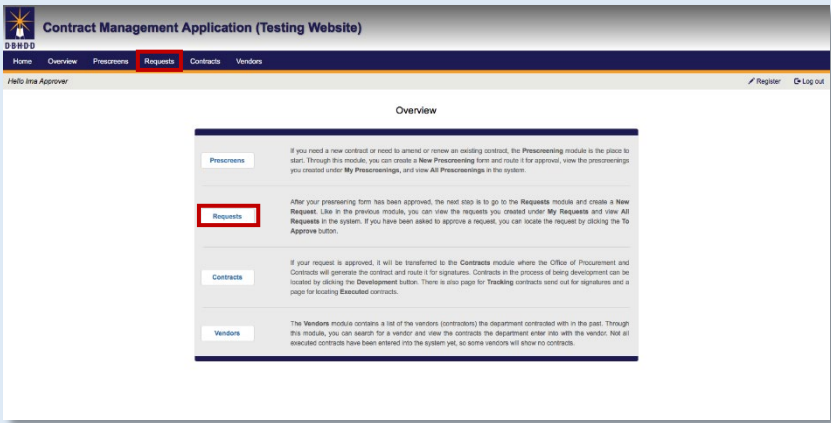
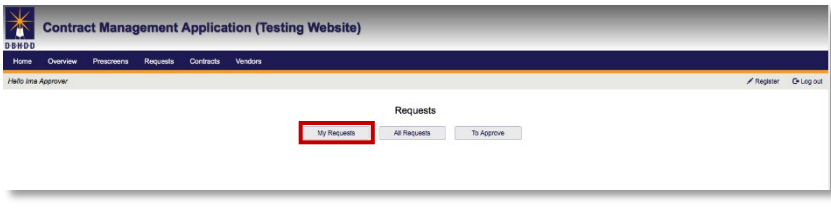
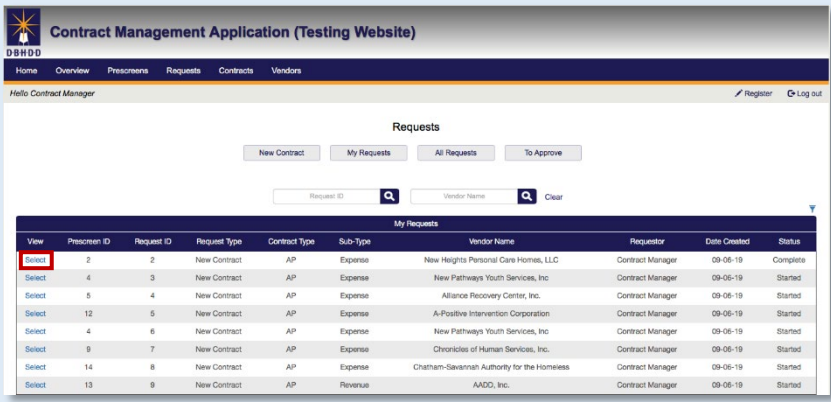


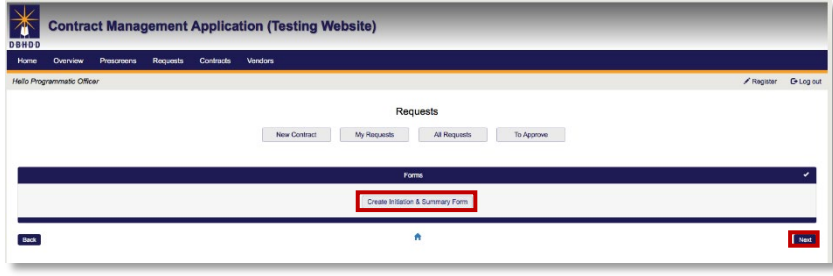

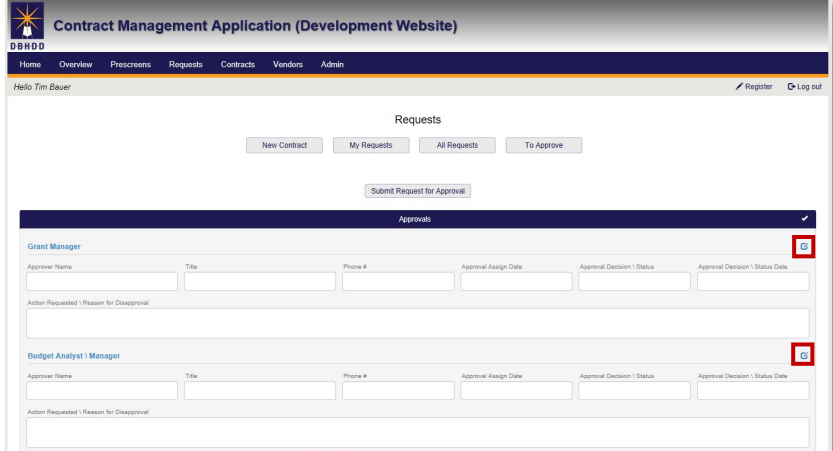


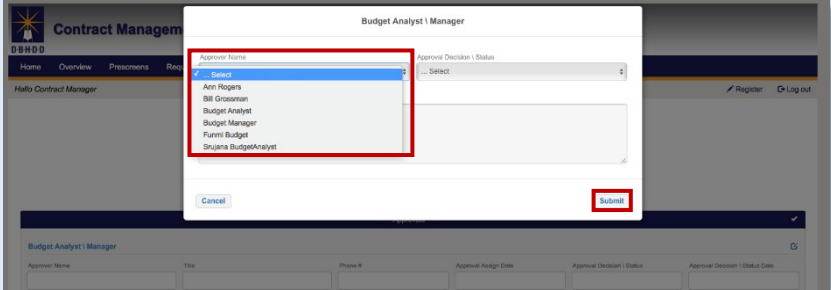
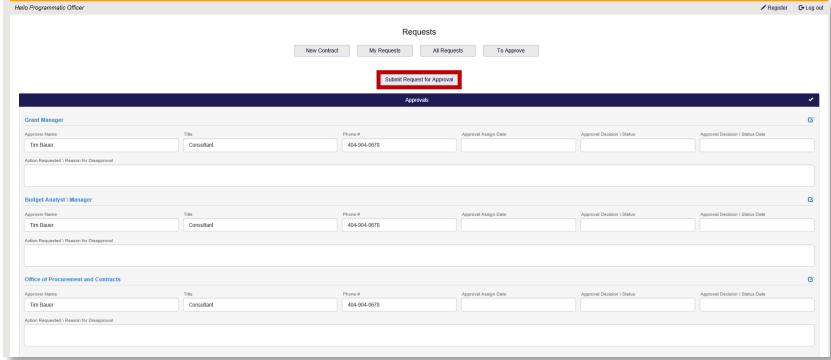

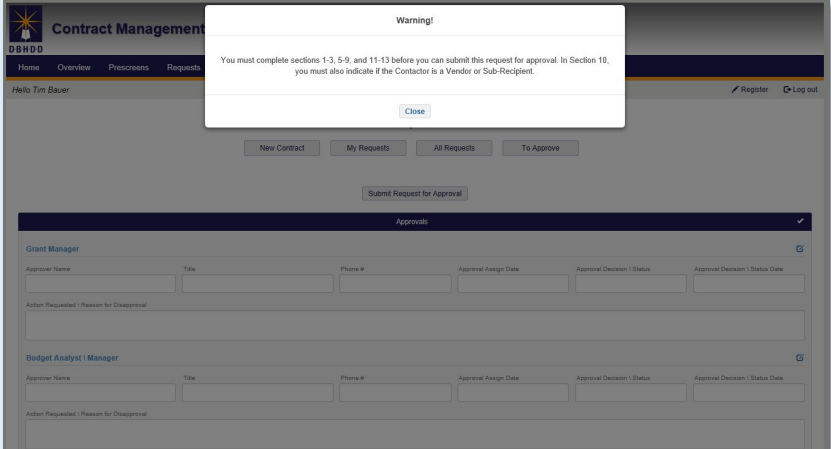
Submitting a Contract Request for Approval

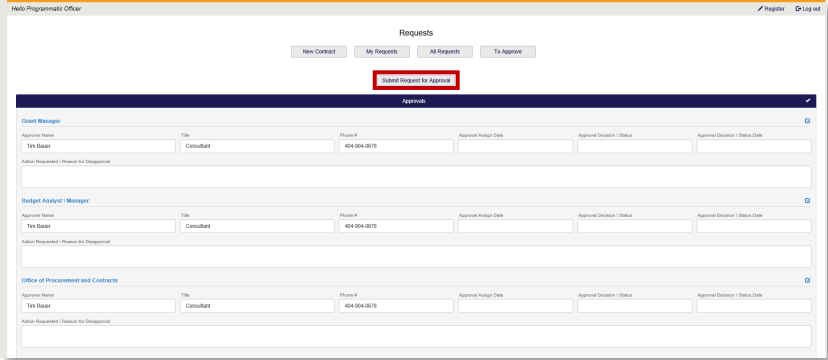
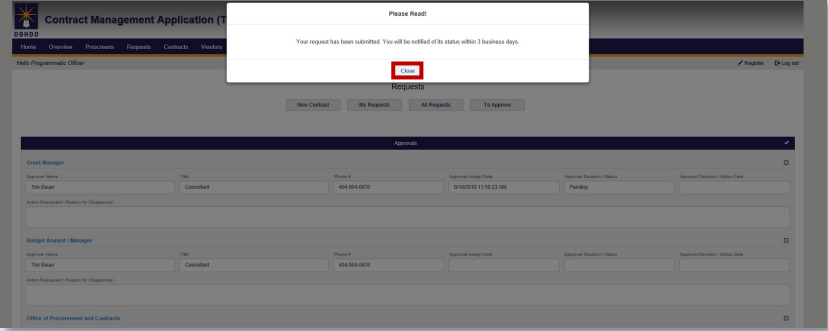
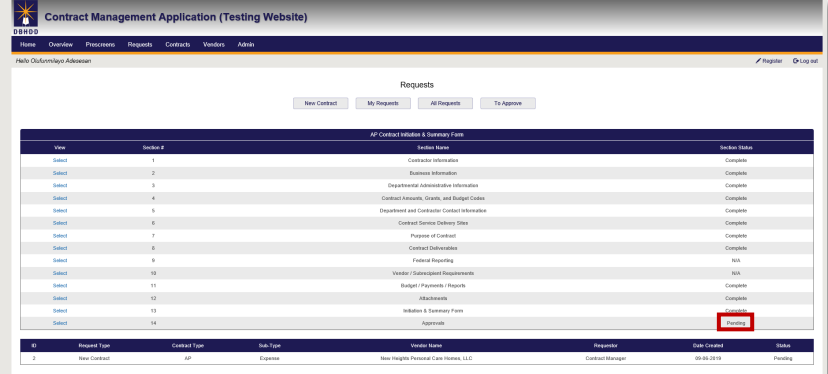
SUMMARY


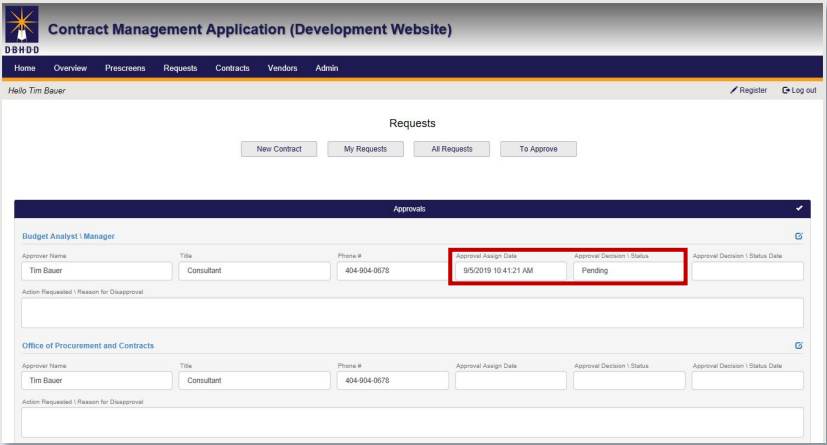


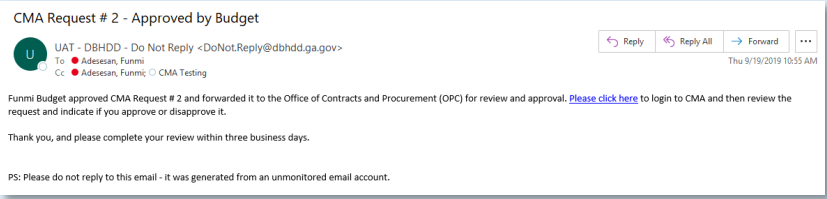
This job aid shows how to submit a contract request for approval.

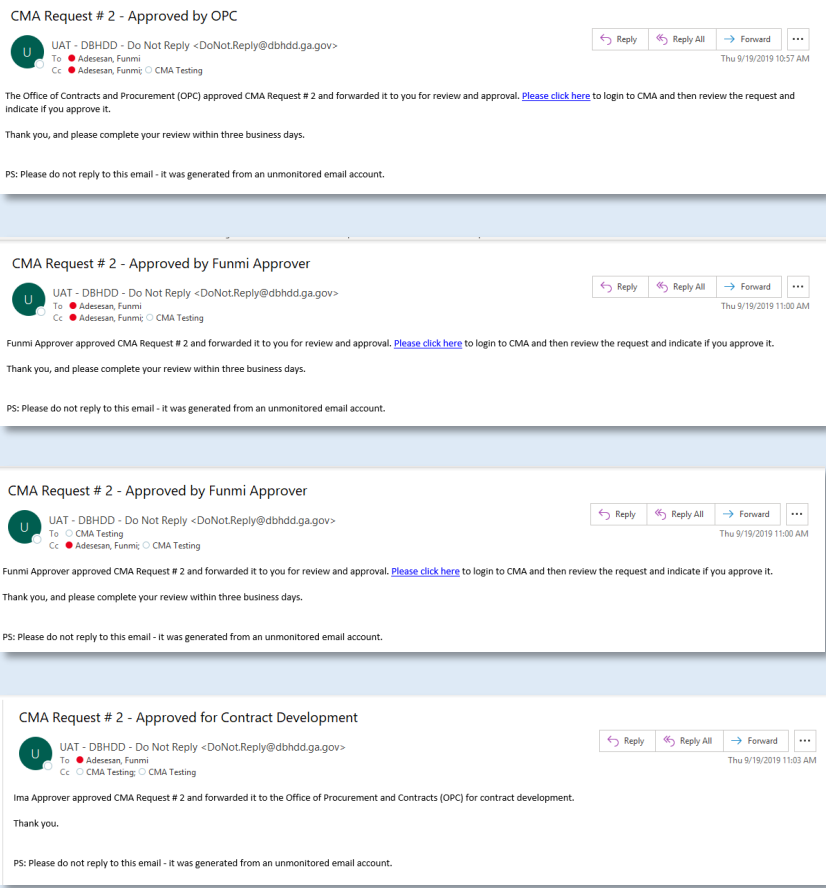

Step	Action	Visual																																																																																										
1	From the Overview page, select the Requests button or Requests link to access the Requests page.	 <p>The screenshot shows the 'Overview' page of the Contract Management Application. The navigation menu includes Home, Overview, Prescreens, Requests, Contracts, and Vendors. The 'Requests' button is highlighted with a red box. The main content area contains instructions for navigating through the system, including sections for Prescreens, Requests, Contracts, and Vendors.</p>																																																																																										
1a	From the Requests page, select the My Requests button to list the requests.	 <p>The screenshot shows the 'Requests' page of the Contract Management Application. The navigation menu includes Home, Overview, Prescreens, Requests, Contracts, and Vendors. The 'My Requests' button is highlighted with a red box. The main content area contains instructions for navigating through the system, including sections for Prescreens, Requests, Contracts, and Vendors.</p>																																																																																										
1b	Under the My Requests subsection, select the Select link to the left of the request that is ready for approval.	 <p>The screenshot shows the 'Requests' page of the Contract Management Application. The navigation menu includes Home, Overview, Prescreens, Requests, Contracts, and Vendors. The 'My Requests' button is highlighted with a red box. Below the navigation menu, there is a search bar with fields for 'Request ID' and 'Vendor Name'. Below the search bar, there is a table of requests. The 'Select' link in the first row is highlighted with a red box.</p> <table border="1" data-bbox="678 1453 1485 1633"> <thead> <tr> <th>View</th> <th>Prescreen ID</th> <th>Request ID</th> <th>Request Type</th> <th>Contract Type</th> <th>Sub-Type</th> <th>Vendor Name</th> <th>Requestor</th> <th>Date Created</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Select</td> <td>2</td> <td>2</td> <td>New Contract</td> <td>AP</td> <td>Expense</td> <td>New Heights Personal Care Homes, LLC</td> <td>Contract Manager</td> <td>09-06-19</td> <td>Complete</td> </tr> <tr> <td>Select</td> <td>4</td> <td>3</td> <td>New Contract</td> <td>AP</td> <td>Expense</td> <td>New Pathways Youth Services, Inc</td> <td>Contract Manager</td> <td>09-06-19</td> <td>Started</td> </tr> <tr> <td>Select</td> <td>5</td> <td>4</td> <td>New Contract</td> <td>AP</td> <td>Expense</td> <td>Alliance Recovery Center, Inc.</td> <td>Contract Manager</td> <td>09-06-19</td> <td>Started</td> </tr> <tr> <td>Select</td> <td>12</td> <td>5</td> <td>New Contract</td> <td>AP</td> <td>Expense</td> <td>A-Positive Intervention Corporation</td> <td>Contract Manager</td> <td>09-06-19</td> <td>Started</td> </tr> <tr> <td>Select</td> <td>4</td> <td>6</td> <td>New Contract</td> <td>AP</td> <td>Expense</td> <td>New Pathways Youth Services, Inc</td> <td>Contract Manager</td> <td>09-06-19</td> <td>Started</td> </tr> <tr> <td>Select</td> <td>9</td> <td>7</td> <td>New Contract</td> <td>AP</td> <td>Expense</td> <td>Chronicles of Human Services, Inc.</td> <td>Contract Manager</td> <td>09-06-19</td> <td>Started</td> </tr> <tr> <td>Select</td> <td>14</td> <td>8</td> <td>New Contract</td> <td>AP</td> <td>Expense</td> <td>Chatham-Savannah Authority for the Homeless</td> <td>Contract Manager</td> <td>09-06-19</td> <td>Started</td> </tr> <tr> <td>Select</td> <td>13</td> <td>9</td> <td>New Contract</td> <td>AP</td> <td>Revenue</td> <td>AADD, Inc.</td> <td>Contract Manager</td> <td>09-06-19</td> <td>Started</td> </tr> </tbody> </table>	View	Prescreen ID	Request ID	Request Type	Contract Type	Sub-Type	Vendor Name	Requestor	Date Created	Status	Select	2	2	New Contract	AP	Expense	New Heights Personal Care Homes, LLC	Contract Manager	09-06-19	Complete	Select	4	3	New Contract	AP	Expense	New Pathways Youth Services, Inc	Contract Manager	09-06-19	Started	Select	5	4	New Contract	AP	Expense	Alliance Recovery Center, Inc.	Contract Manager	09-06-19	Started	Select	12	5	New Contract	AP	Expense	A-Positive Intervention Corporation	Contract Manager	09-06-19	Started	Select	4	6	New Contract	AP	Expense	New Pathways Youth Services, Inc	Contract Manager	09-06-19	Started	Select	9	7	New Contract	AP	Expense	Chronicles of Human Services, Inc.	Contract Manager	09-06-19	Started	Select	14	8	New Contract	AP	Expense	Chatham-Savannah Authority for the Homeless	Contract Manager	09-06-19	Started	Select	13	9	New Contract	AP	Revenue	AADD, Inc.	Contract Manager	09-06-19	Started
View	Prescreen ID	Request ID	Request Type	Contract Type	Sub-Type	Vendor Name	Requestor	Date Created	Status																																																																																			
Select	2	2	New Contract	AP	Expense	New Heights Personal Care Homes, LLC	Contract Manager	09-06-19	Complete																																																																																			
Select	4	3	New Contract	AP	Expense	New Pathways Youth Services, Inc	Contract Manager	09-06-19	Started																																																																																			
Select	5	4	New Contract	AP	Expense	Alliance Recovery Center, Inc.	Contract Manager	09-06-19	Started																																																																																			
Select	12	5	New Contract	AP	Expense	A-Positive Intervention Corporation	Contract Manager	09-06-19	Started																																																																																			
Select	4	6	New Contract	AP	Expense	New Pathways Youth Services, Inc	Contract Manager	09-06-19	Started																																																																																			
Select	9	7	New Contract	AP	Expense	Chronicles of Human Services, Inc.	Contract Manager	09-06-19	Started																																																																																			
Select	14	8	New Contract	AP	Expense	Chatham-Savannah Authority for the Homeless	Contract Manager	09-06-19	Started																																																																																			
Select	13	9	New Contract	AP	Revenue	AADD, Inc.	Contract Manager	09-06-19	Started																																																																																			

Step	Action	Visual																																																												
2	<p>Select the Create Initiation & Summary Form button to create the AP Contract Initiation and Summary Form.</p> <p>Select the Next button.</p>	 <p>The screenshot shows the 'Contract Management Application (Testing Website)' interface. The user is logged in as 'Programmatic Officer'. The 'Requests' section is active, and the 'Create Initiation & Summary Form' button is highlighted with a red box. The 'Next' button is also visible at the bottom right.</p>																																																												
3	<p>From the AP Contract Initiation & Summary Form, select the Select link for the Approvals section.</p>	 <p>The screenshot shows the 'AP Contract Initiation & Summary Form' table. The 'Approvals' section is highlighted with a red box. The table has columns for 'View', 'Section #', 'Section Name', and 'Section Status'. The 'Approvals' section is the 14th section in the list.</p> <table border="1" data-bbox="678 768 1484 1024"> <thead> <tr> <th>View</th> <th>Section #</th> <th>Section Name</th> <th>Section Status</th> </tr> </thead> <tbody> <tr><td>Select</td><td>1</td><td>Contractor Information</td><td>Complete</td></tr> <tr><td>Select</td><td>2</td><td>Business Information</td><td>Complete</td></tr> <tr><td>Select</td><td>3</td><td>Departmental Administrative Information</td><td>Complete</td></tr> <tr><td>Select</td><td>4</td><td>Contract Amounts, Grants, and Budget Codes</td><td>Complete</td></tr> <tr><td>Select</td><td>5</td><td>Department and Contractor Contact Information</td><td>Complete</td></tr> <tr><td>Select</td><td>6</td><td>Contract Service Delivery Sites</td><td>Complete</td></tr> <tr><td>Select</td><td>7</td><td>Purpose of Contract</td><td>Complete</td></tr> <tr><td>Select</td><td>8</td><td>Contract Deliverables</td><td>Complete</td></tr> <tr><td>Select</td><td>9</td><td>Federal Reporting</td><td>N/A</td></tr> <tr><td>Select</td><td>10</td><td>Vendor / Subsequent Requirements</td><td>N/A</td></tr> <tr><td>Select</td><td>11</td><td>Budget / Payments / Reports</td><td>Complete</td></tr> <tr><td>Select</td><td>12</td><td>Attachments</td><td>Complete</td></tr> <tr><td>Select</td><td>13</td><td>Initiation & Summary Form</td><td>Complete</td></tr> <tr><td>Select</td><td>14</td><td>Approvals</td><td>Complete</td></tr> </tbody> </table>	View	Section #	Section Name	Section Status	Select	1	Contractor Information	Complete	Select	2	Business Information	Complete	Select	3	Departmental Administrative Information	Complete	Select	4	Contract Amounts, Grants, and Budget Codes	Complete	Select	5	Department and Contractor Contact Information	Complete	Select	6	Contract Service Delivery Sites	Complete	Select	7	Purpose of Contract	Complete	Select	8	Contract Deliverables	Complete	Select	9	Federal Reporting	N/A	Select	10	Vendor / Subsequent Requirements	N/A	Select	11	Budget / Payments / Reports	Complete	Select	12	Attachments	Complete	Select	13	Initiation & Summary Form	Complete	Select	14	Approvals	Complete
View	Section #	Section Name	Section Status																																																											
Select	1	Contractor Information	Complete																																																											
Select	2	Business Information	Complete																																																											
Select	3	Departmental Administrative Information	Complete																																																											
Select	4	Contract Amounts, Grants, and Budget Codes	Complete																																																											
Select	5	Department and Contractor Contact Information	Complete																																																											
Select	6	Contract Service Delivery Sites	Complete																																																											
Select	7	Purpose of Contract	Complete																																																											
Select	8	Contract Deliverables	Complete																																																											
Select	9	Federal Reporting	N/A																																																											
Select	10	Vendor / Subsequent Requirements	N/A																																																											
Select	11	Budget / Payments / Reports	Complete																																																											
Select	12	Attachments	Complete																																																											
Select	13	Initiation & Summary Form	Complete																																																											
Select	14	Approvals	Complete																																																											
4	<p>The Approvals section displays a list of all required approvers by title and/or name.</p> <p>Select the Edit icon to the right of each approver role subsection, such as the Grant Manager and Budget Analyst Manager subsections.</p>	 <p>The screenshot shows the 'Contract Management Application (Development Website)' interface. The user is logged in as 'Tim Bauer'. The 'Approvals' section is active, and the 'Grant Manager' and 'Budget Analyst Manager' subsections are highlighted with red boxes. The 'Grant Manager' subsection has an 'Edit' icon highlighted in red.</p>																																																												

Step	Action	Visual
5	<p>A popup window will appear. In the Approver Name field, select a name or title from the dropdown menu.</p> <p>Select the Submit button.</p> <p>Do this for each approver role listed.</p>	
6	<p>After assigning Approver Name(s), select the Submit Request for Approval button.</p>	
6a	<p> NOTE: If you select the Submit Request for Approval button and any sections are incomplete, a Warning! message appears indicating which fields still need to be completed.</p>	

Step	Action	Visual
7	When all fields are completed, select the Submit Request for Approval button.	
7a	A message will appear stating: “Please Read! Your request has been submitted. You will be notified of its status within 3 business days.” Select the Close button.	
8	After the approval request is submitted, the Section Status for Approvals shows that it is Pending .	

Step	Action	Visual
<p>9</p>	<p>The Approval Assign Date field within the Budget Analyst \ Manager subsection changes. The Approval Decision \ Status field changes to Pending, and an approval-required email is sent to the approver.</p> <p> NOTE: Approver Names are filled in when the user submits a request for approval, and the Approval Decision \ Status is set to Pending for the first approver.</p>	
<p>10</p>	<p> NOTE: The approval request follows the order of required approvers listed under the Approvals section.</p>	
<p>11</p>	<p>Each time the request is reviewed and approved, the requestor will receive an email about the status of the request and which approver has approved it.</p>	

Step	Action	Visual
		 <p>CMA Request # 2 - Approved by OPC</p> <p>UAT - DBHDD - Do Not Reply <DoNot.Reply@dbhdd.ga.gov> To: Adesean, Funmi Cc: Adesean, Funmi; CMA Testing Thu 9/19/2019 10:57 AM</p> <p>The Office of Contracts and Procurement (OPC) approved CMA Request # 2 and forwarded it to you for review and approval. Please click here to login to CMA and then review the request and indicate if you approve it.</p> <p>Thank you, and please complete your review within three business days.</p> <p>PS: Please do not reply to this email - it was generated from an unmonitored email account.</p> <hr/> <p>CMA Request # 2 - Approved by Funmi Approver</p> <p>UAT - DBHDD - Do Not Reply <DoNot.Reply@dbhdd.ga.gov> To: Adesean, Funmi Cc: Adesean, Funmi; CMA Testing Thu 9/19/2019 11:00 AM</p> <p>Funmi Approver approved CMA Request # 2 and forwarded it to you for review and approval. Please click here to login to CMA and then review the request and indicate if you approve it.</p> <p>Thank you, and please complete your review within three business days.</p> <p>PS: Please do not reply to this email - it was generated from an unmonitored email account.</p> <hr/> <p>CMA Request # 2 - Approved by Funmi Approver</p> <p>UAT - DBHDD - Do Not Reply <DoNot.Reply@dbhdd.ga.gov> To: CMA Testing Cc: Adesean, Funmi; CMA Testing Thu 9/19/2019 11:02 AM</p> <p>Funmi Approver approved CMA Request # 2 and forwarded it to you for review and approval. Please click here to login to CMA and then review the request and indicate if you approve it.</p> <p>Thank you, and please complete your review within three business days.</p> <p>PS: Please do not reply to this email - it was generated from an unmonitored email account.</p> <hr/> <p>CMA Request # 2 - Approved for Contract Development</p> <p>UAT - DBHDD - Do Not Reply <DoNot.Reply@dbhdd.ga.gov> To: Adesean, Funmi Cc: CMA Testing; CMA Testing Thu 9/19/2019 11:02 AM</p> <p>Ima Approver approved CMA Request # 2 and forwarded it to the Office of Procurement and Contracts (OPC) for contract development.</p> <p>Thank you.</p> <p>PS: Please do not reply to this email - it was generated from an unmonitored email account.</p>
<p>12</p>	<p>Once all required approvers review and approve the request, the Approval Decision \ Status is set to Approved for each approver.</p> <p> NOTE: If an approver's decision is Action Requested or Disapproved, the approval workflow stops. The requestor must take the Action Requested and the approval workflow restarts if modifications are made.</p> <p>For a Disapproved decision, the Contract Manager may change an approval decision and/or restart the approval workflow if directed by management.</p>	