

3.0 Appendix B – Project Aspire Enhancement Functional Design

ADML ID	140
ADML Description	Fields Required on a Procurement Contract
ADML Tech#	136

3.1 Background

3.1.1 Functional Requirement

PCO-002:

Allow end-user agencies to maintain descriptive / profile information on contracts, including but not limited to: Contractor / Vendor, Original contract amount, Change order / adjustment amount, Work Order / change order, Contract number, Contractor's control number, funding source(s), Contract period, Contract Execution date, Service dates, Project ID, Program, Activity, Renewals, Amendments, Contract manager / administrator, Service type, funding type, Contract type, Contractor's contract number, Grant Number, Compliance audit requirements and results, Monitoring exclusions, Type of Procurement used, Federal or non-Federal participation, Payment criteria, Deliverables and / or items, Units of measures, Minimum order, Method of Payment, Advertisement date, Award date, Notice to Proceed Date, Budget Ceiling, Procurement number, Performance bond / insurance information, Liquidated Damages, Retainage, and Additional comments / notes.

The State currently uses the Contract Information File (CIF), which is a part of FLAIR's Contact and Grant subsystem, to establish a contract ID and record important information regarding each contract. This file contains approximately 161 fields which are used for reporting purposes only. The State's Contract requirement is provided below.

3.1.2 Delivered Functionality

Aspire's delivered contract functionality enables contract terms (maximum amount, begin/end dates, etc.) to be managed, PO's and/or Vouchers to be scheduled for release, and releases to be generated directly from the contract. The released amounts are automatically tracked and displayed from within the contract component. In addition, several options and defaults are available to increase the efficiency and flexibility of each contract.

3.1.3 Gap Description

Aspire's delivered contract pages do not capture several of the agency-specific fields in the State's current contract system, the Contract Information File (CIF).

3.2 Description of New Functionality

To meet the State's requirement, an additional page and associated records will need to be added to Aspire's delivered contract component. Using the information on these new records, the State agencies will be able to view all the necessary contract information online and generate the required reports.

The new page will be labeled, "Agency Contract Information," and will be displayed as the fourth tab on the delivered contract component (CNTRCT_ENTRY). This page will contain all the fields from the current CIF that need to be stored for informational purposes. Several fields from the current CIF can be mapped to fields on Aspire's delivered contract record, CNTRCT_HDR. In these cases, we will utilize the delivered fields and will not include them on the custom page. In other words, the "Agency Contract Information" page will only contain the fields from the CIF that cannot be mapped to Aspire's delivered fields.

The "Agency Contract Information" page will contain several fields that have a defined list of translate values. These values will be statewide standards and any additions or changes will need to be performed by a system administrator. These values will be stored in Aspire's delivered XLATTABLE_VW, allowing the user to click a prompt or drop-down button to view or search for valid values. In addition, a new record will be needed to store the Service Type values because it will not fit the format of the delivered translate value table. And finally, some fields on this new page will be linked to other fields within the contract component and therefore will require additional PeopleCode logic behind them.

The following attachment, "ADML140_AgencyContractInformation," describes in detail each field that needs to be on the "Agency Contract Information" page and if the field requires the use of translate values, a new record, or PeopleCode. The "New Contract Translate Values" attachment provides the data for all of the translate values, as well as the new record for Service Type.

Agency Contract Information



E:\Contracts\
ADML140_Agency Co

New Contract Translate Values



E:\Contracts\New
Contract Translate V

3.3 Navigation path

Purchasing > Procurement Contracts > Add/Update Contracts

3.4 Set Up/Control Data

The following fields are the keys on the CONTRACT_HDR record - SETID, CNTRCT_ID, VENDOR_SETID, VENDOR_ID, and CNTRCT_STATUS. The same key fields will be used on the “Agency Contract Information” page (FL_CNTRCT_INFO), as described in the “ADML140_AgencyContractInformation” file, attached above.

All other control data is listed in the “New Contract Translate Values” file, attached above. This data includes Contract Type, Service Type, Agency Specific Contract Status, Method of Payment, Method of Procurement, Contract Evaluation, Billing Code, County Code, Funding Type, Monitoring Exclusion Code, Compliance Audit Code, and Service Area.

A new record will be needed to store the Service Type values.

3.5 Application Changes (e.g., Pages, Components, Menus, Records, App Engines, SQRs, etc.)

- Create custom record to store all of the required CIF fields. See the attachments above.
- Develop a new page to display the fields from the custom record. This page should be a part of the contract component (CNTRCT_ENTRY) and should be displayed as the fourth tab within the component. The header should display the same fields that are on the header of the other tabs within the component (SetID, Contract ID, Vendor ID, and Status).

3.6 Unit Test Considerations

- Validate that adds and updates to the new page are successfully saved and the data is correctly stored to the table.
- Validate that the correct values are being displayed in drop-downs and prompts.
- Validate that the fields with PeopleCode logic are correctly populated.

3.7 Miscellaneous

- This enhancement is very closely related to ADML 125 – an enhancement to record contract history, and ADML 121 – a conversion of the CIF from FLAIR to Aspire. Please refer to these specifications for more details.
- Each agency will have the ability to create reports with the same data they use today.

3.8 Assumptions

- Only one vendor can be associated to a contract.
- The fields included on this page are subject to change upon receipt of the Agency questionnaires.
- Each agency contract will be maintained under an agency-specific SetID (OLO or GL BU) in order to support the security/confidentiality requirements between the agencies.

Document Version Control

Version Number	Release Date	Version Number Description	Description of Changes
QA1	08/13/04	Baseline	