



BPHC Contract Repository System (CRS) Use Case, Approval and Business Process Documentation (Attachment 1)

Submitting a new contract in CRS

User accesses new CRS app and makes selection from the following options:

- Outgoing Funds (Vendor)
- Incoming Funds (Customer)
- Amendment

Outgoing Funds

- Complete all required fields (See Attachment 5).
- Allow save if more time needed but only up to 7 days. If request not submitted within 7 days, canceled request.
- Approval process starts upon submit. (See Attachment 2)

Incoming Funds

- Complete all required fields (see data dictionary).
- Allow save if more time needed but only up to 7 days. If request not submitted within 7 days, canceled request.
- Approval process starts upon submit. (See Attachment 2)

Amendment

- If amendment is selected, user will be taken to a screen with a list of requests submitted by the user or. Anyone listed under Additional Notification can also see this list.
- User can search or filter to find the request/contract or amendment that needs to be amended.
- User selects the request/contract or amendment to be amended and clicks the “Start Amendment” button
- New amendment form opens and brings over set fields from the original request/contract/amendment.
 - If the reason for the amendment is to increase the initial cost amount, any cost increase of \$10,000 or above will automatically become an amendment and an amendment number assigned. If the initial cost increase is less than \$10,000 this will be considered an adjustment, and no amendment number will be assigned

Note: All amendments and adjustments will become child records of the original contract and should be accessible from the original contract or on the amendments page.
- User completes required fields and can save for up to 7 days before submitting.
- If not submitted within 7 days, the amendment will be cancelled.
- Approval process starts upon submit. (See Attachment 2)

New Request Approval Process Workflow (Attachment 2)

- A new request is submitted in CRS.
- System checks to see if new submission is a contract amendment or adjustment that is less than 10% of the original contract amount.
 - Yes, submission is an amendment/adjustment less than \$10K of the original contract amount.
 - Email notification sent to Procurement regarding this change.
 - **End Workflow**
 - No – submission is an amendment/adjustment equal to or greater than \$10K of the original contract amount or is a standard contract request.
 - Move to the next step in the process.
- System checks to see if the request is Grant related.
 - If Yes, send to Grants for approval
 - If Grants does **not approve**, an email is sent to the submitter with reason for not approving. Submitter has 30 days to submit update. Once update is submitted, Grants is notified and will review again. This process will continue until approved, or the 30-day resubmission period expires.
(What can we do if the submitter complies with the request right at the 29 or 30 day mark to prevent the request from being cancelled?)
 - If Grants approves the request, moves to next step in the process.
- System checks to see if the submitter is also the BA
 - If submitter is not the BA, an email will be sent to the BA listed on the request for approval.
 - If the BA does not approve request an email is sent to the submitter with reason for not approving. Submitter has 30 days to submit update. Once update is submitted, the BA is notified and will review again. This process will continue until approved, or the 30-day resubmission period expires.
(What can we do if the submitter complies with the request right at the 29 or 30 day mark to prevent the request from being cancelled?)
 - If the BA approves the request, move to the next step of the process.
 - If the submitter is the BA, the system will bypass the BA approval and send an approval email to the Program/Bureau Director (BD/PD) listed on the request. The system will also set the BA approval field to approve and enter “BA is the submitter” in the BA signature field.
- System checks to see if the submitter is also the Bureau/Program Director.
 - If submitter is not the BD/PD, an email will be sent to the BD/PD on file for approval.
 - If the BD/PD does not approve request an email is sent to the submitter with reason for not approving. Submitter has 30 days to submit update. Once update is submitted, the BD/PD is notified and will review again. This process will continue until approved, or the 30-day resubmission period expires.
(What can we do if the submitter complies with the request right at the 29 or 30 day mark to prevent the request from being cancelled?)

- If the BD/PD approves the request, move to the next step of the process.
 - If the submitter is the BD/PD, the system will bypass the BD/PD approval and set the BD/PD approval field to approve and enter “BD/PD is the submitter” in the BD/PD signature field and will submit the request to Procurement for processing.
- **End of approval process.**

Procurement Request Review Process Workflow *(Attachment 3)*

- Procurement receives new request in CRS – Status is set to Submitted by default.
- P2P staff assigns request to self and begins the review process.
- The system checks to see if the request is “Accepted” by P2P?
 - If the request is rejected, P2P staff will manually change the status to rejected, provide a reason for rejecting the request and save the request. This will send an email notification to the submitter, and anyone listed in the Additional Notification field with the details for rejection and instructions for submitting updates. The submitter will have up to 30 days to provide additional information. Once updates are submitted the assigned P2P staff will be notified to review and accept or reject the update. This process will continue until approved, or the 30-day resubmission period expires, and request is set to “Cancelled” by the workflow.
 - If the request is accepted, P2P staff will determine if a BPHC signature is required.
 - BPHC Signature is not required.
 - P2P staff will manually change the status to Complete, ID number will be created on save.
 - **Process ends.**
 - BPHC Signature **is** required.
 - P2P staff will manually change the status to “Accepted, Sent to GC” and save the request. The Contract ID will be auto generated/assigned when the contract is saved and moves to the next step in the process.
- P2P assigned staff will send contract request package to GC for review and approval.
 - Is the request approved by GC?
 - If request is **rejected** by GC, P2P staff will receive the rejection via SignNow and manually update CRS with the reason for rejection which will trigger the workflow to send a notification email to the submitter and anyone listed in the Additional Notification field with the details for rejection and instructions for submitting updates. The submitter will have up to 30 days to provide additional information. Once updates are submitted the assigned P2P staff will be notified to review and accept or reject the update. This process will continue until approved, or the 30-day resubmission period expires, and the request is set to “Cancelled” by the workflow.
 - If the request is approved by GC, P2P staff will update the status in CRS to Sent to Exec/Admin and moves to the next step in the process.
- System checks to see if the request requires review by the Executive/Administration Office (Exec/Admin) and sends email notification to Exec/Admin to review the new contract?
 - Is the request approved by Exec/Admin?
 - If request is rejected by Exec/Admin, P2P staff will receive the rejection via SignNow and updates CRS with the reason for rejection which will trigger the workflow to send a notification email to the submitter and anyone listed in the Additional Notification field with

the details for rejection and instructions for submitting updates. The submitter will have up to 30 days to provide additional information. Once updates are submitted the assigned P2P staff will be notified to review and accept or reject the update. This process will continue until approved, or the 30-day resubmission period expires, and the request is set to “Cancelled” by the workflow.

- If the request is approved by Exec/Admin, P2P staff will be notified by SignNow and will update the status in CRS to Completed and attaches the completed contract package to the request.
- Submitter will be notified that the contract is complete.

- **Process Complete**

Expiration Date Workflow (*Attachment 4*)

This workflow will run 1-time daily at 11 PM cycling through all active contracts (with an upcoming expiration date) checking for expiration dates that will expire within 30 days.

Notification of expiration only:

- Contract or Amendment expiration

Workflow Process:

- Will the expiration date happen within 30 days from today?
 - Yes
 - Are there multiple contracts for this vendor with the same expiration date?
 - Yes – Determine contract with the earliest created date and send email notification of expiration status to the submitter
 - No – Send email notification of expiration status to submitter.
 - No – Do nothing.

Notification with suggested update:

- Warranty expiration
- Vendor CUBE status expiration
- SAM Expiration (not subaward)

Workflow Process:

- Will the expiration date happen within 30 days from today?
 - Yes
 - Are there multiple contracts for this vendor with the same expiration date?
 - Yes – Determine contract with the earliest created date and send email notification of expiration status to the submitter and request/suggest that the expiration date be updated in the system.
 - No – Send email to submitter and request/suggest that the expiration date be updated in the system.
 - No – Do nothing.

Notification with required update:

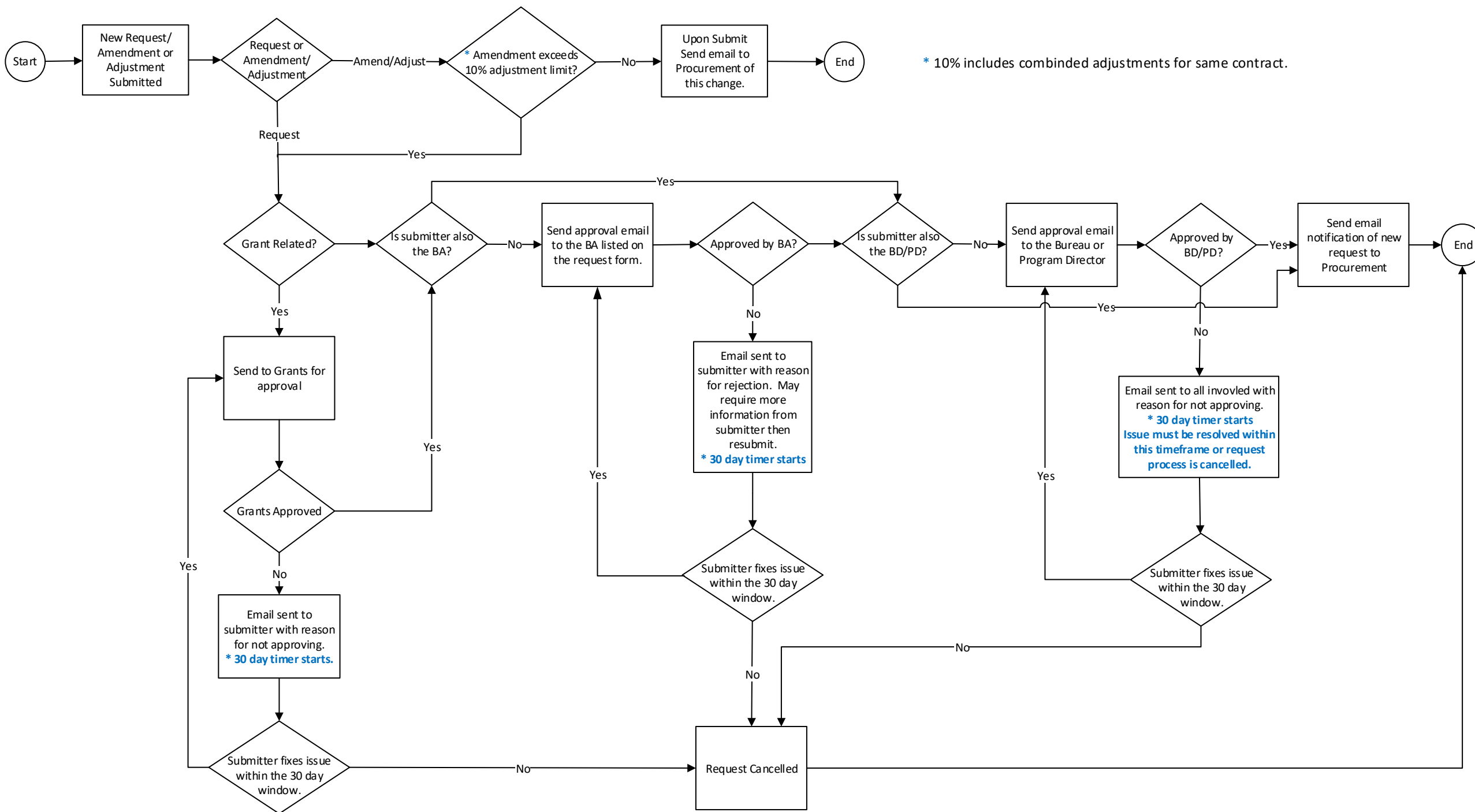
- Liability Insurance
- SAM Expiration (subaward)

Workflow Process:

- Will the expiration date happen within 30 days from today?
 - Yes
 - Are there multiple contracts for this vendor with the same expiration date?
 - Yes – Determine contract with the earliest created date and send email notification of expiration status to the submitter with instructions to update the expiration date in CRS within 30 days.
 - No – Send email to submitter of expiration status to the submitter with instructions to update the expiration date in CRS within 30 days.
 - Was expiration date updated in CRS after **7 days**?
 - Yes – Send email notification to Procurement notifying them of the update.
 - No – Send 2nd email notification to submitter to update the date
 - Was expiration date updated in CRS after **14 days**?
 - Yes – Send email notification to Procurement (CC submitter) notifying them of the update.
 - No – Send 3rd email notification to submitter to update the date. CC the BA listed on this request/contract form.
 - Was expiration date updated in CRS after **21 days**?
 - Yes – Send email notification to Procurement (CC submitter and BA) notifying them of the update.
 - No – Send email notification every day for next 7 days to submitter (CC the BA) to update the date.
 - Was expiration date updated in CRS within the **30 day period**?
 - Yes – Send email notification to Procurement (CC submitter and BA) notifying them of the update.
 - No – Send email notification to Procurement notifying them that the expiration date was not updated in CRS. P2P staff will handle it from there.
 - No – Do nothing.

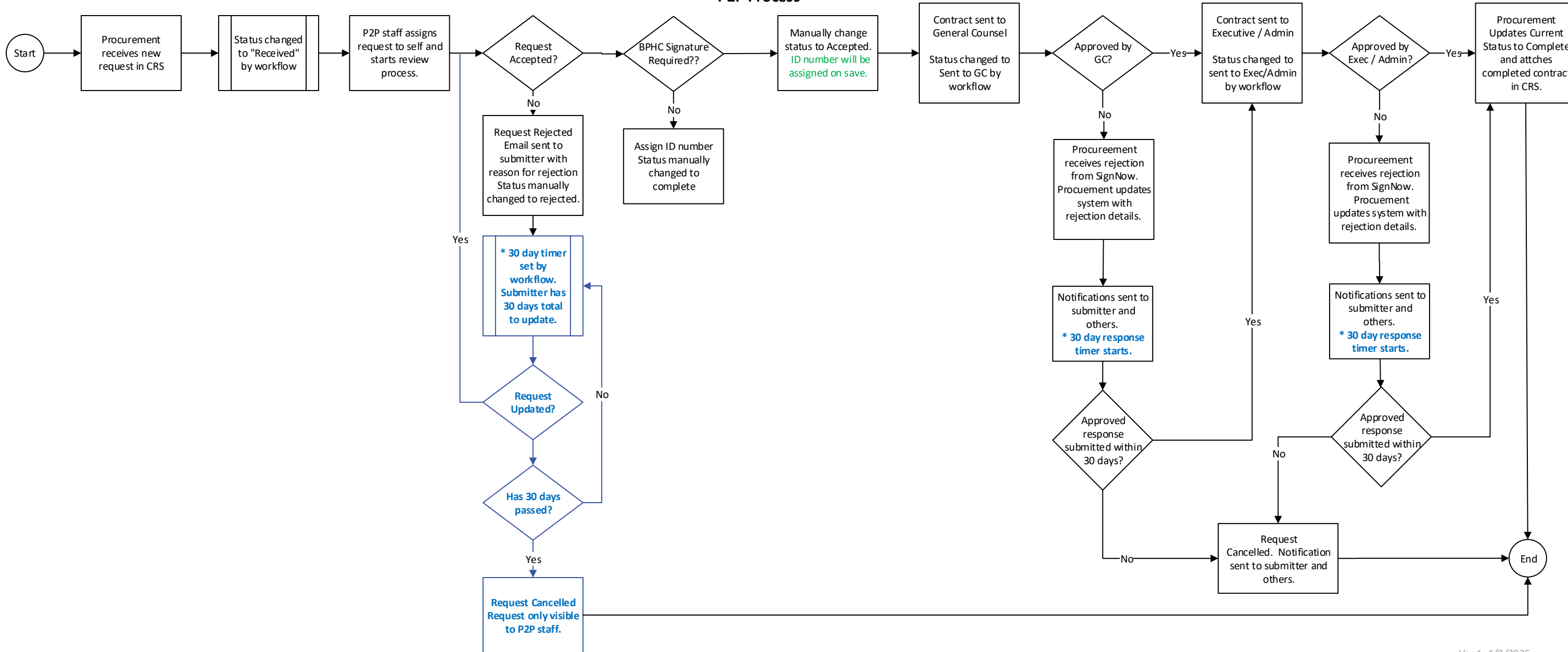
End of workflow

CRS New Contract & Amendment - Workflow Process



* 10% includes combined adjustments for same contract.

P2P Process



Expiration Date Workflow

