



Memorandum

To: State Agency Executive Directors
Agency Purchasing Agents
Agency Finance Directors
Agency Accounting Directors
Agency IT Directors

From: Craig P. Orgeron, Ph.D. *cm*

Date: October 23, 2013

Re: Technology Project Approvals in SAAS

To facilitate the upload of technology contracts in compliance with the Mississippi Accountability and Transparency Act of 2008 (MATA) and the American Recovery and Reinvestment Act of 2009 (Stimulus), ITS uploads ITS Acquisition Approvals ("CP-1s") to the Statewide Automated Accounting System (SAAS).

Technology acquisition approvals are managed in SAAS as a single contract throughout the life of a technology project. The initial acquisition approval (CP-1) creates the applicable SAAS table entries. The initial upload creates a SAAS contract number beginning with "IT". ITS updates the SAAS records to reflect increases in dollars, vendor changes, data extensions, and other project changes. The contract number remains the same throughout the life of the project.

ITS issues CP-1 Acquisition Approval documents to the customer for both initial approvals and modifications to technology projects. Both the CP-1 number and the Contract Number are printed on the CP-1 for our customers' reference.

Please note that your purchasing staff should reference the Contract Number, not the CP-1 number, in all purchasing/payment transactions.

If you have questions or concerns, please contact the ITS Procurement Help Desk, (601) 432-8166.

ATTACHMENT: Details for IT and Purchasing Staff

Attachment: Details of Changes for IT and Purchasing Staff

Notes to IT Staff:

- ITS issues CP-1 Acquisition Approval documents to show the details of the initial acquisition or of the revision.
- Your receipt of a CP-1 from ITS indicates that any contract documents have been executed and that your approval from ITS (initial or revised) has been uploaded to SAAS.
- The CP-1 contains both a CP-1 number and a Contract Number. The Contract Number is in the format "IT" + yyyy + nnnn, where yyyy = the 4-digit fiscal year and nnnn is a unique sequence number.
- The CP-1 number is not uploaded to SAAS. You can use the CP-1 number to reference a particular approval or revision of a contract when working with ITS. You use the Contract Number for any SAAS transactions and when referencing the project to your purchasing staff.

Notes to Purchasing Staff:

- There is a single contract number in SAAS for technology contracts for the life of the project.
- The contract numbers begin with "IT." (Old format CP-1s have contract numbers that begin with "C." You can still use these CP-1s until they expire or are replaced.)
- The initial CP-1 issued by ITS for a technology contract creates the PASM, PASC, PAVC, and SCTT table entries for the approval.
- If there is a physical contract document executed for the purchase, the SCTT "transp-flag" (transparency flag) will be set to "N" when the CP-1 approval is uploaded, indicating that the purchasing agency must upload the executed contract to the Award/Contract Interface at <https://merlin.state.ms.us/Stimulus/AwardsContracts.nsf/Home?OpenPage> before the approval can be used.
- ITS updates, rather than replacing, the PASM record (and related SAAS tables) to reflect increases in dollar amount approved, vendor changes, date extensions, and other project changes, thereby retaining the same contract number in SAAS.
- A contract revision resets the SCTT "transp-flag" to "N" if and only if there is revised contract paperwork to be uploaded.
- The CP-1 upload to SAAS by ITS is the MATA/Stimulus "contract entry point" for IT services and equipment approved by ITS.
- The ITS approval process and CP-1 upload **does not upload the contract information or contract documents** but sets or resets the transparency flag in SAAS if a contract or contract amendment is executed. Each agency is responsible for the entry of required contract information and the uploading the actual contract documents via the DFA Award/Contract Interface, prior to encumbering funds or issuing a purchase order.
- IT services contracts under ITS purview are NOT processed through SPAHRS but through SAAS as described above.