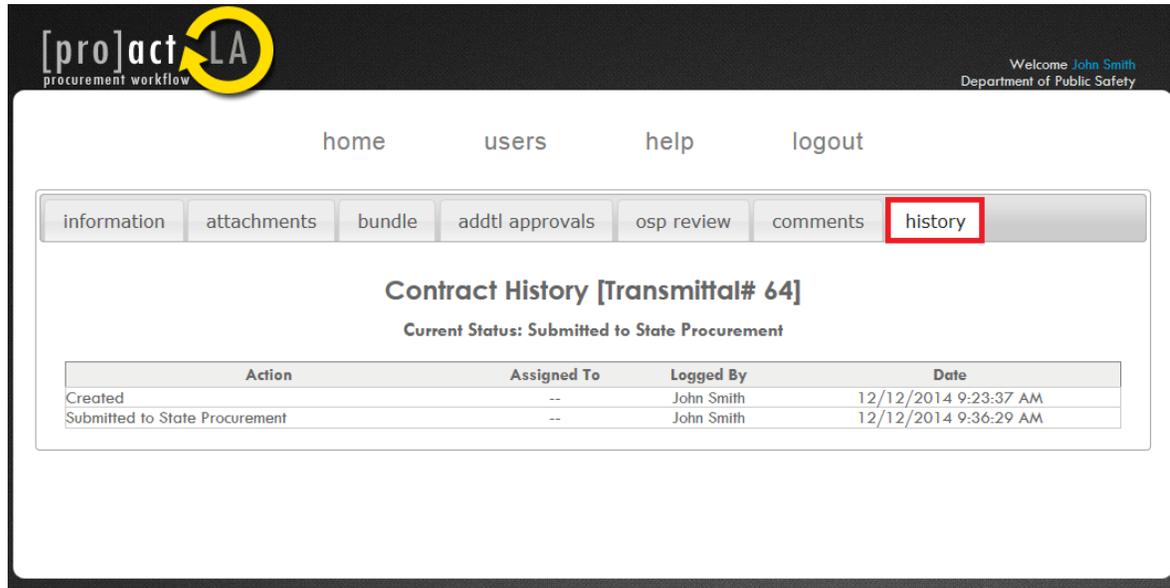
Comments cannot be edited or deleted after the **Post Comment** or **Post Comment and Send Email** buttons are selected.

If a request is Returned to Agency, Post Comment and Send Email will notify OSP that a comment has been posted for your transmittal, however, if it needs to be submitted back to OSP, this will need to be done by also clicking on Submit for Review under the Information tab.

## History Tab

This tab contains information related to the different statuses of the request.

These statuses and dates/times will be used for reporting purposes to track the efficiency of procurement processes, as well as to provide historical tracking.

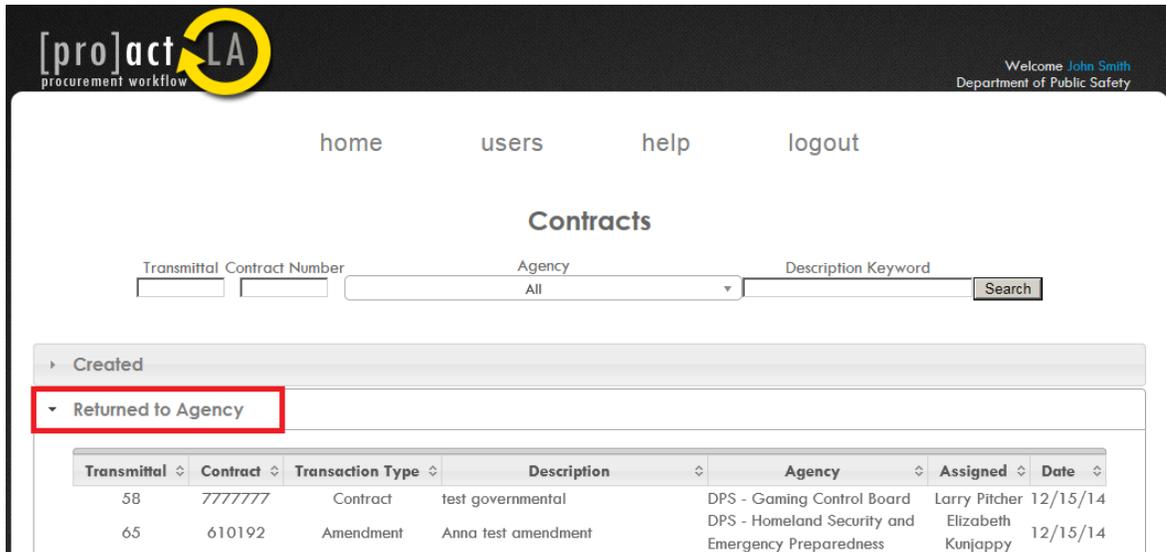


The screenshot shows the [pro]act LA procurement workflow interface. The user is logged in as John Smith, Department of Public Safety. The navigation menu includes home, users, help, and logout. The main menu has tabs for information, attachments, bundle, addtl approvals, osp review, comments, and history (highlighted with a red box). The page title is "Contract History [Transmittal# 64]" and the current status is "Submitted to State Procurement".

Action	Assigned To	Logged By	Date
Created	--	John Smith	12/12/2014 9:23:37 AM
Submitted to State Procurement	--	John Smith	12/12/2014 9:36:29 AM

## Returned to Agency Status

It is important to ensure that any requests that have been Returned to Agency are handled in a timely manner.



The screenshot shows the PROACT Contracts User Guide interface. At the top left is the logo for [pro]act LA procurement workflow. At the top right, it says "Welcome John Smith Department of Public Safety". Below the logo are navigation links: home, users, help, and logout. The main heading is "Contracts". Below this is a search form with fields for Transmittal, Contract Number, Agency (set to "All"), and Description Keyword, with a Search button. Below the search form is a dropdown menu with "Created" selected and "Returned to Agency" highlighted with a red box. Below the dropdown is a table with the following data:

Transmittal	Contract	Transaction Type	Description	Agency	Assigned	Date
58	777777	Contract	test governmental	DPS - Gaming Control Board	Larry Pitcher	12/15/14
65	610192	Amendment	Anna test amendment	DPS - Homeland Security and Emergency Preparedness	Elizabeth Kunjappy	12/15/14

Open the returned request and the Information/Submission screen for the transmittal will display. Review all tabs of information and edit request to include the additional information. When all edits are complete (including bundling the attachments to be resubmitted for review), return to the information tab, agree to the Submission Agreement then click the **Submit for Review** button to resubmit.

If the transmittal has been returned by any of the Additional Approval agencies (AG, OGC, CS, or OPB), when the transmittal is corrected and submitted for further review, it will go directly to the agency that has returned it to the agency. Once approved, the transmittal will continue to move through the electronic workflow process.

If the request has been assigned to an OSP contract analyst, once corrected and resubmitted, the request will be updated to Assigned to Analyst and the assigned analyst at the Office of State Procurement will receive notification that the request is available for review.

## Rejected Documents

When a document has been rejected you must upload a revised version. On the attachments tab the status of the documents are included after the document name under the *Previously Uploaded* column. Those that have been rejected will state **Rejected**. Browse to upload the new version.

Attachment Type	When Needed	Previously Uploaded (Date)	Upload
Cover/Transmittal Letter	Required for Submission to OSP	coverLetter.docx <b>Approved</b> (12/13/2014 1:33:23 PM)	<input type="button" value="Browse..."/>
Contract	Required for Submission to OSP	My File With A Fairly Long Name For Testing Purposes.docx <b>Approved</b> (12/13/2014 1:50:25 PM)	<input type="button" value="Browse..."/>
Signed BA-22 Form	Required for Submission to OSP	myContract.docx <b>Rejected</b> (12/13/2014 1:33:23 PM)	<input type="button" value="Browse..."/>
Certification Letter	Contract amount is over \$5,000.	ba22.docx <b>Approved</b> (12/13/2014 1:33:23 PM)	<input type="button" value="Browse..."/>
		certificationLetter.docx <b>Rejected</b> (12/13/2014 1:33:23 PM)	<input type="button" value="Browse..."/>

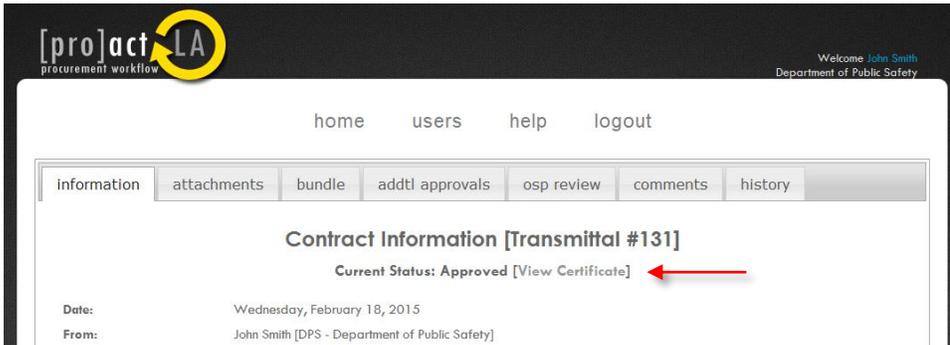
After the new version has been uploaded, it must be bundled in order to submit to OSP. On the bundle tab the newly added version will be in the *Available* section and the rejected document along with the approved documents will be in *Selected for Review*. You must click on the rejected document to remove it from *Selected for Review* as well as click on the new document in the *Available* section to move it to *Selected for Review*.

Available	Selected For Review
Cover/Transmittal Letter cover letter 2.docx	Cover/Transmittal Letter cover letter.docx (Rejected)
	Contract contract.docx
	BA-22 Form BA-22 Form.docx (Approved)
	Certification Letter certification letter.docx (Approved)

Note: Once a document has been submitted for review, it cannot be deleted. It will remain in PROACT for historical purposes.

## Approved Status

Once a Contract, Amendment or RFP request has been approved, the Agency will receive an email notifying them of the approval with an attached Certificate of Approval. The certificate is also available within the transmittal in PROACT.



## Performance Evaluation and Multi-Year BA22

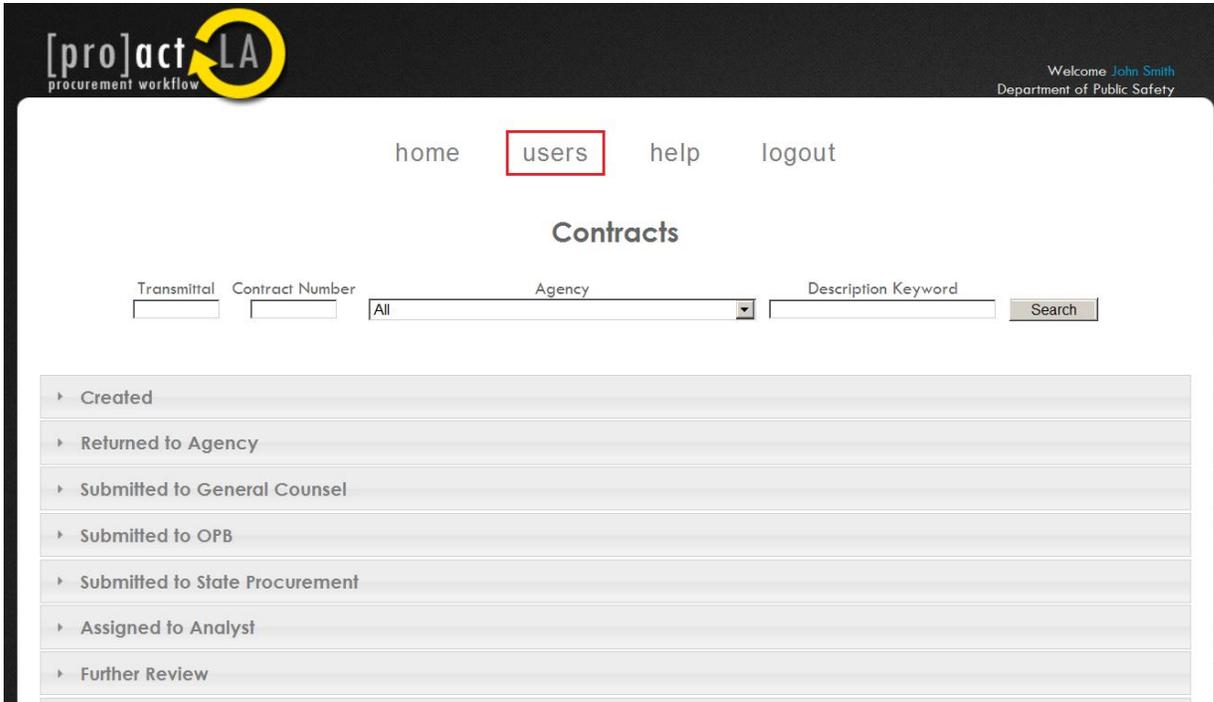
After a contract has been approved, agencies have the ability to attach either Multi-Year BA22 or a Performance Evaluation. After the Performance Evaluation is reviewed and approved, the Office of State Procurement will set the transaction to Completed status.

## AGENCY ADMINISTRATOR

Agency Administrators have the ability to maintain user information for all agencies within their department.

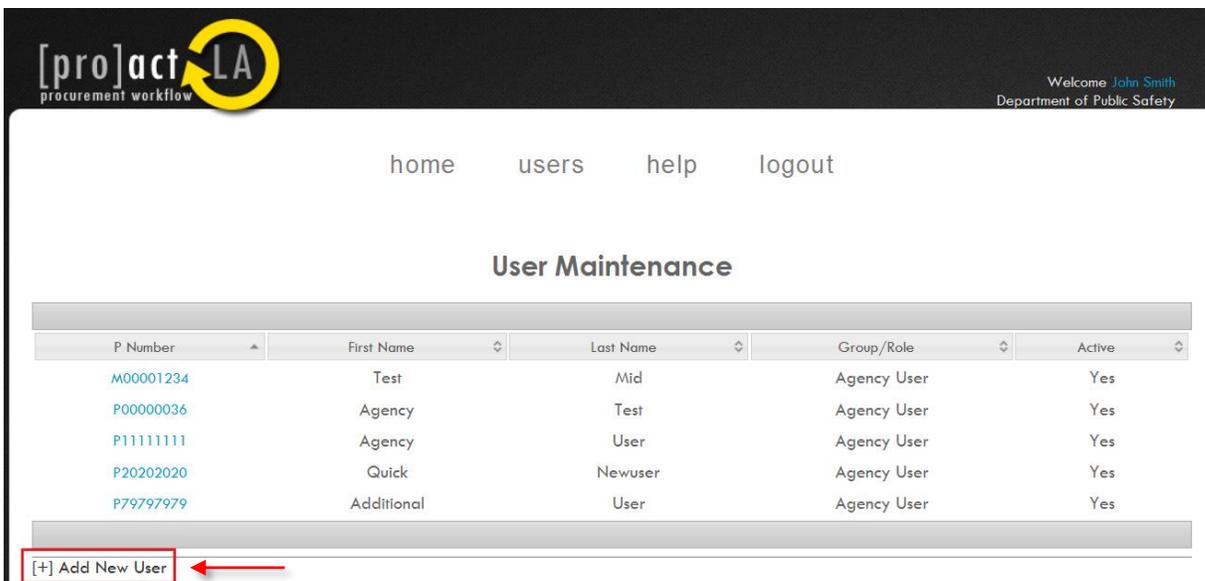
### Maintain Users

It is very important that User Profile information is correct in PROACT. This information will be used for email notifications as well as contact by phone if necessary to discuss the status of a request.



To Maintain Users, click on the **Users** link at the top of the Home page.

The User Maintenance screen will display. To add a new user, click on the **[+] Add New User** link at the bottom of the screen.



The Add User screen will display. Enter the User Information and Role. Users can be an Agency user or a Viewer. Agency Users can enter Contracts, Amendments, and RFP's. Users with a Viewer role will only be able to view information. They will be unable to make any modifications or enter information.

Click on the name of the Agency or Agencies the user should have permission to access. Once clicked, the Agency will move from *Available* to *Selected*.

To remove a selected Agency, click on the Agency in the *Selected* section, and it will move back to the *Available* section.

When all desired Agencies have been moved to the *Selected* section, click the **Save** button.

**[pro]act** LA  
procurement workflow

Welcome Health Hospitals  
Department of Health and Hospitals

home users help logout

**Add User**

P Number

First Name

Last Name

Email

Phone Number

Role

**Available**

- Acadiana Area Hman Svc Dst
- Addictive Dis Reg Authority
- Aging and Adult Services
- Capital Area Human Svc Dst
- Central LA Hum Svc Dist
- Central Regional Laundry
- Dentistry La St Bd /DHH
- Developml Disabilities Cn
- Diet & Nutrition Bd Exam /DHH
- Embalm&Funrl Dir La St Bd /DHH
- Fl Parishes Human Srv Auth
- Hearing Aid Dlrs La St Bd /DHH
- Imperial Calc Hum Svc Auth
- Jeff Parish Human Srv Auth
- JJ Hainkel Jr Home & Rehab
- La Board of Behavior Analysts
- LA Emergency Response Net
- Lic Prof Counslrs Bd Exam /DHH
- Lic Prof Voc Rehab Cns La /DHH
- Massage Ther La Bd Exam /DHH

**Selected**

Save Cancel

# VIEWER ACCESS

## Home Screen

The screenshot shows the PROACT LA Home Screen. At the top left is the logo for [pro]act LA procurement workflow. At the top right, it says "Welcome Rebeka Lambert Office of State Procurement". Below the logo is a navigation bar with links for "home", "users", "help", and "logout".

The main content area is titled "Contracts" and contains a search form with the following fields: Transmittal, Contract, Agency (dropdown menu with "All" selected), Submittal Type (dropdown menu with "All" selected), Description Keyword, and Vendor. A "Search" button is located below these fields.

Below the search form is a section titled "Submitted to State Procurement" which contains a table of contracts. The table has columns for Transmittal, Contract, Transaction Type, Description, Agency, and Date. Two rows are visible:

Transmittal	Contract	Transaction Type	Description	Agency	Date
162	734703	Contract	Beach contract for North and South beaches in calcasieu	DHH - Office of Public Health	4/16/15
199	727799	Amendment	Exrend expiration date until 6/30/16	DPS - Office of State Fire Marshal	4/16/15

Below the table are several expandable sections: "Assigned to Analyst", "Further Review", "Returned to Agency", "Submitted to General Counsel", "Submitted to OPB", "Approved" (highlighted with a red box), and "Cancelled".

Locate Contracts & Amendments by Searching using the search fields at the top of the page or Browsing the Approved section near the bottom of the page.

## Search for Contract

### Contracts

Transmittal

Contract

Agency

Submittal Type

Description Keyword

Vendor

▼ Approved

Transmittal	Contract	Transaction Type	Description	Agency	Date
25	708113	Amendment	changes to A-9	DHH - Medical Vendor Admin	1/28/15

- Transmittal number - *sequential number assigned by Proact*
- Contract number
- Agency
- Submittal Type – *Contract, Amendment, or RFP*
- Keyword
- Vendor

## Browse for Contract

▼ Approved

Search:

Transmittal	Contract	Transaction Type	Description	Agency	Date
319	332211	Contract	Financial Management Services	DOA - Office of Technology Svcs	4/17/15
321	--	RFP	Data Management services	DOA - Office of Risk Management	4/2/15
322	775533	Contract	Administrative Services	DOA - Fed Property Assistance	4/17/15
324	115588	Contract	Data Managemt Services	DOA - Office of Group Benefits	4/6/15
329	114477	Contract	Data Management Services	DOA - Office of Risk Management	4/6/15
330	666888	Contract	Legal Services	DOA - Office of Technology Svcs	4/6/15
331	--	RFP	Administrative Services	DOA - Off Telecommunication Mgt	4/6/15
332	--	RFP	Admin Services	DOA - Office of Group Benefits	4/6/15
333	885522	Contract	Admin Services	DOA - Office of Group Benefits	4/6/15
351	357079	Contract	IT staff augmentation	DOA - Office of Technology Svcs	4/17/15

Showing 1 to 10 of 12 records

- Approved Contracts, Amendments, and RFP's will be listed under the **Approved** status.
- Click the arrow next to **Approved** to expand the status.
- Sort transmittals by clicking the arrows next to each category (Transmittal, Contract, Transaction Type, etc.)
- Scroll though groups of 10 transmittals by clicking the arrows at the bottom right of the list

## View the Contract

information
attachments
bundle
addtl approvals
osp review
comments
history

### Contract Information [Transmittal #319]

Current Status: **Approved** [\[View Certificate\]](#)

**Date:** Thursday, April 2, 2015  
**From:** Joe Smith [DOA - Division of Administration]  
**Contact Information:** 999-999-9999 | rebeka.lambert@ia.gov  
**\* Contract Type:** CON - Consulting  
**\* Agency:** DOA - Office of Technology Svcs  
**\* Contract Number:** 332211  
**\* Contract Amount:** \$50,000.00  
**\* Brief Description:** Financial Management Services  
**\* Vendor:** Financial Group  
**\* Begin Date:** 04/01/2015  
**\* End Date:** 04/30/2015  
**Approved RFP in PROACT?**  **RFP Transmittal Number:** --

#### Internal Approvals

Approval Body	Approved	Approval Date
Legal Approval	<input type="checkbox"/>	
Budget Approval	<input type="checkbox"/>	
USEC/SECTY Approval	<input type="checkbox"/>	
Key Internal Control Outsourced	<input type="radio"/> Yes <input type="radio"/> No	

#### Additional Approvals

Section	Required
Attorney General	<input type="radio"/> Yes <input type="radio"/> No
General Counsel	<input type="radio"/> Yes <input type="radio"/> No
Civil Service	<input type="radio"/> Yes <input type="radio"/> No ^ Exemption: 1

\* = Required to Submit for Review  
 ^ = Required if Civil Service approval not needed

#### Bundled Attachments

Attachment Type	File	Uploaded
Cover/Transmittal Letter	cover letter.docx	04/02/2015 1:26:25 PM
Contract	contract.docx	04/02/2015 1:26:25 PM
BA-22 Form	BA-22 Form.docx	04/02/2015 1:26:25 PM
Key Internal Control	other.pdf	04/02/2015 1:27:15 PM
Certification Letter	certification letter.docx	04/02/2015 1:26:25 PM

- Open the contract by clicking the Contract in the **Approved** status.
- Approved contracts will have an attached Certificate of Approval. Click the [\[View Certificate\]](#) link near the top of the page to open the Certificate.
- All files uploaded with the contract will be linked in the Bundled Attachments section at the bottom of the page. Click each file to open.
- Additional documentation uploaded that may not be selected for OSP review will be listed on the Attachments tab.