# Requisition and Contract Modules Guide

To create a contract the user must first enter a new requisition in the Requisition Module located within Webauthor. The link to Webauthor is https://pbcc.samis.io/

Please use Google Chrome or Firefox as your browser. The application will not function properly if you use Internet Explorer. Also, you must have an account, username, and password to log on. If you do not have these, please have your supervisor contact Pedro Medina to have an account set up for you.

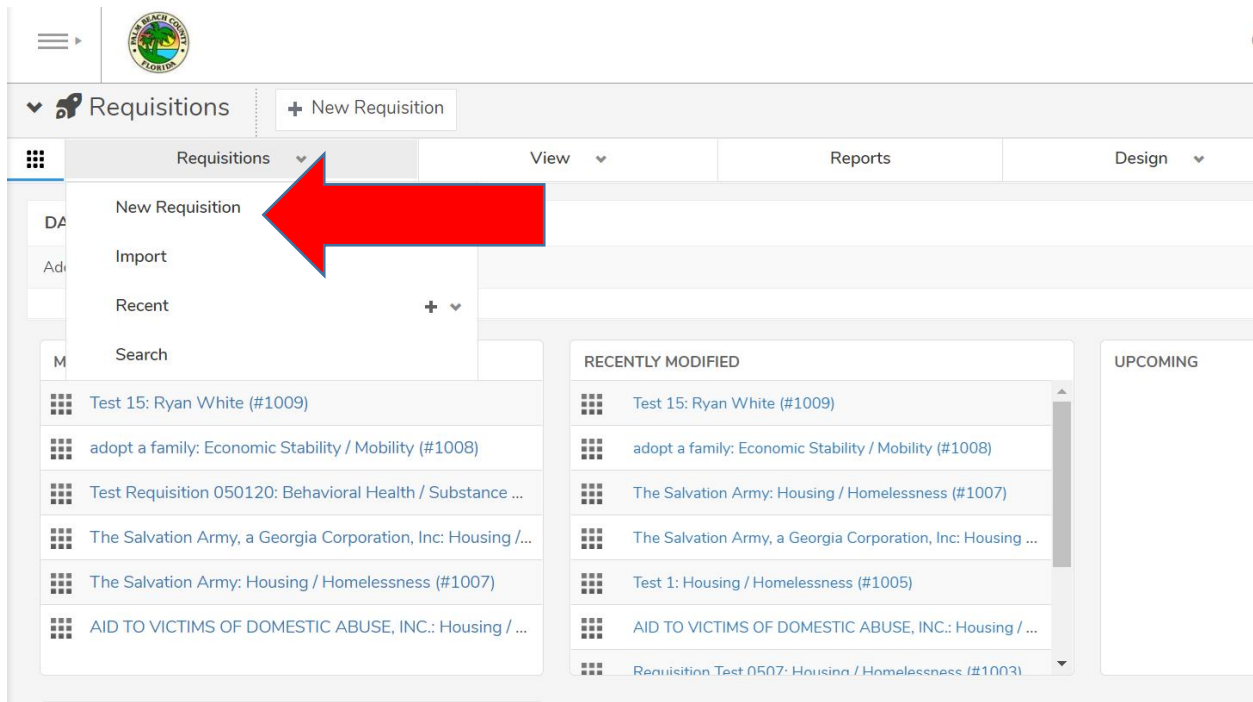Once you are in the system click on the Requisition Module as pictured below.
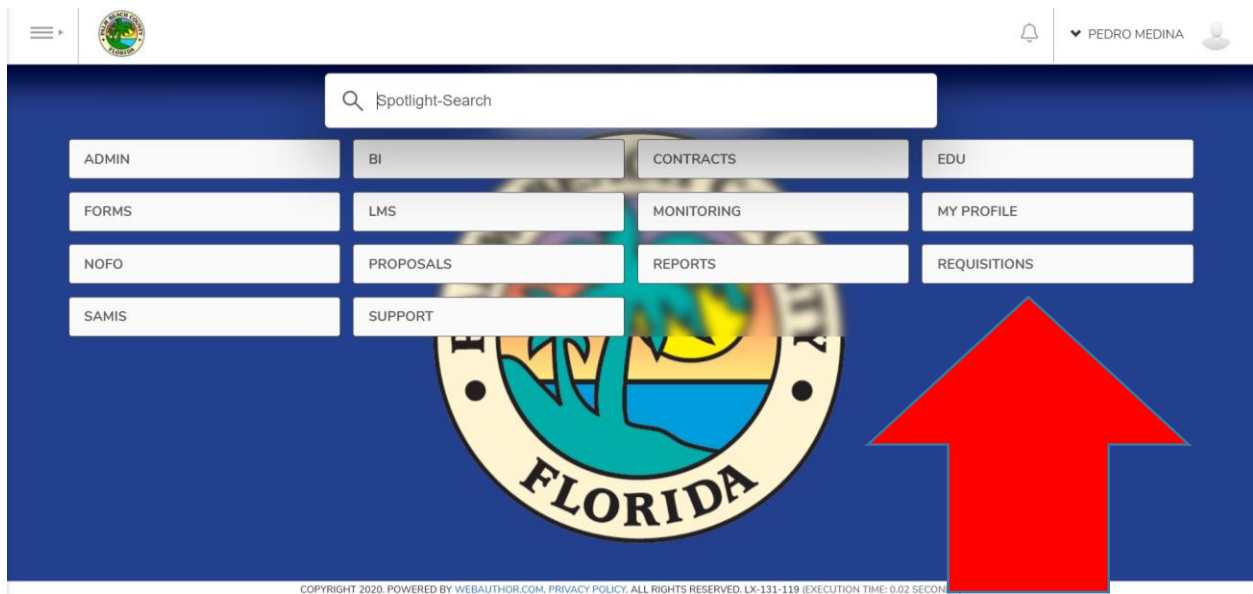
There are two ways to create a new requisition in the Requisition Module. The first way is to click on "New Requisition".   The second way is to hover your cursor over the Requisitions tab and then click on "New Requisition.

1st Example
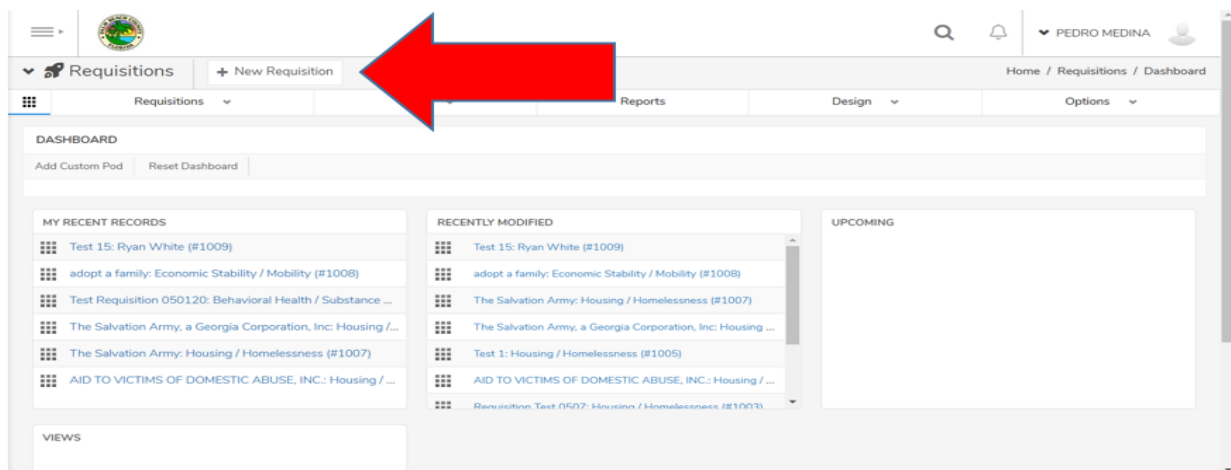
2nd Example

In the new requisition screen you will see a series of fields that will need to be populated. Please complete as many fields as possible. Much of the information entered into the fields will be imported into the contract template.

Current Fields:

Proposal – This field is populated when a requisition is generated from the Proposal Module. Skip this field if it is not being generated from the Proposal Module.

Comments – Any comments you would like to make regarding the requisition/contract. These comments will not be imported into the contract document.

Federal ID Number – This field will be used in the contract. It is also referred to the tax id number and used to identify a business entity.

Agency Name – Use the agency's full name as it appears in Sunbiz (https://dos.myflorida.com/sunbiz).

Agency Address (including city, state, and zip code) – Use the agency's full mailing addressing. P.O. Boxes are not acceptable unless the location is considered to be confidential (i.e. domestic abuse shelter).

Agency Contact – Name of agency contact and their title.

Service Category – Choose one of seven service categories.

Requesting Division – Department of Community Services division originating the requisition/contract.

Contract or Amendment – Determine whether the requisition is for a contract or an amendment

Resolution Number – Enter the resolution of the original contract if the requisition is for an amendment.

Contract Length – Number of years the contract is for. This must be a numeric value.

Annual Allocation Amount – The dollar amount awarded/allocated annually. If the contract is for more than one year, then the system will multiply the number of years (contract length) by the annual allocation. The total will be included in the contract, but will not appear in the requisition.

Anticipated Date To BOCC Contract Approval – This is the date the contract is expected to go to the Board of County Commissioners (BOCC) for contract/amendment approval.

Contract/Amendment Start Date – The first day of the contract period.

Contract/Amendment End Date – The last day of the contract period.

Fiscal Year – The first fiscal year of the contract.

Grant Year – If applicable, the first grant year of the contract.

Sub-Contracting – Is the contracted agency going to sub-contract the services.

Type of Entity – Identify the type of entity the agency is categorized as (i.e. not-for-profit). This can be confirmed using the Federal Tax ID number and performing a records search through the Sunbiz link provided earlier.

Funding Source – The source of the funds provided.

Contract Type – There are three contract types to choose from:

> <u>Recipient</u> - An entity that receives an award agreement to carry out a specific program (usually specified in a NOFO). This is a direct grant from Palm Beach County. <u>Sub-Recipient</u> - An entity that receives an award agreement to carry out a specific program (usually specified in a NOFO). This is funded as a pass-thru from another grantor (HUD,    HHS,   DCF,   etc.). <u>Contractor</u> - An entity that receives a contract for the purpose of obtaining goods and services that are ancillary to a program.
>
> **<u>Additional information regarding the three types of contracts is attached at the end of this guide.</u>**

Signature Authority – Choose the proper party that will be executing the contract on behalf of Palm Beach County.

BOCC/State/Federal Exhibits – Choose the appropriate exhibits that are applicable to your contract. The exhibits in this section are blank templates. It is highly recommended to upload certain exhibits which require extensive narrative and or formatting such as Scope Of Work or Deliverables exhibits. Uploading exhibits can be done in the next field "External Exhibits".

External Exhibits – You can upload exhibits and attachments to the contract here by selecting choose file. File explorer will open and you can search for your document in any of your connected drives. Once the file has been located and selected, click on open. This will upload the selected file and make it an attachment of the contract.
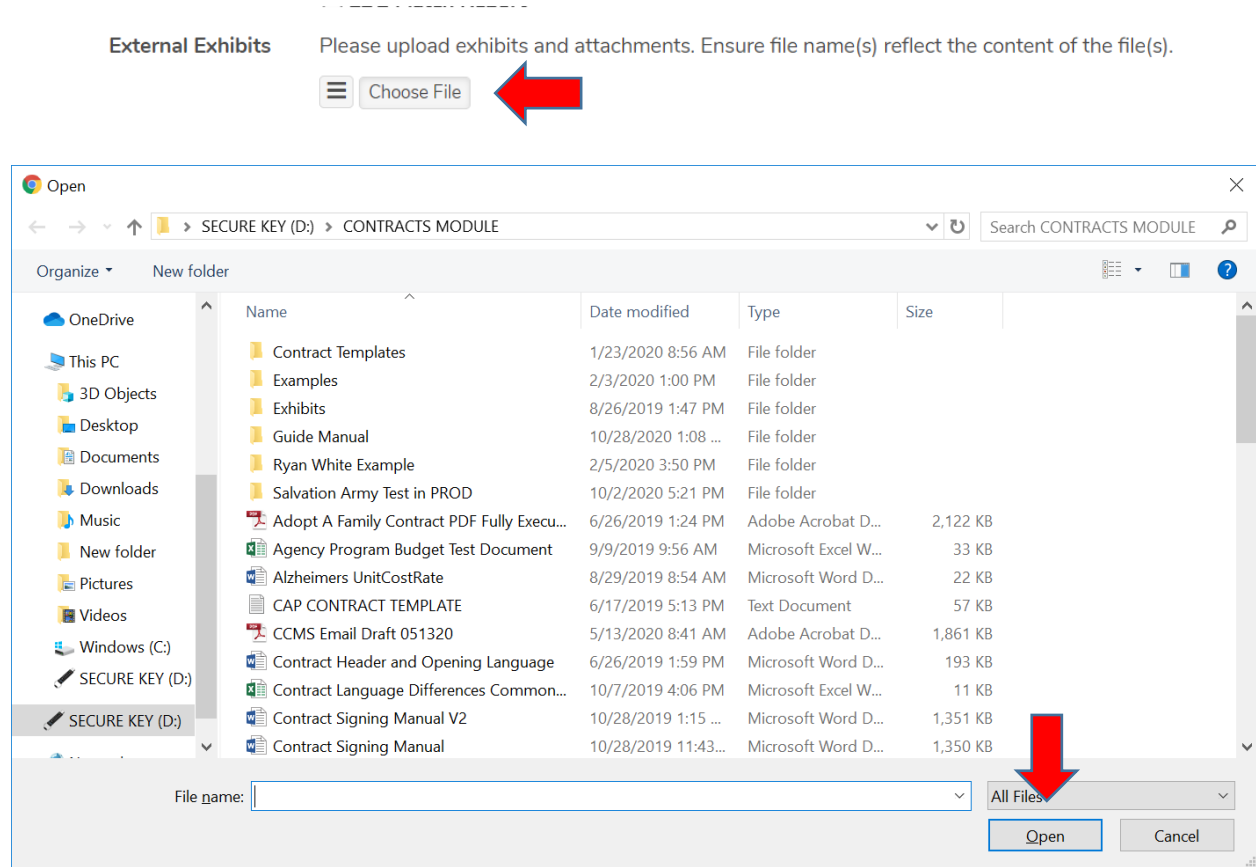
Program Statue Code – Enter a funding statute if applicable to this contract.

Service Name – Enter the name of the service being provided.

SubRecipient Quote Date – Enter the SubRecipient quote or proposal date if applicable.

Recipient of Services – Select the type of recipients the contract will benefit.

Click on Save after completing the requisition.
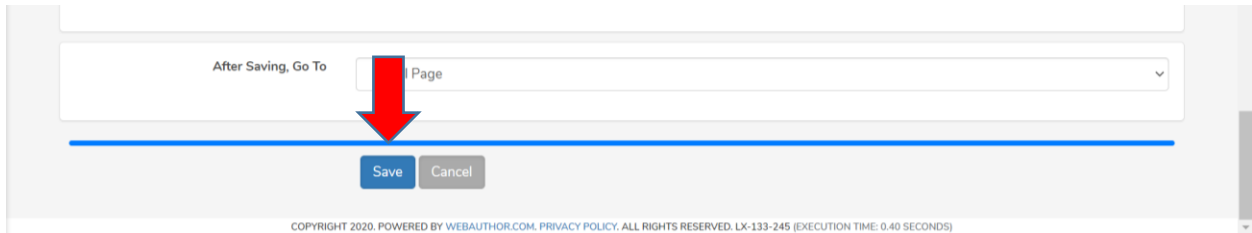
After saving, you will be redirected to the Detail Page. (sample screen below)

From here you are now ready to build the contract.
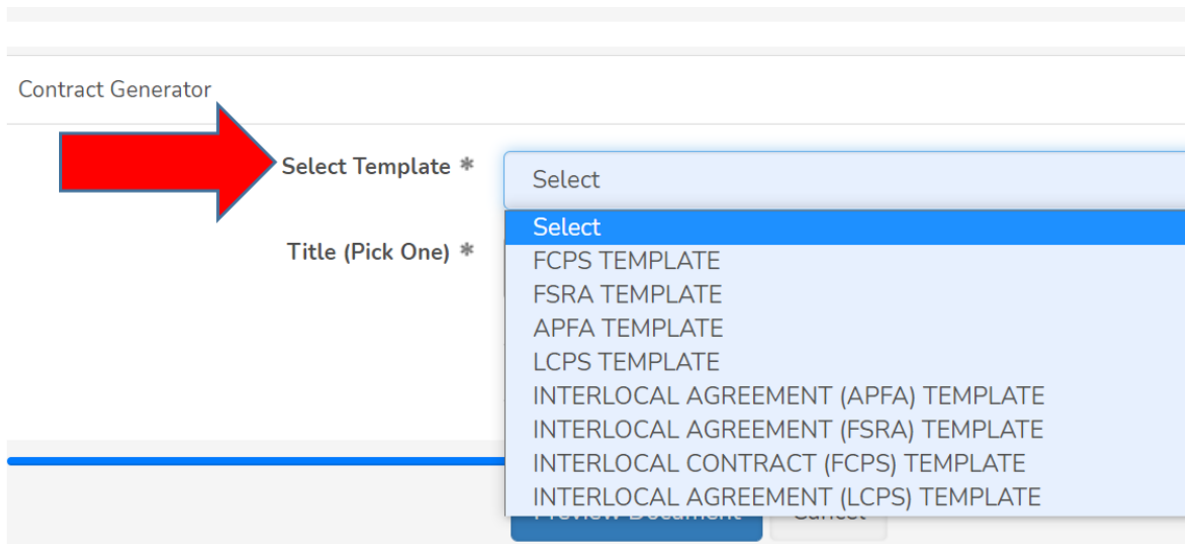
Click on "Build Contract" to begin creating the contract.
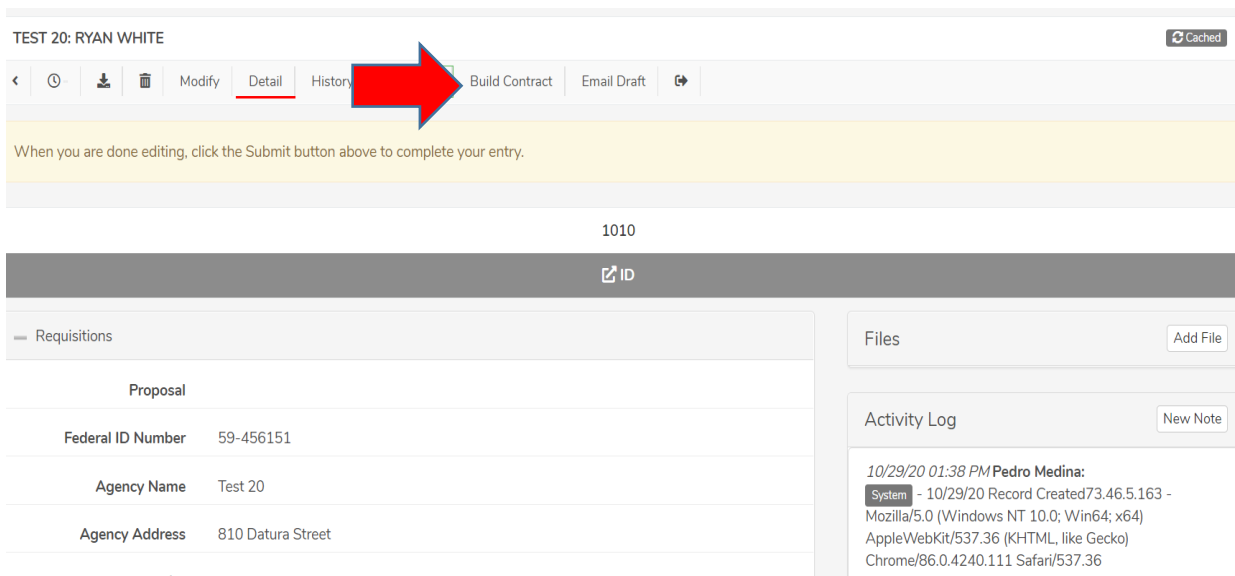
Building Contract

You will be taken to the Contract Generator screen after clicking on Build Contract.   The Contract Generator will have four standard templates: Agreement for Provision of Financial Assistance (APFA), Federal Contract for Provision of Services (FCPS), Federal Sub Recipient Agreement (FSRA), and Local Funded Contract for Provision of Services (LCPS). Four additional Interlocal Agreements/Contracts have also been made available. Each standard template has an interlocal version.

There are five sections within the generator: Title, Opening Language, Contract Templates, Signature Pages, and Attachments (exhibits). You will begin by selecting the appropriate contract or agreement type best suited for your program needs from the "Select Template" drop down box. After making your selection, the template and its corresponding articles will then appear below the "Opening Language" section.

Select all articles and language that are applicable to your contract. Any standard articles that are deemed to be required will be checked-off / pre-selected for you. **NOTE:** There are articles that will be required that are not checked or pre-selected. These are articles that are program specific or articles that have more than one version. For example, the Programmatic Requirements article can have multiple versions depending on the program. Below is an example of multiple standard articles the have been pre-selected and three versions of the Programmatic Requirements article. You the user would need to choose the correct one that is applicable to your program.

FSRA TEMPLATE *

SURPLUS FIRMS ()

☑ HIRING OF MECHANICS OR LABORERS ()

☐ RYAN WHITE HIV/AIDS PROGRAM FUNDED AGENCY'S PROGRAMMATIC REQUIREMENTS ()

☐ AGENCY'S PROGRAMMATIC REQUIREMENTS ()

☐ AGENCY'S PROGRAMMATIC REQUIREMENTS (ESG)

☑ ACCESS AND AUDITS ()

☑ CONFLICT OF INTEREST ()

☑ DRUG-FREE WORKPLACE ()

Preview Document   Cancel

All contracts will have a title, opening language, body (articles from your specific contract template), and a signature page. Most contracts will have also attachments/exhibits.

Note: A preview window will appear as you scroll over each article in case you are unsure if an article is applicable.

The AGENCY agrees to provide Test- Housing Homeless services to homeless individuals of Palm Beach County as set forth in the **EXHIBIT A - SCOPE OF WORK AND SERVICES**. The AGENCY also agrees to provide deliverables, including reports, as specified in **ARTICLE 19 - AGENCY'S PROGRAMMATIC REQUIREMENTS**. No changes in the scope of work or services are to be conducted without the written approval of the Palm Beach County Community Services Department (the DEPARTMENT). The AGENCY receiving funds must be an agency within Palm Beach County and the AGENCY'S services, with these contracted funds, are limited to meeting the needs of Palm Beach County residents.

No part of the funding is intended to benefit any specific individual or recipient. All funding is intended for the overall benefit of all recipients of the services provided by the programs being funded herein.

☑ INCORPORATION OF RECITALS ()

☐ FUNDED SERVICES ()

☐ RYAN WHITE HIV/AIDS PROGRAM FUNDED SERVICES ()

☑ ORDER OF PRECEDENCE ()

☐ ORDER OF PRECEDENCE (RYAN WHITE)

☐ SCHEDULE (MULTI-YEAR)

☐ SCHEDULE (MULTI-YEAR RYAN WHITE)

☐ SCHEDULE (1-YEAR)
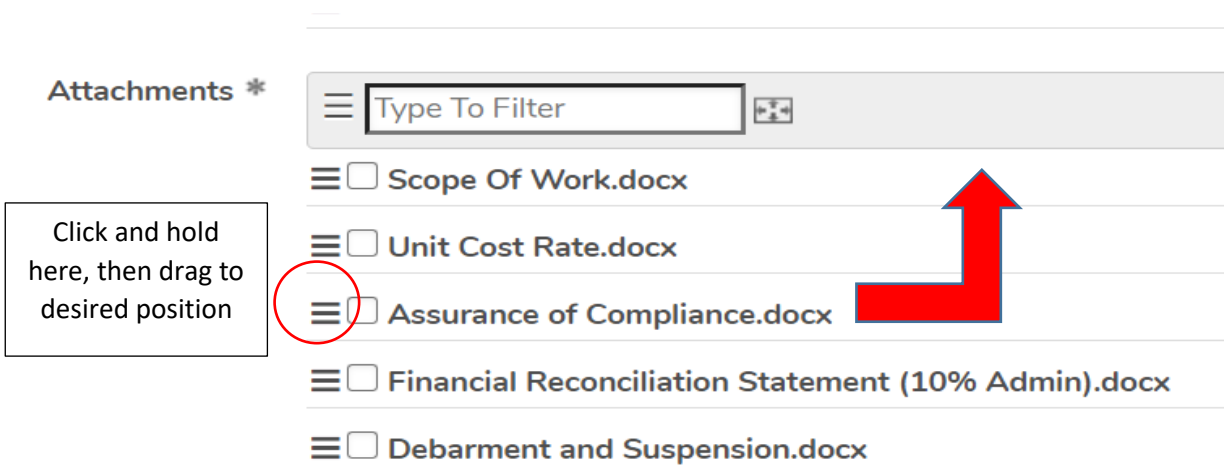
Preview Document   Cancel

All sections have a search capability if needed. In line with each section header you will find the search bar. You may also Check All, Un-Check All, or Show Only Checked Items from the section header.
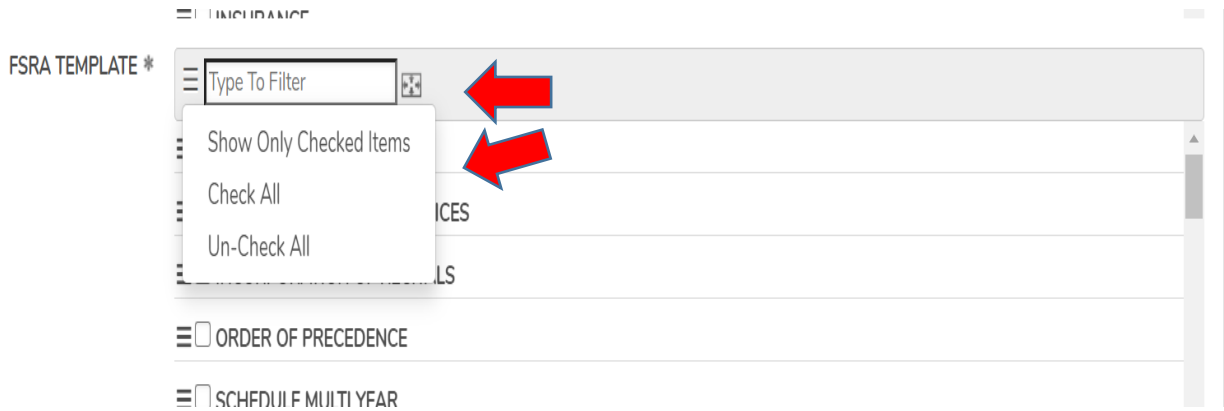
When choosing your attachments/exhibits from the Attachments section please note that they will appear in the contract in the same order as listed in this section. The system will also assign an exhibit letter based on the placement in this section. First exhibit named in this section will be assigned the letter "A", second exhibit will be assigned the letter "B", so on and so forth. However, the attachments/exhibits can be rearranged.

To rearrange attachments/exhibits in the Attachments section:

1. Click and hold on the three small lines next to the attachment you would like to move
2. While holding, drag the attachment into the desired position and release

Attachments *

| | Type To Filter | |

Release in desired position

☰ ☐ **Assurance of Compliance.docx**

☰ ☐ **Scope Of Work.docx**

☰ ☐ **Unit Cost Rate.docx**

☰ ☐ **Financial Reconciliation Statement (10% Admin).docx**

☰ ☐ **Debarment and Suspension.docx**

Click on Preview Document at the bottom of the screen after all selections have been made. This will take you to the Contract Preview screen.

Preview Document   Cancel

Contract Preview

In the Contract Preview screen you have the ability to see all of the contract components (title, opening, body, and signature page) together. However, you will not see the attachments on this screen. In order to see the entire contract with its attachments you need to email a draft to yourself by clicking on "Email Draft" **after the contract is generated**. This function will convert the contract and exhibits into a PDF file and email it to the recipients you deem necessary. More detail regarding the Email Draft function is provided later in the guide.
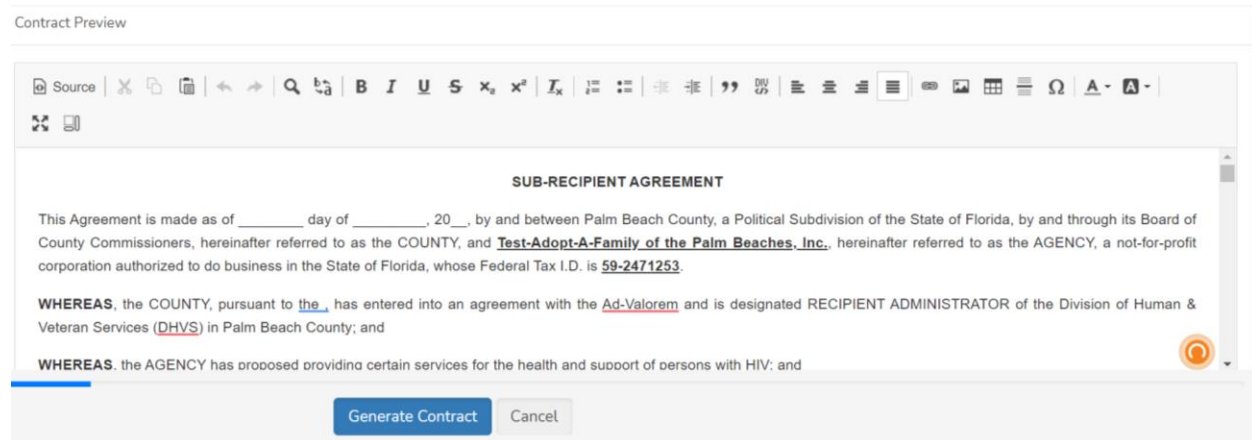
At the bottom of the Contract Preview screen, you will also determine the review workflow and the group of individuals that will receive a notification once the contract has completed the review process and been signed by the Agency and our Department. The workflows and notifications are based on service categories such as behavioral health, economic stability, homelessness, etc.
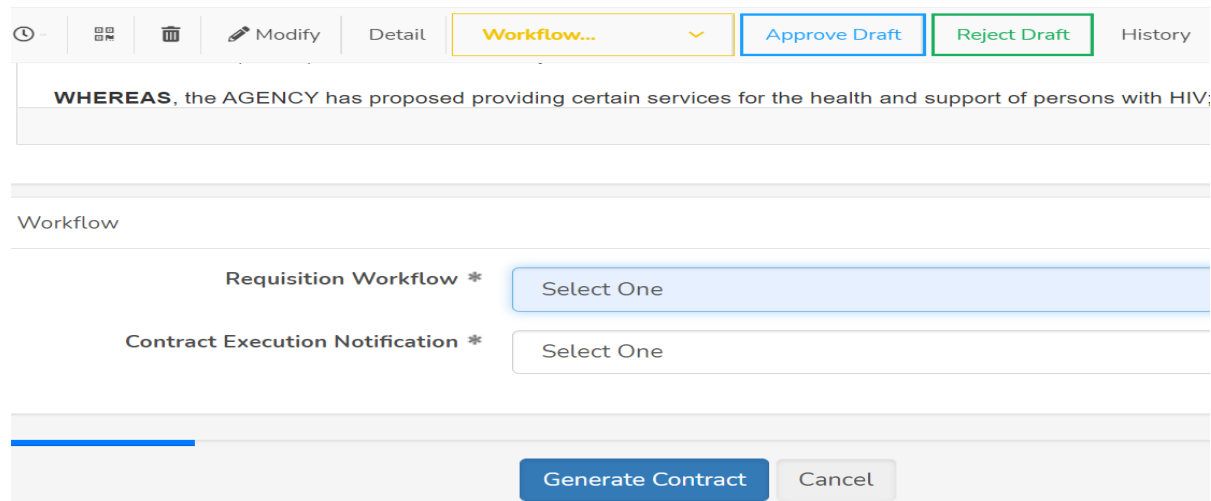
Click on Generate Contract after reviewing your document, selecting the Requisition Workflow, and selecting the Contract Execution Notification which corresponds with your contract's service. The Generate Contract button is located at the bottom of the screen.

After generating the contract by pressing the Generate Contract button, the review process will begin and the individuals listed in the first level of the workflow will receive an email notification stating that the document is ready for their review. There are four levels of review that each contract/agreement will go through: Contract Manager (Initial Review), Program Manager, Fiscal, and Contract Manager (Final Review).

Workflow Review

Open the document via the link provided in the email notification you received or you can search for it in the Requisitions tab in the module.
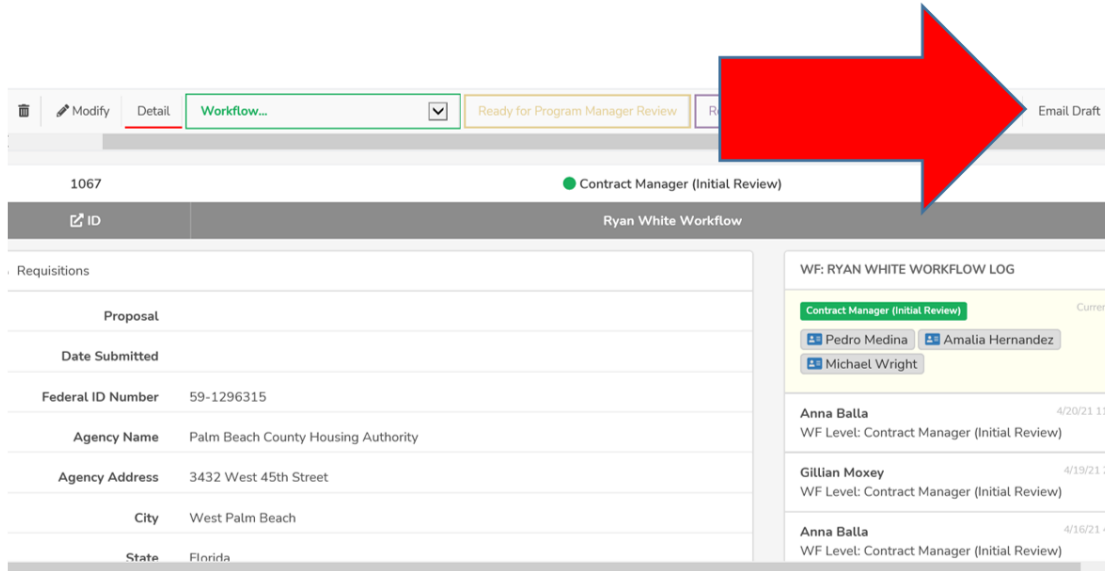
After opening the document you will see this screen
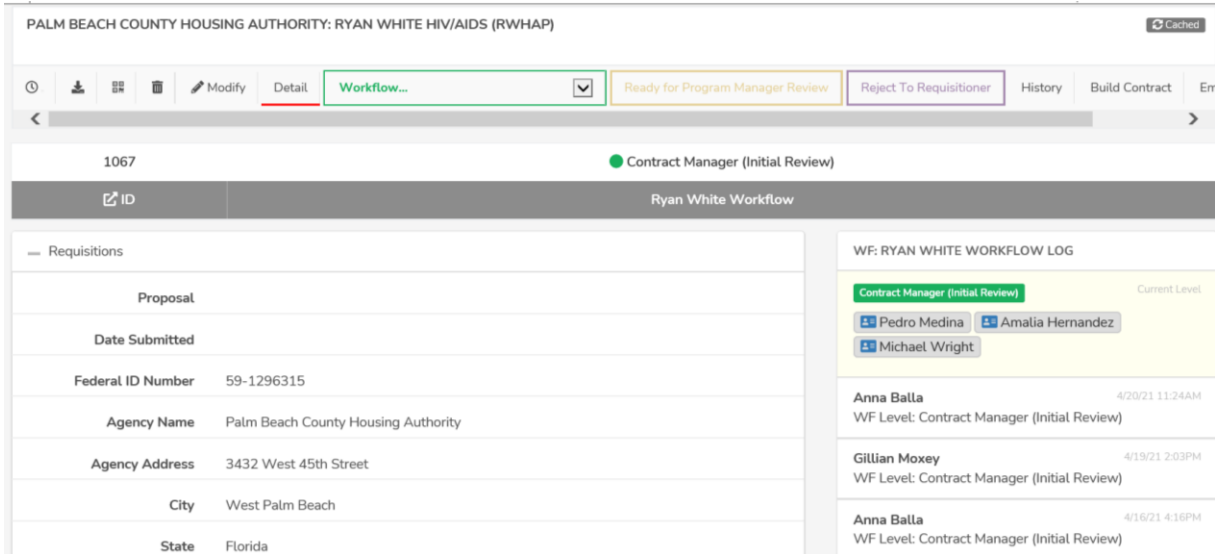
You can scroll down to the view the entire contract. You can view the exhibits from this screen by clicking on them individually from the Contract Attachments section.
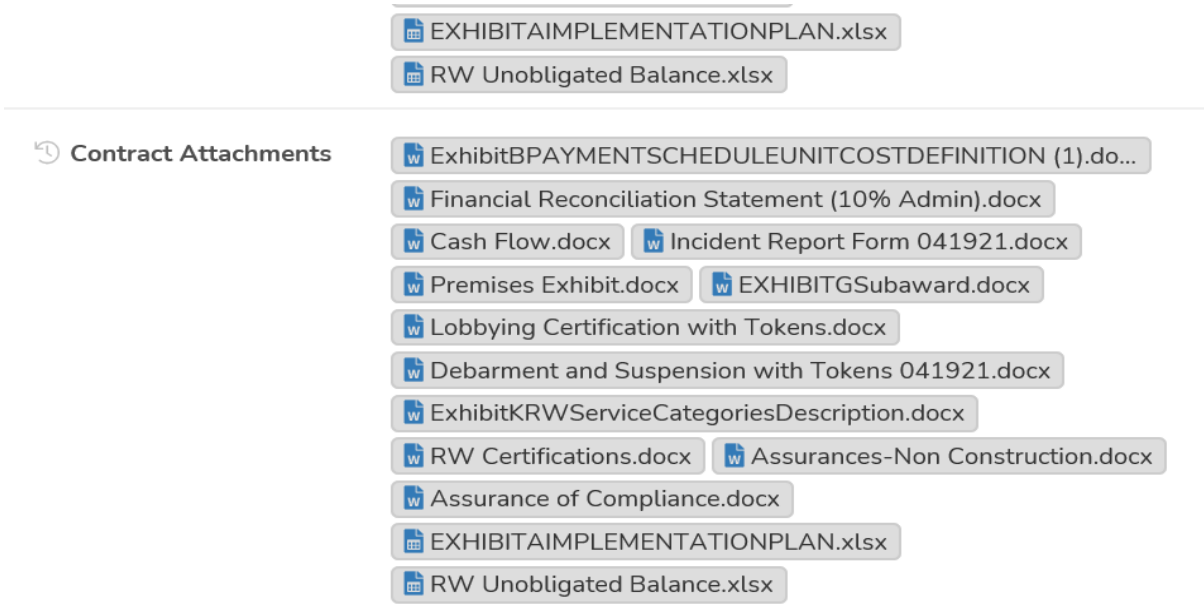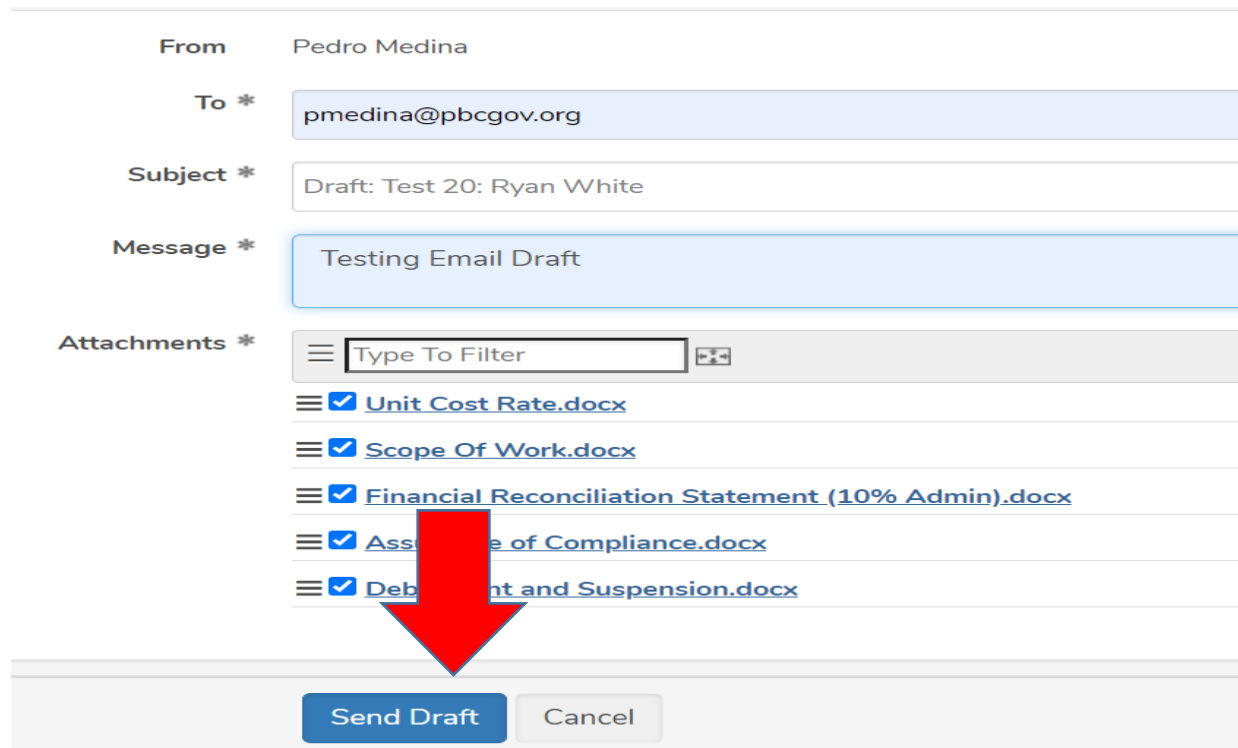
To view the entire contract including all exhibits at one time, you would need to scroll to the top and click on Email Draft. This function will create a PDF version of the contract with all exhibits and email it to the recipients you designate. It is not limited to emailing the contract draft to yourself.

At the email draft screen please be sure to select all of the attachments prior to sending draft. The attachments will have to be placed in the proper before sending. Once you are done completing the email draft screen, click on Send Draft.

After reviewing the contract, you can choose to move it forward in the review process or reject it.
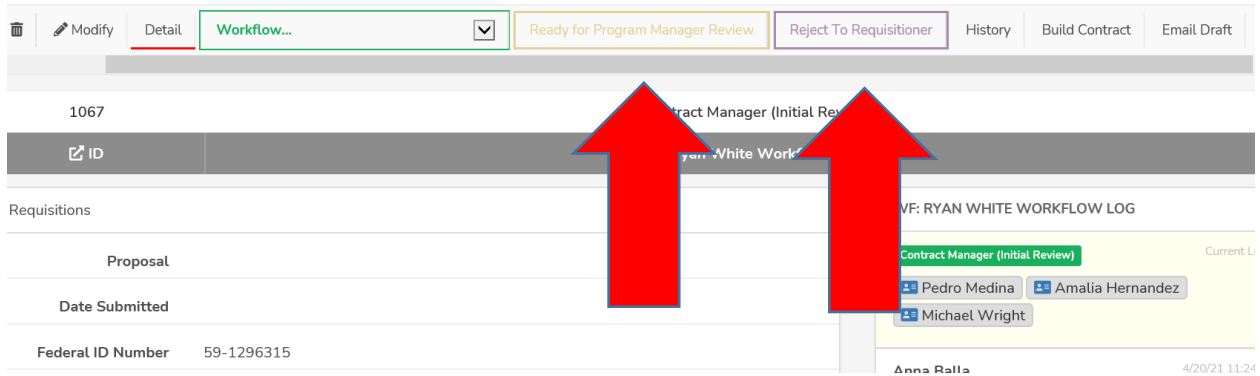
You will be provided an opportunity to enter comments after forwarding or rejecting the contract.
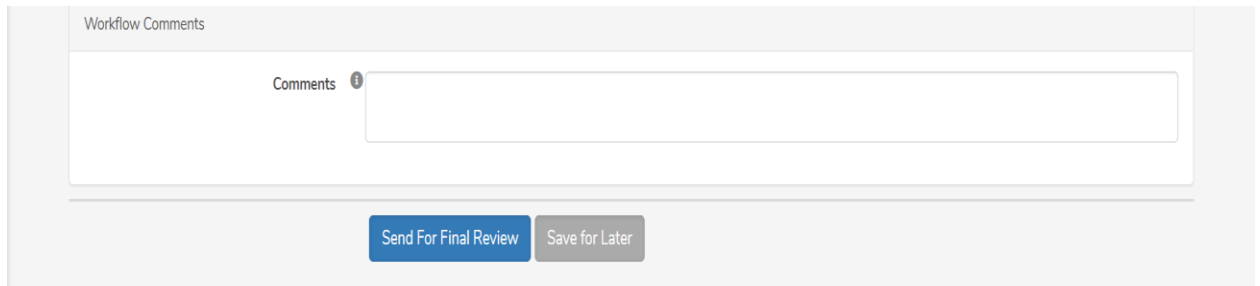
Each reviewer in the workflow will follow the steps noted above to forward or reject the contract. The final reviewer will click on Create Final Contract in the workflow box to create the final draft and transition the document to the Contract module for signatures.
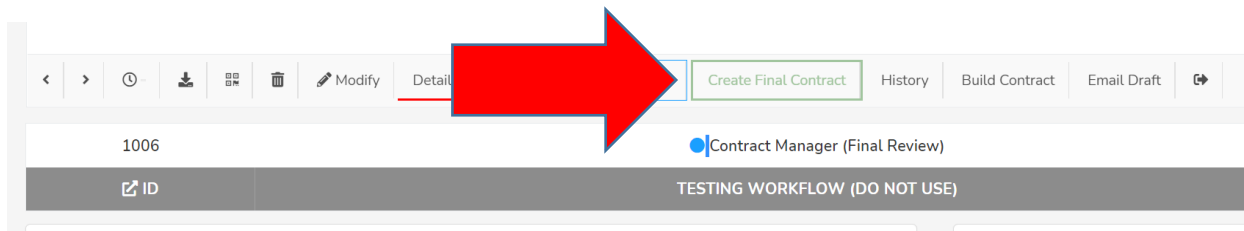
After clicking on Create Final Contract, the system will automatically transition you to the Contracts module.

If you are not the final reviewer that generated the contract you can go to the main Webauthor screen and click on the Contracts module to access the document.

Contracts Module

After clicking on Create Final Contract, the system will automatically transition you to the Contracts module.
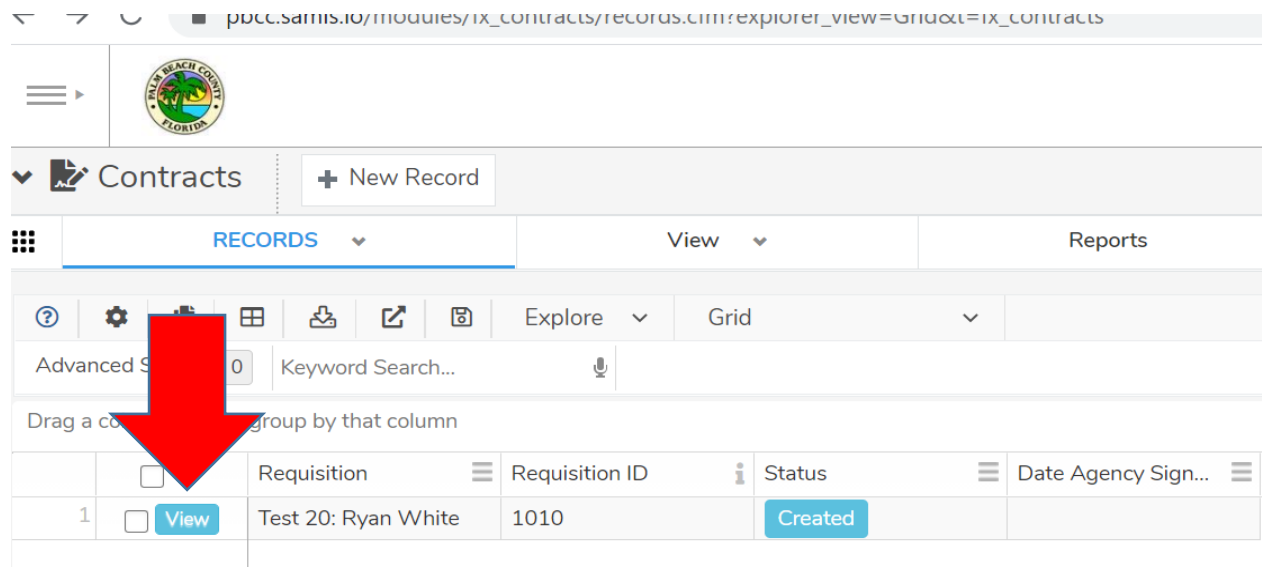
If you are not the final reviewer that generated the contract you can go to the main Webauthor screen and click on the Contracts module to access the document.
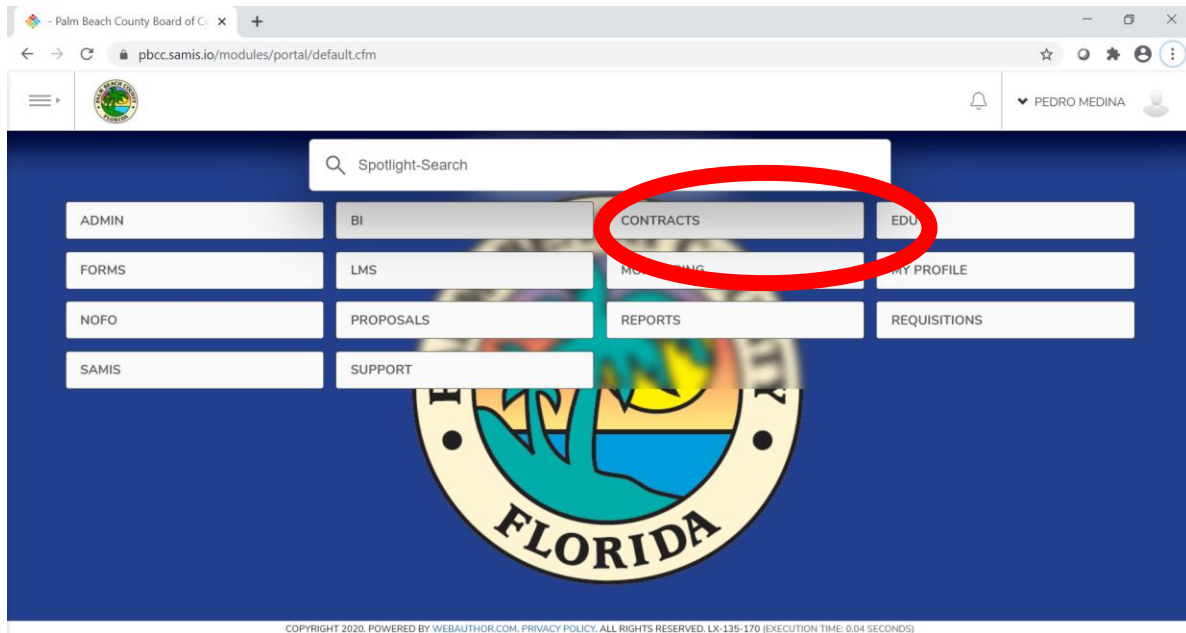
Click on Records to see all the contracts in the module.
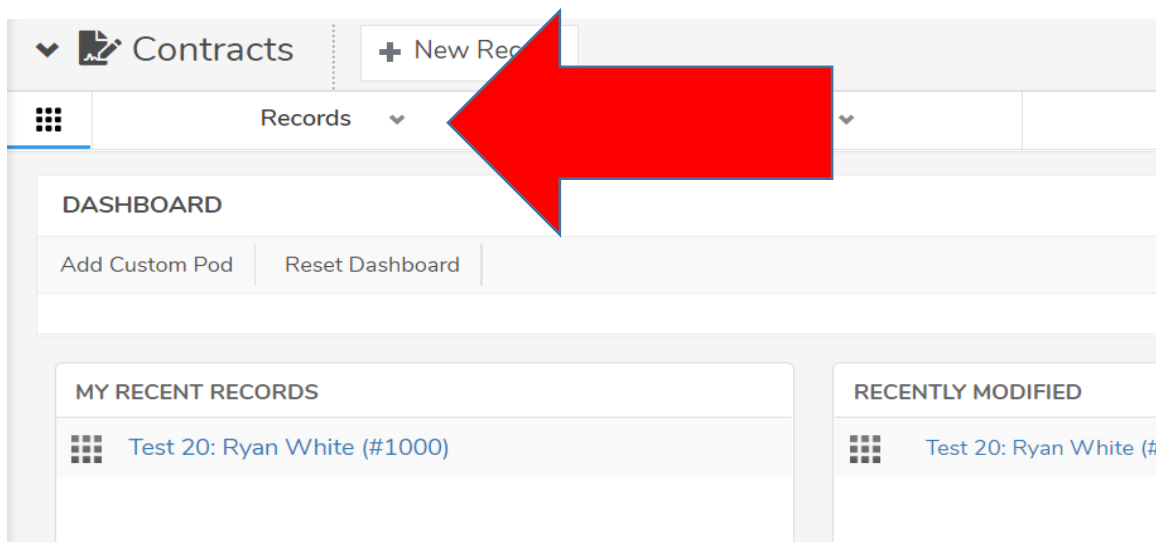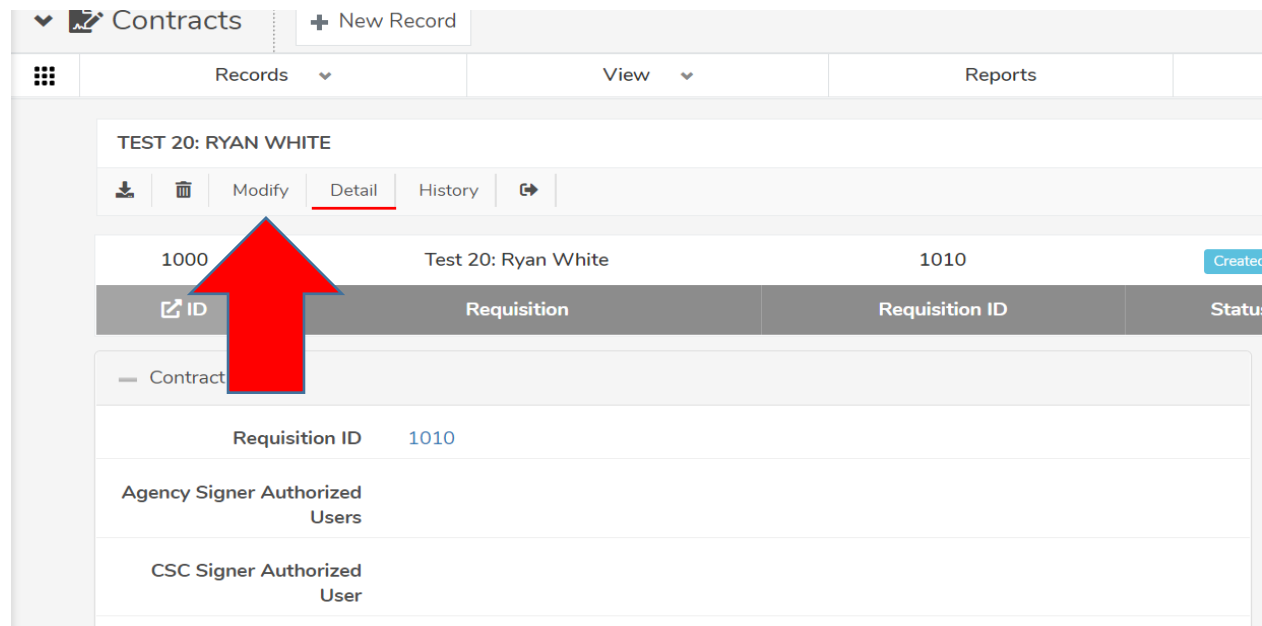
Click on the View button after locating your document.

Click on the Modify button to designate the authorized signers. **Each agency authorized signer that will be executing contracts with Palm Beach County Community Services Department will need to have a user account created in Webauthor prior to being designated as a signer.** Please contact Pedro Medina for assistance in getting your agencies set up.

Click on Save after designating the signers

After saving, you will be taken back to the Contract Details page. Here you will now see the option to Request Signatures. Click on Request Signatures. The system will notify the authorized signers that a contract is in their queue ready for review/signature.

Example of email notification

RE: Test 20: Ryan White

The contract **Test 20: Ryan White** has been approved and signed by the Agency.

It is now ready for you to sign.

Please log into PBCC Portal then click the link below.

View Record [pbcc.samis.io]

The following screenshots are of screens the signers will see when they open the document. They will need to choose Sign (green button).

Click on Sign Document after completing the required fields and signing in the box.
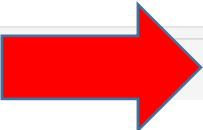
The signer will receive a message on the screen informing them that the contract has been signed.

Click on Generate Document after both parties have signed.

The system will create a PDF of the completed contract. The contract is on the right-hand side of the screen under Files. Click on the file name to open.

From here you can download the contract and/or email it from the options located at the upper left-hand of the screen.
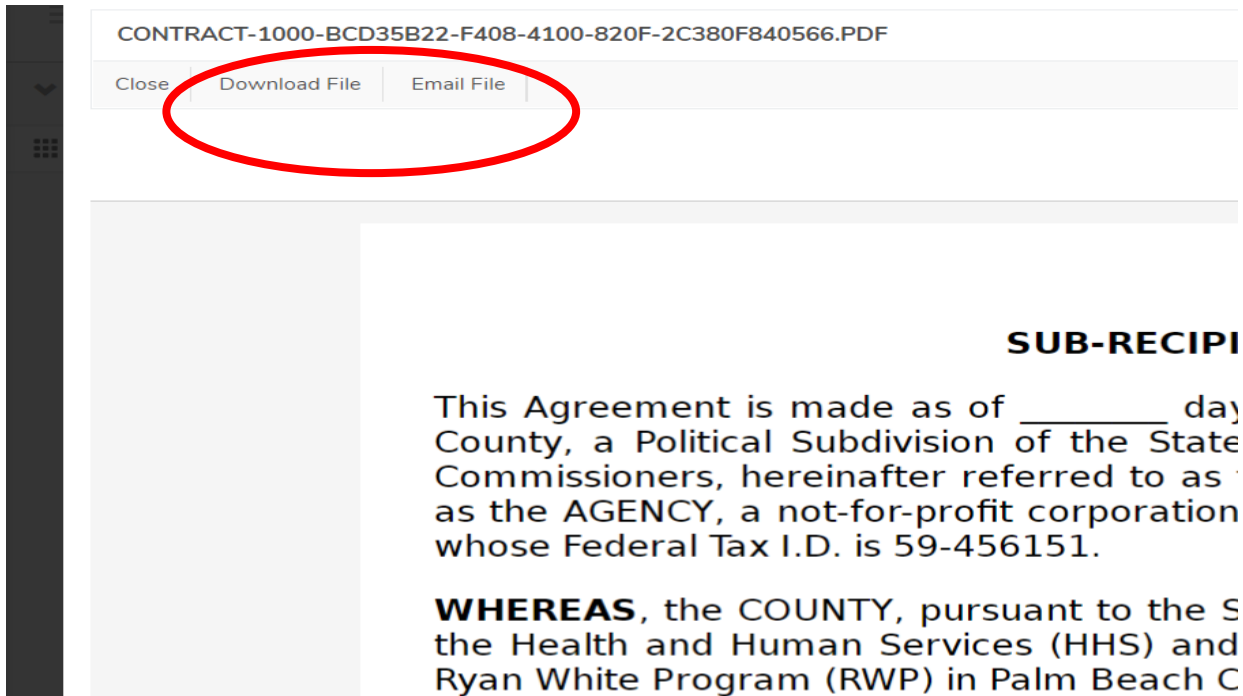
Example of signatures obtained.