

Department of General Services (DGS) Office of State Procurement (OSP)
Procurement Transmittal - ADPICS Crosswalk
For Solicitations, New Contracts, Modifications & Renewal Options

Procurement Transmittal		ADPICS: Notepad & screens
1.	Identify the ADPICS number: Requisition, New Contract BPO, Change Order <i>or</i> Renewal BPO	Enter the ADPICS number in the Notepad of the Requisition, BPO or Change Order.
2.	Identify the Action: Solicitation, New Contract, Modification <i>or</i> Renewal Option.	Enter the Action in the Notepad.
3.	Appropriation Number	Enter the appropriation code in the Notepad.
4.	Contract Title	Enter the Contract Title in the Notepad and on the 2353 screen (or the 2110 screen for solicitations).
5.	Contract Description	Enter the Contract Description in the Notepad and on the 2353 screen (or the 2110 screen for solicitations).
6.	<p>A. Contract Amount (for this Action only – i.e. Base Amount only or Renewal Amount only) <i>or</i> Actual or Anticipated Cost of Action (for Solicitations) <i>or</i> Modification Amount.</p> <p>B. Full Contract Amount with Base & Renewal Options that were utilized to determine the required approval paths. (These dollars represent the anticipated amount of the total contract value.)</p>	<p>A. Enter the Contract Amount in the Notepad and on the 2342 screen (or the 2110 screen for solicitations). For Modifications only, enter the amount of the modification on the 8710 screen.</p> <p>B. In the Notepad, enter the amounts individually for the base & all available renewal options & total the contract amount. Use this total to determine if the initial action requires Delegated, DGS or BPW approval.</p>
7.	Fund Source Name and applicable percentage breakdown(s) per source.	Enter the Fund Source in the Notepad and on the 2354 screen.
8.	Procurement Method	Enter the Procurement Method in the Notepad and on the 2353 screen.
9.	MBE Participation Goal	Enter MBE goal % in the Notepad for Solicitations only and on the 2353 screen for New Contracts.
10.	VSBE Participation Goal	Enter VSBE goal % in the Notepad for Solicitations only and on the 2353 screen for New Contracts.
11.	Duration of Contract & Option Max.	Enter in the Notepad the number of years for the base contract and separately enter the number of renewal options and the number of years for each option. On the 2342 screen enter the number of available options.
12.	Revenue Producing	Enter in the Notepad – Yes or No for Solicitations and New Contracts.
13.	Bonding Requirements & Type of Bond Form	Enter in the Notepad – Yes or No for the Bonding Requirements and, if Yes, enter the type of Bond for Solicitations and New Contracts.

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14.	Reciprocal Preference	Enter in the Notepad – Yes or No for the award of a New Contract.
15.	Resident Business	Enter in the Notepad – Yes or No for the award of a New Contract.
16.	Effective Date of Contract; Expiration Date of Contract; and Fiscal Effective Date of Contract	Enter these three dates on the 2342 screen where requested. For solicitations, enter the anticipated start date as the Due Date on the 2100 screen. For modifications, enter the effective date of the change on the 8710 screen. (Do not change the original effective date or expiration date, unless the date changes are part of the modification.)
17.	Vendor / Contractor	Select correct Vendor Name & address from the Vendor Table Inquiry (screen 1200). Keep in mind that there are multiple listings for one vendor. Use the correct address number to enter the Vendor on the 2342 screen.
18.	Category of Work	Enter the Category of Work on the 2353 screen.
19.	Award Authority	Enter DGS or BPW in the Notepad and the 2353 screen.
20.	Award Date	Enter the Award date as the date of the approval by the BPW or the effective date of the contract for DGS approvals on the 2353 screen.
21.	Agenda Date & Item number	Enter the Agenda date and Item number in the appropriate spaces on the 2353 screen.
22.	Total number of Bidders/Offerors, including any small businesses and/or minority businesses	Enter the Total number of Bidders/Offerors on the 2353 screen.
23.	MBE Waiver	Enter on the 2353 screen – Yes or No, and if Yes, enter the waiver amount in the requested space.
24.	MBE Subcontractors	Enter each MBE vendor’s name on the 2345 screen.
25.	VSBE Waiver	Enter on the 2353 screen – Yes or No, and if Yes, enter the waiver amount in the requested space.
26.	VSBE Subcontractors	Enter each VSBE vendor’s name on the 2345 screen.
27.	Living Wage – Yes or No; Tier – 1 or 2	Enter on the 2353 screen – Yes or No, and if Yes, enter the Tier level in the requested space. (If there are multiple vendors providing services in multiple locations that are in different Tiers, enter the Tier for the majority of the vendors on the 2353 screen. In the notepad, list each vendor and its specific Tier.)

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28.	<u>FOR MODIFICATIONS & RENEWAL OPTIONS ONLY:</u> A. Original Contract Approval Authority; B. BPW Approval Date & Agenda Item <i>or</i> DGS <i>or</i> DEL Approval Date; C. Dollar Amount of this Action; D. Percentage Change of this Action from the Original Award Amount; E. Percentage of Change of ALL Actions from the Original Award Amount; F. Amount of Previous Actions; and G. Revised Total Contract Amount.	<u>FOR MODIFICATIONS & RENEWAL OPTIONS ONLY – Enter in the Notepad:</u> A. Enter who approved the original contract: BPW, DGS, or DEL -Delegated; B. Enter the BPW Approval Date & Agenda Item <i>or</i> DGS Approval Date <i>or</i> DEL Approval Date; C. Enter the Dollar Amount of Action (Mod or Option); D. Enter the % of Change of this Action from the Original; E. Enter the % of Change of ALL Actions from the Original; F. Enter the Amounts of Previous Actions (Base, Mods, Options) broken down individually; & G. Enter the Revised Total Contract Amount.
29.	<u>FOR MODIFICATIONS & RENEWAL OPTIONS ONLY:</u> A. MBE Compliance; B. VSBE Compliance.	<u>FOR MODIFICATIONS & RENEWAL OPTIONS ONLY – Enter in the Notepad:</u> A. MBE Compliance % based upon total payments made to the MBE subcontractors divided by the total payments made to the Prime; B. VSBE Compliance % based upon total payments made to the VSBE subcontractors divided by the total payments made to the Prime.
30.	<u>FOR MODIFICATIONS ONLY:</u> A. Describe how the proposed modification is within the scope of the original contract – is the action a material or non-material change? B. Why is it in the best interest of the State to approve the proposed modification?	<u>FOR MODIFICATIONS ONLY:</u> Enter the responses to questions A & B in the notepad.
31.	<u>FOR RENEWAL OPTIONS ONLY:</u> A. Was any attempt made to obtain better pricing or deliverables prior to deciding to exercise the options? B. If yes, what was the result? C. If no, why not? D. Why is it in the best interest of the State to approve this renewal option rather than seek a new contract through competition?	<u>FOR RENEWAL OPTIONS ONLY:</u> Enter the responses to questions A through D in the notepad. (Verify that the Renewal Option BPO is linked to the Original Contract BPO on the 2342 screen.) <i>Note: If using a CO instead of a Renewal BPO, in addition to changing the expiration date, you must reduce the “MAX OPTIONS” field by 1 to show when a renewal option has been exercised.</i>
32.	Approval Paths	Utilize the 9220 and 9230 screens to ensure the proper approval paths are acquired within the Agency, DGS, and, if required, the BPW.