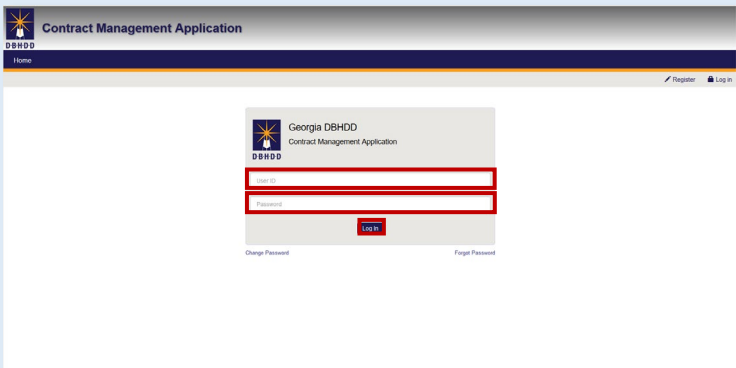
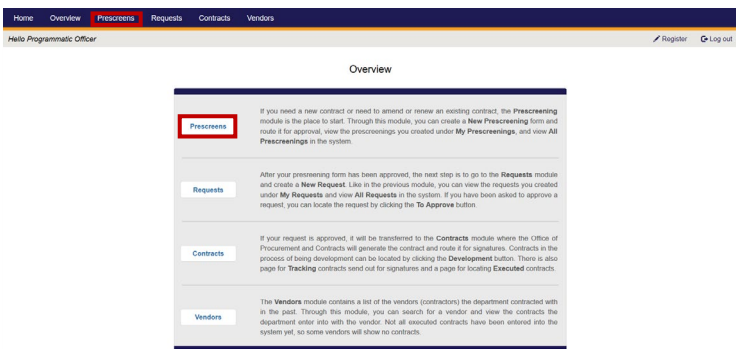
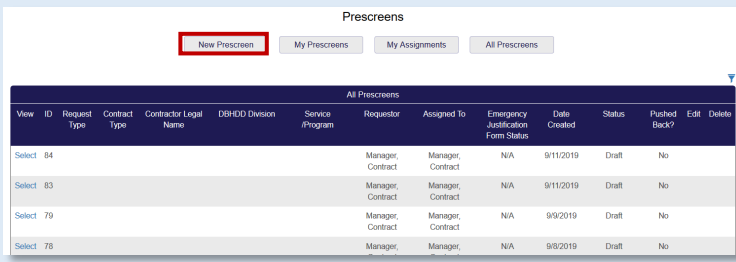


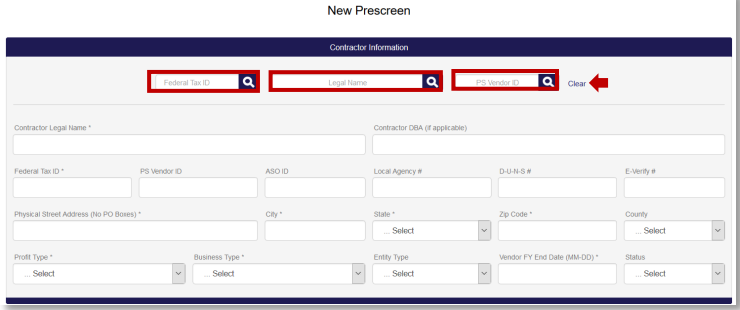
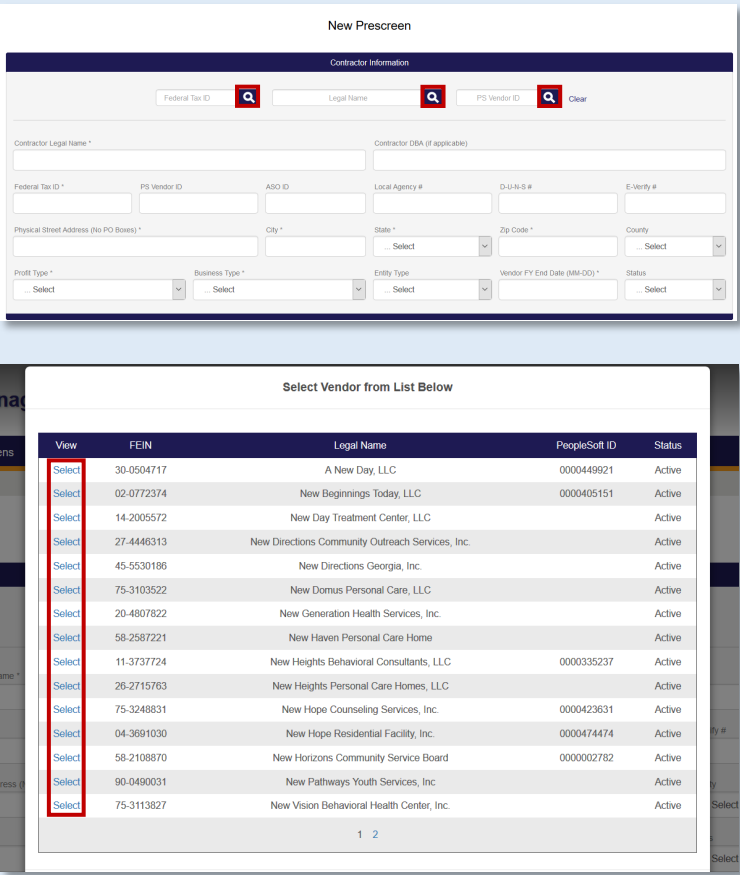


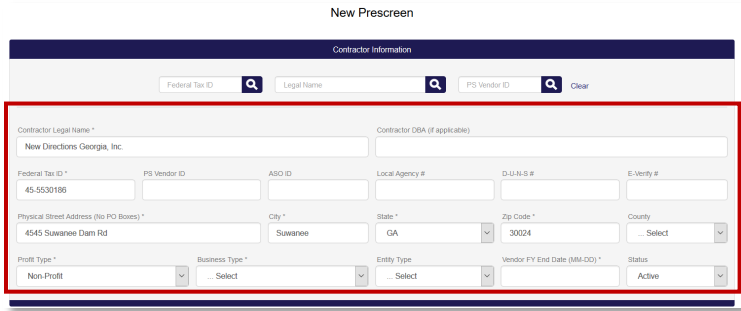
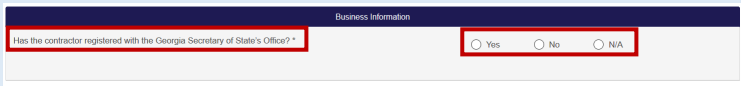
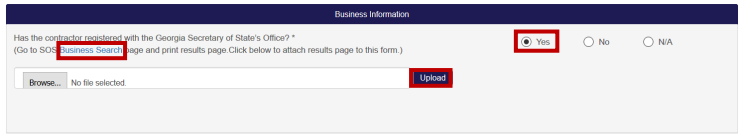
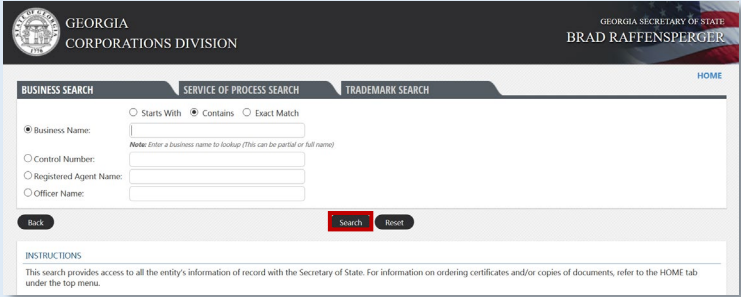
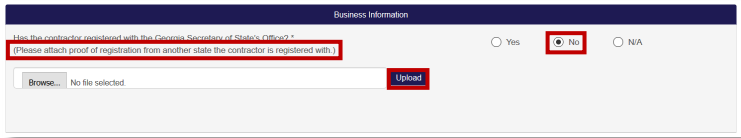
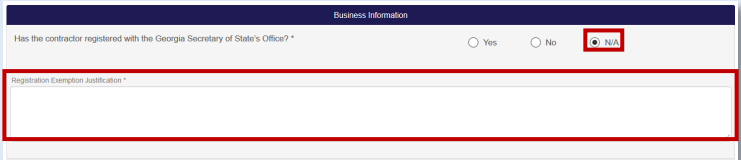
Creating a New Prescreening Request with an Emergency Justification

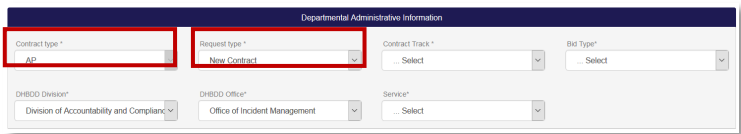

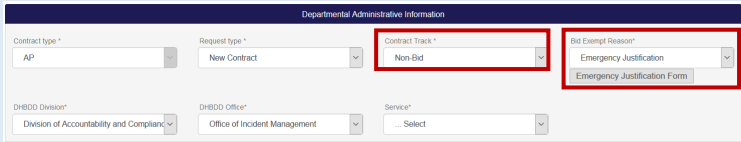
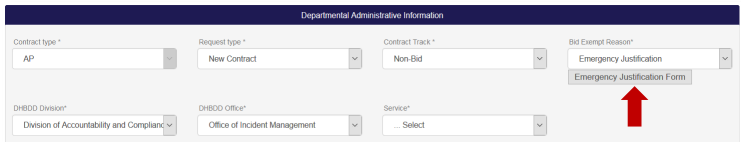
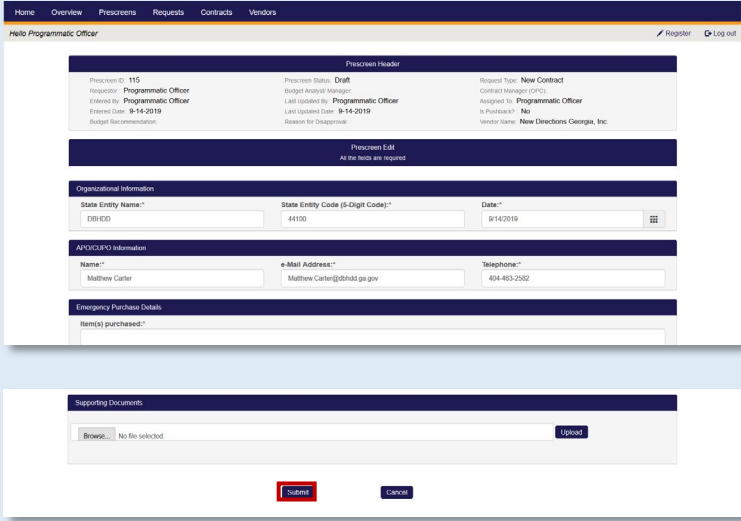
SUMMARY

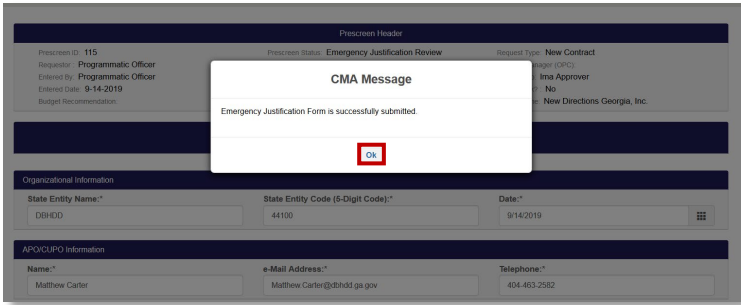
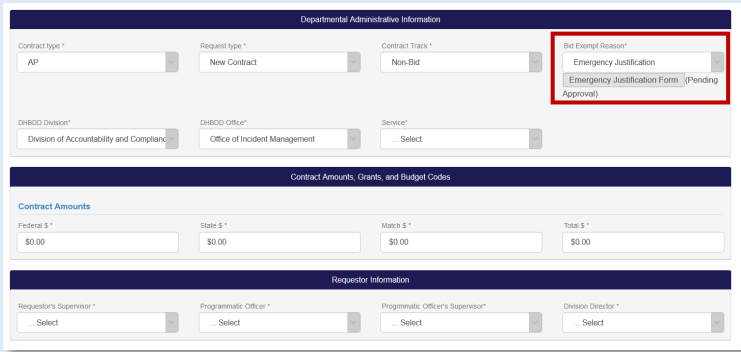
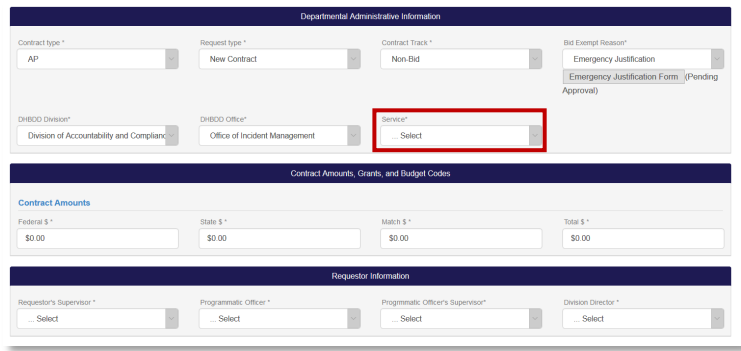
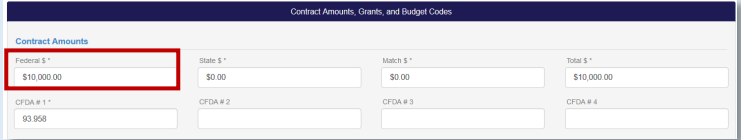
This job aid shows how to create a Prescreen request with an emergency justification.

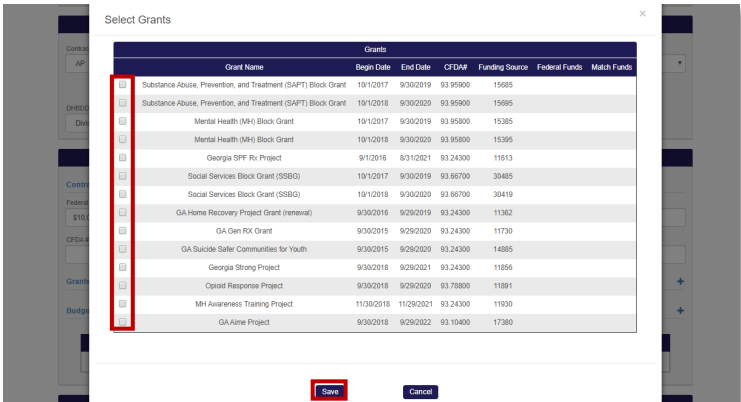

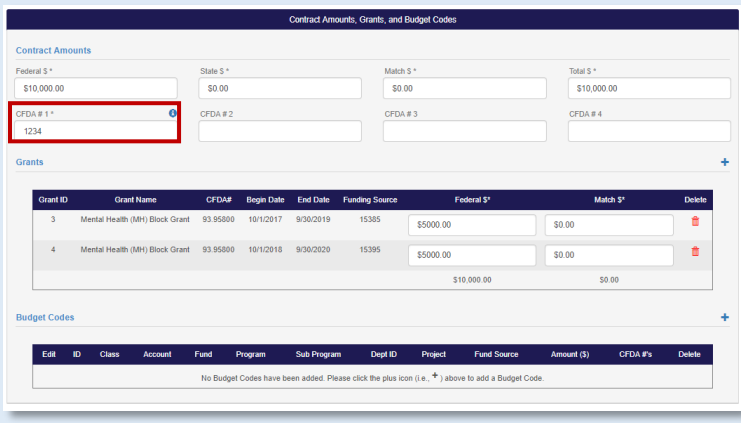
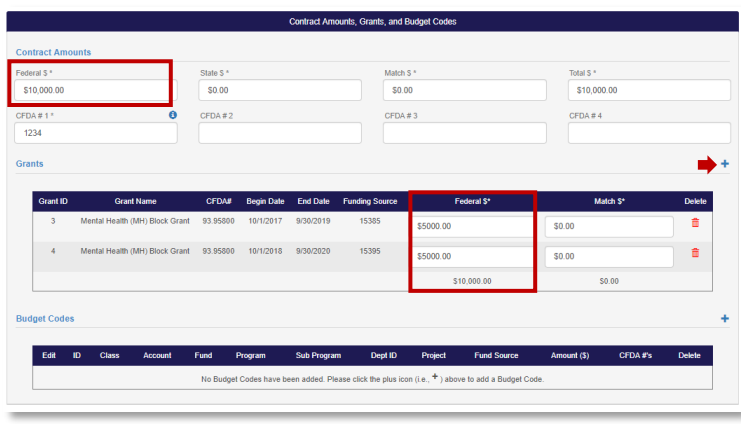
Step	Action	Visual																																																																																								
1	<p>To log in to Contract Management Application, enter your User ID and Password.</p> <p>Select the Log In button. If the User ID and Password are entered correctly, the Overview page will open.</p>																																																																																									
2	<p>To access the Prescreens, select the Prescreens link at the top of the page, or select the Prescreens button in the middle of the page.</p>																																																																																									
3	<p>Select the New Prescreen button.</p> <p>The New Prescreen page will open.</p>	 <table border="1" data-bbox="776 1451 1497 1619"> <thead> <tr> <th colspan="13">All Prescreens</th> </tr> <tr> <th>View</th> <th>ID</th> <th>Request Type</th> <th>Contract Type</th> <th>Contractor Legal Name</th> <th>DBHDD Division</th> <th>Service /Program</th> <th>Requestor</th> <th>Assigned To</th> <th>Emergency Justification Form Status</th> <th>Date Created</th> <th>Status</th> <th>Purged Back?</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Select</td> <td>84</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Manager, Contract</td> <td>Manager, Contract</td> <td>N/A</td> <td>9/11/2019</td> <td>Draft</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>Select</td> <td>83</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Manager, Contract</td> <td>Manager, Contract</td> <td>N/A</td> <td>9/11/2019</td> <td>Draft</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>Select</td> <td>79</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Manager, Contract</td> <td>Manager, Contract</td> <td>N/A</td> <td>9/9/2019</td> <td>Draft</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>Select</td> <td>78</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Manager, Contract</td> <td>Manager, Contract</td> <td>N/A</td> <td>9/9/2019</td> <td>Draft</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table>	All Prescreens													View	ID	Request Type	Contract Type	Contractor Legal Name	DBHDD Division	Service /Program	Requestor	Assigned To	Emergency Justification Form Status	Date Created	Status	Purged Back?	Edit	Delete	Select	84						Manager, Contract	Manager, Contract	N/A	9/11/2019	Draft	No			Select	83						Manager, Contract	Manager, Contract	N/A	9/11/2019	Draft	No			Select	79						Manager, Contract	Manager, Contract	N/A	9/9/2019	Draft	No			Select	78						Manager, Contract	Manager, Contract	N/A	9/9/2019	Draft	No		
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<p>4</p>	<p>In the Contractor Information section, you can search or enter the vendor who is requesting the contract.</p> <p>To search for the vendor, enter the Federal Tax ID, Legal Name, or PS Vendor ID in the search fields.</p> <p>The Clear button deletes the entries in the Federal Tax ID, Legal Name, and PS Vendor ID search fields.</p>																																																																																	
<p>5</p>	<p>Select the Search icon. A popup page displays that says Select Vendor from List Below with the available vendor options. If the vendor information is in the system, it will display as an option.</p> <p>In the View column, select the Select link.</p>	 <table border="1" data-bbox="808 1087 1474 1470"> <thead> <tr> <th>View</th> <th>FEIN</th> <th>Legal Name</th> <th>PeopleSoft ID</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Select</td> <td>30-0504717</td> <td>A New Day, LLC</td> <td>0000449921</td> <td>Active</td> </tr> <tr> <td>Select</td> <td>02-0772374</td> <td>New Beginnings Today, LLC</td> <td>0000405151</td> <td>Active</td> </tr> <tr> <td>Select</td> <td>14-2005572</td> <td>New Day Treatment Center, LLC</td> <td></td> <td>Active</td> </tr> <tr> <td>Select</td> <td>27-4446313</td> <td>New Directions Community Outreach Services, Inc.</td> <td></td> <td>Active</td> </tr> <tr> <td>Select</td> <td>45-5530186</td> <td>New Directions Georgia, Inc.</td> <td></td> <td>Active</td> </tr> <tr> <td>Select</td> <td>75-3103522</td> <td>New Domus Personal Care, LLC</td> <td></td> <td>Active</td> </tr> <tr> <td>Select</td> <td>20-4807822</td> <td>New Generation Health Services, Inc.</td> <td></td> <td>Active</td> </tr> <tr> <td>Select</td> <td>58-2587221</td> <td>New Haven Personal Care Home</td> <td></td> <td>Active</td> </tr> <tr> <td>Select</td> <td>11-3737724</td> <td>New Heights Behavioral Consultants, LLC</td> <td>0000335237</td> <td>Active</td> </tr> <tr> <td>Select</td> <td>26-2715763</td> <td>New Heights Personal Care Homes, LLC</td> <td></td> <td>Active</td> </tr> <tr> <td>Select</td> <td>75-3248831</td> <td>New Hope Counseling Services, Inc.</td> <td>0000423631</td> <td>Active</td> </tr> <tr> <td>Select</td> <td>04-3691030</td> <td>New Hope Residential Facility, Inc.</td> <td>0000474474</td> <td>Active</td> </tr> <tr> <td>Select</td> <td>58-2108970</td> <td>New Horizons Community Service Board</td> <td>0000002782</td> <td>Active</td> </tr> <tr> <td>Select</td> <td>90-0490031</td> <td>New Pathways Youth Services, Inc.</td> <td></td> <td>Active</td> </tr> <tr> <td>Select</td> <td>75-3113827</td> <td>New Vision Behavioral Health Center, Inc.</td> <td></td> <td>Active</td> </tr> </tbody> </table>	View	FEIN	Legal Name	PeopleSoft ID	Status	Select	30-0504717	A New Day, LLC	0000449921	Active	Select	02-0772374	New Beginnings Today, LLC	0000405151	Active	Select	14-2005572	New Day Treatment Center, LLC		Active	Select	27-4446313	New Directions Community Outreach Services, Inc.		Active	Select	45-5530186	New Directions Georgia, Inc.		Active	Select	75-3103522	New Domus Personal Care, LLC		Active	Select	20-4807822	New Generation Health Services, Inc.		Active	Select	58-2587221	New Haven Personal Care Home		Active	Select	11-3737724	New Heights Behavioral Consultants, LLC	0000335237	Active	Select	26-2715763	New Heights Personal Care Homes, LLC		Active	Select	75-3248831	New Hope Counseling Services, Inc.	0000423631	Active	Select	04-3691030	New Hope Residential Facility, Inc.	0000474474	Active	Select	58-2108970	New Horizons Community Service Board	0000002782	Active	Select	90-0490031	New Pathways Youth Services, Inc.		Active	Select	75-3113827	New Vision Behavioral Health Center, Inc.		Active
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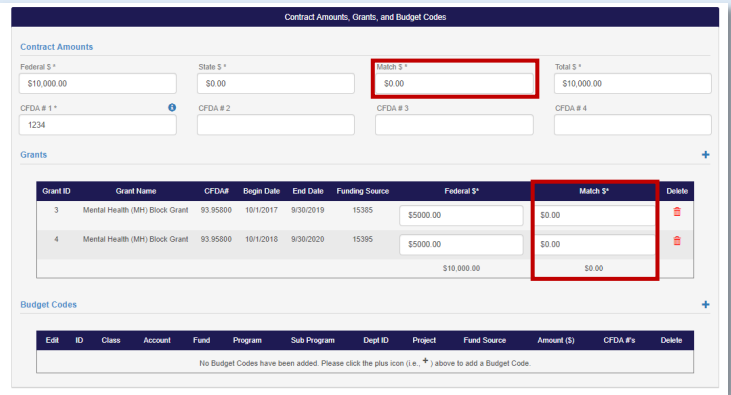
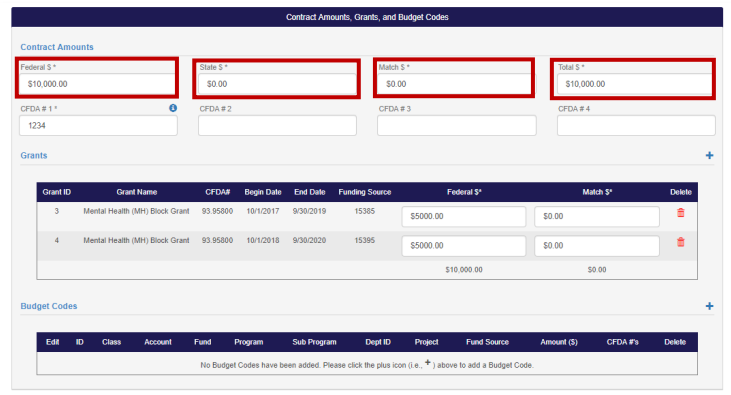
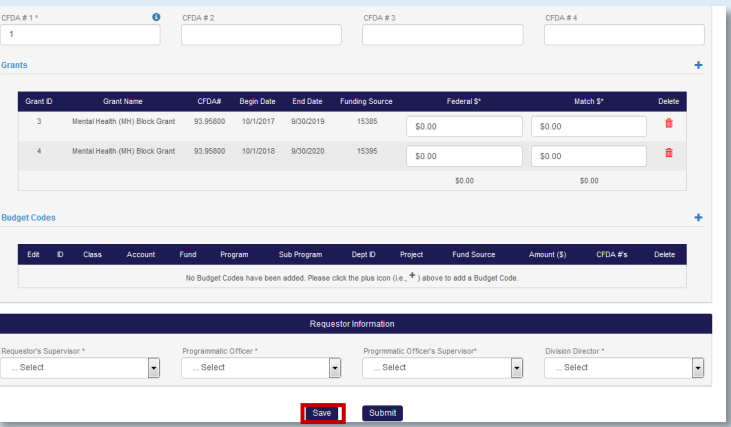
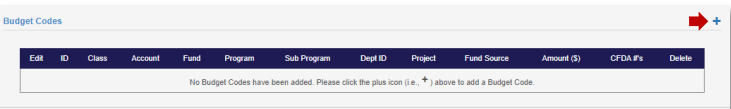
Step	Action	Visual
6	<p>Selecting the vendor from the popup list will auto-populate all available information from the vendor in the mandatory fields. If there is missing information in a mandatory field, you will need to enter it manually.</p> <p>If the vendor is not in the system, manually complete the vendor information fields.</p>	
7	<p>Select Yes, No, or N/A to the question “Has the contractor registered with the Georgia Secretary of State’s Office?”</p>	
8	<p>Selecting Yes will direct you to the Go to SOS Business Search page and the print results page. Select the Business Search link.</p> <p>The link opens the form from the Georgia Corporations Division to complete.</p>	
9	<p>Select the Search button for the results.</p> <p>You will need to select the Upload button in the Business Information section to attach the results page to this form.</p>	
10	<p>If No is selected, a message displays asking you to “Please attach proof of registration from another state the contractor is registered with.” You will need to select the Upload button to attach proof of registration from another state to this form.</p>	
11	<p>Selecting N/A will require you provide a Registration Exemption Justification.</p>	

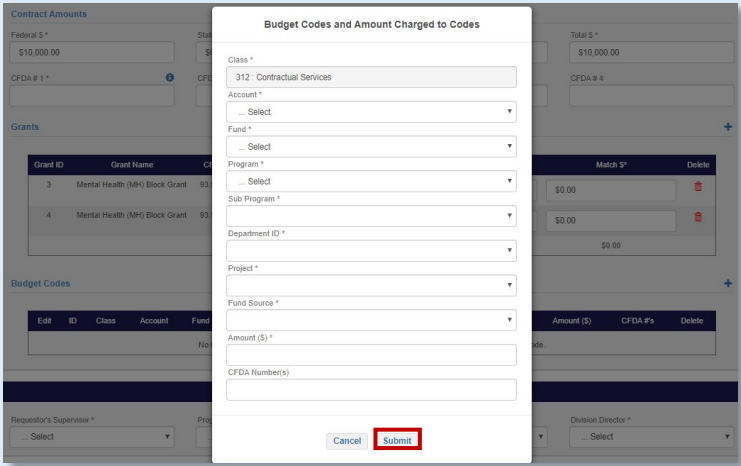
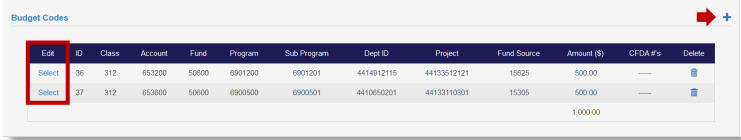
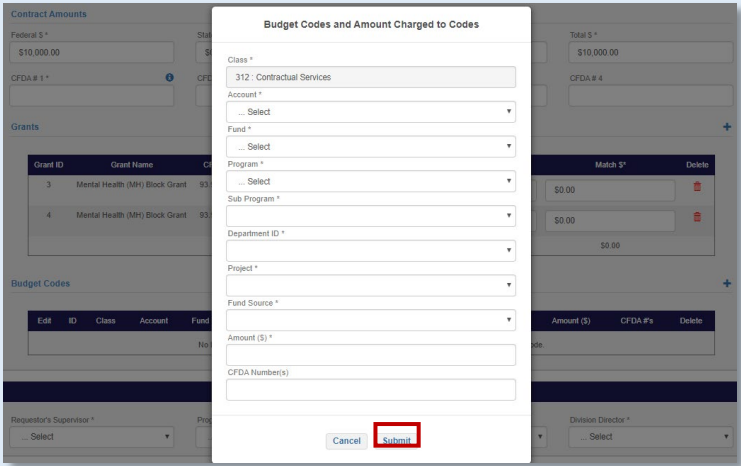
Step	Action	Visual
12	<p>In the Contract type field, AP is auto-populated because the Prescreen is only applicable to the AP contract.</p> <p>In the Request type field, there are three options to choose from: Amendment, New Contract, or Renewal.</p> <p>Since you will be creating a Prescreen with the Contract type as AP, the selection will be New Contract.</p>	
13	<p>In the Contract Track field, the options are Bid or Non-Bid.</p> <p>Select Non-Bid. The Bid Exempt Reason field will appear. Select the type of Bid Exempt Reason.</p> <p> NOTE: For the Bid Exempt Reason field, selecting Below Purchasing Threshold will open a box requesting Aggregate Amount of All Purchases. If you select Emergency Justification, the Emergency Justification Form button will appear.</p>	
14	<p>Select the Emergency Justification Form button to open the Emergency Justification Form.</p>	
15	<p>Complete all required fields in the Emergency Justification Form.</p> <p>Select Submit.</p>	

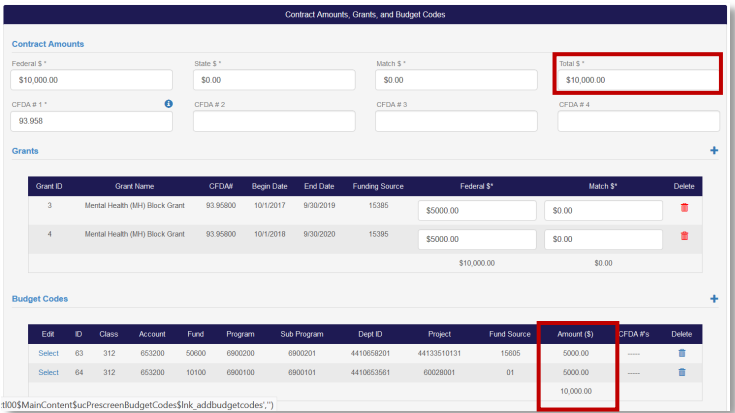
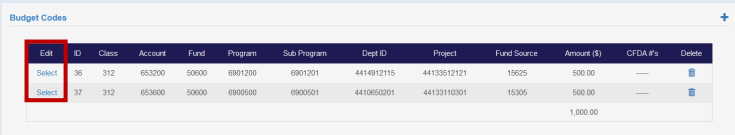
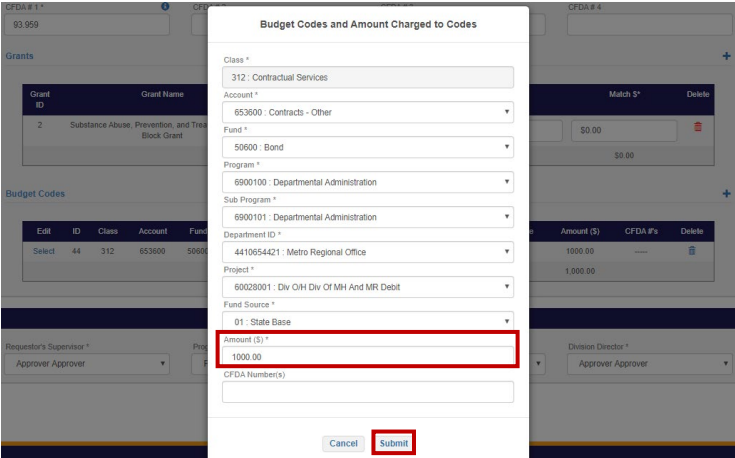
Step	Action	Visual
16	<p>A CMA Message will appear indicating that the “Emergency Justification Form is successfully submitted.”</p> <p>Click Ok.</p>	
17	<p>The “Pending Approval” message will appear next to the Emergency Justification Form button.</p>	
18	<p>The DHBDD Division and DHBDD Office fields within the Department Administration Information section will auto-populate with the user’s division or office.</p> <p>Select the appropriate option from the Service field. There are several options available.</p>	
19	<p>In the Contract Amounts subsection, entering an amount greater than zero in the Federal \$ field will prompt the Grants popup window to appear.</p>	


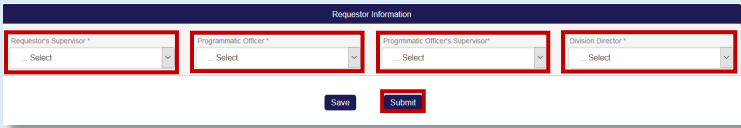
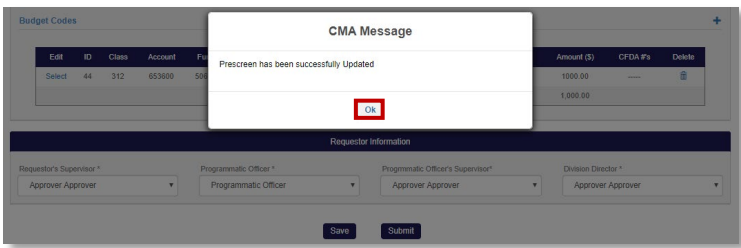
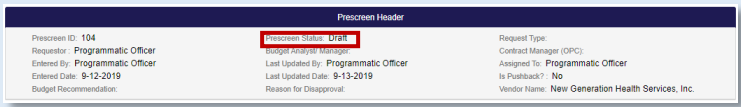
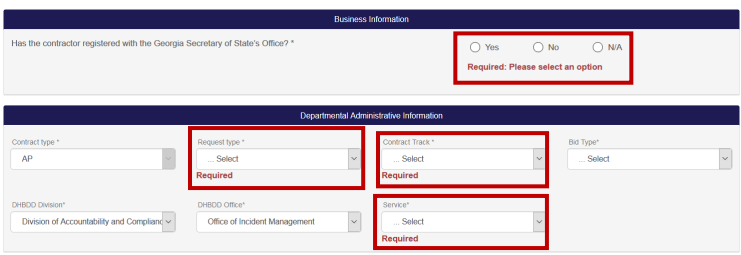
Step	Action	Visual
20	<p>Select the appropriate grant(s) by selecting the box(es) to the left of the Grant Name column.</p> <p>Select Save.</p>	
21	<p>The selected grants and CFDA # fields are added to the form. The Grants and Budget Codes sections are added to the page.</p> <p>Enter the CFDA numbers in the CFDA # fields. CFDA # 1 is a mandatory field; CFDA #s 2, 3, and 4 are optional.</p> <p> NOTE: To obtain additional information about the Catalog of Federal Domestic Assistance (CFDA), select the information icon to the right of CFDA # 1. The sam.gov website opens to search for information about CFDA.</p>	
22	<p>If there are multiple grants in the Federal \$ fields within the Grants subsection, the total dollar amount for each grant must match the dollar amount in the Federal \$ field within the Contract Amounts subsection. If you need to add additional grants, select the Plus sign at the right of the Grants subsection.</p>	



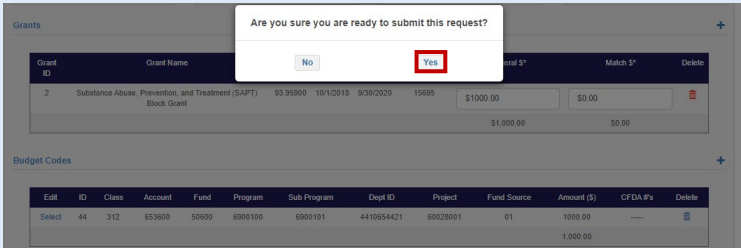
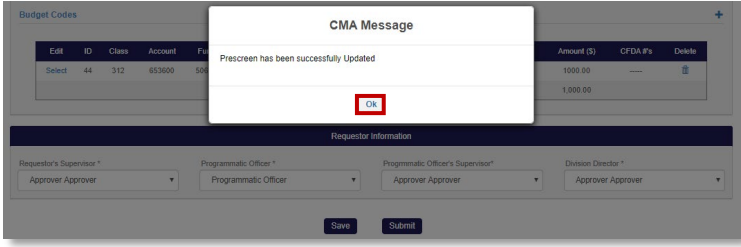

Step	Action	Visual
23	The Match \$ amount within the Contract Amounts subsection must match the Match \$ field total in the Grants subsection.	
24	The State \$ field is used if there are state amounts applied. The Total \$ field is the total of the Federal \$ field, State \$ field, and Match \$ field amounts.	
25	Select Save .	
26	To add budget codes, select the Plus sign to the right of the Budget Codes section. A pop-up window opens for Budget Codes and Amount Changed to Codes .	

Step	Action	Visual																																																				
27	<p>Select from the following required fields: Class, Account, Fund, Program, Sub Program, Department ID, Project, Fund Source, and Amount (\$). The Amount (\$) field information must be entered manually. The CFDA Number(s) field is not mandatory and must be entered manually.</p> <p>Select the Submit button to auto-populate all the information into the Budget Codes section.</p>																																																					
28	<p>If there are multiple grants, additional budget codes must be entered. To enter another budget code, select the Plus sign to the right of the Budget Codes section. The Budget Codes and Amount Charged to Codes popup window will appear.</p>	 <table border="1" data-bbox="792 898 1485 982"> <thead> <tr> <th>Edit</th> <th>ID</th> <th>Class</th> <th>Account</th> <th>Fund</th> <th>Program</th> <th>Sub-Program</th> <th>Dept ID</th> <th>Project</th> <th>Fund Source</th> <th>Amount (\$)</th> <th>CFDA #'s</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Select</td> <td>36</td> <td>312</td> <td>653200</td> <td>50600</td> <td>6901200</td> <td>6901201</td> <td>4414912115</td> <td>44133512121</td> <td>15625</td> <td>500.00</td> <td>---</td> <td></td> </tr> <tr> <td>Select</td> <td>37</td> <td>312</td> <td>653600</td> <td>50600</td> <td>6900500</td> <td>6900501</td> <td>4410065201</td> <td>44133110301</td> <td>15305</td> <td>500.00</td> <td>---</td> <td></td> </tr> <tr> <td colspan="10"></td> <td>1,000.00</td> <td></td> <td></td> </tr> </tbody> </table>	Edit	ID	Class	Account	Fund	Program	Sub-Program	Dept ID	Project	Fund Source	Amount (\$)	CFDA #'s	Delete	Select	36	312	653200	50600	6901200	6901201	4414912115	44133512121	15625	500.00	---		Select	37	312	653600	50600	6900500	6900501	4410065201	44133110301	15305	500.00	---												1,000.00		
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29	<p>Complete all required fields and select the Submit button.</p>																																																					

Step	Action	Visual
30	To confirm the Budget Codes Amount (\$) total for multiple grants, match the Totals \$ amount in the Contracts Amounts section.	
31	Select the Select link in the Edit column of the Budget Codes section. The Budget Codes and Amount Charged to Codes popup window will appear.	
32	In the Budget Codes and Amount Charged to Codes section, adjust the Amount (\$) field for each grant, if applicable. If any adjustments were made, select Submit . Select Cancel to close the Budget Codes and Amount Charged to Codes edit window without saving the adjustments.	

Step	Action	Visual
<p>33</p>	<p>Complete all required fields in the Requestor Information section.</p> <p>In the Requestor's Supervisor field, you will need to select the person approving the information.</p> <p>In the Programmatic Officer field, select the Programmatic Officer.</p> <p>In the Programmatic Officer's Supervisor field, select the Programmatic Officer's Supervisor.</p> <p>In the Division Director field, select the Division Director.</p> <p>Select the Submit button.</p> <p> NOTE: Select the Save button to save the Prescreen as a Draft.</p>	
<p>34</p>	<p>The CMA Message appears indicating that the “Prescreen has been successfully Updated.” Select the Ok button.</p>	
<p>35</p>	<p>In the Prescreen Header section, the Prescreen Status field shows as a Draft.</p>	
<p>36</p>	<p>If you select the Submit button and a “Required” or “Required: Please select an option” error message appears in red, this indicates there are mandatory fields that must be completed. Complete all required fields before re-submitting.</p>	



Step	Action	Visual
37	Once all required fields are completed, select the Submit button. The “Are you sure you are ready to submit this request?” message appears. Select Yes .	
38	The CMA Message will appear indicating that the “Prescreen has been successfully Updated.” Select the Ok button.	
39	<p>The Prescreen Status field displays Pending Budget Action.</p> <p> NOTE: The Prescreen Header is on all Prescreen forms and displays all the information that pertains to the form.</p>	