



Contract Management
Amendment/Renewal
DBHDD Staff Training Guide

Version 1.0

Contents

- DBHDD AP Contracts-Amendments and Renewals 3
 - General Business Rules-Amendment and Renewal..... 3
- Adding Amendment/Renewal4
 - Prescreen4
 - Contractor and Business Information.....4
 - Departmental Administration Information 5
 - Contract Amounts, Grants, Budget Codes.....5
- Request7
- Request-CER Standard-Add/Edit Line Items8
 - Request-Budget Certification/Approve9
 - Request-Transfer and Development 10
- Contracts-Development OPC Staff 11
 - Contracts-Executed.....11
 - Contracts-Finalized and Executed.....11
- Contract-Submissions12
- Contract Renewals.....13
- Vendor Connect-Invoicing14
 - Vendor Connect-Invoices Submitted for Amended Contracts 15

DBHDD AP Contracts-Amendments and Renewals

General Business Rules-Amendment and Renewal

- Programmatic Officer and or Contract Manager can initiate Amendments/Renewals
- Contracts can be Amended or Renewed that have status’s:
 - Open/Active
 - Executed
 - Closed
 - Bid >Amend and Renew
- Non-Bid>Amend
 - *No Renew capability*

- Amendments and Renewals can be initiated from:
 - o Contracts>Management

Contracts									
Development		Executed		Management					
Contract Number <input type="text"/>			Vendor <input type="text"/>			Service <input type="text"/> Clear			
Contracts									
Contract #	Amend/Renew	Type	Vendor	Service	Start Date	End Date	Amount (\$)	Status	Download
44100-909-0000765432	Amendment # - 03/24/2021	AP	100 Blackmen of Georgia	BH Mobile Crisis	07-31-20	09-30-20	700.00	Closed	Download
44100-909-0000765432	<input type="button" value="Amend/Renew"/>	AP	100 Blackmen of Georgia	BH Mobile Crisis	07-31-20	09-30-22	800.00	Open/Active	Download
44100-909-0000789456	Renewal # - 02/08/2021	AP	100 Blackmen of Georgia	Center of Excellence	07-20-20	12-31-20	50,000.00	Closed	Download
44100-909-0000987656	<input type="button" value="Amend"/>	AP	A.W. Holdings, LLC	Accountability Courts	07-22-20	12-31-20	1,500.00	Closed	Download

- ALL New and completed Amendments and Renewals listed in column Amend/Renew Numbering: Type (Amendment or Renewal), #, Date (Effective Change Date)
Amendment #1-03/24/2021 **Renewal #1-03/01/2021**
- ALL Amendments & Renewals associated with a Contract are in: Contracts>Management>Version Column
- Only the “Current” Amendment/Renewal will have status of “Open/Active”, all others will be “Closed”

Contracts											
Development		Executed		Management		My Assignments					
Contract Number <input type="text"/>			Vendor <input type="text"/>			Service <input type="text"/> Clear					
Executed Contracts											
View	Request ID	Contract #	Version	Type	Sub-Type	Vendor	Service	Start Date	End Date	Status	
Select	40	44100-015-0000717171	Initial	AP	Expense	A Helping Hand Personal Care Home, Inc.	BH Mobile Crisis	03-01-21	12-31-21	Closed	
Select	42	44100-015-0000717171	Amendment-1 3/18/2021	AP	Expense	A Helping Hand Personal Care Home, Inc.	BH Mobile Crisis	03-01-21	12-30-21	Closed	
Select	45	44100-015-0000717171	Amendment-2 3/23/2021	AP	Expense	A Helping Hand Personal Care Home, Inc.	BH Mobile Crisis	03-01-21	12-29-21	Closed	
Select	49	44100-015-0000717171	Amendment- 3/30/2021 Current	AP	Expense	A Helping Hand Personal Care Home, Inc.	BH Mobile Crisis	03-01-21	12-31-21	Open/Active	

Adding Amendment/Renewal

- Select Amend/Renew or Amend button
- Select to Amend or Renew Contract
- Select Confirm or Cancel
- User redirected to Prescreen when “Confirm” selected
- User redirected to Contract>Management when “Cancel” selected

Contract #	Amend/Renew	Type
44100-909-0000765432	Amendment # - 03/24/2021	AP
44100-909-0000765432	Amend/Renew	AP
44100-909-0000789456	Renewal # - 02/08/2021	AP
44100-909-0000987656	Amend	AP

Confirmation to Amend/Renew Contract
 You have selected to Amend/Renew this Contract.
 To proceed select: Amend / Renew Or Cancel

Amend Renew

Confirmation to Amend/Renew Contract
 You have selected to Amend/Renew this Contract.
 To proceed select: Amend / Renew Or Cancel

Amend Renew

Prescreen

**Note-When an Amendment is in process, Vendors can still submit invoices for “The Current” contract

Contractor and Business Information

Amend Prescreen

Contractor Information

Contract Legal Name *
SeaJoy Family Service Center, LLC

Contractor DE #

Federal Tax ID* 26-4253395 PS Vendor ID* 0000464997 ASO ID Local Agency # 220 D-U-N-S # E-Verify #

Physical Street Address (No PO Box* 5586 Wildwood Trl City * Lithonia State * GA Zip Code * 30000 County* Fulton

Profit Type * Profit Business Type * Authority Entity Type Public Vendor FY End Date(mm-dd) * 06-30 Status Active

Contractor Information for Amend/Renewal is View-Only

Business Information

Initial Contract

Has the contractor registered with the Georgia Secretary of State's Office? * Yes No N/A

Download

Amend/Renew Prescreen

Has the contractor registered with the Georgia Secretary of State's Office? * Yes No N/A

Business Information is required to be updated

Departmental Administration Information

- Request Type=Amend, system will default “Amendment” allow user to change from Amendment to Renewal for Bid Contracts.
- Request Type= Renew**, system will default “Renewal” allow user to change from Renewal to Amendment for Bid Contracts.
- Contract Effective Date**-Required, for both Amendment & Renewal. Date can be equal to Contract End Date or Less than Contract End Date.

Departmental Administrative Information			
Request Type *	Contract Start Date *	Contract Effective Date *	Contract End Date *
Amendment	07-01-2020		12-31-2020
Contract #		P.O. #	
44100-015-0000130000		#1234567	
Contract Type *	Contract Track*	Bid Type *	
AP	BID	RFQ	
DBHDD Division*	DBHDD Office *	Service*	
DD	Addictive Disease	Residential	
Initial Contract Amounts Do Contract Amounts need Change? Select One			
Federal \$ *	State \$ *	Match \$ *	Total \$ *
\$0.00	\$100.00		\$100.00

Contract Amounts, Grants, Budget Codes

Contract Amounts, Grants, and Budget Codes				
Do contract amounts need to change in the amended contract? Yes				
Fiscal Summary (Net \$ effect of this change)				
	Current Contract Amount	New Amount to Obligate	Funds to De-Obligate	New Amended Total
Federal \$	\$0.00	\$0.00	\$0.00	\$0.00
State \$	\$57,000.00	\$0.00	\$0.00	\$57,000.00
Match \$	\$0.00	\$0.00	\$0.00	\$0.00
Total \$	\$57,000.00	\$0.00	\$0.00	\$57,000.00
Contract Amounts				
Federal \$ *	State \$ *	Match \$ *	Total \$ *	
\$0.00	\$57,000.00	\$0.00	\$57,000.00	

	Current Contract Amount	New Amount to Obligate	Funds to De-Obligate	New Amended Total
Federal \$	\$0.00	\$1,000.00	\$0.00	\$1,000.00
State \$	\$57,000.00	\$0.00	\$2,000.00	\$55,000.00
Match \$	\$0.00	\$0.00	\$0.00	\$0.00
Total \$	\$57,000.00	\$1,000.00	\$2,000.00	\$56,000.00
Contract Amounts				
Federal \$ *	State \$ *	Match \$ *	Total \$ *	
\$1,000.00	\$55,000.00	\$0.00	\$56,000.00	
CFDA # 1 *	CFDA # 2 *	CFDA # 3 *	CFDA # 4 *	
123456				

- Cannot “De-Obligate” funds when current value is zero
- EXAMPLE**
- Federal \$-Obligate \$1000>New Amended Total=\$1000
- State \$-De-Obligate \$2000>New Amended Total=\$55,000
- Total \$-System Generated

- Funds can be added or removed for active Grants
- For “Inactive Grants”, funds can only be Deobligated

Grant ID	Grant Name	CFDAP	Begin Date	End Date	Funding Source	Federal \$	Match \$
7	Georgia SPF Rx Project	93 24300	9/1/2016	8/31/2021	11613	\$1000.00	\$0.00

Do you need to change the Contract Amounts?

	Current Grant Amount(s)	New Amount to Obligate	Funds to De-Obligate	New Amended Total
Federal \$	\$0.00	\$1,000.00	\$0.00	\$1,000.00
Match \$	\$0.00	\$0.00	\$0.00	\$0.00
Total \$	\$0.00	\$1,000.00	\$0.00	\$1,000.00

- Zero Budget Code Amounts cannot be “Deobligated”.
- If the amendment contract amounts **increase**, new budget codes can be added
- If the amendment contract amounts **decrease**, budget codes are “view only”.

Budget Codes-Initial Do Budget Codes need to be Changed?

ID	Fund	Class	Account	Program	Sub Program	Dept ID	Project	Fund Source	Amount \$	CFAD #
6	10100	312	653200	6580000	6580001	4416690101	60028001	11856	\$5000.00	-

Budget Codes-Initial

ID	Fund	Class	Account	Program	Sub Program	Dept ID	Project	Fund Source	Amount \$	CFAD #
6	10100	312	653200	6580000	6580001	4416690101	60028001	11856	\$5000.00	-

Budget Codes-Amend

Do Budget Codes need to be Changed?

Amendment # 1 10-1-2020 #1 Updated by: **T. Daniels** Effective Change Date: **12-01-2020**

Current Budget Code Amount(s)	New Amount to Obligate	Funds To De-Obligate	New Amended Totals
Amount \$ \$5000.00	\$ 500.00		\$5500.00

Request

All Prescreen data will be transferred to "Request" when approved.

New "Version" column added.

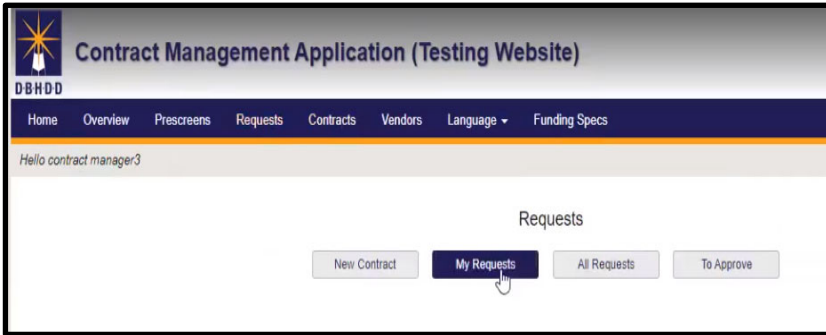
View	Prescreen ID	Request ID	Request Type	Contract #	Version	Contract Type	Sub-Type	Vendor Name	Requestor	Date Created	Status
Select	4	7	New Contract	44100-910-0000987659	Initial (Current)	AP	Expense	A.W. Holdings, LLC	contract manager3	07-16-20	Transferred
Select	59	36	Amendment	44100-910-0000987659	Amendment - 1 2/28/2021	AP	Revenue	A.W. Holdings, LLC	CMA Contract Manager	02-28-21	Started
Select	46	30	New Contract	44100-910-0000181818	Initial (Current)	AP	Expense	A.W. Holdings, LLC	programmatic officer3	01-14-21	Transferred
Select	57	33	Amendment	44100-910-0000181818	Amendment - 1 2/10/2021	AP	Expense	A.W. Holdings, LLC	programmatic officer3	02-09-21	Started
Select	57	34	Amendment	44100-910-0000181818	Amendment - 1 (Current) 2/10/2021	AP	Expense	A.W. Holdings, LLC	programmatic officer3	02-09-21	Transferred

- Version definitions
 - Initial-New Contract initiated
 - Initial (InProgress)- New Contract has been approved for:
 - Prescreen>Request
 - Initial (Current)-Current New Contract
 - Amendment 1-3/23/2021-Amendment number one, Effective Change Date (of amendment)
 - ***Note only one Amendment or Renewal can be in Progress.*
 - Amendment 2-(Current) 3/30/2021-Amendment number two, Effective Change Date (of amendment) and is the Current active contract
 - Renewal
 - Renewal-1 (Current) 3/31/2021-Renewal number one, and current active contract effective 3/31/2021

The table below outlines what sections and fields can be Amended/Renewed in Request

Request Module	Amend	Renew	Comments
Section-1 Contractor Information	No	No	
Section-2 Business Information	Yes	Yes	All fields open for edits
Section-3 Departmental Administrative	Yes	Yes	Below fields open for edits Programmatic Officer Programmatic Officer Supervisor *Contract End Date <i>*Apply same rules in Prescreen</i>
Section-4 Contract Amounts/Budget Codes/Grants	Yes	Yes	Apply same rules in Prescreen
Section-5 Department and Contract Contact Information	Yes	Yes	All fields open for edits
Section-6 Contract Delivery Sites	Yes	Yes	All fields open for edits
Section-7 Purpose of Contract	No	No	
Section-8 Contract Deliverables	Yes	Yes	All fields open for edits
Section-9 Contractor Reporting	Yes	Yes	All fields open for edits If "Federal Funds" have been added in "Prescreen" Amendment, user will be "Required" to complete Questions: A, B and C
Section-10 Vendor & Subrecipients Requirements	Yes	Yes	All fields open for edits
Section-11 Budget/Payments/Reports	Yes	Yes	All fields open for edits
Section-12 Attachments	Yes	Yes	Can add attachments

Request-CER Standard-Add/Edit Line Items



- To Add/Edit CER Standard Line Items, click on "Requests" in the main navigation bar.
- Select "My Requests"
- Click "Select" for Section 11

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	Certification Required
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 / Subcontract Requirements	N/A
Select	11	Budget / Payments / Reports	Certification Required

- To Add a new budget line item, click on "Add New Expense"
- Enter New Expense type and amount.

The dialog box shows 'Expense Type' set to 'Educational Services' and 'Approved Budget' set to 800.00. The 'Add' button is highlighted with a red arrow.

In this example, the Programmatic Officer is adding \$800.00 for Educational Services and clicks "Add"

Expense	Approved Budget	Prior Approved Cumulative Expenditures	Expenditures for Reimbursement	Remaining Contract Funds
Travel	120.00	0.00	0.00	120.00
Equipment	560.00	0.00	0.00	560.00
Facility Costs	0.00	0.00	0.00	0.00
Telecommunications	810.00	0.00	0.00	810.00
Children's Mental Health Awareness	800.00	0.00	0.00	800.00
Direct Benefits	450.00	0.00	0.00	450.00
Educational Services	800.00	0.00	0.00	800.00
Total	\$3,549.00	\$0.00	\$0.00	\$3,549.00

Remaining fund balances should always match your budget

Request-Budget Certification/Approve

Requests

Requests to Approve													
View	ID	Request Type	Contract #	Version	Contract Type	Sub-Type	Vendor Name	Requestor	Approver	Date Assigned	Days In Queue	Status	Delete
Select	49	Amendment	44100-015-0000717171	Amendment - 1 3/30/2021	AP	Expense	A Helping Hand Personal Care Home, Inc.	programmatic officer3	Budget Manager2	03-30-21	0	Pending	

AP Contract Initiation & Summary Form			
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	Certification Required
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 / Subrecipient Requirements	N/A
Select	11	Budget / Payments / Reports	Certification Required
Select	12	Attachments	Complete

Section 4- Contract Amounts/Grants/Budget Codes are certified by Budget Staff

Budget Certification

Budget Representative Only

Encumbrance Date: 03-30-2021 Liquidation Date: 12-30-21

As the Department's budget representative responsible for the Division of Behavioral Health, I certify that funds are available to cover the expenditure(s) as indicated above.

Budget Representative: Budget Manager2 Date of Certification: 3/30/2021 12:02:02 PM Phone: 111-111-1111

Your changes have been successfully saved

Section 11- Budget/Payments/Reports are certified

AP Contract Initiation & Summary Form			
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 / Subrecipient Requirements	N/A
Select	11	Budget / Payments / Reports	Certification Required
Select	12	Attachments	Complete
Select	13	Forms	Complete
Select	14	Approvals	Pending

Budget users have the capability to make Expenditure changes. All changes will be updated in Vendor Connect.

Electronic Funds Transfer? Yes (Must have completed authorization for EFT on file) No (Remit Checks or Remittance Advice to: _____)

First Name: _____ Last Name: _____ Address: _____

Attention: _____ City: _____ State: _____ Zip Code: _____

Expense	Approved Budget	Prior Approved Available Expenditure	Expenditure for Reimbursement	Remaining Contract Funds	Details
Personnel Services	500.00	0.00	100.00	300.00	
Regular Operating	300.00	0.00	100.00	200.00	
Travel	200.00	0.00	50.00	150.00	
Equipment	0.00	0.00	0.00	0.00	
Facility Costs	0.00	0.00	0.00	0.00	
Per Diem/Fees/Contract	0.00	0.00	0.00	0.00	
Telecommunications	0.00	0.00	0.00	0.00	
Total	\$1,000.00	\$0.00	\$300.00	\$700.00	

As the Department's budget representative responsible for the Division of Behavioral Health, I approve the budgeted expenditures above.

Budget Representative: Budget Manager2 Date of Certification: 3/30/2021 12:03:37 PM Phone: 111-111-1111

- All Approvers listed must sign in and approve the Request.
- For any contract that has a "Line Item Budget" that is approved, the system shall generate notifications for the Vendor and Programmatic Officer for any Invoices started or certified and NOT SUBMITTED, "prior" to

an approved Amend/Renew contract. Programmatic Offices should contact these Vendors to submit these invoices before the Amend/Renew “effective date”.

Requests

My Requests | All Requests | To Approve

Approvals

Budget Analyst | Manager

Approver Name	Title	Phone #	Approval Assign Date	Approval Decision / Status	Approval Decision / Status Date
Budget Manager2	Budget Manager 2	111-111-1111	3/30/2021 12:00:14 PM	Pending	

Action Requested / Reason for Disapproval

Approvals

Budget Analyst | Manager

Approver Name	Title	Phone #	Approval Assign Date	Approval Decision / Status	Approval Decision / Status Date
Budget Manager2	Budget Manager 2	111-111-1111	3/30/2021 12:00:14 PM	Approved	3/30/2021 12:04:10 PM

Action Requested / Reason for Disapproval

Request-Transfer and Development

Requests

Contract | My Requests | All Requests | To Approve

Request ID | Vendor Name | Requestor | Clear

View	Precision ID	Request ID	Request Type	Contract #	Version	Contract Type	Sub-Type	Vendor Name	Requestor	Date Created	Status	Delete
Select	72	49	Amendment	44100-015-0000717171	Amendment - 1 3/30/2021	AP	Expense	A Helping Hand Personal Care Home, Inc.	progmmatic officer3	03-30-21	Approved	

Select	9	Federal Reporting	N/A
Select	10	Vendor / Subrecipient Requirements	N/A
Select	11	Budget / Payments / Reports	Complete
Select	12	Attachments	Complete
Select	13	Forms	Complete
Select	14	Approvals	Approved
Select	15	Requisition Number / Transfer Request	----

ID	Request Type	Contract Type	Sub-Type	Vendor Name	Requestor	Date Created	Status
49	Amendment	AP	Expense	A Helping Hand Personal Care Home, Inc.	progmmatic officer3	03-30-2021	Approved

For Amendments and Renewals, Requisition # is entered, and Authorization Form is created. The Contract # will be auto populated and does not change. Transfer Request field required.

Requisition Number / Transfer Request

Step 1: Requestor Adds Requisition Number and/or Creates Authorization Form

Step 2: OPC Transfers Request to Contract Development Module

Requisition Number * 141234 | Contract Number * 44100-015-0000717171 | Create Authorization Form

Transfer Request? * Yes | Assign To: contract manager3

Save

Please Read!

Your request has been submitted. You will be notified of its status within 3 business days.

Close

This request was transferred to the contract development module by contract manager3 on 3/30/2021 12:09:03 PM

Contracts-Development OPC Staff



Contract Development is only viewed by OPC. The system will display most current contract that is being Amended or Renewed and will always be In Progress.

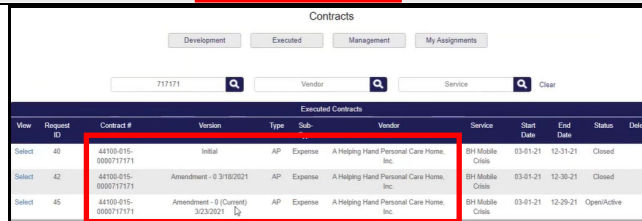
Amendment-1 (In Progress) 3/30/2021 (Effective Change Date)

Contract Development										
View	Request ID	Contract #	Version	Contract Type	Vendor	Service	Days In Queue	Assigned To	Status	Delete
Select	8	44100-905-0000123333	Initial (InProgress)	AP	100 Blackmen of Georgia	Accountability Courts	255	contract manager3	Ready for Review	
Select	49	44100-015-0000717171	Amendment - 1 (InProgress) 3/30/2021	AP	A Helping Hand Personal Care Home, Inc.	BH Mobile Crisis	0	contract manager3	Transferred	

Contracts-Executed

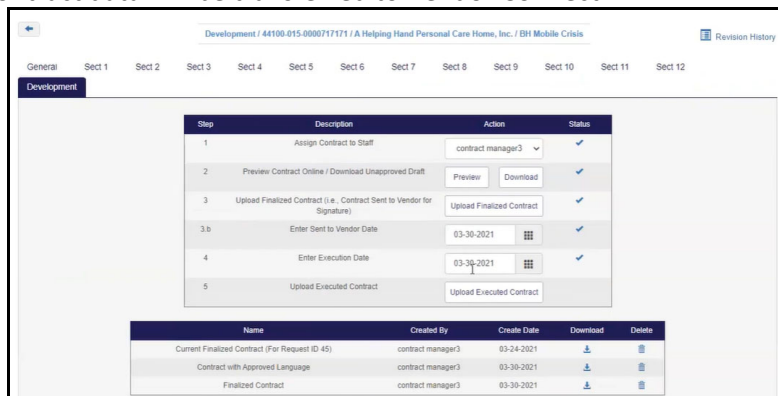
System displays "all" contract transactions

View	Request ID	Contract #	Version	Type	Sub-Type	Vendor	Service	Start Date	End Date	Status
Select	17	44100-015-0000765400	Initial (Current)	AP	Expense	100 Blackmen of Georgia	Assertive Community Treatment Consulting	07-20-20	05-31-21	Open/Active
Select	15	44100-907-0000486092	Initial (Current)	AP	Expense	100 Blackmen of Georgia	Center of Excellence	07-20-20	12-31-21	Open/Active
Select	48	44100-909-0000765432	Renewal - 1 (Current) 10/1/2021	AP	Expense	100 Blackmen of Georgia	BH Mobile Crisis	07-31-20	09-30-22	Open/Active
Select	46	44100-909-0000765432	Amendment - 0 3/24/2021	AP	Expense	100 Blackmen of Georgia	BH Mobile Crisis	07-31-20	09-30-21	Closed
Select	9	44100-909-0000765432	Initial	AP	Expense	100 Blackmen of Georgia	BH Mobile Crisis	07-31-20	09-30-20	Closed
Select	16	44100-909-0000789456	Initial	AP	Expense	100 Blackmen of Georgia	Center of Excellence	07-20-20	12-31-20	Closed
Select	10	44100-910-0000123456	Initial (Current)	AP	Expense	100 Blackmen of Georgia	Care Management Entity	08-03-20	06-30-21	Open/Active
Select	14	44100-015-0000111111	Initial (Current)	AP	Expense	A Helping Hand Personal Care Home, Inc.	C/A Inpatient Beds	07-01-20	06-30-21	Open/Active
Select	3	44100-015-0000123456	Initial (Current)	AP	Expense	A Helping Hand Personal Care Home, Inc.	C/A Inpatient Beds	07-01-20	06-30-21	Open/Active
Select	26	44100-015-0000123888	Initial	AP	Expense	A Helping Hand Personal Care Home, Inc.	AD Residential Treatment	07-20-20	02-26-21	Closed
Select	26	44100-015-0000123888	Initial	AP	Expense	A Helping Hand Personal Care Home, Inc.	AD Residential Treatment	07-20-20	02-26-21	Closed
Select	27	44100-015-0000123999	Initial (Current)	AP	Expense	A Helping Hand Personal Care Home, Inc.	BH Mobile Crisis	07-20-20	03-31-21	Open/Active



Contracts-Finalized and Executed

Finalized and Executed contract data will be transferred to Vendor Connect.



Click on the "Executed" button to validate the Amendment/Renewal is Open/Active. All documents and signatures are completed.

Contracts									
Contract #	Amend/Renew	Type	Vendor	Service	Start Date	End Date	Amount (\$)	Status	Download
44100-015-0000717171	Amend	AP	A Helping Hand Personal Care Home, Inc.	BH Mobile Crisis	03-01-21	12-31-21	1,000.00	Open/Active	

Non-Bid Contract

Contract-Submissions

The Version column indicates which invoices have been Submitted, Approved against an Initial, Amended or Renewed contracts.

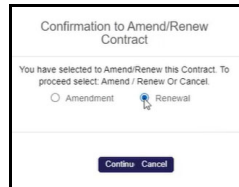
Contracts										
Development		Executed		Management		My Assignments				
44100.015.0000717171 / A Helping Hand Personal Care Home, Inc. / BH Mobile Crisis										
Contract Submissions										
ID	contract #	Version	Type	Start Date	End Date	Added By	Date Added	Assigned To	Days In Que	Status
72	44100-015-0000717171	Initial	Cumulative Expenditures Report	03-01-21	03-03-21	VUser One	03-18-21	programmatic officer3	12	Approved
73	44100-015-0000717171	Initial	Cumulative Expenditures Report	03-04-21	03-06-21	VUser One	03-18-21	---	---	Approved
74	44100-015-0000717171	Initial	Cumulative Expenditures Report	03-07-21	03-10-21	VUser One	03-18-21	programmatic officer3	---	Resubmitted
75	44100-015-0000717171	Initial	Cumulative Expenditures Report	03-11-21	03-13-21	VUser One	03-18-21	---	---	Suspended
76	44100-015-0000717171	Initial	Cumulative Expenditures Report	03-14-21	03-16-21	VUser One	03-18-21	---	---	Suspended
77	44100-015-0000717171	Initial	Cumulative Expenditures Report	03-17-21	03-18-21	VUser One	03-18-21	programmatic officer3	12	Submitted
78	44100-015-0000717171	Initial	Cumulative Expenditures Report	03-01-21	03-06-21	VUser One	03-18-21	programmatic officer3	12	Disapproved
80	44100-015-0000717171	Initial	Cumulative Expenditures Report	03-01-21	03-03-21	VUser One	03-18-21	programmatic officer3	12	Approved
81	44100-015-0000717171	Amendment - 0 3/18/2021	Cumulative Expenditures Report	03-18-21	03-19-21	VUser One	03-19-21	programmatic officer3	11	Submitted
83	44100-015-0000717171	Amendment - 0 3/18/2021	Cumulative Expenditures Report	03-18-21	03-19-21	VUser One	03-23-21	programmatic officer3	7	Submitted
84	44100-015-0000717171	Amendment - 0 3/18/2021	Cumulative Expenditures Report	03-20-21	03-21-21	VUser One	03-23-21	programmatic officer3	7	Submitted
85	44100-015-0000717171	Amendment - 0 3/18/2021	Cumulative Expenditures Report	03-22-21	03-23-21	VUser One	03-23-21	---	---	Suspended
86	44100-015-0000717171	Amendment - 0 3/18/2021	Cumulative Expenditures Report	03-22-21	03-23-21	VUser One	03-23-21	---	---	Suspended

102	44100-015-0000717171	Amendment - 1 (Current) 3/30/2021	Cumulative Expenditures Report	03-01-21	03-31-21	VUser One	03-30-21	programmatic officer3	0	Submitted
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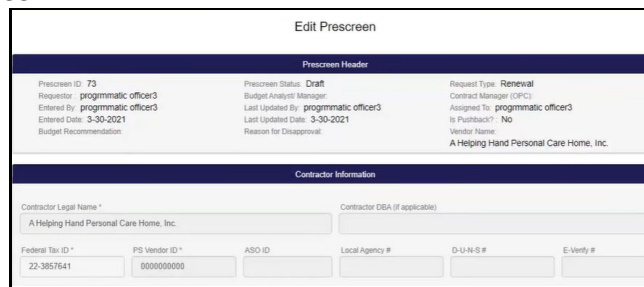
Contract Renewals



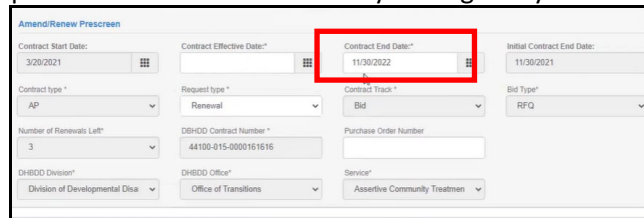
****Notes-Only Bid Contracts can be “Renewed”**



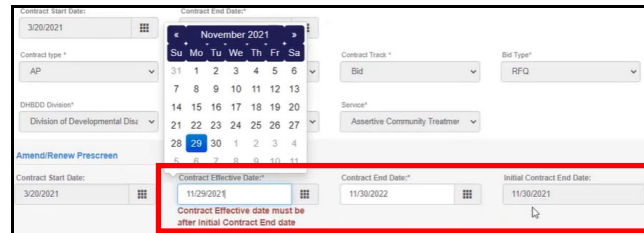
User redirected to “Edit Prescreen”



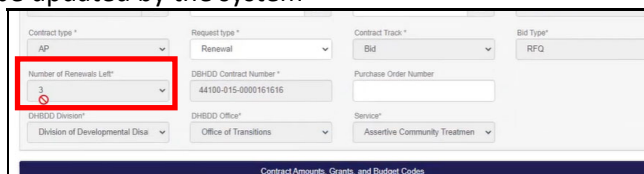
The system will automatically update the Contract End Date by adding one year



Contract Effective date must be after the Initial Contract End Date



Number of Renewals Left will be updated by the system



Vendor Connect-Invoicing

Login to Vendor Connect

User Name

Password

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<input type="text" value="44100-015-0000717171"/>	AP	BH Mobile Crisis	Open/Active	2021	3/1/2021	12/31/2021	\$1,000.00
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<input type="text" value="44100-015-0000999999"/>	AP	CIA Inpatient Beds	Open/Active	2021	7/1/2020	6/30/2021	\$120,000.00
<input type="text" value="44100-015-0000987611"/>	AP	AD Residential Treatment	Closed	2021	7/20/2020	1/29/2021	\$100,000.00
<input type="text" value="44100-015-0000123888"/>	AP	AD Residential Treatment	Closed	2021	7/20/2020	2/26/2021	\$75,000.00
<input type="text" value="44100-015-0000123999"/>	AP	BH Mobile Crisis	Open/Active	2021	7/20/2020	3/31/2021	\$95,000.00
<input type="text" value="44100-015-0000222299"/>	AP	Peer Center	Open/Active	2021	7/1/2020	12/31/2021	\$60,000.00
<input type="text" value="44100-015-0000171717"/>	AP	CIA Inpatient Beds	Open/Active	2021	1/1/2021	6/30/2021	\$250.00
<input type="text" value="44100-015-0000161616"/>	AP	Assertive Community Treatment	Open/Active	2021	3/20/2021	11/30/2021	\$57,000.00
<input type="text" value="44100-015-0000717171"/>	AP	BH Mobile Crisis	Open/Active	2021	3/1/2021	12/31/2021	\$1,000.00

Below is a list of Invoices the Vendor has added “prior” to the Contract Amended, Status=Started

When the Request has been “Approved” for Amendment status changes from Started to Suspended for any Invoice that is started and not “Submitted” Vendors can submit invoices for Amended Contracts

Type	ID	Start Date	End Date	Created By	Date Created	Days In Que	Assigned	Status	Download	Delete
Cumulative Expenditures Report	75	03-11-21	03-13-21	VUser One	03-18-21	---		Started		
Cumulative Expenditures Report	76	03-14-21	03-16-21	VUser One	03-18-21	---		Started		
Cumulative Expenditures Report	85	03-22-21	03-23-21	VUser One	03-23-21	---		Started		
Cumulative Expenditures Report	86	03-22-21	03-23-21	VUser One	03-23-21	---		Started		
Cumulative Expenditures Report	89	03-22-21	03-23-21	VUser One	03-23-21	---	programmatic officer3	Started		
Cumulative Expenditures Report	94	03-21-21	03-25-21	VUser One	03-25-21	---		Started		
Cumulative Expenditures Report	95	03-23-21	03-25-21	VUser One	03-25-21	---		Certified		
Cumulative Expenditures Report	77	03-17-21	03-18-21	VUser One	03-18-21	12	programmatic officer3	Submitted		
Cumulative Expenditures Report	81	03-18-21	03-19-21	VUser One	03-19-21	11	programmatic	Submitted		

Type	ID	Start Date	End Date	Created By	Date Created	Days In Que	Assigned	Status	Download	Delete
Cumulative Expenditures Report	75	03-11-21	03-13-21	VUser One	03-18-21	---		Suspended		
Cumulative Expenditures Report	76	03-14-21	03-16-21	VUser One	03-18-21	---		Suspended		
Cumulative Expenditures Report	85	03-22-21	03-23-21	VUser One	03-23-21	---		Suspended		
Cumulative Expenditures Report	86	03-22-21	03-23-21	VUser One	03-23-21	---		Suspended		
Cumulative Expenditures Report	89	03-22-21	03-23-21	VUser One	03-23-21	---	programmatic officer3	Suspended		
Cumulative Expenditures Report	94	03-21-21	03-25-21	VUser One	03-25-21	---		Started		
Cumulative Expenditures Report	95	03-23-21	03-25-21	VUser One	03-25-21	---		Certified		
Cumulative Expenditures Report	77	03-17-21	03-18-21	VUser One	03-18-21	12	programmatic officer3	Submitted		
Cumulative Expenditures Report	81	03-18-21	03-19-21	VUser One	03-19-21	11	programmatic	Submitted		

No changes can be made to “Suspended” invoices.

75	44100-015-0000717171	Initial	Cumulative Expenditures Report	03-11-21	03-13-21	VUser One	03-18-21	---	Suspended
76	44100-015-0000717171	Initial	Cumulative Expenditures Report	03-14-21	03-16-21	VUser One	03-18-21	---	Suspended

Start Date: 03-11-2021 End Date: 03-13-2022

Expense	Approved Budget	Prior Approved Cumulative Expenditures	Expenditures for Reimbursement	Remaining Contract Funds	Delete
Personal Services	400.00	0.00	100.00	300.00	
Regular Operating	300.00	0.00	0.00	300.00	
Travel	200.00	0.00	0.00	200.00	
Equipment	0.00	0.00	0.00	0.00	
Facility Costs	100.00	0.00	0.00	100.00	
Per Diem/Fees/Contract	0.00	0.00	0.00	0.00	
Telecommunications	0.00	0.00	0.00	0.00	
	\$1,000.00	\$0.00	\$100.00	\$800.00	

I understand that I am applying my signature and that submitting this document in this fashion is the legal equivalent of having placed my handwritten signature on the submitted document. By checking the box above, I am also certifying that the expenditures reported have been made for program accomplishments within the approved budgeted items.

Vendor Representative Name: _____ Vendor Representative Title: _____ Vendor Representative Phone: _____ Date of Signature / Certification: _____

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Vendor Connect-Invoices Submitted for Amended Contracts

- Programmatic Officers will receive email notifications when Vendors submit invoices for Amended Contracts.
- No changes have been made to the Invoice Approval process