

Florida Department of Financial Services

Florida Accountability Contract Tracking System (FACTS)

User Manual

https://facts.fldfs.com/Account/Login.aspx

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General Information

I. Log In Screen

JEFF ATWATER 🧐 FLORIDA'S CHIEF FINANCIAL OFFICER	HOME NEWS ABOUT THE AGENCY MEET THE CFO
CONTRACT TRACKING SYSTEM Main FAQ Contact Us Message Charts Transparency Contract TRACKING SYSTEM Search Questions? State Agencies From CFO Atwater & Reports Florida	
Login	0
Log In User ID Password Display This site is a Florida state government site intended to capture and report accurate state contract information. If you are not authorized to log into this system, exit now, do not make changes or download data. Unauthorized changes to the system and data are logged and subject to monitoring. Instances of unauthorized access or modification may result in legal action. Authorized agency representatives are custodians of the data contained in this system. Entering and managing accurate data is each custodians responsibility. Authorized users are prohibited from sharing username and password information. All changes made in the system are recorded under each user's account. The Department of Financial Services does not screen the content provided by each Agency, Confidential, inaccurately redacted or incorrect datafiles loaded into the system are the responsibility of authorized secret information received by the Department of Financial Services will be directed to your Agency contact on file.	
Login	
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The FACTS web application best viewed when using software versions of Internet Explorer 8 or higher.

User ID of User Adding or Updating Data – up to 20 alphanumeric - required

User Name entered in order to obtain access to the system, and logged by the FACTS to identify the Users who added or updated information.

User IDs are assigned by DFS. To receive a User ID for FACTS the Agency Access Point of Contact will need to fill out the FACTS Access Request Form and submit it to DFS at <u>FACTS.Info@myfloridacfo.com</u>. Refer to FACTS Agency User Account Procedures located at <u>http://www.myfloridacfo.com/Division/AA/Manuals/default.htm</u> under Florida Accountability Contract Tracking System (FACTS). DFS will then grant the User access to the system in request role and notify the User of their User ID. To ensure the accuracy of the data entered into FACTS, we recommend that the form be typed.

If a User is unsure of the Access Point of Contact for their agency, the User can contact the FACTS team at **FACTS.Info@myflorida.com**.

FLAIR Agency Identifier (OLO) – 6 numeric – retrieved

Field identifies FACTS data by User agency and serves as the primary security mechanism. FACTS System Administrator enters when establishing the User ID in the security file and is retrieved from that file and logged on all transactions entered. Agencies User view and edit their OLO data only.

Password – up to 20 alphanumeric – required

The password must be a minimum, of eight characters long, and must contain at least one instance from three of the following four categories. It can contain all four.

- 1. English lowercase characters (a z)
- 2. English UPPERCASE characters (A Z)
- 3. Base 10 digits (0 9)
- 4. Non-alphanumeric/special characters (e.g. -\$, !, #, %)

After the User has successfully logged-in, their role's Dashboard screen will display. This screen will provide available options the User is authorized to choose.

In the event a User forgets their password or becomes locked out of FACTS the User will need to have their password reset; to request a password reset the User will contact FACTS System Administrator at <u>FACTS.Info@myflorida.com</u>.

FACTS passwords expire every 90 days. After 90 days, the User prompted to update password after logging into the system. If a User wishes to change their password before 90 days they can use the "Change Password" hyperlink at the top right of the Dashboard page. This option is only available after a User has signed into FACTS.

II. Dashboard

A. Agency All Agreements User

Dashboard			0
	What would you like to do?		
	Contract/Grant Disbursement		
	Add New Contract	Add New Grant Disbursement	
	Upload Contract/Grant Disbursement Info		
	Grant Award		
	Add New Grant Award	Upload Grant Award Info	
	Search or Edit Contract/Grant Disbursement/Grant Award		
	Reports		
	Contract/Grant Disbursement		
	View Unfinished Contract/Grant Disbursement Entries	View Active Contract/Grant Disbursement with Past End Date	
	View Active Contract/Grant Disbursement with Inactive Vendors	View Confidential or Exempt Contract/Grant Disbursement	
	View Contract/Grant Disbursement Batch History	View Deleted Contract Grant Awards	
	View Active Contract/Grant Disbursement with No Document	View Competitively Procured Active Contract/Grant Disbursement with No Procurement Document	
	Grant Award		
	View Unfinished Grant Award Entries	View Active Grant Award with Past End Date	
	View Active Grant Award with Inactive Grantors	View Grant Award Batch History	
	Purchase Order		
	View POs with Missing Method of Procurement		
	Document		
	View Documents	View Document Batch History	

The Agency All Agreements User Dashboard is the User's gateway to all information and functions available in FACTS.

FACTS hyperlinks:

- Main Search Takes the User to the FACTS Main Search page addressed in Sections XIII.
- **FAQ Questions?** Opens another window with the most frequently asked questions and associated answers. Refer to Frenquently Asked Questions
- **Contact Us State Agencies** Takes the User to the FACTS Agency Contact page that contains the Public Records contact for all State Agencies.
- **Message from the CFO Atwater** Takes the User to the FACTS Message from CFO Atwater web page where a video of the CFO talking about FACTS.
- Charts & Reports Refer to charts & Reports
- **Transparency Florida** Takes the User to Transparency Florida website where other web applications are available to inform individuals about Florida's financial activities.
- **Dashboard, Change Password, and Logout** hyperlinks are also available at the top of every web page once the User has logged into FACTS so the User can return to the Dashboard, change their password, or logout of FACTS.
- **Global "A & A" System Messages** is how the DFS Division of Accounting and Auditing provides system related messages to all FACTS Users.

FACTS functional hyperlinks will take the Agency User to the separate locations in FACTS to complete needed tasks.

- Add New Contract allows the User to start adding a new contract. Addressed in Sections III XII.
- Add New Grant Disbursement allows the User to start adding a new grant disbursement agreement. Addressed in Sections III XII.
- Add New Grant Award allows the User to start adding a new grant award. Addressed in Sections XXIX XXXVIII.
- Search or Edit Contract/Grant disbursement/Grant Award takes the User to a location to search for a contact, grant disbursement agreement, grant award or purchase order. Once located, edit the contract, grant disbursement agreement or grant award, if necessary. Purchase orders are view only information. Addressed in Sections XIII [Contracts/Grant Disbursement Agreemts]-XIV [Summary Form], XXVII [Purchase Orders and XXXIX [Grant Awards].
- Upload Contract/Grant Disbursement Info is the location where an agency can upload a batch file of contract and grant disbursement information to FACTS for nightly processing. Addressed in Section XV.
- **Upload Grant Award Info** is the location where an agency can upload an Excel file of grant award information to FACTS for nightly processing. Addressed in Section XL.

Reports are available on the FACTS dashboard to help agencies monitor the accuracy of information in FACTS:

- View Unfinished Contract/Grant Disbursement Entries This report allows the Agency User to view those contracts or grant disbursement agreements not finished and/or not published to FACTS website for public view so they can be completed and/or published. Addressed in Section XVI.
- View Active Contract/Grant Disbursement with Past End Date This report lists FACTS contracts/grant disbursement agreements in Active status with an expired end date. Use this report to determine if expired agreements need to be updated to Closed/Expired or Terminated status in FACTS. Addressed in Section XVIII.
- View Active Contract/Grant Disbursement with Inactive Vendors This report lists FACTS contracts/grant disbursement agreements in Active status associated with an inactive vendor. Use this report to review vendor information associated with your contracts and grant disbursement agreements to determine if a different vendor registrations/location should be associated with the contract/disbursement agreement in FACTS. Addressed in Section XVII.
- View Confidential/Exempt Contract/Grant Disbursement This report lists FACTS contracts/grant disbursement agreements not published to FACTS public website because they contain confidential and/or exempt information pursuant to Florida law. Addressed in Section XX.
- View Contract/Grant Disbursement Batch History This report gives a location where the User can view the contract/grant disbursement information batch upload files that are either pending or have been processed. XIX.
- View Deleted Contract Grant Awards This report lists FACTS contracts previously identified as "Grant Award" in the Contract Type field and systematically marked deleted in FACTS once the Grant Awards functionality was added to FACTS. From this report a User can access these contracts to reactivate them by changing their Contract Type. Addressed in Section XXI.
- View Active Contract/Grant Disbursement with No Documents This report lists FACTS contracts/grant disbursement agreements without FACTS required documents. Addressed in Section XXII.
- View Competitively Procured Active Contract/Grant Disbursement with No Procurement Document - This report lists competitively procured FACTS contracts/grant disbursement agreements without FACTS required procurement documents. Addressed in Section XXIII.
- View Unfinished Grant Award Entries This report allows the User to view those grant awards not finished and/or not published to FACTS website for public view so they can be completed and/or published. Addressed in Section XLI.
- View Grant Award with Past End Date This report lists FACTS grant awards in Active status with an expired funding end date. Use this report to determine if expired grant awards need to be updated to Closed, Inactive for Ongoing Reporting or Inactive Pending Property Action status in FACTS. Addressed in Section XLIII.
- View Active Grant Awards with Inactive Grantors This report lists FACTS grant awards in Active status associated with an inactive grantor. Use this report to review grantor information associated with your grant award to determine if a different grantor registrations/location should be associated with the grant award in FACTS. Addressed in Section XLII.

- View Grant Award Batch History This report gives a location where the User can view the grant award information batch or Excel upload files that are either pending or have been processed. Addressed in Section XLIV.
- View POs with Missing Method of Procurement This report list agency MFMP POs recorded in FACTS that are missing Method of Procurement information for corrective action. Addressed in Section XXVIII.
- View Documents This report lists FACTS agreements entered by the agency having an associated document image or URL displaying the associated document URLs and/or file names. Addressed in Sections XXIV XXVII [Contracts/Grant Disbursement Ageements] and XLV XLVI [Grant awards].
- View Document Batch History This report gives a location where the User can view the FTPed document images batch upload files that are either pending or have been processed. Addressed in Sections XXVI [Contracts/Grant Disbursement Ageements] and XLVII [Grant awards].

Logged In As:	DEPARTMENT OF JUVENILE JUSTICE	DASHBOARD CHANGE PASSWO	ORD LOGOUT
Dashboard			0
	What would you like to do?		
	Contract/Grant Disbursement <u>Add New Contract</u> <u>Upload Contract/Grant Disbursement Info</u>	Add New Grant Disbursement	
	Search or Edit Contract/Grant Disbursement/Grant Award		
	Reports		
	Contract/Grant Disbursement		
	View Unfinished Contract/Grant Disbursement Entries	View Active Contract/Grant Disbursement with Past End Date	
	View Active Contract/Grant Disbursement with Inactive Vendors	View Confidential or Exempt Contract/Grant Disbursement	
	View Contract/Grant Disbursement Batch History	View Deleted Contract Grant Awards	
	View Active Contract/Grant Disbursement with No Document	View Competitively Procured Active Contract/Grant Disbursement with No Procurement Document	
	Purchase Order		
	View POs with Missing Method of Procurement		
	Document		
	View Documents	View Document Batch History	
	Global A&A System Messager		
	Global Ada System messages		

B. Agency Contracts/Grant Disbursements User

The Agency Contracts/Grant Disbursements User Dashboard is the User's gateway to all contract/grant disbursement information and associate functions available in FACTS. It excludes add and update access to grant award information available in FACTS.

FACTS hyperlinks:

- Main Search Takes the User to the FACTS Main Search page addressed in Sections XIII.
- **FAQ Questions?** Opens another window with the most frequently asked questions and associated answers. Refer to Frenuently Asked Questions

- **Contact Us State Agencies** Takes the User to the FACTS Agency Contact page that contains the Public Records contact for all State Agencies.
- **Message from the CFO Atwater** Takes the User to the FACTS Message from CFO Atwater page where a video of the CFO talking about FACTS.
- Charts & Reports Refer to Charts & Reports
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- **Global "A & A" System Messages** How the DFS Division of Accounting and Auditing provides system-related messages to all FACTS Users.

FACTS functional hyperlinks will take the Agency User to the separate locations in FACTS to complete needed tasks.

- Add New Contract allows the User to start adding a new contract. Addressed in Sections III XII.
- Add New Grant Disbursement allows the User to start adding a new grant disbursement agreement. Addressed in Sections III XII.
- Search or Edit Contract/Grant disbursement/Grant Award takes the User to a location to search for a contact, grant disbursement agreement, grant award or purchase order. Once located, edit the contract or grant disbursement agreement, if necessary. Grant Awards and Purchase Orders are view only information. Addressed in Sections Addressed in Sections XIII [Contracts/Grant Disbursement Agreemts]- XIV [Summary Form], XXVII [Purchase Orders and XXXIX [Grant Awards].
- Upload Contract/Grant Disbursement Info is the location where an agency can upload a batch file of contract and grant disbursement information to FACTS for nightly processing. Addressed in Section XV.

Reports are available on the FACTS dashboard to help agencies monitor the accuracy of information in FACTS:

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- View Active Contract/Grant Disbursement with Past End Date This report lists FACTS contracts/grant disbursement agreements in Active status with an expired end date. Use this report to determine if expired agreements need to be updated to Closed/Expired or Terminated status in FACTS. Addressed in Section XVIII.
- View Active Contract/Grant Disbursement with Inactive Vendors This report lists FACTS contracts/grant disbursement agreements in Active status associated with an inactive vendor. Use this report to review vendor information associated with your contracts and grant disbursement

agreements to determine if a different vendor registrations/location should be associated with the contract/disbursement agreement in FACTS. Addressed in Section XVII.

- View Confidential/Exempt Contract/Grant Disbursement This report lists FACTS contracts/grant disbursement agreements not published to FACTS public website because they contain confidential and/or exempt information pursuant to Florida law. Addressed in Section XX.
- View Contract/Grant Disbursement Batch History This report gives a location where the User can view the contract/grant disbursement information batch upload files that are either pending or have been processed. Addressed in Section XIX.
- View Deleted Contract Grant Awards This report lists FACTS contracts previously identified as "Grant Award" in the Contract Type field and systematically marked deleted in FACTS once the Grant Awards functionality was added to FACTS. From this report a User can access these contracts to reactivate them by changing their Contract Type. Addressed in Section XXI.
- View Active Contract/Grant Disbursement with No Documents This report lists FACTS contracts/grant disbursement agreements without FACTS required documents. Addressed in Section XXII.
- View Competitively Procured Active Contract/Grant Disbursement with No Procurement Document - This report lists competitively procured FACTS contracts/grant disbursement agreements without FACTS required procurement documents. Addressed in Section XXIII.
- View POs with Missing Method of Procurement This report list agency MFMP POs recorded in FACTS that are missing Method of Procurement information for corrective action. Addressed in Section XXVIII.
- View Documents This report lists FACTS agreements entered by the agency having an associated document image or URL displaying the associated document URLs and/or file names. Addressed in Sections XXIV XXV.
- View Document Batch History This report gives a location where the User can view the FTPed document images batch upload files that are either pending or have been processed. Addressed in Section XXVI.

C. Agency Grant Awards User

JEFF ATWATER 🧐 FLORIDA'S CHIEF FINAI	NCIAL OFFICER		н	DME NEWS ABOUT THE AGENCY MEET THE CFO
SFLORIDA ACCOUNTABILITY	Main FAQ Contact Us M Search Questions? State Agencies F	Nessage Charts▼ rom CFO Atwater & Reports	Transparency▼ ^{Florida}	
Logged In As:	RANSPORTATION		DAS	HBOARD CHANGE PASSWORD LOGOUT
Dashboard				0
What would you	u like to do?			
Grant Award				
Add New Grant Av	varo	Upload Grant	Award Into	
Search or Edit Con	tract/Grant Disbursement/Grant Awar	<u>d</u>		
Reports				
Grant Award				
View Unfinished Gr	ant Award Entries	View Active Gr	ant Award with Past End Date	
View Active Grant A	Award with Inactive Grantors	View Grant Aw	ard Batch History	
Document				
View Documents		View Documen	t Batch History	
Global A&A System	Messages			
10/03/2013 Effective recorded Manual fr	October 3, 2013, agencies are now able t in FACTS. Agencies are also able to rec or more information at http://www.myflorid	o upload and associate contr ord Grant Disbursement Agre acfo.com/Division/AA/Manua	ract and procurement documents to contracts ements in FACTS. Please refer to the FACTS Is/default.htm.) User
08/02/2013 An updat and CSF	ed version of the FACTS manual is poste A Codes be added to FLAIR.	d online. The updated version	includes the process for Agencies to request	CFDA
	2011 © FLORIDA DE	PARTMENT OF FINANCIAL SER	VICES	

The Agency Grant Awards User Dashboard is the User's gateway to grant award information and functions available in FACTS. It excludes add and update access to contract/grant disbursement information available in FACTS.

FACTS hyperlinks:

- Main Search Takes the User to the FACTS Main Search page addressed in Sections XIII.
- **FAQ Questions?** Opens another window with the most frequently asked questions and associated answers. Refer to Frequently Asked Questions
- **Contact Us State Agencies** Takes the User to the FACTS Agency Contact page that contains the Public Records contact for all State Agencies.
- Message from the CFO Atwater Takes the User to the FACTS Message from CFO Atwater page where a video of the CFO talking about FACTS.
- Charts & Reports Refer to Charts & Reports
- Transparency Florida Takes the User to Transparency Florida website where other web applications are available to inform individuals about Florida's financial activities.
- **Dashboard**, **Change Password**, and **Logout** hyperlinks are also available at the top of every web page once the User is logged into FACTS so the User can return to the Dashboard, change their password, or logout of FACTS.
- Global "A & A" System Messages is how the DFS Division of Accounting and Auditing provides system related messages to all FACTS Users.

FACTS functional hyperlinks will take the Agency User to the separate locations in FACTS to complete needed tasks.

- Add New Grant Award allows the User to start adding a new grant award. Addressed in Sections XXIX XXXVIII.
- Search or Edit Contract/Grant disbursement/Grant Award takes the User to a location to search for a contact, grant disbursement agreement, grant award or purchase order. Once located, edit the grant award, if necessary. Contracts, Grant Disbursement Agreements and Purchase Orders are view only information. Addressed in Sections Addressed in Sections XIII [Contracts/Grant Disbursement Agreemts]- XIV [Summary Form], XXVII [Purchase Orders and XXXIX [Grant Awards].
- **Upload Grant Award Info** is the location where an agency can upload an Excel file of grant award information to FACTS for nightly processing. Addressed in Section XL.

Reports are available on the FACTS dashboard to help agencies monitor the accuracy of information in FACTS:

- View Unfinished Grant Award Entries This report allows the User to view those grant awards not finished and/or not published to FACTS website for public view so they can be completed and/or published. Addressed in Section XLI.
- View Grant Award with Past End Date This report lists FACTS grant awards in Active status with an expired funding end date. Use this report to determine if expired grant awards need to be updated to Closed, Inactive for Ongoing Reporting or Inactive Pending Property Action status in FACTS. Addressed in Section XLIII.
- View Active Grant Awards with Inactive Grantors This report lists FACTS grant awards in Active status associated with an inactive grantor. Use this report to review grantor information associated with your grant award to determine if a different grantor registrations/location should be associated with the grant award in FACTS. Addressed in Section XLII.
- View Grant Award Batch History This report gives a location where the User can view the grant award information FTPed batch or Excel upload files that are either pending or have been processed. Addressed in Section XLIV.
- View Documents This report lists FACTS agreements entered by the agency having an associated document image or URL displaying the associated document URLs and/or file names. Addressed in Sections XLV XLVI.
- View Document Batch History This report gives a location where the User can view the FTPed document images batch upload files that are either pending or have been processed. Addressed in Section XLVII.

D. Agency Inquiry User

JEFF ATWATER 🛞 FLORIDA'S CHIEF FINANCIAL OFFICER	
Search Questions? State Agencies From CFO Atwater & Reports Florids	
Logged in As: DEPARTMENT OF HEALTH DASHBOAH	RD CHANGE PASSWORD LOGOUT
Dashboard	0
Reports	
Contract/Grant Disbursement View Unfinished Contract/Grant Disbursement Entries View Active Contract/Grant Disbursement with Past End Date	E
View Active Contract/Grant Disbursement with Inactive Vendors View Confidential or Exempt Contract/Grant Disbursement	
View Contract/Grant Disbursement Batch History	
View Active Contract/Grant Disbursement with No Document View Competitively Procured Active Contract/Grant Disbursement with No Procurement Document	1
Grant Award	
View Unfinished Grant Award Entries View Active Grant Award with Past End Date	
View Active Grant Award with Inactive Grantors View Grant Award Batch History	
Purchase Order	
View POs with Missing Method of Procurement	
Document	
View Documents View Document Batch History	
Global A&A System Messages	
10/03/2013 Effective October 3, 2013, agencies are now able to upload and associate contract and procurement documents to contracts recorded in FACTS. Agencies are also able to record Grant Disbursement Agreements in FACTS. Please refer to the FACTS User Manual for more information at http://www.mpfordadco.com/DWsion/AdManuals/default.thm.	
2011 © FLORIDA DEPARTMENT OF FINANCIAL SERVICES	
🧬 🔍 🔍 Local intranet Protected Mode: Off	n 🖓 🔻 🔍 100% 🔻 👍

The Agency Inquiry User Dashboard is the User's gateway to contract, grant disbursement agreement, grant award and purchase order information available in FACTS. It excludes all add and update access to information available in FACTS.

FACTS hyperlinks:

- Main Search Takes the User to the FACTS Main Search page addressed in Sections XIII. The Agency Inquiry User will use Main Search and Advanced Search pages to search for a contact, grant disbursement agreement, grant award or purchase order. Once located Contracts, Grant Disbursement Agreements, Grant Awards and Purchase Orders are view only information.
- **FAQ Questions?** Opens another window with the most frequently asked questions and associated answers. Refer to Frequently Asked Questions.
- **Contact Us State Agencies** Takes the User to the FACTS Agency Contact page that contains the Public Records contact for all State Agencies.
- **Message from the CFO Atwater** Takes the User to the FACTS Message from CFO Atwater page where a video of the CFO talking about FACTS.
- Charts & Reports Refer to Charts & Reports
- **Transparency Florida** Takes the User to Transparency Florida website where other web applications are available to inform individuals about Florida's financial activities.
- **Dashboard**, **Change Password**, and **Logout** Available at the top of every web page once the User is logged into FACTS so the User can return to the Dashboard, change their password, or logout of FACTS.

• Global "A & A" System Messages – How the DFS Division of Accounting and Auditing provides system-related messages to all FACTS Users.

Reports are available on the FACTS dashboard to help agencies monitor the accuracy of information in FACTS:

- View Unfinished Contract/Grant Disbursement Entries This report allows the Agency User to view those contracts or grant disbursement agreements not finished and/or not published to FACTS website for public view so they can be completed and/or published. Addressed in Section XVI.
- View Active Contract/Grant Disbursement with Past End Date This report lists FACTS contracts/grant disbursement agreements in Active status with an expired end date. Use this report to determine if expired agreements need to be updated to Closed/Expired or Terminated status in FACTS. Addressed in Section XVIII.
- View Active Contract/Grant Disbursement with Inactive Vendors This report lists FACTS contracts/grant disbursement agreements in Active status associated with an inactive vendor. Use this report to review vendor information associated with your contracts and grant disbursement agreements to determine if a different vendor registrations/location should be associated with the contract/disbursement agreement in FACTS. Addressed in Section XVII.
- View Confidential/Exempt Contract/Grant Disbursement This report lists FACTS contracts/grant disbursement agreements not published to FACTS public website because they contain confidential and/or exempt information pursuant to Florida law. Addressed in Section XX.
- View Contract/Grant Disbursement Batch History This report gives a location where the User can view the contract/grant disbursement information batch upload files that are either pending or have been processed. XIX.
- View Active Contract/Grant Disbursement with No Documents This report lists FACTS contracts/grant disbursement agreements without FACTS required documents. Addressed in Section XXII.
- View Competitively Procured Active Contract/Grant Disbursement with No Procurement Document - This report lists competitively procured FACTS contracts/grant disbursement agreements without FACTS required procurement documents. Addressed in Section XXIII.
- View Unfinished Grant Award Entries This report allows the User to view those grant awards not finished and/or not published to FACTS website for public view so they can be completed and/or published. Addressed in Section XLI.
- View Grant Award with Past End Date This report lists FACTS grant awards in Active status with an expired funding end date. Use this report to determine if expired grant awards need to be updated to Closed, Inactive for Ongoing Reporting or Inactive Pending Property Action status in FACTS. Addressed in Section XLIII.
- View Active Grant Awards with Inactive Grantors This report lists FACTS grant awards in Active status associated with an inactive grantor. Use this report to review grantor information associated with your grant award to determine if a different grantor registrations/location should be associated with the grant award in FACTS. Addressed in Section XLII.

- View Grant Award Batch History This report gives a location where the User can view the grant award information batch or Excel upload files that are either pending or have been processed. Addressed in Section XLIV.
- View POs with Missing Method of Procurement This report list agency MFMP POs recorded in FACTS that are missing Method of Procurement information for corrective action. Addressed in Section XXVIII.
- View Documents This report lists FACTS agreements entered by the agency having an associated document image or URL displaying the associated document URLs and/or file names. Addressed in Sections XXIV XXVII [Contracts/Grant Disbursement Ageements] and XLV XLVI [Grant awards].
- View Document Batch History This report gives a location where the User can view the FTPed document images batch upload files that are either pending or have been processed. Addressed in Sections XXVI [Contracts/Grant Disbursement Ageements] and XLVII [Grant awards].

Contracts/Grant Disbursement Agreements

III. Add Contract/Grant Disbursement Agreement

Use these web pages to enter the general information for a contract or grant disbursement agreement, respectively. User clicks the "Add New Contract" or "Add New Grant Disbursement" hyperlink on the "Agency All Agreements User" dashboard or "Agency Contracts/Grant Disbursements User" dashboard.

A. New Contract Initial Entry Web Page

DEPARTMEN	T OF TRANSPORTATION					DASHBOARD CHANCE PASSWOR
Add New Contract						
Main Information		Procurement Information		Manager Information	General Description	
FLAIR Contract ID * Short Title *	_	Authorized Advanced Payment Method of Procurement *	O'Yes A'No	Agency Manager Name * Phone Number ************************************	SINKAL DISIVERY OF THE CONTANCE *	-
Long Title * Agency Contract ID *		Select		Email		
Original Contract Amount * s Contract Type *		Method of Procurement Full Description		Outsourcing / Capital Improvements		T
Select Contract Status *	Select	State Term Contract ID Contract's Exemption Justification		Was the Contracted Function Previously Performed by the State *		
Date of Beginning * sc. www.ss/vvvv Original End Date sc. www.ss/vvvv				No No	Yes	
New End Date & mountainmer Statutory Authority * Contrast lands of State or Endern Elements A		Agency Reference Number	Olyas @ Nn	Create Vencon make Capital improvements on State Propeny Create Vision No Capital improvement Description		
Do not publish this Contract on the FACTS pu Recipient Type (sequence states and security)	blic website	Business Case Date to Procurement	⊖ Yes ® No]	*	
Select	[Legal Challenge Description			+	
Agency Service Area Provide Administrative Cost Provide for Periodic Increase	ି Yes ବି No ି Yes ବି No			Value of Capital Improvements s Value of Unamortized Capital Improvements s		
Periodic Increase Percentage						

B. New Grant Disbursement Agreement Initial Entry Web Page

Logged in As: DEPARTME	INT OF TRANSPORTATION					DASHED AND CHANCE PASS
Add New Orest Distance						
Add New Grant Dispurse	ement					
REQUIRED FIELDS						
Main Information		Procurement Information		Manager Information	General Description	
FLAIR Contract ID *		Authorized Advanced Payment	O Yes R No	Agency Manager Name *	BEVERAL OVERIGEN OF THE CONTRACT	
Short Title *		Method of Procurement *		Phone Number *********		*
Long Title *		Select		Email		
Agency Contract ID *		Method of Procurement Full Description				
Original Contract Amount * s						· ·
Contract Type *				Oute survive 1 Conital Improvements		
Grant Disbursement Agreement				Outsourcing / Capital improvements		
Contract Status *	Select	State Term Contract ID		Was the Contracted Function Previously Performed by the State *		
Date of Execution * as any source		Contract's Exemption Justification		Yes A No		
Date of Beginning * In my my my my				Was the Contracted Function Considered for insourcing back to the State:		
Original End Date an weather				â No		
New End Date Iso Her/DE/1999				Did the Vendor Make Canital improvements on State Property		
Statutory Authority *		Agency Reference Number		C Yes & No		
Contract involves State or Federal Financial	Assistance	Business Case Study Done	O Yes A No	Capital improvement Description		
Do not publish this Contract on the FACTS	public website	Business Case Date an investment				
Recipient Type companies when resources, second and		Legal Challenges to Procurement	O Yes A No			
Select		Legal Challenge Description				
Agency Service Area						
Provide Administrative Cost	O Yes ^(a) No			Value of Capital Improvements s		
Provide for Periodic Increase	O Yes ® No			Value of Unamortized Capital Improvements s		

These web pages are identical except on the Add New Gant Disbursement web page the "Contract Type" file defaults to "Grant Disbursement Agreement" and the "Contract involves State or Federal Financial Assistance" check box is pre-checked. User cannot change either one.

The following applies to both web pages unless stated otherwise.

C. Main Information Section

FLAIR Contract ID – up to 5 alphanumeric – required – cannot be edited once the contract/grant disbursement agreement is finished/published to the web

Field identifies the individual contract/grant disbursement agreements within the system for FLAIR processing purposes. Input data is loaded into FLAIR and added to the FLAIR Title file, which will allow subsequent FLAIR transactions to use the data. It is unique to a single contract/grant disbursement agreement. Agency cannot use the identifier again for ten years. The field is required for all FACTS related FLAIR disbursement transactions. It allowed on all FLAIR transactions. It used to retrieve expenditure data by contract/grant disbursement agreement for reporting on the FACTS website. Each Agency determines how to assign FLAIR Contract IDs within their agency. When entering a previously used contract/grant disbursement agreement FLAIR Contract ID the following message is displayed "FLAIR ID already exists"; it is referring to FLAIR Contract ID not the Agency Contract ID.

Short Title – up to 10 alphanumeric – required - can be edited once the contract/grant disbursement agreement is finished/published to the web

Required field used to populate the FLAIR Title file and retrieved for reporting purposes. Agencies should use the space to record something that would assist them in identifying the contract/grant disbursement agreement.

Long Title – up to 60 alphanumeric – required - can be edited once the contract/grant disbursement agreement is finished/published to the web

Required field used to populate the FLAIR Title file and retrieved for reporting purposes. The entry in this field should identify the contract/grant disbursement agreement in a manner that would be meaningful to the public.

Agency Contract ID – up to 50 alphanumeric – required - can be edited once the contract/grant disbursement agreement is finished/published to the web

Required field used to identify agency assigned contract/grant disbursement agreement identifiers that are larger than the FLAIR Contract Identifier. If the agency is using a contract/grant management system, the use of this field and the FLAIR Contract Identifier will provide a link between the two systems allowing the agency to continue to use their own management system while complying with the requirements of FACTS. Agencies that do not maintain separate management systems may duplicate the FLAIR Contract ID in this field. The field will be stored in FACTS and retrieved for reporting purposes.

Original Contract Amount – up to 13.2 numeric (do not use the "\$" sign, 10 digits before the decimal point and 2 digits after the decimal point) – required - can be edited once the contract/grant disbursement agreement is finished/published to the web

Required field used to report the original amount of the contract/grant disbursement agreement. The original amount can be zero for Master Agreement contracts that are using task or work orders to authorize services and the related budget amounts or other contracts that do not have a total contract amount specified in the contract/grant disbursement agreement document.

Contract Type – 2 alphanumeric – required – must be selected from a drop down list for contracts only – grant disbursement agreement default to GD - can be edited once the contract/grant disbursement agreement is finished/published to the web

Contract defined as any written agreement between one or more parties. Contract Types classify contracts in the system. Types selected from a drop-down box activated by clicking on the down arrow on the right side of the box. Only values selected from the drop-down box are valid input.

Valid Contract Type codes and definitions:

- **Grant Disbursement Agreements** Contracts for the expenditure of funds, associated with either a Catalog of Federal Domestic Assistance (CFDA) number; a Catalog of State Financial Assistance (CSFA) number; grant from local governmental entity; or a grant from a non-governmental entity to a recipient or sub-recipient. Identify contracts using the vendor checklist to classify them as either vendors or sub recipients. Contractors who are identified as vendors, should be classified as Contract Type = SC Standard Two-Party agreements by statute; and are required to be reported in FACTS.
- Master Agreements Agreements where the pricing agreed upon at the point of execution. However, services not authorized to begin until a separate contractual document is issued (i.e., task or work orders). Examples of this would be surveyor contracts issued by the Department of Environmental Protection or engineering and surveying contracts issued by the Department of Transportation.
- Memorandum of Agreement/Understanding or Interagency Agreement This is a two or more party agreement where the terms specified in law. These agreements are typically between governmental entities. Both agencies should record the agreement in FACTS. If an agreement of this type does not result in a cost to the state, it not required to enter into FACTS.
- **Multi-Agency Participation Agreements** These are agreements where the pricing is agreed upon at the point of execution. However, multiple other agencies allowed services provided by the Vendor. No separate written agreement needed in order for participating agencies to use the multi-agency contract. However, they would need a separate procurement document. An example of this is a State Term Contract that procured by DMS or the court reporter contract procured by the Attorney General's Office.
- No Ceiling/Rate Agreement This is an agreement for which the total contract obligation cannot be determined until all the commodities or services delivered, such as utility agreements and task directed rate agreements.
- **Revenue Agreements** Contracts where revenue received for goods and services provided on behalf of governmental entities. An example of this would be contracted concessions or food

services, where the contractor manages the delivery of services and charges User fees for them, and then submits commissions back to the agency.

- Settlement Agreements An obligation of the State or agency to expend state funds in order to discharge a debt due a person, entity or group of persons when the amount owed is in dispute. The CFO pursuant to Section 17.03, Florida Statutes, must have approved these agreements.
- **Standard Two-Party Agreements by Statute** These are agreements where two parties agree on standard terms and conditions pursuant to applicable laws.
- Three or More Party Agreement This is an agreement where more than two parties agree on standard terms and services pursuant to applicable laws.

Contract Status – 1 alphanumeric – required – must be selected from a drop down list can be edited once the contract/grant disbursement agreement is finished/published to the web

Contract Status codes selected from a drop-down box activated by clicking on the down arrow on the right side of the box, and are the only valid input into this field:

Contract Status codes and definitions:

- Active
- **Closed or Expired** A closed or expired contract/grant disbursement agreement is a contract that ends upon completion of the terms of the agreement, or has expired and was not renewed or extended. Closed contracts will remain in FACTS for a period of 10 years.
- Deleted Used for Error Corrections. If a contract/grant disbursement agreement entered into FACTS in error and before published to the public website, the Agency User can select "Deleted" this will remove the contract/grant disbursement agreement from all display listings and will allow the agreement's assigned FLAIR ID to be reused on another contract/grant disbursement agreement. However, if the contract/grant disbursement agreement is published to the public website, the Agency Point of Contact will need to send an email to FACTS.Info@myfloridacfo.com explaining the circumstances and requesting deletion of the contract/grant disbursement. Refer to FACTS Data Correction Procedures located at http://www.myfloridacfo.com/Division/AA/Manuals/default.htm under Florida Accountability Contract Tracking System (FACTS). If a published contract/grant disbursement agreement is deleted the agreement's assigned FLAIR Contract ID cannot be reused on another contract/grant disbursement agreement is reused on another contract/grant disbursement agreement is deleted the agreement's assigned FLAIR Contract ID cannot be reused on another contract/grant disbursement agreement for 10 years.
- Active /Extended A contract/grant disbursement agreement extension is the continuation of an existing agreement for a period under the same terms and conditions. Unless authorized by statute, a contract/grant disbursement agreement extension signed prior to the expiration date of the existing contract/grant disbursement agreement. Section 287.057(12), Florida Statutes, authorizes agreement extensions once for up to six months. Contracts/disbursement agreements procured under other Statutes such as Chapters 255 or 337, Florida Statutes, may have different requirements.
- Active/Renewed Renewals identified by extensions of the contract/grant disbursement agreement dates with additional compensation for additional goods or services. The agency is

asking the contractor/recipient to provide more of the goods or services purchased or required in the original agreement under the same terms and conditions. Renewals executed prior to the expiration date of the agreement, and must have all the same terms and conditions of the original agreement. Renewals are contingent on satisfactory performance evaluation and may be renewed for a period that may not exceed three years or the term of the original agreement, whichever is longer, pursuant to section 287.058(1) (g), Florida Statutes. If the goods or services purchased via a competitive solicitation, must specify the renewal price in the bid, proposal or reply.

• **Terminated** – Status identifies contracts/grant disbursement agreements terminated prior to the date established in the agreement by either of the parties.

Date of Execution – 8 numeric – required - cannot be edited once the contract/grant disbursement agreement is finished/published to the web

Field identifies the date the contract/grant disbursement agreement executed by all parties. The date must be input using the MM/DD/YYYY format or selected from the pop-up calendar activated by clicking in the date box, and it must be a valid date. The pop-up calendar has drop downs for the month and year that change to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format. The agreement's execution date will be the last signature date.

Date of Beginning - 8 numeric – optional - cannot be edited once the contract/grant disbursement agreement is finished/published to the web

Field identifies the date that delivery of goods or services may begin. The date must be input using the MM/DD/YYYY format or selected from the pop-up calendar activated by clicking in the date box, and it must be a valid date. The pop-up calendar has drop downs for the month and year that change to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format. If not specified in the contract/grant disbursement agreement, the agreement's beginning date will be the date of the last signature.

Original End Date - 8 numeric – optional - can be edited once the contract/grant disbursement agreement is finished/published to the web

Field identifies the final date that all goods or services provided under the original contract/grant disbursement agreement. The date must be input using the MM/DD/YYYY format or selected from the pop-up calendar activated by clicking in the date box, and it must be a valid date. The pop-up calendar has drop downs for the month and year that change to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format. It is an optional field in order to allow for "continuing contracts" according to Section 287.055 FS, it can be blank.

New End Date - 8 numeric – optional - can be edited once the contract/grant disbursement agreement is finished/published to the web

Since FACTS cannot automatically update new end dates of contracts/grant disbursement agreements form the agreement change records, i.e. amendments, extensions, renewals; this field is provided to manually identify the amended new final date that all goods or services provided under the original

contract/grant disbursement agreement. The latest date of this field or the Original End Date filed is used to populate the "Contract End Date" on the Summary of Contractual Services Agreement forms addressed in Section XIV and to determine if contracts/grant disbursement agreements appear on the Active Contract/Grant Disbursement Agreements with Past End Date report addressed in Section XVIII.

The date must be input using the MM/DD/YYYY format or selected from the pop-up calendar activated by clicking in the date box, and it must be a valid date. The pop-up calendar has drop downs for the month and year that change to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format. It is an optional field in order to allow for "continuing contracts" according to Section 287.055 FS, it can be blank.

Statutory Authority -up to 60 alphanumeric - required - can be edited once the contract/grant disbursement agreement is finished/published to the web

This is a free form field to record the specific statutory authority for the contract or grant disbursement agreement. Input should be in the form of a numerical citation rather than verbiage. (i.e. Section 337.044(7), F.S.) It not intended for general authorization; like Chapter 287, F.S. or other procurement statutes for contracts. Nor is the field intended for general statutory authorization for grant disbursement agreements.

Contract Involves State or Federal Financial Assistance – check box – required on contracts only - can be changed once the contract is finished/published to the web

Field used to indicate if the contract involves the use of State or Federal Financial Assistance. It is a check box, where a check indicates "Yes" and a blank indicates "No", with a default value of "No". An input value of "Yes" will trigger additional input requirements on the CFDA or CSFA input screens. Refer to Section X Add Contract/Grant Disbursement Agreement CFDA/CSFA.

Do not publish this Contract on the FACTS public website – check box – optional - can be changed once the contract/grant disbursement agreement is finished/published to the web

Field used to indicate if the contract contains confidential and/or exempt information pursuant to Florida law. This field is a check box, where a check indicates "Yes" Agencies request that this contract/disbursement agreement not be published to the FACTS public website and a blank indicates "No", Publish this contract/grant disbursement agreement on the FACTS public website. The field defaults to a value of "No".

An input value of "Yes" will trigger a User message box when clicking the "Finish Contract" or "Finish Grant Disbursement" button at the conclusion of contract/grant disbursement agreement entry, requiring a confirmation that the Contract/Grant Disbursement Agreement contains information that is confidential and/or exempt pursuant to Florida law. An input value of "No" will trigger a User message box when clicking the "Finish Contract" or "Finish Grant Disbursement" button at the conclusion of contract/grant disbursement agreement entry requiring a confirmation that the Contract/Grant Disbursement Agreement does not contains information that is confidential and/or exempt pursuant to Florida law.

Recipient Type – 1 alphanumeric – conditionally required – must be selected from a drop down list - can be changed once the contract/grant disbursement agreement is finished/published to the web

This field is required if CFDA or CSFA code(s) is entered for the contract. Valid values provided through a drop down list, activated by clicking on the down arrow on the right side of the box, are:

- A Nonprofit Organization
- B For-Profit Organization, includes Sole Proprietor
- C Local Government
- D State Community Colleges
- E District School Boards
- F State Agency*, excluding State Universities
- G State Universities*
- J Federal Agency
- K Private Universities*
- L Legislature

*Means in or out of state

Agency Service Area – up to 5 alphanumeric – optional - can be edited once the contract/grant disbursement agreement is finished/published to the web

This field is available to allow agencies to input contract/grant disbursement agreements by their internal districts, regions, or other geographic service area. This field not validated.

Provide Administrative Cost – 1 alphanumeric radio button – required - can be changed once the contract/grant disbursement agreement is finished/published to the web

This is an indicator of whether the contract/grant disbursement agreement provides for administrative costs. Acceptable values of "Yes" or "No" are selected using radio buttons. The field defaults to a value of "No".

Provide for Periodic Increase – 1 alphanumeric radio button – required - can be changed once the contract/grant disbursement agreement is finished/published to the web

This is an indicator of whether the contract provides for increases in compensation for the vendor. Acceptable values of "Yes" or "No" are selected using radio buttons. The field defaults to a value of "No".

Periodic Increase Percentage – up to 6 alphanumeric (Do not use %, 3 digits before the decimal and 2 digits after) – conditionally required - can be edited once the contract/grant disbursement agreement is finished/published to the web

This field provides the percentage of periodic increase to the vendor allowed under the contract/grant disbursement agreement. It is required if the Provides for Periodic Increase field = "Yes".

D. Procurement Information Section

Authorized Advance Payment – 1 alphanumeric radio button – required - can be changed once the contract/grant disbursement agreement is finished/published to the web

This field indicates if advance payments authorized in the contract/grant disbursement agreement. Valid input values of "Yes" or "No" are selected using radio buttons. If any part of the contract/grant disbursement agreement authorized for an advance payment, then select "Yes". **The field defaults to a value of "No"**.

Method of Procurement – 2 alphanumeric – required – must be selected from a drop down list - can be changed once the contract/grant disbursement agreement is finished/published to the web

The Methods of Procurement and Procurement Exemption codes identify either the methods of competitive procurement used for the contract/grant disbursement agreement or the reason that a competitive procurement was not undertaken. The Method selected through a drop-down box activated by clicking on the down arrow on the right side of the box and only valid input into this field. Most of the codes relate to Chapter 287, F.S. contracts. However, there are completive and exemption codes for grant disbursement agreements (i.e. 25 - Request for Application, method of competitively awarding State Federal grants to non-profits and other governmental entities; 44 - Non-competitively awarded Grants to Governmental Entities, non-profits or for-profit organizations; 68 - DOT Exemption, JPAs/LAP: Aid and contributions by governmental entities for FDOT projects; federal aid [Section 339.12, F.S.]). The valid codes listed in Section XLVIII Appendix 1- FACTS Code Definitions of this manual.

Method of Procurement Full Description – retrieved – display only

Field displays a full description retrieved based on the indicator selected from the Method of Procurement drop down box.

State Term Contract ID – up to 50 alphanumeric – conditionally required - can be edited once the contract/grant disbursement agreement is finished/published to the web

Field provides the reference to the specific DMS State Term contract identifier when the goods or services acquired under contract procured under the terms of a State Term contract. It is required input if the Method of Procurement is equals "A - State Term Contract Purchase without Request for Quotes from Qualified Vendors, B - State Term Contract Purchase with Request for Quotes from Qualified Vendors or D - State Purchasing Agreement".

Contract's Exemption Justification – up to 2,000 alphanumeric – conditionally required can be edited once the contract/grant disbursement agreement is finished/published to the web

This free form field used to explain any exemptions from competitive procurement utilized for the contract/grant disbursement agreement. It is required if a competitive procurement exemption code is used in the Method of Procurement field.

Agency Reference Number – up to 50 alphanumeric – optional can be edited once the contract/grant disbursement agreement is finished/published to the web

Field provided to capture and report references to competitive procurement documentations issued by and maintained by the agencies. Examples would be the identifier of an RFP or ITN that an agency issued to acquire services under the contract.

Business Case Study Done - 1 alphanumeric radio button – required can be changed once the contract/grant disbursement agreement is finished/published to the web

This is an indicator of whether or not business case study done for this agreement. Acceptable values of "Yes" or "No" selected using of radio buttons. The field defaults to a value of "No". Business case studies are required by section 287.0571, F.S., for any contract that will outsource the agency's services. Business Case Date – 8 numeric – conditionally required - can be changed once the contract/grant disbursement agreement is finished/published to the web

Field used to indicate the date that a business case study was done for this contract. It is required if the "Business Case Study Done" value = "Yes". Input values must be a valid date in the MM/DD/YYYY format or selected from the pop-up calendar that activated by clicking on the date box. The pop-up calendar has drop downs for the month and year that change to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format.

Legal Challenges to Procurement - 1 alphanumeric radio button – required can be changed once the contract/grant disbursement agreement is finished/published to the web

This is an indicator of whether or not there were any legal challenges to the procurement of this contract/grant disbursement agreement. Acceptable values of "Yes" or "No" selected using of radio buttons. The field defaults to a value of "No".

Legal Challenge Description – 2,000 alphanumeric – conditionally required - can be edited once the contract/grant disbursement agreement is finished/published to the web

Field provides for a description of all legal challenges taken against the awarding of the contract/grant disbursement agreement. It is required if the Legal Challenges to Procurement value = "Yes".

E. Contract Manager Information Section

Agency Manager Name – up to 31 alphanumeric – required can be edited once the contract/grant disbursement agreement is finished/published to the web

Field used to identify the agency's contract/grant disbursement agreement manager. Not display to the public.

Phone Number – 10 alphanumeric (no brackets, spaces or dashes) – optional can be edited once the contract/grant disbursement agreement is finished/published to the web

Field used to identify the telephone number of the agency's contract/grant disbursement agreement manager. Not display to the public.

E-Mail – up to 50 alphanumeric (must be in <u>xxx@xxx.xxx</u> or <u>xxx@agency.state.fl.us</u> format) – optional - can be changed once the contract/grant disbursement agreement is finished/published to the web

Field used to identify the e-mail address for the agency's contract/grant disbursement agreement manager. Not display to the public.

F. General Description

 General Overview of the Contract/Grant Disbursement Agreement – up to 2,000 alphanumeric – required - can be edited once the contract/grant disbursement agreement is finished/published to the web

This free form field is required and provides for a general description of the contract/grant disbursement agreement that understandable by the public. Agencies can also include general comments that are pertinent to the public regarding data reported on a specific contract/grant disbursement agreement.

G. Outsourcing/Capital Improvements Section

 Was the Contracted Function(s) Previously Performed by the State - 1 alphanumeric radio button – required - can be changed once the contract is finished/published to the web

This is an indicator of whether or not the services acquired under the contract previously done inhouse by the state agency immediately prior to the issuance of this contract. Acceptable values of "Yes" or "No" selected using radio buttons. The default value is "No".

Was the Contracted Functions Considered for In-sourcing Back to the State - 1 alphanumeric radio button – required - can be changed once the contract is finished/published to the web

This is an indicator of whether or not the services acquired under the contract considered for insourcing back to the state agency. Acceptable values of "Yes" or "No" selected using radio buttons. The field defaults to a value of "No".

Did the Vendor Make Capital Improvements on State Property - 1 alphanumeric radio button – required - can be changed once the contract is finished/published to the web

This is an indicator of whether or not the contractor made capital improvements on State Property. Capital improvements defined as improvement with a cost in excess of \$1,000 and an estimated useful life in excess of one year. Acceptable values of "Yes" or "No" selected using radio buttons. The field defaults to a value of "No".

Capital Improvement Description – up to 2,000 alphanumeric – conditionally required can be edited once the contract is finished/published to the web

Field used to describe the capital improvements acquired under the contract. It is a required field if the "Did the Vendor Make Capital Improvements on State Property" value = "Yes".

 Value of Capital Improvements – up to 13.2 numeric (do not use the "\$" sign, 10 digits before the decimal point and 2 digits after the decimal point) – conditionally required can be changed once the contract is finished/published to the web

Field used to record value of the capital improvements. It is a required field if the "Did the Vendor Make Capital Improvements on State Property" value = "Yes".

Value of Unamortized Capital Improvements – up to 13.2 numeric (do not use the "\$" sign, 10 digits before the decimal point and 2 digits after the decimal point) – conditionally required - can be changed once the contract is finished/published to the web

This field shows the amount of capital improvements not yet amortized. It is a required field if the "Did the Vendor Make Capital Improvements on Stat Property" value = "Yes".

H. Web Page Processing Error Messages

Once the User has added the information on the web page, the User must click the "Next" button at the bottom of the page to proceed to the next input web page. Should any of the required information be missing or be incorrect, one or more of the following error messages will appear at the bottom of the page. The User must provide the required information or correct the error before the FACTS will allow the User to proceed to the next input page.

- FLAIR Contract ID is required
- FLAIR ID already exists
- Short Title is required
- Long Title is required
- Agency Contract ID is required
- Original Contract Amount is invalid number (Incorrect Format)
- Contract Type is required
- Contract Status is required
- Date of Execution is required
- Date of Execution is invalid date (Incorrect Format)
- Date of Beginning is invalid date (Incorrect Format)

- Statutory Authority is required
- Method of Procurement is required
- Agency Manager Name is required
- Phone Number is invalid (Incorrect Format)
- Email is invalid (Incorrect Format)
- General Description is required
- Contract Type is invalid (Required)
- Contract Status is invalid (Required)
- Method of Procurement is invalid (Required)
- Contract Exemption Justification is required for the selected Method of Procurement

IV. Add Contract/Grant Disbursement Agreement Budget

This web page is for entering the budgetary funding of the contracts or grant disbursement agreements. User clicks the "Next" button at the bottom the "Add New Contract" or "Add New Grant Disbursement" web page.

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FLORIDA ACCOUNTABILITY	Main FAQ Contact Us Message Charts Transp. Search Guestions? State Agencies From CFO Atwater & Reports Fiorida	parency•	
Logged in As: DEPARTMENT OF F	NANCIAL SERVICES	DASHBOARD CHANGE PASSWORD LOGOI	UT
Budget			2
Agency Contract ID: AC070 Contract Long Title: CCOC Funding MOU	FLAIR Contract ID: D076	88	
- REQUIRED FIELDS			
	Budgetary Amount Amount * 5 Amount 7 pp * Non-Reaming * Reaming Amount Code Li or pr no er en et cat ve Li or pr no er en cat ve CR Fiscal Year Effective Date #:###exervity	Totals Original Contract Amount: 50:00 Total Contract Amount: 50:00 Total Recurring Budgetary Amounts: 50:00 Total Non-recurring Budgetary Amounts: 50:00 Total Unifunded Amount: 50:00 Total Unifunded Amount: 50:00	
	Cost Accumulator	Budget.	
		Back. To Update Contract Details	
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A. Budgetary Amount Section

Amount – up to 13.2 numeric (do not use the "\$" sign, 10 digits before the decimal point and 2 digits after the decimal point) – required - can be changed once the contract is finished/published to the web

Field used to quantify all types of budgetary entries. Input amounts may be positive, negative, or zero. If a zero value, an account code is not required.

Amount Type – 2 alphanumeric radio button – required - can be changed once the contract is finished/published to the web

Field used to classify budgetary entries for reporting purposes. Valid entries are "RE" – Recurring or "NR" – Non-Recurring. Non-recurring budgets are budget amounts only authorized for one year. Recurring budget also referred to as "base budgets," are approved for current and future years. Select the appropriate classification by clicking one of the two radio buttons.

Account Code – 29 numeric – auto-tab entry or consecutive entry – conditionally – conditionally required - can be changed once the contract is finished/published to the web

Field identifies the FLAIR account code that relates to the amount entered. It is required if the Amount is not equal to zero.

The first manual entry field auto tabs to the next account code component box as the User fills in the information while the second entry field does not provide for any tabbing or dashes separating account code components. Input account codes must be valid on the FLAIR Account Description File.

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Logged in As: C	CIAL SERVICES	DASHBOARD CHANGE PASSWORD LOGOUT
Budget		0
Agency Contract ID: ACO70 Contract Long Title: CCOC Funding MOU - REQUIRED FIELDS	Search Account Code	Beat To Update Contract Details
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Clicking the Account Code hyperlink opens a Search Account Code box.

There are four options:

1. Click the Search button without entering any search criteria and scroll through your agency's first 200 active 29-digit accounts on the FLAIR Account Description File.

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FACTS	FLORIDA ACCOUNTA CONTRACT TRACKING S	BILITY YSTEM	Main FAQ Contact Us M Search Questions? State Agencies F	Message Charts▼ Transparency rom CFO Atwater & Reports Florida	•	
	Logged In As: DEP	Search /	Account Code			DARD CHANGE PASSWORD LOGOUT
			L1 GF SF FID BE	IBI CAT YR		
	Budget	Acc	ount Code: 43			•
	Agency Contract ID: FM293-28	Lor	g Name:			
	Contract Long Title: FY 2011 State		(Only first matching 200 records an	e displayed)		
	* REQUIRED FIELDS		С	ancel Search		=
		SELECT	ACCOUNT CODE	LONG NAME	SHORT NAME	
		Select	43-10-1-000001-0000000-00-000000-00	GENERAL REVENUE FUND	GENERAL REVENUE	
		Select	43-10-1-000001-43200100-00-000503-00	GENERAL REVENUE FUND	INT DEP/GR	
		Select	43-10-1-000001-43200100-00-001500-00	GENERAL REVENUE FUND	TRANSFERS	
		Select	43-10-1-000001-43200100-00-001517-00	GENERAL REVENUE FUND	SSW COST AL	
		Select	43-10-1-000001-43200100-00-001600-00	GENERAL REVENUE FUND	DD/T RB LAW	
		Select	43-10-1-000001-43200100-00-001800-00	GENERAL REVENUE FUND	REFUNDS	
		Select	43-10-1-000001-43200100-00-003700-00	GENERAL REVENUE FUND	NPY WAR CAN	
		Select	43-10-1-000001-43200100-00-004700-00	GENERAL REVENUE FUND	REPAY OF REVOLV	
		Select	43-10-1-000001-43200100-00-180005-00	GENERAL REVENUE FUND	TRANS/BSF	
		Select	43-10-1-000001-43200100-00-180049-00	GENERAL REVENUE FUND-ADIM DIV	T/S 215.18	
		Select	43-10-1-000001-43200100-00-180056-00	GENERAL REVENUE FUND	T/S 215.32	
		Select	43-10-1-000001-43200100-00-220010-00	GENERAL REVENUE FUND	REE CMIA	•
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2. Enter some or all the search criteria for the dash separated Account Code field, click the Search button, and scroll through your agency's first 200 active 29-digit accounts meeting the entered criteria on the FLAIR Account Description File. The more criteria entered the closer the search will come to finding the appropriate account code.

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	Budget		43. 10. 2.			
	Agency Contract ID: FM293-28	Lor	ong Name:	a dia laurah		
	Contract Long Title: FY 2011 State		(Unity first matching 200 records are	e displayed)		
	* REQUIRED FIELDS		С	Cancel Search		E
		SELECT	ACCOUNT CODE	LONG NAME	SHORT NAME	
		Select	43-10-2-021002-0000000-00-000000-00	ADMINISTRATIVE TF	ADMINISTRATIVE	
		Select	43-10-2-021002-43010100-00-000100-00	ADMINISTRATIVE TRUST FUND DFS-A	FEES	
		Select	43-10-2-021002-43010100-00-000300-00	ADMINISTRATIVE TRUST FUND DFS-A	TAXES	
		Select	43-10-2-021002-43010100-00-000305-00	ADMINISTRATIVE TRUST FUND DFS-A	SALE & USE	
		Select	43-10-2-021002-43010100-00-000400-00	ADMINISTRATIVE TF BANKING-ADMIN	MISC REC	
		Select	43-10-2-021002-43010100-00-000500-00	ADMINISTRATIVE TRUST FUND DFS-A	INTEREST	
		Select	43-10-2-021002-43010100-00-000800-00	ADMINISTRATIVE TRUST FUND DFS-A	CI/CO GTS	
		Select	43-10-2-021002-43010100-00-000810-00	ADMINISTRATIVE TRUST FUND DFS-A	VCI/CO NOSC	
		Select	43-10-2-021002-43010100-00-001100-00	ADMINISTRATIVE TRUST FUND DFS-A	OTHER GTS	
		Select	43-10-2-021002-43010100-00-001110-00	ADMINISTRATIVE TRUST FUND DFS-A	GOT GT NOSC	
		Select	43-10-2-021002-43010100-00-001200-00	ADMINISTRATIVE TRUST FUND DFS-A	,FINE,FORF	
		Select	43-10-2-021002-43010100-00-001202-00	ADMINISTRATIVE TRUST FUND DES-A	PENALTIES	•
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Budget.	aspx?ContractId=D0703&	Edit=tru	ue	🔗 🔍 Local intranet	Protected Mode:	Off 🕢 🐨 🔍 100% 🔻 🖉

3. Enter some or all the search criteria for the Long Name [Account Long Name] field and click the Search button and scroll through your agency's first 200 active 29-digit accounts meeting the entered criteria on the FLAIR Account Description File. The more criteria entered the closer the search will come to finding the appropriate account code.

Logged In As:	Search Ad	ccount Code			OARD CHANGE PASSWORD LOGOUT
Budget	Accou	unt Code: 43			0
Agency Contract ID: FM293-28 Contract Long Title: EV 2011 State	Long	Name: Insurance (Only first matching 200 records a	re displayed)		
* REQUIRED FIELDS			Cancel Search		
	SELECT	ACCOUNT CODE	LONG NAME	SHORT NAME	
	Select	43-10-2-393001-00000000-00-000000-00	INSURANCE REGULATORY TF	INS COMM REG TF	
	Select	43-10-2-393001-43010100-00-000100-00	INSURANCE REGULATORY TF	FEES	
	Select	43-10-2-393001-43010100-00-000115-00	INSURANCE REGULATORY TF	ROYALTIES	
	Select	43-10-2-393001-43010100-00-000118-00	INSURANCE REGULATORY TF	PHONE COMM	
	Select	43-10-2-393001-43010100-00-000200-00	INSURANCE REGULATORY TF	LICENSES	
	Select	43-10-2-393001-43010100-00-000300-00	INSURANCE REGULATORY TF	TAXES	
	Select	43-10-2-393001-43010100-00-000305-00	INSURANCE REGULATORY TF DOI	SALE & USE	
	Select	43-10-2-393001-43010100-00-000400-00	INSURANCE REGULATORY TF	MISC REC	
	Select	43-10-2-393001-43010100-00-000500-00	INSURANCE REGULATORY TF	INTEREST	
	Select	43-10-2-393001-43010100-00-000700-00	INSURANCE REGULATORY TF	U S GRANTS	
	Select	43-10-2-393001-43010100-00-001200-00	INSURANCE REGULATORY TF	EFINE,FORF	
	Select	43-10-2-393001-43010100-00-001202-00	INSURANCE REGULATORY TE	PENALTIES	•

4. Enter some or all the search criteria for the dash separated Account Code field and the Long Name [Account Long Name] field then click the Search button and scroll through your agency's first 200 active 29-digit accounts meeting the entered criteria on the FLAIR Account Description File. The more criteria entered the closer the search will come to finding the appropriate account code.

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	Logged In As: / DEP	Search /	Account Code			OARD CHANGE PASSWORD LOGOUT
	Budget	Acc	rount Code: 43, 10, 2,	IBI CAT YR		
	Contract Long Title: FY 2011 State H		(Only first matching 200 records are	e displayed)		
	* REQUIRED FIELDS		Ca	ancel Search		-
		SELECT	ACCOUNT CODE	LONG NAME	SHORT NAME	
		Select	43-10-2-021002-0000000-00-000000-00	ADMINISTRATIVE TF	ADMINISTRATIVE	
		Select	43-10-2-021002-43010100-00-000100-00	ADMINISTRATIVE TRUST FUND DFS-A	FEES	
		Select	43-10-2-021002-43010100-00-000300-00	ADMINISTRATIVE TRUST FUND DFS-A	TAXES	
		Select	43-10-2-021002-43010100-00-000305-00	ADMINISTRATIVE TRUST FUND DFS-A	SALE & USE	
		Select	43-10-2-021002-43010100-00-000400-00	ADMINISTRATIVE TF BANKING-ADMIN	MISC REC	
		Select	43-10-2-021002-43010100-00-000500-00	ADMINISTRATIVE TRUST FUND DFS-A	INTEREST	
		Select	43-10-2-021002-43010100-00-000800-00	ADMINISTRATIVE TRUST FUND DFS-A	CI/CO GTS	
		Select	43-10-2-021002-43010100-00-000810-00	ADMINISTRATIVE TRUST FUND DFS-A	VCI/CO NOSC	
		Select	43-10-2-021002-43010100-00-001100-00	ADMINISTRATIVE TRUST FUND DFS-A	OTHER GTS	
		Select	43-10-2-021002-43010100-00-001110-00	ADMINISTRATIVE TRUST FUND DFS-A	GOT GT NOSC	
		Select	43-10-2-021002-43010100-00-001200-00	ADMINISTRATIVE TRUST FUND DFS-A	,FINE,FORF	
		Select	43-10-2-021002-43010100-00-001202-00	ADMINISTRATIVE TRUST FUND DES-A	PENALTIES	•
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Once you have found the appropriate Account Code, click the Select hype-link next the 29-digit account and FACTS automatically populates the dash separated Account Code field with the select account code.

Note: FACTS Account codes are added to the FLAIR Contract Correlation File. When processing contract payments in FLAIR the account code used on the payment is validated against this information for the current and previous fiscal year only.

Fiscal Year Effective Date – 8 numeric – conditionally required - can be changed once the contract is finished/published to the web

Field used to identify the effective date of the budget. It is conditionally required if the Amount is not equal to zero. Input must be in the format MM/DD/YYYY or selected from the pop-up calendar activated by clicking on the date box, and must be a valid date. The pop-up calendar has drop downs for the month and year that change to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format.

Cost Accumulator – up to 60 alphanumeric – optional - can be changed once the contract is finished/published to the web

Optional field provided to agencies to assign a FLAIR OCA, Grant, or Project ID code to FACTS entries. Input not validated against the related FLAIR files.

Agency Amendment Reference – 8 alphanumeric – required - cannot be changed once the contract is finished/published to the web

The agency User must enter this to identify and track individual budget entries. This field value displayed only if a contract/grant disbursement agreement change recorded in FACTS. Once a contract/grant disbursement agreement change recorded, this field displays requiring the User to select the appropriate reference (original contract/grant disbursement agreement or change) to track and identify the budget entry.

B. Totals Section

Original Contract Amount - derived data

"Original Contract Amount" entered in the Main Contract Information section of the Contract page.

Total Contract Amount – 13.2 numeric – derived

Derived using Original Contract Amount and Amendment Amounts entered in FACTS.

Total Recurring Budgetary Amounts - 13.2 numeric – derived

Derived using Recurring Budget amounts entered in FACTS.

Total Non-Recurring Budgetary Amounts - 13.2 numeric – derived

Derived using Non-recurring Budget amounts entered in FACTS.

Total Budgetary Amount – 13.2 numeric – derived

Derived using Recurring and Non-Recurring Budgetary amounts entered in FACTS.

Total Unfunded Amount – 13.2 numeric – derived

It is the difference between Total Contract Amount and Total Budgetary Amount. It represents potential contract obligations not yet covered by budgetary entries and could represent unprocessed budget amendments or anticipated appropriations of future periods.

C. Budget Listing Section

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FLORIDA ACCOUNTABIL	TY → Main FAQ Contact Us Message Charts▼ Transparency▼ EM → Search Questions? State Agendes From CFO Abwater & Reports Florida	
Logged In As:	SCHOOL FOR THE DEAF AND THE BLIND	DASHBOARD CHANGE PASSWORD LOGOUT
Budget		0
Agency Contract ID: asd Contract Long Title: test	FLAIR Contract ID: 58912	
* REQUIRED FIELDS		
	Budgetary Amount Amount *\$ Amount Type * Account Code L1 GF SF FID BE IBI CAT YR OR Fiscal Year Effective Dale ####################################	2.00
	RECURRING BUDGETARY AMOUNT ACCOUNT CODE FISCAL YEAR EFFECTIVE DATE FY	
	\$10,000,000.00 48-20-2-339037-48250400-00-104166-00 08/21/2013 2013-2014	Edit Delete
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Listing displays:

- Recurring Budgetary Amount / Non-Recurring Budgetary Amount
- Account Code
- Fiscal Year Effective Date
- Fiscal Year Indicator generated by FACTS based on the Effective Date field

Listing section allows the User to "Edit" or "Delete" budget records. Clicking "Edit" next to budget record populates the Budget Amount Section fields for changed, if necessary. When clicking "Delete" the system will ask for confirmation as shown in the message box below.



When editing a budget record clicking the "Update Budget" button saves the changes. Clicking the "Cancel" button returns the User to the previous page without saving any changes made.

D. Web Page Processing Error Messages

Once the User has added the information on the web page, the User must click the "Add" or "Next" button at the bottom of the page to proceed to next input page. Should any of the required information be missing or be incorrect, one or more of the following error messages will appear at the bottom of the page.

The User must provide the required information or correct the error before FACTS will allow the User to proceed to the next input page.

- At least one budget must be added to the contract!
- Amount Type is required
- Account Code is required if Amount is not zero
- Account code is invalid (Not a valid FLAIR Disbursement Account Code)
- Fiscal Year Effective Date invalid (Incorrect Format)

V. Add Contract/Grant Disbursement Agreement Vendor Information

This web page is for entering the vendors/recipients/sub-recipients (payees) of the contracts or grant disbursement agreements. User clicks the "Next" button at the bottom the "Budget" web page.

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FLORIDA ACCOUNTABILITY	Main FAQ Contact Us Message Charts▼ Transparency▼ Search Questions? State Agencies From CFO Atwater & Reports Florida	
Logged in As:	OR THE DEAF AND THE BLIND	DASHBOARD CHANGE PASSWORD LOGOUT
Vendor Information		0
Agency Contract ID: asd Contract Long Title: test	FLAIR Contract ID: 58912	
* REQUIRED FIELDS		
	Vendor ID *	
	Add Vendor	
No Vendors have	een added to the contract.	
		Back Next
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A. Entry Section

Vendor ID (Identifier) – up to 21 alphanumeric – minimum of 13 required - can be changed once the contract is finished/published to the web

Field uniquely identifies the payee(s). Input values edited against the FLAIR Statewide Vendor file, the FLAIR Accounts Receivable Customer files, or the FLAIR Account Description file. Statewide Vendor file entries should contain both the prefix and sequence numbers. FLAIR Accounts Receivable Customer files should include the prefix, but no sequence number since the file does not contain sequence numbers. The address information retrieved from the FLAIR files. The FLAIR Accounts Receivable Customer file should only be used for Revenue Contracts (Contract Types = RA). For interagency agreements, the first 21 digits of the FLAIR Account code ultimately receiving
the payments should be input. Address information not retrieved for 21 digit entries however, the name of the receiving State agency displayed as the vendor name.

The identifier can be typed or selected from a "Search Vendor" results listing. Click the Vendor ID hyperlink to activate the Search Vendor web page.

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	Logged in As: I	Searc	h Vendor				BOARD CHANGE PASSWORD LOGOUT
	Vendor Information		Ve	ndor Name: ebc (O	nly First matching 200 records are dis	played)	0
	Agency Contract ID: asd Contract Long Title: test			Search	Cancel		
	* REQUIRED FIELDS	SELECT	VENDOR ID	NAME	ADDRESS	CITY STATE ZIP	
		Select	001	AWEBCO CONSTRUCTION, INC.	2323 DEL PRADO BLVD. 7, SUITE 134	CAPE CORAL FL 339900000	=
		Select	001	EBCHILDSUPPORTSERVICESANDNOTARY	5800 UNIVERSITY BLVD. 429	JACKSONVILLE FL 322160000	
		Select	001	LEBCAR PROPERTIES LLC	3040 HOMESTEAD OAKS DR	CLEARWATER FL 337590000	
	No	Select	001	LEBCO INDUSTRIAL SUPPLIES INC.	1649 BEACONSFIELD DRIVE	WESLEY CHAPEL FL 335430000	
		Select	001	LIBRARY SALES, INC DBA SEBCO BO	2001 SW 31 AVENUE	HALLANDALE FL 330093021	xt
		Select	001	NEBCO	4275 PIEDMONT ROW DRIVE SUITE 600	CHARLOTTE NC 282100000	
		Select	001	NEBCREATIONS	PO BOX 973134	MIAMI FL 331970000	
		Select	002	REBCO ENTERPRISES, INC.	605 ORANGE STREET SOUTH	PALM HARBOR FL 346830000	-
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User must enter at least three characters and click the "Search" button to perform the vendor search. Click the "Select" hyperlink to select the vendor.

Once the vendor identifier has been typed or selected from the search result list, click the "Add Vendor" button to record the information.

User can record as many vendors as necessary by repeating the steps above.

See Chapter 5 of the FLAIR Procedures Manual and FLAIR Statewide Vendor File: (<u>http://www.myfloridacfo.com/aadir/EnterpriseEducation/index.htm</u>) for additional information on FLAIR Vendor Files.

Note: Since the identifier may contain social security numbers, this information is not displayed to the public.

B. Vendor Listing Section

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Logged In As: I	DEPARTMENT OF F	INANCIAL SERVICES				c	DASHBOARD CHANGE PASSWORD LOGOUT
Vendor Informatio	n						?
Agency Contract ID: IC318 Contract Long Title: ATERAS so	ftware license trial			FLAIR Contract	ID: D0657		
* REQUIRED FIELDS							
		Vendor IE	2*				
			Add Ve	endor			
	VENDOR ID	NAME	ADDRESS	CITY STAT	E ZIP	MINORITY VENDOR DESIGNATION	
	001	SOPHISITICATED BUSINESS SYSTEMS	6600 LBJ FREEWAY, SUITE 210	DALLAS TX	752400000	State of Florida Small Business Designation	Delete
						Back To Update Contract	Details
		201	1 © FLORIDA DEPARTMENT	T OF FINANCIAL	SERVICES		

When adding vendors/recipients/sub-recipients (payees), the following information displayed:

- Vendor ID
- Name retrieved from the FLAIR vendor files and displayed to the public.
- Address retrieved from the FLAIR vendor files except when using the 21 digits of the FLAIR Account Description File in the Vendor ID field. Information not displayed to the public.
- **City** retrieved from the FLAIR vendor files except when using the 21 digits of the FLAIR Account Description File in the Vendor ID field. Information displayed to the public.
- **State** retrieved from the FLAIR vendor files except when using the 21 digits of the FLAIR Account Description File in the Vendor ID field. Information displayed to the public.
- **ZIP Code** retrieved from the FLAIR vendor files except when using the 21 digits of the FLAIR Account Description File in the Vendor ID field. Information displayed to the public.
- **Minority Vendor Designation** retrieved from the FLAIR vendor files except when using the 21 digits of the FLAIR Account Description File in the Vendor ID field. Information displayed to the public.

This section allows the User to "Delete" payees. When clicking "Delete" the system will ask for confirmation as shown in the message box below.

Message from	i webp 🔀
Are you s delete this	ure you want to s record?
ОК	Cancel

All contract/grant disbursement records must contain vendor information. When replacing a vendor, new vendor information is validated prior to the deletion of existing vendor information.

C. Web Page Processing Error Messages

Once the User has added the information on the web page, the User must click the "Add" or "Next" button at the bottom of the page to proceed to next input web page. If any of the required information is missing, one or more of the following error messages will appear at the bottom of the page. The User must provide the required information before FACTS will allow the User to proceed to the next input page.

- At Least One Vendor needs to be added to the contract.
- The length of Vendor ID cannot be less than 10
- Vendor ID is not valid (Not on one of FLAIR vendor files)

VI. Add Contract/Grant Disbursement Agreement Deliverables

This web page used to enter the deliverable of the contracts or grant disbursement agreement. User clicks the "Next" button at the bottom the "Vendor information" web page.

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Logged In As: I / FLORIDA SCHOOL	OR THE DEAF AND THE BLIND	DASHEGARD CHANGE PASSWORD LOGOUT
Deliverable		0
Agency Contract ID: asd Contract Long Title: test	FLAIR Contract ID: 56512	
- REGURED FIELDS	Add Deliverable Contract Wide Consequences O'Yes @'No Major Deliverable *	
	Commodity/Service Type Financial Consequences Financial Consequences Financial Consequences	
	Majo Deliverable Price * 5 Non Price Justification Select	
	Deliverable Number Cancel Save Deliverable	
	No Deliverables have been added to the contract. Deliverable History <u>Deliverable History</u>	
	Badk	

A. Add Deliverable Section

 Contract Wide Consequences – 1 alphanumeric radio buttons – required - can be changed once the contract is finished/published to the web

Field used to identify where identifiable performance measures and financial consequences is not associated with specific deliverables. Acceptable values of "Yes" or "No" are selected using radio buttons. The default value is "No". A selection of "Yes" will generate "Entire Contract" in the Major

Deliverable field , a "99999" code in the Commodity/Service Type field, , "Blank" in the Method of Payment field and "Contract Wide Consequences" in the Non price Justification field. Though not required, should record Performance Metrics and Financial Consequences applicable to the entire agreement on this page.

Commodity/Service Type – 8 alphanumeric – conditionally required – can be selected from a drop down list - can be changed once the contract is finished/published to the web

Field used to designate the types of goods or services obtaining. Valid input values are commodity codes in the DMS Commodity/Contractual Services catalog. **This field is required unless the Contract Wide Consequences indicator = "Yes"**, in which case the field will default to a value of "00000000".

Select Commodity/Service Type selection box activated by clicking the Commodity/Service Type hyperlink.

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<pre>recurs recent rece</pre>	Agency Contract ID: asd Contract Long Title: test	FLAR Contract (D: 58812	
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Bask Next		Into Deliverable Hasters and to the contract Deliverable History Deliverable History	
		(Beck) (Next)	

Clicking the down arrow displays a listing of major Commodity/Service Types (Categories). Clicking on one of the major Commodity/Service Types displays another version of the Select Commodity/Service Type selection box.

Agency Contract ID: test	FLAIR Contract ID: 65895	
Contract Long Title: test		
	Add Deliverable Contract Wide Consequences Orygo IN Performance Metrics	
	Select Commodity/Service Type Commodity/Service Environmental Services Method of Payment -Select Select Commodity/Service Type	
	Major Deliverable Price * \$ Non Price JustificationSelect Source Documentation Page Reference	
	Deliverable Number	

Clicking on the down arrow on the second row displays Commodities/Services Types listed under the major Commodity/Service Types Categories. After selecting one of the displayed Commodities/Services and click the Select Commodity/Service Type button to enter the code in the Commodity/Service Type field.

Major Deliverable – up to 2,000 alphanumeric – conditionally required - can be changed once the contract is finished/published to the web

Free form field used to describe each deliverable. Multiple deliverables allowed for a contract/grant disbursement agreement; however, each deliverable entered separately. Each deliverable must be directly related to the scope of work and specify the performance measures that will be used to measure compliance. This field is required except when the Contract Wide Consequences indicator = "Yes", in which case the field will default to a value of "Entire Contract".

Method of Payment – 2 alphanumeric - conditionally required – value must be selected from a drop down list - can be changed once the contract is finished/published to the web

Methods of Payment for use in FACTS displayed for selection through a drop-down box, activated by clicking on the down arrow on the right side of the box, and are the only valid input into this field. **Selection is required except when the Contract Wide Consequences indicator = "Yes",** in which case the field will default to a value of 'Entire Contract.' Refer to Appendix 1- FACTS Code Definitions below.

Major Deliverable Price – up to 13.2 numeric (do not use the "\$" sign, 10 digits before the decimal point and 2 digits after the decimal point) – required - can be changed once the contract is finished/published to the web

Field used to record the price of major deliverable. Zero is an acceptable value.

Non-Price Justification – 1 alphanumeric - conditionally required – value must be selected from a drop down list - can be changed once the contract is finished/published to the web

Non-Price Justifications for use in FACTS displayed for selection through a drop-down box, activated by clicking on the down arrow on the right side of the box, and are the only valid input into this field. **Required if Major Deliverable Price = zero and Contract Wide Consequences indicator = "No".** Cannot select Contract Wide Consequences from the drop down list but it will automatically populate the field if Contract Wide Consequences is "Yes". Refer to Appendix 1 - FACTS Code Definitions.

Source Documentation Page Reference – up to 250 alphanumeric – optional - can be changed once the contract is finished/published to the web

Free form field used for recording contract/grant disbursement agreement documentation references. Source Documentation Page References for each contract/grant disbursement agreement deliverable.

Deliverable Number – up to 25 alphanumeric – optional - can be changed once the contract is finished/published to the web

Free form field used by the agencies to assign a deliverable line value that keeps the entered deliverables in the agencies desired order, even if modified later, both in FACTS and on the Contract Summary Form.

Contract's Performance Metrics – up to 2,000 alphanumeric – conditionally required – can be changed once the contract is finished/published to the web

Free form field used to record performance metric descriptions and measurements for the deliverable. Multiple performance measures allowed for each deliverable. **This field is required unless 'Contract Wide Consequences' is "Yes".**

Contract's Financial Consequences – up to 2,000 alphanumeric - conditionally required can be changed once the contract is finished/published to the web

Free form field used to record the financial consequences to the contractor/recipient/sub-recipient for non-performance. Multiple financial consequences allowed for each deliverable. This field is required unless the 'Contract Wide Consequences' is "Yes".

B. Deliverables Listing Section

TRACT TRACKING SYSTEM Search Countries State Ap	ndes From CFC Atriater & Reports Floride						
Logged in As: DEPARTMENT OF TRANSPORTATION							DASHBOARD CHANCE PASSWORD LOCO
Deliverable							
Agency Contract ID: DNA27 Contract Long Title: REAL ESTATE APPRAISAL	FLAIR Contract ID: DNA27						
REQUIRED FIELDS							
	Add Deliverable						
	Contract Wilde Consequences O Ye	s Perfor	nance Netrics				
	Major Deliverable *					*	
		^					
						-	
	Commodity/Service Type *	Finan	cial Consequences				
	Method of Payment *						
	-Select-	-				-	
	Major Deliverable Price * \$						
	Non Price Justification						
	-Select-						
	Source Documentation Page Reference						
	Deliverable Number						
		Cancel) (Seve.)	bellverable.				
	MAKIN DELIVERABLE	CONVOLUTION	MACH BLIDEBASLE	SETHOD OF	DELIVERABLE MURICIE		
	Provide appraisal services, including site vis explanation of the property before the taking, vali requested, and standing including the taking vali requested, and standing requiring discussion to taki, and preparing exhibits, if requested, log also perform any includent services which on the cultified above, but which are necessary, i judgment of the Department's above, for the performance and the Department's above, for the performance and the Department's above, for the performance above, and the performance above, the taking the cultified above, but which are necessary.	tation, uation ins and 972450-EXPERT et will WITNESS by not SERVICES t	80.00	Cost Reimbursement	1	den Delete	
	Surveying Services	81102200- Transportation engineering	\$10,000.00	Fixed Price - Lump Sum	:	view Delete	
	Deliverable History Deliverable History						
					ack To Llodate Co	ntract Details.)	

Added deliverables display the following information:

- Major Deliverable entered description for the deliverable
- **Commodity/Service Type Description** description of entered or selected DMS Commodity/Contractual Services catalog code for the deliverable

Note: DMS has adopted the United Nations Standard Products and Services Code (UNSPSC) as Florida's Commodity/Service Type Code, effective July 2014. Deliverables pages will display both the "Old Code" (Prior 6-digit Code and Description) previously entered into FACTS and the "New Code" (new 8-digit Code and Description) as they are entered into FACTS in the same field.

- Major Deliverable Price entered price of the deliverable
- Method of Payment description of selected method of payment for the deliverable

From this section, the User can "View" (edit) or "Delete" individual lines of deliverables.

Clicking "View" populates a "View Deliverable" page and makes the "Edit" link available. Clicking the "Edit" hyperlink will makes the fields on the "View Deliverable" editable. Clicking the "Update Deliverable" button will save any changes made and, clicking the "Cancel" button will return the User to the "Add Deliverable" page without saving any changes made.

When clicking "Delete" the system will ask for confirmation as shown in the message box below.



C. Deliverable History Hyperlink

https://apps8test.fldfs.com/SCRS/Contract/Deliverable-	History.aspx?ContractId=0006	3 - Windows In	ternet Exp	lorer pro	vide	d by FL							×
() Ittps://apps8test.fldfs.com/SCRS/Contrac	t/Deliverable-History.aspx?Co	ontractId=0006	3			- 🔒		• 🗙 💈	Google			Q	•
<u>F</u> ile <u>E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools <u>H</u> elp													
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🚖 Favorites 🛛 👍 🎦 Bugzilla Main Page (2) 🏉 Blu	eZone Web-to-Host La 🏈	FACTS Login	🚳 Statev	ide Con	tract	Repor (🥑 Vend	dor Paymen	t Search				
https://apps8test.fldfs.com/SCRS/Con							\	- 🔊 - 🛛	- 🖶 🗸	<u>P</u> age ▼	<u>S</u> afety ▼ T <u>c</u>	ols 🔻 🕜	•
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SECONTRACT TRACKING SYSTEM	actUs Message Charts▼ Trans encles From CFO Aswater & Reports Florida	parency▼											
Logged in As: DuBoseBillye3 / FLORIDA SCHOOL FOR THE DEAF AND THE BLIND										DA SHEOARD	CHANGE PASSWORD LO	NOUT	
Deliverable History												0	
Agency Contract ID: C11112 Contract Long Title: Matem Professional Engineering, Inc.	FLAIR Contract ID: 00063												
	MAJOR DELIVERABLE	COMMODITY/SERVICE TYPE DESCRIPTION	MAJOR DELIVERABLE PRICE	METHOD OF PAYMENT	STATUS	ULER	DATE						
	Provide architectural, cMI, structural and electrical engineering services for planning, design and construction administration for the Campus Infrastructure Heating Hot Water project.	970500-MECHANICAL ENGINEERS	\$491,181.00	Fixed Price - Lump Sum	A	BowdenLauraA1	6/26/2012 8:09:52 AM						
	Engineering services to provide planning, design and construction administration for the Campus infrastructure project.	970000-ENGINEERING SERVICES	\$491,181.00	Fixed Price - Lump Sum	D	BowdenLauraA1	6/26/2012 8:06:01 AM						
	10-	1 & FLORIDA DEPAR THENT	OF FINANCIAL SER	VICES									

Clicking the "Deliverable History" hyperlink at the bottom left of the page will open another browser window that displays changes made to the contracts deliverables. Close the window using the Red X in the upper right corner of the browse returns the User to the Deliverables page.

The "Deliverable History" page displays:

- Agency Contract ID
- Contract Long Title
- FLAIR Contract ID
- Major Deliverable description
- Commodity/Service Type description
- Major Deliverable Price
- Method of Payment

- Status (A Active/Current or D Deleted/Previous)
- User Agency User deleting and/or adding the deliverable
- Date Date/Time Stamp of the deletion or add

D. Web Page Processing Error Messages

Once the User has added the information on the web page, the User must click the "Add" or "Next" button at the bottom of the page to proceed to next input web page. If any of the required information is missing or incorrect, one or more of the following error messages will appear at the bottom of the page. The User must provide the required information or correct the error before the system will allow the User to proceed to the next input page.

- Commodity/Service Type is required, if Contract Wide Consequences = No
- **Commodity/Service Type** is invalid (not on FLAIR Title File)
- Major Deliverable is required, if Contract Wide Consequences = No

- Method of Payment is required, if Contract Wide Consequences = No
- Major Deliverable Price is required, if Contract Wide Consequences = No
- Major Deliverable Price is invalid (incorrect format)
- Performance Metrics is required if Contract Wide Consequences = No
- Financial Consequences is required if Contract Wide Consequences = No

VII. Update Contract/Grant Disbursement Agreement Details (Review and Finish)

After entering Deliverables, User clicks the "Next" button at the bottom the "Deliverable" web page to access the Update Contract Details or Update Grant Disbursement Details page depending on selection made on the dashboard to add a contract or grant disbursement agreement, to finishing information entry.

A. Update Contract Details

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FLORIDA ACCOUNTABILITY	Main FAQ Contact Us Message Charts▼ Transparency▼ earch Questions? State Agencies From CFO Atwater & Reports Florida	
Logged In As: / DEPARTMENT OF TRAN	SPORTATION	DASHBOARD CHANGE PASSWORD LOGOUT
Update Contract Details		
Agency Contract ID: AQL28 Contract Long Title: RR SIGNALS-PE/INSTAL	FLAIR Contract ID: AQL28	
	Contract Short Summary Edit Main Con Contract Short Title: RR-SIG/PE Contract Type: Three or More Party Agreement Date of Execution: 02/27/2012	tract
	Contract Change Edit Previous Contract Cha Change Type: Amendment Change Date: 12/31/1900	inge
	Add/Edit Items Add Contract Change Edit Contract Change Add CFDA/CSFA Edit/Add Budget Edit/Add Vendor Edit/Add Deliverable Edit/Add Documents	
	Select 'linish' to go to the View Contract Details page. Finish To Review	

B. Update Grant Disbursement Details

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Logged In As: / DEPARTMENT OF TRA	NSPORTATION	DASHBOARD CHANGE PASSWORD LOGOUT
Update Grant Disbursement De	tails	
Agency Contract ID: AQE77 Contract Long Title: GRANT IN AID-SURFA	FLAIR Contract ID: AQE77	
	Short Summary Edit Main Grant Disbursement Contract Short Title: GRANT:SURF Contract Type: Grant Disbursement Agreement Date of Execution: 09/22/2011	
	Grant Disbursement Change Edit Previous Grant Disbursement Change Change Type: Amendment Change Date: 09/22/2011	
	Add/Edit Items Add Grant Disbursement Change Edit/Add Budget Add Documenta Edit/Add Vendor Edit/Add Deliverable Edit/Add CFDA/CSFA	
	Select Tinish' to go to the View Grant Disbursement Details page.	
	2011 Ø FLORIDA DEPARTMENT OF FINANCIAL SERVICES	

The following applies to both web pages unless stated otherwise.

The Update Contract Details or Update Grant Disbursement Details page includes the following sections:

- Contract Short Summary (contracts),
- Short Summary (grant disbursements)
- Contract Change or Grant Disbursement Change (appears only if a Change has been recorded)
- Add/Edit Items.

Short Summary section allows the User to Edit Main Contract/Grant Disbursement information (the first entry page).

The Contract/Grant Disbursement Change section allows the User to Edit Previous Contract/Grant Disbursement Change.

Edit pages have a "Skip to End" button as well as a "Next" button at the bottom of the page. Clicking the "Next" button allows the user to cycle through the initial pages to verify or added additional information; Main Information, Budget, Vendor and Deliverable before returning to the update details page. The "Skip to End" button allows the user to skip direct back to the information page where the user can click the "Back to Search" button.

The Add/Edit section allows the User to add or edit Contract/Grant Disbursement Changes, Documents, Budget, Vendors, Deliverables, and CFDA/CSFA numbers.

The Add/Edit pages have a "Back to Update Details" button allowing the user to skip direct back to update details page without cycling through the initial pages to verify or added additional information; Main Information, Budget, Vendor and Deliverable.

Clicking the "Finish to Review" button will allow the User to review entered data and either return to the pervious page to make additional changes or finalize data entry by clicking the "Finish Contract" or "Finish Grant Disbursement" button.

C. Contract Information

The Contract Information web page allows the User to review data in the sections and/or tabs. Refer to Sections VIII Contract/Grant Disbursement Agreement Displays for section and tab information.

ATWATER 🛞 FLORIDA'S CHIEF FINANCIAL OFFICER	HOME NEWS ABOUT THE AGENCY NEE
FLORIDA ACCOUNTABILITY Main FAQ Contact Us CONTRACT TRACKING SYSTEM CONTRACT TRACKING SYSTEM	Message Charts Transparency From CFO Atwater & Reports Florida
Logged In As: / DEPARTMENT OF TRANSPORTATION	DASHBOARD CHANGE PASSWORD LOGOUT
	♥ Tweet 8+1 0
Contract Information	
	Finish Contract Update Contract Details Back to Search
Summary	
Agency Name: DEPARTMENT OF TRANSPORTATION	Agency Contract ID: E4M20
Long Title: DESIGN-BUILD STIPEND	Vendor Name: AABCO CONSTRUCTION & REMODELIN
Total Contract Amount: \$85,000.00	Total Budgetary Amount: \$0.00
Total Payment To Date: NA	Date of Execution: 12/29/2010
General Description: DESIGN-BUILD STIPEND Contract Summary Form	
Details Deliverables Payments Documents Audits	
Main Information	Procurement Information
Agency Contract ID: E4M20	Authorized Advanced Payment: No
FLAIR Contract ID: E4M20	Method of Procurement: DOT Request for Proposal [s.334, FS]
Short Title: D/B STI	State Term Contract ID:
Long Title: DESIGN-BUILD STIPEND	Contract's Exemption Justification:
Contract Type: Standard Two Party Agreement by Statute	Agency Reference Number: NOT COLLECTED
Contract Status: Active	Business Case Study Done: No
Date of Execution: 12/29/2010	Legal Challenges to Procurement: No
Date of Beginning: 12/29/2010	
Original End Date: 12/29/2011	INFINITION INFINITION

D. Grant Disbursement Information

The Grant Disbursement Information web page allows the User to review data in the sections and/or tabs. Refer to Sections VIII Contract/Grant Disbursement Agreement Displays for section and tab information.

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Logged In As:	/ DEPART	TMENT OF TRANSP	PORTATION					DASHBOARD CHANGE PASSWORD LOGOUT
								Tweet 8+1 0
Grant Disb	oursement Inf	formation						
							Finish Grant Disbursement	Update Grant Disbursement Details Back to Search
Summary								
Agency Name: [DEPARTMENT OF TRAI	NSPORTATION				Agen	icy Contract ID: test	
Long Title: test	t					Vend	Ior Name: AABCO CONSTRUCTION & REMO	DELIN
T. 1.10								
I otal Contract A	Amount: \$100.00					Total	Budgetary Amount: \$0.00	
Total Contract /	To Date: NA					Total Date	Budgetary Amount: \$0.00 of Execution: 02/11/2014	
Total Payment 1 General Descrip	Amount: \$100.00 To Date: NA iption: test					Total Date	Budgetary Amount: \$0.00 of Execution: 02/11/2014	
Total Contract / Total Payment / General Descrip	Amount: \$100.00 To Date: NA iption: test nent Summary Form					Total Date	Budgetary Amount: \$0.00 of Execution: 02/11/2014	
Total Contract / Total Payment 1 General Descrip Grant Disburseme Details	Amount: \$100.00 To Date: NA iption: test nent Summary Form	Payments	Documents	Audits		Total Date	Budgetary Amount: \$0.00 of Execution: 02/11/2014	
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Total Contract / Total Payment T General Descrij Grant Disburseme Details Main Infol Agency Contr FLAIR Contra	Amount \$100.00 To Date: NA iption: test nent Summary Form Deliverables primation tract ID: test act ID: TTEST	Payments	Documents	Audits		Total Date Proc Author Method	Budgetary Amount: \$0.00 of Execution: 02/11/2014 urement Information ized Advanced Payment: No d of Procurement: Exempt, Medicad servic	ces [s. 287 057 (3) (f) 7, FS & Rule 60A-1.002 (4) (k), FAC]
Total Contract / Total Payment T General Descrij Grant Disbursemer Details Main Infol Agency Contr FLAIR Contra Short Title: te	Amount \$100.00 To Date: NA iption: test test summary Form Deliverables	Payments	Documents	Audits		Total Date Proc Author Method State T	Budgetary Amount: \$0.00 of Execution: 02/11/2014 urement Information ized Advanced Payment: No do Procurement Exempt, Medicaid servic erm Contract ID:	ces [s. 267.057 (3) (f) 7, FS & Rule 60A-1.002 (4) (k), FAC]
Total Contract / Total Payment 1 General Descrij Grant Disbursemer Details Main Infol Agency Contr FLAIR Contra Short Title: te Long Title: te	Amount S100.00 To Date: NA liption: test tent Summary Form Deliverables primation tract ID: test act ID: TEST est est	Payments	Documents	Audits		Total Date Proc Author Method State T Contra	Budgetary Amount: 50.00 of Execution: 02/11/2014 urement Information ized Advanced Payment: No d of Procurement: Exempt, Medicaid servic erm Contract ID: ct's Exemption Justification: test	ces [s. 287.057 (3) (f) 7, FS & Rule 60A-1.002 (4) (k), FAC]
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Details Detail	Amount 5100.00 To Date: I/A iption: test ment Summary Form Deliverables Primation tract ID: test act ID: TEST est est est est Core: Grant Disbursement tus: Active uttom: 02/17/2014	Payments at Agreement	Documents	Audits		Total Date Proc Author Method State T Contra Agency Busine Legal (Budgetary Amount: 50.00 of Execution: 02/11/2014 urement Information ized Advanced Payment: No d of Procurement: Exempt, Medicaid servic erm Contract ID: ct's Exemption Justification: test Reference Number: ss Case Study Done: No challenges to Procurement: No	ces [s. 287.057 (3) (f) 7, FS & Rule 60A-1.002 (4) (k), FAC]

VIII. Contract/Grant Disbursement Agreement Displays

A. Contract Information

The Contract Information web page allows the User to review data in the following sections and/or tabs:

Logger for									841.0
Contract Information									
								Finished Qua	a Corractionic) (Sectro Search)
8ummary									
Agency Name: DEPURTMENT OF FINANCIEL SERVICES				Agency Contract ID: RL06-6999-09100					
Long Title: Lassa of copier equipment				Venter Warrel MSCELLINEOUS CONTRACTOR	4				
Terrail Contract Amount: \$6715.00				Tatal Gudgetary America \$5,715.00					
TaxxiPayners To Date: No				Date of Directation: 12/01/0009					
GeneralDesorphism Provide leased capterpriver Contentionment Form									
Defette Definition Review Devines Austra									
Contraction Paymenta Cocomenta Acona									
Main Information				Procurement information					
Agency Contract D: RLoG-6999-09100				Authorized Advanced Payment: No					
FLAR Convent D: D0000				Method of Pressners in Date Terri Contract Purchase of	hour Request For Quees from Quelfee's	Index () 4.067.010(2) 8.067.006,75 and Tula 900-11	044(R),FBC(
Soft file of				Sala famicarenar en aco-oco-11-1					
Contract Trok Sandard Tro Party Jonemento Saste				Agence Reference Number:					
Commen Service: Closed or Digited				Dustriana Cana Study Dona: No					
Date of Division: 12010008									
Deexaf Segleving 10080008									
Orgen/DxfDate: 12262012									
New Druling Date:				Agency Nanager Nanaci Kö Walls					
Agency Service Anec: RL Descence Analysis Adults				Phone Number: #201124.087					
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Recipiers Type:				Constraining / Copies Improvements					
Provide for Adrebia methia Carell No				Was the Contracted Function Considered for Incortic	back to the Senter No				
Provide for Periodic Increase: No				Did the Vender Hake Capital Improvements on State Proj	arty: Na				
Budget Information									
Original Comment Amount (\$271200			Texa Man-Ba	curring Sudgerary Amount \$2,715.00					
TaxAC premier Amount: \$2713.00			TexalQueger	aty Amount: \$5,715.00					
Taxall econing Dodgetary America (000			TextUnited	ad Ameura: \$2.00					
44 0/Data 8070010									Described Rednerbformation 78
Na Recording Bodgeary records found for this contract									
Valle RPCLIRRAG SLIGPTORY Addust	ACCOUNTERS			REAL YOUR PROPERTY SAME	*	CONTRACT/INCOME		Administration of an endormality	
\$27500 G-	0-0-989001-49900100-00-100777-00		67.61.0009		2008-2010				
Contract Change									
No Contract Changes found for the contract									
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VPURIME IN	1000 (100)	Lour Lor (60V 80V/# 7#		MARKIN LEVIS OF BUILDING	
NOCCESSEDTOON MISCIELLANEOUS CONTRUCTORS				T	TALLIN ASSES PL SOSREGOOD		Non-Minority		
CEDA				CSFA					

B. Grant Disbursement Information

The Grant Disbursement Information web page allows the User to review data in the following sections and/or tabs:

Grant Disbursement Information	
	Pristed (genetaetobioseenback) (bittylerg)
Summary	
Agency Kinne: DEPURTINENT OF FILMION, SERVICES	Agancy Current Dr. IN368-64
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The following applies to both web pages unless stated otherwise.

C. Summary

The information in this section provides an overview of the contract/grant disbursement information. This information pulled from various fields entered. To edit information the User would need to go to the appropriate fields using the Update Contract Details or Update Grant Disbursement Details button.

- Agency Name
- Long Title
- Total Contract Amount
- Total Payments To Date
- General Description
- Agency Contract ID
- Vendor Name
- Total Budgetary Amount
- Date of Execution
- Contract or Grant Disbursement Summary Form hyperlink

D. Details Tab

Sections and fields:

Main Information Section

- Agency Contract ID
- FLAIR Contract ID
- Short Title
- Long Title
- Contract Type
- Contract Status
- Date of Execution
- Date of Beginning
- Original End Date
- Newe Ending Date
- Agency Service Area
- Statutory Authority
- Contract Involves State or Federal Financial Assistance No.
- · Do not publish this Contract on the FACTS public website
- Recipient Type
- Provide for Administrative Cost
- Provide for Periodic Increase
- Periodic Increase percentage, displays only if the answer to Provide for Periodic Increase is "Yes"

Procurement Information

- Authorized Advance Payment
- Method of Procurement Exempt
- State Term Contract ID
- Contract's Exemption Justification
- Agency Reference Number
- Business Case Study Done
- Business Case Date, displays only if the answer to Business Case Study Done is "Yes"
- Legal Challenges to Procurement
- Legal Challenge Description, displays only if the answer to Legal Challenges to Procurement is "Yes"
- Contract Manger Information (will not be seen by the public)
- Agency Manger Name
- Phone Number
- Email

Outsourcing/Capital Information

- Was the Contracted Function Previously Performed by the State
- Was the Contracted Function Considered for Insourcing to the State
- Did the Vendor Make Capital Improvements on State Property
- Capital Improvement Description, displays only if the answer to Did the Vendor Make Capital Improvements on state Property is "Yes"

- Value of Capital improvements, displays only if the answer to Did the Vendor Make Capital Improvements on state Property is "Yes"
- Value of Unamortize3d Capital Improvements, displays only if the answer to Did the Vendor Make Capital Improvements on state Property is "Yes"

Budget Information

- Original Contract Amount
- · Total Contract Amount
- Total Recurring Budgetary Amount
- Total Non-Recurring Budgetary
- Total Budgetary Amount
- Total Unfunded Amount
- As of Date
- Download Budget Information hyperlink; downloads information into Excel readable file
- Recurring/Non-Recurring Budgetary
 - $^{\rm o}$ Recurring / Non- Recurring Budgetary Amount
 - Account Code Note: By default the column types in Excel are 'General' and its conversion and drops the leading zeros. If the User wants to see the data in its original form, they should first open an Excel; convert the column types to 'Text' and then use the import data from a text file feature of Excel.
 - ° Fiscal Year Effective Date
 - ° FY
 - ° Cost Accumulator
 - ° Agency Amendment Reference

Note: If there are no Recurring/Non-Recurring Budgetary amounts recorded for the agreement the following appropriate message appears "No Non-Recurring (Recurring) Budget records Found for this contract" in the Budget Information section.

Contract/Grant Disbursement Changes

- Download Contract/Grant Disbursement Change hyperlink; downloads information into Excel readable file
- Change Type
- Amendment Amount
- Agency Amendment Reference
- Change Description
- Amendment Effective Date
- Amendment Execution Date
- New Ending Date

Vendor [Recipient/Sub-Recipient] (Vendor ID will not be seen by the public)

- Download Vendor hyperlink; downloads information into Excel readable file
- Vendor ID
- Name Line 1
- Name Line 2

- Address
- City, State, Zip
- Minority Vendor Designator

CFDA/CSFA

- Code
- Description

The information contained in these sections downloadable to Microsoft Excel readable file by clicking the appropriate download link located in each section and following the on screen instructions.

E. Deliverables Tab

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Summary	v							
Agency Nam	" ne: DEPARTMENT OF TI	ANSPORTATION				Agency Contract ID: DNA27		
Long Title: R	REAL ESTATE APPRAIS	AL				Vendor Name: POMEROY APPRAISAL ASSOCIA	ATES OF	
Total Contra	act Amount: \$10,000.00					Total Budgetary Amount: \$10,000.00		
Total Payme	ent To Date: NA					Date of Execution: 12/21/2011		
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Summary								
Agency Name:	DEPARTMENT OF TRAM	NSPORTATION				Agency Contract ID: A	PR52	
Long Title: GR	ANT IN AID-SURFA					Vendor Name: BREVA	RD COUNTY BOCC	
Total Contract	t Amount: \$100,000.00	1				Total Budgetary Amou	int: \$100,000.00	
Total Payment General Descr	t To Date: NA ription: GRANT IN AID-5	SURFA				Date of Execution: 12/2	1/2009	
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This tab displays the deliverables associated with the contract/grant disbursement agreement. It initially displays the deliverable's Deliverable Number, Commodity/Service Type, Major Deliverable and Method of Payment.

"Deliverable Number," "Commodity/Service Type," "Major Deliverable," and "Method of Payment" can be sorted "A to Z" or "Z to A."

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Long T	tie: REAL ESTATE APPRAISAL				Vendor Na	me: POMEROY APPRAISAL ASSOCIATES OF	
Total C	ontract Amount: \$10,000.00				Total Budg	getary Amount: \$10,000.00	
Total Pi	syment To Date: NA				Date of Ex	ecution: 12/21/2011	
General	Description: REAL ESTATE APP	RAISAL					
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MORE	DELIVERABLE NUMBER .		COMMONE	TORONO LINE		MAJOR DELIVERABLE	METHOD OF PAYMENT
Ξ		EXPERT W	WITNESS SERVICE	18	Provide appraisal services, including site visitation, valuation of	the property before the taking,	Cost Reimbursement
	Deliverable Price: \$0.00 Non Price Justification: Rate A	greement artment determines that th	he work performed d	The Expert I not satisfactory, the the provisions of paragraph 6 a	Department shall have the option (a) immediately terminating the Agr nd 7 of the Agreement, the Department may unliaterally cancel the Agr	eement, or (b) notifying the Expert of the deficiency with a requirement the reement in accordance with said provisions.	it the deficiency be corrected within a specified time, otherwise the Agreement will be
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Summary									
Agency Name	DEPARTMENT OF T	RANSPORTATIO	N				Agency Contract ID: APR52		
Long Title: GR	ANT IN AID-SURFA						Vendor Name: BREVARD COUNTY BOCC		
Total Contract	Amount: \$100,000.00)					Total Budgetary Amount: \$100,000.00		
Total Payment	t To Date: NA						Date of Execution: 12/21/2009		
General Desc	ription: GRANT IN AID)-SURFA							
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View more details relating to the deliverable by clicking the "Expand All Deliverables" hyperlink or the "Plus" sign in front of the deliverable listing.

- Major Deliverable Description
- Deliverable Price
- Non Price Justification
- Performance Metrics
- Financial Consequences
- Source Documentation Page Reference
- Deliverable Number

The information contained in this tab is downloadable to Microsoft Excel readable file by clicking the "Download Deliverables" link and following the on screen instructions.

Clicking the "Deliverable History" link opens another browser window to provide addition deliverable information:

- Status A- Current Deliverable information; D Pervious Deleted Deliverable information
- User Identification person who entered or updated the information
- Date and Time information entered or updated.

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Return to the Deliverables Tab by closing the "Deliverable History" window by clicking the Red X at the top right corner of the browser.

F. Payments Tab

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Total Contract An	Dete: \$7,645.00				l otal	Budgetary Amount: \$7	,645.00			
Total Payment To	Date: NA		00017419105117		Date	of Execution: 02/28/200	19			
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Payments Tab can be blank if no payments recorded in FACTS for the contract or grant disbursement agreement.

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Summary									
Agency Name	DEPARTMENT OF TR	ANSPORTATION				Agency	Contract ID: T3376		
Long Title: CE	NTRAL OFFICE CONST	RUCTION LETTING	CONTRACTS			Vendor	Name: PEAVY & SON	I CONSTRUCTION CO., I	
Total Contrac	t Amount: \$9,313,559	.13				Total Bu	dgetary Amount: \$9,	9,741,953.82	
Total Paymer	t To Date: \$8,361,841	15				Date of	Execution: 04/03/2012	2	
General Desc	ription: CENTRAL OFF	ICE CONSTRUCTION	N LETTING CONTRACT	s					
Details	Deliverables	Payments	Documents	Audits					
Payments are	also referred to as exp	enditures (creating	or incurring a legal obl	igation to disburs	e money) or disburs	ements (the pay	ment of expenditures).). Payments include disbursements	and accounting adjustments made on a contract.
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Summary Agency Name: DEPARTMENT OF TRANSPORTATION Agency Name: Status Stat	sance Pataword LOGOUT
Logged In As: DEPARTMENT OF TRANSPORTATION Image: Contract Disbursement Information Summary Summary Agency Name: DEPARTMENT OF TRANSPORTATION Agency Contract ID: AQ067 Long Title: QANTN NAD-AVVAT Vendor Name: FLAGLER COUNTY BOARD OF COUNTY Total Contract Amount: \$130,870.00 Total Budgetary Amount: \$41,760.00 Total Payment To Date: \$55,51.71 Date of Execution: 06/18/2012 General Description: GRANT NAD-AVVAT General Description: 08/18/2012	HANCE PASSWORD LOGOUT
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Grant Disbursement Information Finished Update Grant Disbursement Details Summary Agency Name: DEPARTMENT OF TRANSPORTATION Agency Contract ID: AQ067 Long Title: GRANT N AD-AVAT Vendor Name: FLAGLER COUNTY BDARD OF COUNTY Total Pumpent To Date: 595, 541.71 Date of Execution: 06/18/2012 General Description: GRANT N AD-AVAT General Description: 06/18/2012	Back to Search
Finished Update Grant Disbursement Details Summary Agency Name: DEPARTMENT OF TRANSPORTATION Agency Contract ID: AQ067 Long Title: GRANT N AD-AVIAT Vendor Name: FLAGLER COUNTY BOARD OF COUNTY Total Payment To Date: 595,513.71 Date of Execution: 06/18/2012 General Description: GRANT N AD-AVIAT General Description: 06/18/2012	Back to Search
Summary Agency Name: DEPARTMENT OF TRANSPORTATION Agency Contract ID: AQ067 Long Title: GRANT IN AD-AVIAT Vendor Name: FLAGLER COUNTY BOARD OF COUNTY Total Contract Amount: \$130,870.00 Total Budgetary Amount: \$341,760.00 Total Payment To Date: \$95,431.71 Date of Execution: 06/18/2012 General Description: GRANT IN AD-AVIAT General Description: OF Summary Form	
Agency Name: DEPARTMENT OF TRANSPORTATION Agency Contract ID: AQ067 Long Title: GRANT IN AD-AVVAT Vendor Name: FLAGLER COUNTY BOARD OF COUNTY Total Contract Amount: \$130,870.00 Total Budgetary Amount: \$341,760.00 Total Payment To Date: \$95,431.71 Date of Execution: 06/18/2012 General Description: GRANT IN AD-AVVAT	
Long Title: GRANT IN AD-AVVAT Vendor Name: FLAGLER COUNTY BOARD OF COUNTY Total Contract Amount: \$130,870.00 Total Budgetary Amount: \$341,760.00 Total Payment To Date: \$95,431.71 Date of Execution: 08/18/2012 General Description: GRANT IN AD-AVVAT Grant Disbursement Summary Form	
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This tab displays Fiscal Year total payments, if any.

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Individual payments display when the "More Plus" icon or "Expand all Payments" hyperlink is clicked displaying:

- Statewide Document Number
- Agency Document Number
- Vendor Name
- Payment Amount
- FLAIR Disbursement Account Code segments
- Date indicates the date the payment voucher was recorded in FLAIR, not the date the payment was issued

The information contained in this tab is downloadable to Microsoft Excel readable file by clicking the "Download Payment" hyperlink and following the on screen instructions.

G. Documents Tab

	Main FAQ Search Questions?	State Agencies Fr	Iessage Cha om CFO Atwater & Re	arts▼ Iransparency▼ ports Florida			
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Contract Information							
							Back to Search
Summary							
Agency Name: DEPARTMENT OF TRANSPORTAT	10N		Age	ncy Contract ID: E3J16			
Total Contract Amount: \$3 344 841 40	515		Tota	I Budgetary Amount: \$3 249 3	NSTRUCTION CO., T		
Total Payment To Date: NA			Date	of Execution: 03/10/2011			
General Description: Milling & resurfacing portion	of SR 63 (US 27) from SF	R 159 to CR 270 (S	hady Rest Road) in	Gadsden County			
Details Deliverables Payments	Documents	Audits					
Contract Documents							
Click on the pdf icon or Agency Document Link to view the docur	nent						
AGENCY REFERENCE #	DOCUMENT TYPE	E	EXECUTED DATE	DOCUMENT ADD DA	ATE	AGENCY DOCUMENT LINK	VIEW
Original Contract - E3J16	Original Contract	03/10/	2011	8/13/2013 1:02:01 AM			7
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This tab allows access to the contract/grant disbursement agreement documents

- Original Contract
- Contract Amendments

- Contract Extensions
- Contract Renewals
- Agency additional resources documents

Clicking the PDF icon displays the documents in Adobe Acrobat Reader format. Search, view, print and/or save document as an Acrobat file.

If there are no documents in FACTS, the following message appears "No documents have been added for this contract. To request the contract document, please contact the agency point of contact using the 'Contact Us' link at the top of the page."

H. Audits Tab

ATWATER (🎒 FLORIDA'S	CHIEF FINAI	NCIAL OFFIC	ER				н	OME NEWS ABOUT THE AGENCY MEET
FLORIDA CONTRACT	ACCOUNTAB TRACKING SY	ILITY 🥆	Main FAQ Search Question	Contact U s? State Agencies	S Message From CFO Atwater	Charts▼ & Reports	Transparency▼ ^{Florida}		
Logged In As:	/ FLORI	DA SCHOOL FOR T	HE DEAF AND THE	BLIND				DASHBO	ARD CHANGE PASSWORD LOGOUT
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Contract	Information								
									Back to Search
Summary									
Agency Name	DEPARTMENT OF TR	ANSPORTATION			Age	ncy Contract I	D: DNI26		
Long Title: DE	MOLITION & REMOVAL				Ven	dor Name: CR	OSS ENVIRONMENTAL SER	VICES, I	
Total Contrac	t Amount: \$2,122,307.1	15			Tota	l Budgetary A	mount: \$2,122,307.15		
Total Paymen	t To Date: \$398,763.00				Date	of Execution	: 12/31/2012		
General Desc	ription: DEMOLITION &	REMOVAL							
Details	Deliverables	Payments	Documents	Audits					
Audit results audits are ca Contract Audi	posted prior to June 30, ptured in electronic forn t page.	, 2012, appear in a s nat, they will be pos	summarized form. / ted to this system. I	ls of July 1, 2012, fyou are intereste	the audit reporting p d in seeing audit rep	rocess was e orts by Fiscal	panded to include additional Year and Agency Action Plan	questions and comments s, please click <u>here</u> to navi <u>c</u>	from the Bureau of Auditing. As pate to the Transparency Florida
	AUDIT	TYPE			REVIEW DATE		FIS	CAL YEAR	VIEW
Contract Re	view		0	1/29/2013			2012-2013		View
				2011 @ FLOR	IDA DEPARTMENT OF	FINANCIAL S	ERVICES		

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Logged In As:	DEAF AND THE BLIND			DASHBOARD CHANGE PASSWORD LOGOU
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Grant Disbursement Information				
				Back to Search
Summary				
Agency Name: DEPARTMENT OF TRANSPORTATION		Agency Contract ID:	BDM92	
Long Title: OTHER CONTRACTUAL SERVICE		Vendor Name: POLK	COUNTY BOARD OF COUNTY COM	
Total Contract Amount: \$10,904,914.00		Total Budgetary Am	ount: \$10,904,914.00	
Total Payment To Date: \$2,212,114.00		Date of Execution: 0	1/01/2009	
General Description: GRANT IN AID-SPECIAL				
Details Deliverables Payments	Documents Audits			
Audit results posted prior to June 30, 2012, appear in a su audits are captured in electronic format, they will be posted Contract Audit page.	mmarized form. As of July 1, 2012 I to this system. If you are interest	2, the audit reporting process was exp ed in seeing audit reports by Fiscal Ye	anded to include additional questions and co ar and Agency Action Plans, please click <u>her</u>	mments from the Bureau of Auditing. As <u>a</u> to navigate to the Transparency Florida
AUDIT TYPE		REVIEW DATE	FISCAL YEAR	VIEW
Contract Review	10/04/2011		2011-2012	View

This tab allows access to the contract/grant disbursement agreement and settlement audits:

- Audit Type
- Review Date
- Fiscal Year

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Grant Disbursement Information			
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administry			
Agency Neme: DEPARTMENT OF TRANSPORTATION	Agency Contract	10: 20/02	
Long Titler OTHER CONTRACTUAL SERVICE	Vendor Nere: P	JUX COUNTY BOARD OF COUNTY COM	
Loted Contract Amount: 510,504,514,00	Total Suspense	Andone Sidika Vikito	
Proved Texture of California (California)			
Details Deliverables Payments Documents Audits			
Audi results posted prior to June 30, 2012, appear in a summarized form. As of July 1, 2012, the audit reporting process was expend	ad to include additional guarations and comments from the Bureau of Auditing. As sudits are captured in electronic form	at, they will be posted to this system. If you are interested in seeing such reports by Facal Year and Agency Action Plana	a please click berg to nevigate to the Transparency Florida Contract Audit page.
Additive	READA DATE	75CALTON 2011-2012	100
	1994 and	antifanta	2380
Audit Summary			
Aurist Lyner Cretert Device		Merrery Delay 101547211	
Contract Received Date: 09/21/2011			
Agency Nothcation Date: 1004/2011		Agency Nexponse Date:	
Henrey Frankrad Dete: 1019-2011		Frazal Yest: 2011-2012	
Audit Findings			
Page Finites to the specific contract page number			
1. Scope of Work			
Yes			
Conveniente: Note			
2. Deliverables			
 Does the agreement divide the contract into quantifiable, measurable, and ventrable units of deliver Vent 	ables that must be received and accepted before payment is made?		
Commente:			
None			
S. Financial Consequences Dow the woment weety the transmission within the way of the provider to	whe to perform in excendence with the contract?		
Ye			
Contractor / None			
4. Financial Assistance			
4.1 If the agreement is with a recipient or sub-recipient of state or federal financial assistance, dow it in Yes	clude the provisions required by CFOM #4 (05-05)?		
Commente			
None			
Legal compliance Low the ignormal reference or contain the other provisions of a. 201.055. P.S.7			
NA			
Comments: Agree			
6. Annual Appropriation Contingency Statement			
6.1 Dow the agreement reference or content the provisions of s. 207.0502, h.S.7 Ver.			
Commentar			

Clicking the "View" link at the end of an audit listing displays the "Audit Summary" and "Audit Findings."

IX. Add Contract/Grant Disbursement Agreement Change (Amendments, Extensions, Renewals)

These web pages are for entering contract/grant disbursement agreement amendment, extension and renewal information. User finds the Contract or Grant Disbursement using the Main or Advanced Search web page and clicks on the Agency Assigned Contract ID or Contract ID hyperlink to access the Contract or Grant Disbursement Information web page (Refer to Section XIII Search or Edit Contracts, Grant Disbursements, Grant Award). At the Contract or Grant Award Information web page, the User clicks the Update Contract Details or Grant Disbursement Details button to access the Update Contract Details or Grant Disbursement Details web page (Refer to Section VII Update Contract/Grant Disbursement Agreement Details). At Update Contract Details or Grant Disbursement Details web page, click Add/Edit Grant Contract Change or Grant Disbursement Change hyperlink to access the Add Contract Change or Grant Disbursement Change web page.

Add Contract Change Screen

JEFF ATWATER 🧐 FLORIDA'S CHIEF FINAN	CIAL OFFICER	HOME NEWS ABOUT THE AGENCY MEET THE CFO
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Add Contract Change		Q
Agency Contract ID: E2S15 Contract Long Title: DESIGN-BUILD STIPEND	FLAIR Contract ID: E2S15	
* REQUIRED FIELDS		
	Agency Amendment Reference * Change Type * Amendment Amount * Amendment Effective Date * to the top of top	
	Amendment Execution Date * EX: HM/DD/YYYY New Ending Date EX: HM/DD/YYYY Amendment Order	
	Change Description * If the amendment includes a New Ending Date for the contract, remember to update the New Ending Date field in the Main Information section on the Main Contract page.	
	Cancel Next	
	2011 © FLORIDA DEPARTMENT OF FINANCIAL SERVICES	-
Done	🜮 🔍 🔍 Local intranet Protecte	d Mode: Off 🛛 🖓 🔻 🔍 100% 💌

Add Grant Disbursement Change Screen

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FLORIDA ACCOUNTABILITY	Main FAQ Contact Us Message Charts▼ Transparency▼ Search Questions? State Agencies From CFO Atwater & Reports Florida	
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Add Grant Disbursement Chang	8	Ø
Agency Contract ID: AQN65 Contract Long Title: GRANT IN AID-SPECL	FLAIR Contract ID: AQN65	
* REQUIRED FIELDS		
	Add Grant Disbursement Change	
	Agency Amendment Reference *	
	Change Type * Amendment	
	Amendment Amount * \$	
	Amendment Effective Date * EX: MM/DD/YYYY	
	Amendment Execution Date * EX: MM/DD/YYYY	
	New Ending Date EX: MM/DD/YYYY	
	Amendment Order	
	If the amendment includes a New Ending Date for the grant disbursement agreement, remember to update the New Ending Date field in the Main Information section on the Main Grant Disbursement page.	
	Cancel Next	
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The descriptions below apply to both unless stated otherwise.

A. Add Contract/Grant Disbursement Change

Agency Amendment Reference - 8 alphanumeric – required - cannot be changed once the contract is finished/published to the web

Field uniquely identifies each contract/grant disbursement agreement amendment, extension and renewal. Values are determined by the agency and do not necessarily have to be in numerical order. **Note: Once saved this field cannot be edited, changed or reused**.

 Change Type – 1 alphanumeric – required – selected from a drop down list - can be changed once the contract is finished/published to the web

Field is required for all documented changes or modifications to the original contract/grant disbursement agreement. Valid values, as provided through a drop down box activated by clicking the arrow at the right side of the box, are:

- A Amendment Amendments change the existing terms or conditions of the contract.
- E Extension A contract extension is the continuation of an existing contract for a period of time under the same terms and conditions. Unless authorized by statute, a contract extension must be signed prior to the expiration date of the existing contract. Section 287.057(12), Florida Statutes, authorizes contract extensions once for up to six months. Contracts procured under other Statutes such as Chapters 255 or 337, Florida Statutes, may have different requirements.
- **R Renewal** Renewals are identified by extensions of the contract dates with additional compensation for additional goods or services. The agency is asking the contractor to provide

more of the goods or services that were requested in the original contract under the same terms and conditions. Renewals must be executed prior to the expiration date of the agreement, and must have all the same terms and conditions of the original agreement. Renewals are contingent on a satisfactory performance evaluation and may be renewed for a period that may not exceed three years or the term of the original contract, whichever is longer, pursuant to section 287.058(1)(g), Florida Statutes. If the goods or services are purchased as a result of a competitive solicitation, the renewal price must be specified in the bid, proposal or reply.

Amendment Amount – 13.2 numeric (do not use the "\$" sign, 10digist before the decimal point and 2 digits after the decimal point) – required - can be changed once the contract is finished/published to the web

Field captures amounts that added or deducted from the contract/grant disbursement agreement. The field defaults to a value of zero, but may be positive or negative. Entered amounts systematically calculate the current amount of the contract/grant disbursement agreement for FACTS. Record all documented contract/grant disbursement agreement amendments in FACTS, including amendments that do not change the dollar amount of the contract/grant disbursement agreement. Record contract/grant disbursement agreement amount changes using the "Budget Screen."

Amendment Effective Date – 8 numeric – required - can be changed once the contract is finished/published to the web

Field specifies the effective date of the contract/grant disbursement agreement amendment. It must be input using a MM/DD/YYYY format, or selected from the pop-up calendar activated by clicking in the date box, and must be a valid date. The pop-up calendar has drop downs for the month and year changes to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format.

Amendment Execution Date – 8 numeric – required - can be changed once the contract is finished/published to the web

Field identifies the date that change to the contract/grant disbursement agreement executed. It must be entered in the MM/DD/YYYY format or selected from the pop-up calendar activated by clicking in the date box, and must be a valid date. The pop-up calendar has drop downs for the month and year change to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format.

New Ending Date – 8 numeric – conditionally required - can be changed once the contract is finished/published to the web

Field identifies the new contract ending date resulting from a contract extension or renewal. It must be input using a MM/DD/YYYY format or selected from the pop-up calendar activated by clicking in the date box, and must be a valid date. The pop-up calendar has drop downs for the month and year change to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format. This date field does not automatically update the "New Ending Date" on the Main Information section on the Main Contract or Grant Disbursement pages that is used for the "Contract End Date" on the Contract Summary Form or determining which contracts or grant disbursement agreements appear on the View Active Contract/Grant Disbursement with Past Due Date report. Whenever the New Ending Date field is used, the "New Ending Date" on the Main Information section on the Main Contract or Grant Disbursement pages needs to be manually updated as well. There are reminder messages on the page that read:

"If the amendment includes a New Ending Date for the contract, remember to update the New Ending Date field in the Main Information section on the Main Contract page."

"If the amendment includes a New Ending Date for the grant disbursement agreement, remember to update the New Ending Date field in the Main Information section on the Main Grant Disbursement page."

Amendment Order – 8 numeric - optional - can be changed once the contract is finished/published to the web

Field identifies the order the amendments displayed on the contract/grant disbursement Information page and the Contract Summary Form. If the Amendment Order field is blank, the default sort will be the "Amendment Execution Date".

Change Description – up to 60 alphanumeric – required - can be changed once the contract is finished/published to the web

A free form field used to describe the change to a contract/grant disbursement agreement.

Once an amendment entered, it cannot be removed from FACTS. However, all fields with the exception of the Amendment Reference Number are editable.

Clicking the "Next" button saves the information and requires the User to review and/or modify information on all the other contract/grant disbursement agreement pages.

- "Edit Contract/Grant Disbursement Agreement" (Main information page)
- "Budget"
- "Vendor"
- "Deliverable"

Clicking the "Next" button saves that page's information and takes the User to next page until the User returns to the "Update Contract/Grant Disbursement Details" page. If previously published to the FACTS web page, it not necessary to click the "Finish to Review" button because the entered information updates the web once the User clicks the "Next" button.

B. Web Page Processing Error Messages

Once the User has added the information on the web page, the User must click the "Add" or "Next" button at the bottom of the page to proceed to the next input web page. If required information is missing

or incorrect, one or more of the following error messages will appear at the bottom of the page. The User must provide the required information or correct the error before the system will allow the User to proceed to the next input page.

- Agency Amendment Reference is required
- Amendment Amount is required
- Amendment Amount is invalid (Incorrect Format)
- Amendment Effective Date is required
- Amendment Date is invalid (Incorrect format)
- Amendment Execution Date is required
- Amendment Execution Date is invalid (Incorrect Format)
- Change Description is required

"Edit Previous Contract Change" hyperlink used to edit the last entered contract change.

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Update Contract Details	
Agency Contract ID: asd FLAIR Contract ID: 58912 Contract Long Title: test	
Contract Short Summary Edit Main Contract Contract Short Title: test Contract Type: Grant Award Agreements Date of Execution: 00/21/2013 Date of Execution: 00/21/2013 Contract Change Edit Previous Contract Change Change Type: Amendment Change Date: 00/23/2013 Add/Edit Items Edit/Add Budget Add Contract Change Edit/Add Budget Edit/Add Deliverable Edit/Add Deliverable	



X. Add Contract/Grant Disbursement Agreement CFDA/CSFA

Use this web page to enter the CFDA/CSFA for contracts and grant disbursement agreements. User clicks the Add/Edit CFDA/CSFA hyperlink on the Update Contract Details or Update Grant Disbursement Details web page.

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CFDA-CSFA		0
Agency Contract ID: asd Contract Long Title: test	FLAIR Contract ID: 58912	
* REQUIRED FIELDS	Add CFDA CFDA Code * Add CFDA No CFDA Codes have been added to the contract. Back to Update Contract Details	
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A. Add CFDA/CSFA

This web page is for entering the Codes of Federal Domestic Assistance (CFDA) or Codes of State Financial Assistance (CSFA) that is associated with this contract. **Descriptions below apply to both contracts and grant disbursement unless stated otherwise.**

CFDA Code – 6 numeric – conditionally required - can be changed once the contract is finished/published to the web

Field identifies the Code of Federal Domestic Assistance (CFDA) that is associated with this contract/grant disbursement agreement. **Either a CFDA or a CSFA code is required if the Contract Involve State or Federal Financial Aid field input value is "Y".** That listing is on the Department of Financial Services website, <u>http://www.myfloridacfo.com/addir/statewidecontractreporting.htm</u>. Can directly access codes from the FACTS input screen. Click on the CFDA Code link underlined in Blue. Then click the down arrow to a listing of valid codes to select. Click the appropriate code and then click the "Select CFDA or CSFA Code" button to enter the code. Values must be valid codes and validated against the FLAIR Title file. Multiple values may be input for each contract/grant disbursement agreement.

CSFA Code - 6 numeric - conditionally required - can be changed once the contract is finished/published to the web

Field used to identify the Code of State Financial Assistance (CSFA) that is associated with this contract. **Either a CFDA or a CSFA code is required if the Contract Involve State or Federal Financial Aid field input value is "Y".** Values must be valid. Codes validated against the FLAIR Title files. Multiple values may be input for each contract.

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	Agency Contract ID: asd Contract Long Title: test	FLAIR Contract ID: 58912	
	• REQUIRED FIELDS	Add CFDA CFDA Code Select CFDA Code Select CFDA Code Select CFDA Code Cancel No CFDA Codes have been added to the contract. No CFDA Codes have been added to the contract. Back to Update Contract Details	

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CFDA-CSFA	10.066 - LIVESTOCK ASSISTANCE PROGRAM 10.067 - FARMER OWNED RESERVE PROGRAM 10.069 - CONSERVATION RESERVE PROGRAM	0
Agency Contract ID: asd Contract Long Title: test	10.070 - COLORADO RIVER BASIN SALINITY CONTROL PROGRAM 10.071 - FEDERAL-STATE COOPERATION IN WAREHOUSE EXAMINATION AGREEMENT 10.072 - WETLANDS RESERVE PROGRAM	
* REQUIRED FIELDS	10.073 - CROP DISASTER PROGRAM 10.073 - SPECIAL APPLE PROGRAM 10.075 - SPECIAL APPLE PROGRAM	
Add CFDA OFDA Code *	10.080 - MILK INCOME LOSS CONTRACT PROGRAM 10.081 - LAMB MEAT ADJUSTMENT ASSISTANCE PROGRAM	
	Select CFDA Code Select CFDA Code Cancel	
No CFDA Codes	have been added to the contract. No CSFA Codes have been added to the	e contract.
	Back to Update Contract Details	
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B. CFDA/CSFA Code Listing Section

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CFDA-CSFA			0
Agency Contract ID: asd Contract Long Title: test		FLAIR Contract ID: 58912	
* REQUIRED FIELDS			_
Add C	FDA	Add CSFA	
<u>CFDA Ca</u>	<u>de</u> *	CSFA Code *	
	Add CFDA	Add CSFA	
CODE 10.062	DESCRIPTION WATER BANK PROGRAM Delete	CODE DESCRIPTION 22013 DRUG COURT Delete	
	Back to Updat	e Contract Details	
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As codes are added, they are displayed with following information:

- Code
- Description

A User can also delete codes, if necessary. FACTS will request
confirmation before deleting a code.

Message from	ı webp 🔀
Are you s delete this	sure you want to s record?
ОК	Cancel

C. Web Page Processing Error Messages

Once the User has added the information on the web page, the User must click the "Add" or "Next" button at the bottom of the page to proceed to next input web page. Should any of the required information be missing or incorrect, one or more of the following error messages will appear at the bottom of the page. The User must provide the required information or correct the error before the system will allow the User to proceed to the next input page.

- CFDA Code is invalid
- CSFA Code is invalid

D. Unavailable CFDA or CSFA Codes

In order for FACTS to display or accept a code value, the CFDA or CSFA code must be in FLAIR. If the code does not appear in the FACTS listings, follow the request procedures below:

<u>Procedures for Requesting Catalog of State Financial Assistance (CSFA) numbers for New State</u> <u>Projects:</u>

- 1. The Agency completes and submits the following documents for review to the Department of Financial Services (<u>Teresa.Weeks@MyFloridaCFO.com</u>):
 - Florida Single Audit Act State Project Determination Checklist(DFS-A2-PD)
 - Florida Single Audit Act Agency Request New Number (DFS-A2-AR)
 - Florida Single Audit Act State Project Compliance (DFS-A2-CS)

Forms are available at http://www.myfloridacfo.com/Division/AA/Forms/default.htm

- 2. DFS verifies that a state project has been determined on the State Project Determination Checklist and confirms budget data with both the GAA and the legal authority provided on the request.
- 3. Once confirmed, DFS assigns a unique CSFA number to the project, adds the new CSFA number in FLAIR, and notifies the Agency.

Procedures for Requesting Catalog of Federal Domestic Assistance (CFDA) numbers:

- 1. The Agency submits a email request to <u>NewAccountCode@MyFloridaCFO.com</u>
- 2. DFS verifies the code with the Catalog of Federal Domestic Assistance website and that the code does not currently existing in FLAIR.
- 3. Once confirmed, DFS adds the new CFDA number in FLAIR, and notifies the Agency.

XI. Add Contract/Grant Disbursement Agreement Documents

These web pages are for adding and associating contract, procurement and amendment document images or URLs to specific contracts and grant disbursement agreements entered in FACTS. User finds the Contract or Grant Disbursement using the Main or Advanced Search web page and clicks on the Agency Assigned Contract ID or Contract ID hyperlink to access the Contract or Grant Disbursement Information web page (refer to Section XIII Search or Edit Contracts, Grant Disbursements, Grant Award). At the Contract or Grant Award Information web page, the User clicks the Update Contract or Grant Disbursement Details button to access the Update Contract or Grant Disbursement Details web page (refer to Section VII Update Contract/Grant Disbursement Details). At Update Contract or Grant Disbursement Details web page, click Add/Edit Documents to access the Contract or Grant Disbursement Change web page.

A. Contract Documents

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Logged in As:	DASHBOARD CHANGE PASSWORD LOGOUT
Contract Documents	
Agency Contract ID: 10042 FLAIR Contract ID: 10042 Contract ID: 10042 Contract ID: 10042	
Add Document Document Type: Document Image: Document URL: Original Contract Document Image: <	
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B. Grant Disbursement Documents

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Grant Disbursement Documents	
Agency Contract ID: AP564 FLAIR Contract ID: AP564 Contract Long Title: GRANT IN AID-SURFA	
Add Document Document Type: Document Image: Document URL: The Respondents final proposal is included as part of the Original Contract document Add Document	=
Grant Disbursement Documents No documents have been added for this contract. Back To Update Grant Disbursement Details	
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In the information bar just above the "Add Document" FACTS displays the Agency Contract ID, FLAIR Contract ID and Contract Long Title of the agreement that the added document images or URLs will be associated with.

The descriptions below apply to both unless stated otherwise.

C. Adding a Document Image

Only one image file allowed per "Document Type". The image file must contain all the scanned contract documents, procurement documents or amendment documents. Procurement document are all the documents provide to prospective vendors/public and the final response from the successful respondent.

Document Type – drop-down selectable – required - cannot be changed once the contract is finished/published to the web, however the document can be replaced or deleted

Must select a value listed in the drop-down to describe the type of document or URL entering into FACTS. The drop-down will contain "Original Contract Document", "Procurement Document" and agency previously entered Agency Amendment Reference identifiers. Refer to \mathbf{D} – Replacing a Document Image and \mathbf{F} - Deleting a Document Image or URL below.

Document Image – No size limit- conditionally required- cannot be changed once the contract is finished/published to the web, however the document can be replaced or deleted

If an URL not recorded for the document image, field is required. Refer to D – Replacing a Document Image and F - Deleting a Document Image or URL below.

Document URL – up to 250 alphanumeric – not required – can be changed once the contract is finished/published to the web

Instead of or in addition to an image file an agency maintain URL link to the document image can be entered in FACTS via this field. The URL link must be valid, go directly to the document and be maintained by the agency for a minimum of ten years. Refer to \mathbf{E} – Editing Document Image URL and \mathbf{F} -Deleting a Document Image or URL below.

Check Box – not required - cannot be changed once the contract is finished/published to the web, however the document can be replaced or deleted

The "The Respondents final proposal is include as part of the Original Contract document" check provided to explain on the FACTS public website where the respondent's final proposal is located, if not part of the "Procurement Document" image file.

As document images or URLs are added to FACTS, they are listed below the "Add Document" section in table form with column labels:

- Document Type
- Agency Reverence #
- Execution Date
- Document Add Date
- Document URL

- View
- Replace
- Edit hyperlink
- Delete hyperlink

The "View" column contains the PDF icon for the document image. The "Replace" column contains the "Document Image" hyper- link that actives the "Replace Document Image" section box. The "Edit" column contains the "Document URL" hyper- link that activates the "Edit Document URL" section box. The "Delete" column contains the "Delete" hyperlink that allow removal of the document image from FACTS.

Contract Docum	ents									
Agency Contract ID: 10040 Contract Long Title: Florida F	ublic Hurricane Loss Proje	ction Model		FLAIR	Contract ID: 1004	40				
	Add Docume	ant								
	Document Type	:	Original Contrac	t Document						
	Document Image:		onginar contrac	Browse						
	Document URL:							*		
								-		
			The Respond	ents final proposal is in	cluded as part o	of the O	riginal Contract do	cument		
				Add Document						
	Contract Documents	ant with view the deer	mont							
	AGENCY REFERENCE #	DOCUMENT TYPE	EXECUTED DATE	DOCUMENT ADD DATE	DOCUMENT URL	VIEW	REPLACE	EDIT	DELETE	
	Original Contract - 10040	Original Contract	08/30/2013	11/5/2013 3:06:51 PM		7	Document Image	Document URL	Delete	
			B	ack To Update Contrac	t Details					
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Agency Contract ID: AM15 Contract Long Title: PROJ	1 PARTICIPATION			FLAIR	Contract ID:	AM151				
	Add D Docume Docume	ocument nt Type: nt Image: nt URL:	Original Contract	Document Browse nts final proposal is in Add Document	▼] cluded as part	of the C	Original Contract d	iocument		
	Grant Disburse	ement Documents or document url to view the docur	ient							
	DOCUMENT TYPE	DOCUMENT REFERENCE #	EXECUTED DATE	DOCUMENT ADD DATE	DOCUMENT URL	VIEW	REPLACE	EDIT	DELETE	
	Original Contract	Original Contract - AM151	07/29/2002	2/7/2014 9:11:52 AM		7	Document Image	Document URL	<u>Delete</u>	
	Amendment	S0020000	12/31/1900	8/13/2013 5:38:47 AM		7	Document Image	Document URL	<u>Delete</u>	
	Amendment	S0030000	12/31/1900	8/13/2013 5-38-51		-	Document	Document	Delete	

You can enter the location and file name manually or use the "Browse" button to locate the image file on your computer or agency network.

The "Choose File to Upload" explorer box appears allowing navigation to the image file on your computer or the agency network. Select the file and click the "Open" button. This returns the location and file name to the field. Clicking the "Add Document" button will upload the image file to FACTS.



D. Replacing a Document Image

To replace a document image click the "Document Image" hype-link under "Replace" column on the same row. The "Replace Document Image" section box appears graying out the "Document Type" field; locking down the "Document URL" field and making only the "Document Image" field available for entry.

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Contract Docum	ents										
Agency Contract ID: AN00 Contract Long Title: RR S	8 IGNALS-PE/INSTA	L		FLAIF	Contract ID:	AN008					
	Replac Documer Documer	ce Document Imag It Type: It Image: It URL:	je Driginal Contract	Document Browse ents final proposal is in Document Image	Cluded as part	of the O	riginal Contract di	¢ t			
	Click on the pdf icon o	r document un to view the docum	ient								
	DOCUMENT TYPE	DOCUMENT REFERENCE #	EXECUTED DATE	DOCUMENT ADD DATE	DOCUMENT URL	VIEW	REPLACE	EDIT	DELETE		
	Original Contract	Original Contract - AN008	09/09/2002	8/13/2013 12:46:44 AM		7	Document Image	Document URL	<u>Delete</u>		
	Amendment	S0010000	12/31/1900	8/13/2013 12:46:46 AM		ž	Document Image	Document URL	<u>Delete</u>		
	Amendment	S0020000	12/31/1900	8/13/2013 12:46:48	NANCIAL SERV		Document	Document	Delete		

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Grant Disbursement Docume	ents								1
Agency Contract ID: AOD51 Contract Long Title: PROJ PARTICIPATION		FLAIR	Contract ID: A	OD51					
Replace Document Document	e Document Image Type: Original Contract Image: URL: The Responde Replace	Document Browse ents final proposal is inc Document Image	Inded as bart of Cancel	f the Or	iginal Contract de	e cument			
Grant Disbursen Click on the pdf loon or	nent Documents document unit to view the document DOCUMENT DECEMPTOR:	DOCUMENT ADD DATE	DOCUMENT	VIEW	REDI ACE	EDIT			
Original Contract	Original Contract - 05/30/2006 AOD51	2/7/2014 9:17:16 AM	URL	7	Document Image	Document URL	Delete		
	Back To	Update Grant Disburse	ment Details		٦				
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Click the Browse button next to the "Document Image" field and the "Choose File to Upload" file explorer box appears allowing navigation to the image file on your computer or the agency network. Select the file and click the "Open" button. This returns the location and file name to the field. Clicking the "Replace Document Image" button will upload and replace the image file in FACTS.

Choose File to Upload	NUT FORMATCHE DEFENSE	
Desktop		👻 🐓 Search Desktop 🔎
Organize 🔻 New folder		## • 🔟 📀
Favorites Downloads Desktop Secent Places Pictures Libraries S Documents	Libraries DuBose, Bill Computer Network ADML MASTER LOG - System Crosswalkxlsx Agency Contacts.xlsx - Shortcut All Active Requirements as of 11-01-02 v2.pdf Bad Vendor records.xlsx	 DFS-A0-2100 FACTS Contact Form.docx DFS-A0-2101UserAccountRequestForm.c DFS-A0-2131.docx DFS-A2-NSFSAAChecklist-NonState.doc Draft A&A Memo on FACTS Purchasing C FACTS Administrator Missing MFMP Data FACTS Administrator Performance Stats FACTS Code Validation Tables 9-26-13.d
🕹 Music 🔊 Pictures 🎩 Videos	CCMUser CCMUser Commodity-Service Codes used In FACTS.xlsx Contract Documentation and Payment.docx	IFACTS Confidential or Exempt Contracts IFACTS DEV Login FACTS Enhancements.xlsx - Shortcut FACTS Exceutive Stats.xlsx
 Computer Local Disk (C:) SUS Devolution (\\dfstlhhqfp2) (E: Acct_Aud (\\dfstlhhqfp2) (G:) DuboseB (\\dfstlhhqfp1)Acct&Auc Aspire (\\Dfsappas01) (C:) 	Contract Information to be Provided to Department of Financial Services.docx Desk Procedures - Shortcut desktop.ini DFS Attachment Service DFS_PC2_Client_Final.mdb	FACTS Functional Requirements Phase Fc FACTS Image Batch File Format User Gui FACTS Image Log.xlsx - Shortcut FACTS Phase Four Imaging UAT Package FACTS Production Login
File name:		✓ All Files (*,*) ✓ Open Cancel

E. Editing Document Image URL

To edit the document image's URL, click "Document URL" hyperlink under the "Edit" column on the same row. The "Edit Document URL" section box appears graying out the "Document Type" field; locks down the "Document Image" field and making only the "Document URL" field available for entry.

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Contract Docum	ents									
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	DOCUMENT TYPE	DOCUMENT REFERENCE #	DATE	DOCUMENT ADD DATE	URL	VIEW	REPLACE	EDIT	DELETE	
	Contract	AQT65	10/24/2012	AM		7	Image	URL	Deiele	
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Agency Contract ID: AOD5 Contract Long Title: PROJ	1 PARTICIPATION			FLAIR	Contract ID: A	AOD51					
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After entering or editing the document URL, click the "Edit Document URL" button to save change.

F. Deleting a Document Image or URL

To delete a document image/URL clicking the "Delete" hyperlink under the "Delete" column on the same row. This causes a confirmation dialog box to appear. Click the "OK" button to delete the image file and URL.

Message fr	om webpage
	Are you sure you want to delete this record?
	OK Cancel

XII. Contract/Grant Disbursement Agreement Confidential Data

Agencies wanted to indicate that a contract/grant disbursement agreement contains confidential information and/or is exempt pursuant to Florida law from being displayed on a public website. To accommodate this, FACTS provides a "Do not publish this Contract on the FACTS public website" checkbox on the "Add New Contract" or "Add Grant Disbursement" web page. If dictated by legislative action, agencies can be identified as "Do Not Publish" so that no contract/grant disbursement agreements display in FACTS for the specified agency.

Checking the checkbox indicates "Yes" this contract contains confidential and/or exempt information pursuant to Florida law and should not be sent to the FACTS public website. A blank indicates "No"; this

contract does not contain confidential and/or exempt information pursuant to Florida law and should be sent to the FACTS public website.

A. Contract

ogged In As: FLORIE	A SCHOOL FOR THE DEAF	AND THE BLIND			
Add New Contract					
REQUIRED FIELDS					
Main Contract Information		Contract Procurement Informa	ation	Contract Manager Information	
FLAIR Contract ID *		Authorized Advanced Payment	⊖ Yes ♥ No	Agency Manager Name *	
Short Title *		Method of Procurement *		Phone Number * DC 00000000	
Long Title		Select		Email *	
Agency Contract ID *		Method of Procurement Full Description		General Description	
Contract Type *				GENERAL OVERVIEW OF THE CONTRACT	
Select	-			A	
Contract Status *	Select	State Term Contract ID			
Date of Execution * RK HM/DO/YYYY		Contract's Exemption Justification		-	
Date of Beginning * IX: HM/DD/YYYY					
Original End Date IX: MM/00/1111				Outsourcing / Capital Improvements	
Statutory Authority		Anancy Reference Number	_	Was the Contracted Function Previously Performed by the State *	
Contract Involves State or Federal Fina Do not publish this Contract on the EAC	ancial Assistance	Business Case Study Done	O Yes @ No	Ves @ No	
Recipient Type (REQUIRED WHEN FERANCEAL ASS	EISTANCE IS CHECKED)	Business Case Date IX: HM/DO/YYYY		State:	
Select	-	Legal Challenges to Procurement	🔿 Yes 🖲 No	⊖Yes ® No	
Agency Service Area		Legal Challenge Description		Did the Vendor Make Capital Improvements on State Property	
Provide Administrative Cost	⊖Yes ♥No		· · · · · · · · · · · · · · · · · · ·	Craitel Improvement Description	
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B. Grant Disbursement

A checkbox value of "Yes" will trigger a User message box when clicking the "Finish Contract" or "Finish Grant Disbursement" button at the conclusion of contract/grant disbursement entry requiring a confirmation that the Contract/Grant Disbursement does contains information that is confidential and/or exempt pursuant to Florida law and must not be sent to FACTS public website.

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ORIDA ACCOUNTABILITY Main FAQ Contact Us Me	ssage Charts▼ Transparency▼ cCF0 Abuater & Reports Florida	•		
Longed In As				DA SHEQARD CHANGE PAS SWORD LOC
Contract Information				
				Finish Contract Update Contract Details Back to Search
Summary				
Agency Name: FLORIDA SCHOOL FOR THE DEAF AND THE BLIND		Agency Contract I	ID: asd	
Long Title: test		Vendor Name: AV	VEBCO CONSTRUCTIO	DN, INC.
Total Contract Amount: \$100.00	User Confirmation		×	
Total Payments to date: NA	This Contrast will not be sublished or	a the EACTS public upb	cito honouco it	
General Description: test	contains information that is confident	tial and/or exempt pursu	uant to Florida	
Contract Summary Form	law. Do you want to continue?			
Details Deliverables Payments Documents Audits	The "Do not publish this Contract o public website" box is checked. Clicki	on the FACTS Clic cing Agree retu	oking Cancel urns you to the	
	confirms that you are finishing the age that it will not be sent to the website	greement and pre because the doe	vious page and	
Main Information	Contract contains information that is	confidential the	finish contract	
Agency Contract ID: asd	applicable contract information will be	e sent to	CESS.	
FLAIR Contract ID: 58912	FLAIR.			lacement Services Licensed by DCF [Rule 60A-1.002 (4)(j), FAC]
Short Title: test	Agree	C	ancel	
Long Title: test		Contract a Exemption	n sustinuation, test	
Contract Type: Grant Award Agreements		Agency Reference Nu	imber:	
Contract Status: Active		Business Case Study	Done: No	
Date of Execution: 08/21/2013		Legal Challenges to	Procurement: No	
Original End Date: 08/21/2013		Contract Manage	er Information	
Agency Service Area:				
Statutory Authority: test				
Contract Involves State or Federal Financial Assistance: No				
Do not publish this Contract on the FACTS public website: Yes				
Recipient Type:		Outsourcing / Ca	pital Improvemen	its
Provide for Administrative Cost: No		Was the Contracted I	Function Previously F	Performed by the State: No
Provide for Periodic Increase: No		Was the Contracted I	Function Considered	for Insourcing back to the State: No



By clicking the "Agree" button, the User is confirming that they are finishing the agreement and that the Contract/Grant Disbursement Agreement contains information that is confidential and/or exempt pursuant to Florida law and therefore should not be sent to FACTS public website.

If the "Do not publish this Contract on the FACTS public website" checkbox on the "Add New Contract" or "Add Grant Disbursement" web page has an input value of "No" [not checked]; it will trigger a User message box when clicking the "Finish Contract" or "Finish Grant Disbursement" button at the conclusion of contract/grant disbursement agreement entry requiring a confirmation that the Contract/Grant Disbursement Agreement does not contains information that is confidential and/or exempt pursuant to Florida law.

By clicking the "Agree" button, the User is confirming that they are finishing the agreement and it does not contain information that is confidential and/or exempt pursuant to Florida law and can be sent to FACTS public website.

If a Contract or Grant Disbursement Agreement containing information that is confidential and/or exempt pursuant to Florida law and has been sent to FACTS public website, a User can correct the error by:

- 1. Use the FACTS dashboard "Search or Edit Contract/Grant Disbursement/Grant Award" function to locate the contract.
- 2. Click "**Update Contract Details**" or "**Update Grant Disbursement Details**" button on the Contract or Grant Disbursement Information page.
- 3. Click the "Edit Main Contract" or "Edit Main Grant Disbursement" hyperlink on the Update Contract Details or Update Grant Disbursement Details page.
- 4. Check the "**Do not publish this Contract on the FACTS public website**" check box in the Main Information section of the Edit Contract or Edit Grant Disbursement web page.
- 5. Click the "**Agree**" button in the "**User Confirmation**" message box to confirm that agreement contains information that is confidential and/or exempt pursuant to Florida law.
- 6. Click "Next" at the bottom of the web page and all other pages until you reach the update page.
- 7. Click "**Finish to Review**" at the bottom on the update page. The agreement will be taken off FACTS public website.

Short Litle *	PROJ PART		Method of Procurement ~	
Long Title *	PROJ PARTICIPAT	ION	L - Exempt, Services or Commodities provided	by Governmental Age 🔻
Agency Contract ID *	AQC69		Method of Procurement Full Description	
Original Contract Amount * \$	50000.00		L - Exempt, Services or Commodities provided Agencies [s. 287. 057 (3) (f) 12, & s.287.057 (2	by Governmental 2), FS]
Contract Type *				
Grant Disbursement Agreement		-	State Term Contract ID	
Contract Status *	Active	-	Contract's Exemption Justification	
Date of Execution * EX: MM/DD/YYYY			339.12 (5) F.S. ESTABLISHES THE FDOT AND G A GOVERNMENT ENTITY TO ENTER INTO AN	OVERNING BODY OF
Date of Beginning * EX: MM/DD/YYYY	07/13/2011			
Original End Date EX: MM/DD/YYYY	12/31/2013	User C	confirmation	
Statutory Authority *	334.044 (26)	This Gran	nt Disbursement will not be published on the FA	ACTS public website
Contract Involves State or Federal Fina	ncial Assistance	Florida la	aw. Do you want to continue?	exempt pursuant to
Do not publish this Contract on the FA	CTS public website			
Recipient Type (REQUIRED WHEN FINANCIAL	L ASSISTANCE IS CHECKE	FACTS p	bublic website" box is checked. Clicking	returns you to the
Select	_	Agree cor	infirms that you are finishing the agreement	previous page and
Agency Service Area	05	Grant Dis	sbursement contains information that is	change.
Provide Administrative Cost	🔿 Yes 🔍 No	confidenti	tial and/or exempt pursuant to Florida law.	
Provide for Periodic Increase	©Yes ◉No	Agree		Cancel
Periodic Increase Percentage				
			Manager Information	
			Agency Manager Name *	
			Phone Number EV 999999999	
			Email	
General Description			Outsourcing / Capital Improve	ments
GENERAL OVERVIEW OF THE CONTRACT *			Was the Contracted Function Previously Per	formed by the State *
			2011 © FLORIDA DEPARTMENT OF FINANCIAL	L SERVICES

XIII. Search or Edit Contract/Grant Disbursement/Grant Award

There are two Search options in FACTS for accessing grant disbursement agreements, grant awards and purchase orders accessible from the User's Dashboard by clicking the Search or Edit Contract/Grant Disbursement/Grant Award function hyperlink or Main Search hyperlink at the top of web page.

A. Main Search

ORIDA ACCOUNTABILITY Search FAQ Contact US MESS	age (O Atwater &	Charts▼ IransparénCy▼ Reports Florida	
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			¥Tweet 8+1 0
Main Search			Quick Tips
Search			Advanced Searc
To search for contract, grant award or purchase order information please enter at least one search criteria remainion fields	in the fields	below. If you would like to see details for all agencies	or all commodity groups, please provide additional criteria in any of the
Agency Name		Vendor/Grantor Name	
DEPARTMENT OF TRANSPORTATION	•		
Dollar Value		Beginning and/or Ending Dates (mm/dd/yyyy)	
From To]	Begin	End
Commodity/Service Type (Contract & Purchase Order Only)		Show All	C Show Grant Awards Only
ALL COMMODITY GROUPS	•	O Show Contracts Only	C Show Purchase Orders Only
Please refine the search by providing following details if known.			
Agency Assigned Contract ID (if known)		Grant Award ID (if known)	
MFMP PO Number (if known)			
MFMP PO Number (if known)			
MFMP PO Number (if known)	ch you acre	e to terms and conditions of the Search	

The first one is the "Main Search" web page. This page contains a limited number of search options:

- Agency Name (allows for multiple selections)
- Vendor/Grantor Name
- Dollar Value (includes Grant Award Amount)
- **Beginning and Ending Dates** (includes Original Funding Start Date and Original Funding End Date)
- **Commodity/Service Types** (applies to contracts, grant disbursement agreements and purchase orders only)
- Agency Assigned Contract ID (must be used with Agency Name, it is not the FLAIR Contract ID)
- Grant Award ID (must be used with Agency Name)
- MFMP PO Number

To search for multiple selections in multiple selection fields hold the **CTRL** key down while selecting multiple parameters.

When not using Agency Assigned Contract ID, Grant Award and MFMP PO Number; the search can be limited to only contracts; contact with published audits only (must click "Show Contract Only" radio button first to see and use the "Show Contracts with published audits" check box); only grant awards or only purchase orders by clicking the appropriate radio button located at middle right of the Search box.

B. Advanced Search

Logged In Ast		DA SP	BOARD CHANGE PASSWORD LOOP
Advanced Search			
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AGENCY FOR HEALTH CARE ADMINISTRATION			
AGENCY FOR PERSONS WITH DISABILITIES AGENCY FOR STATE TECHNOLOGY (FORMERLY SSRC/NSRC)		Minority Vendor Designation	
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES	-	ALL MINORITY VENDOR DESIGNATIONS	1.0
Dollar Value		African-American, Non Certified	
Fran		Asian-American, Certified Asian-American, Non Certified	-
Exegutining and/or Ending Dates (mm/dd/yyyy) Regel		Fiscal Year of Execution	
Commodity/Service Type (Contract & Pluchase Crow Croy)		Method of Procurement I Show inactive (Contract & Purchase Order Only)	
Lookup Download Download Crosseelb		ALL METHOD OF PROCUREMENTS	
ALL COMMODITY TYPES 2d / 3d/ 4d seismic data interpretation		Agency invitation to bid (s. 287,037 (1) (8), (5) Agency invitation to Bid for Public Property And Publicly Owned Buildings (s. 255,0525, FS)	
2d/3d/4d land seismic acquisition services		Agency invitation to Negotiate (s. 287.057 (1) (c), FAC] Agency invitation to Negotiate for Public Property And Publicly Owned Buildings (s. 255.0525, F5)	
2d/3d/4d seismic data processing services			
3-methylmorphine ar cadeine Abacavir	-		
Is Show Ait U Show Contracts Only Show Grant Awards Only D Show Purchase Orders Only			Expand Al
Contract Specific Search Parameters			
Grant Award Specific Search Parameters			
Purchase Order Specific Search Parameters			
	Re	set Search	

Access the Advanced Search by clicking on the "Advanced Search" hyperlink on the "Main Search" web page. This search page allows a User to search by the fields listed above as well as additional fields.

The searchable fields arranged in four boxes:

- **Top box** contains all search parameters shared by contracts, grant awards, and purchase orders plus:
 - Minority Vendor Designation
 - Dollar Value
 - Fiscal Year of Execution
 - Method of Procurement
 - Commodity/Service Type

Using the search parameters in the top box will return results containing both contract, grant awards and purchases orders. However, the search can be limited to contracts, grant awards or purchase orders only by clicking the appropriate "Show Contracts only", "Show Grant Awards only" or "Show Purchase Order only" radio button. When using the "Show Contract only", the search can be limited further to only contracts with published audits only by clicking the "Show Contracts with published audits" check box (must click "Show Contract Only" radio button first).

- "Contract Specific Search Parameters" expandable and collapsible box contains:
 - Agency Assigned Contract ID
 - FLAIR Contract ID
 - Contract Status
 - Contract Type
 - Administrative Cost
 - Periodic Increase
 - Contract Manager Name (for logged in User only)

Using the search parameters in the Top Box and these search criteria will return results containing only contracts regardless if "Show Contracts only", "Show Grant Award only" or "Show Purchase Orders only" radio button selected.

- **"Grant Award Specific Search Parameters"** expandable and collapsible box contains search parameters:
 - Grant Award ID
 - Grant Award Type
 - Grant Awards Status
 - Award Date range

Using the search parameters in the Top Box and these search parameters will return results containing only grant awards regardless if "Show Contracts only", "Show Grant Award only" or "Show Purchase Orders only" radio button selected.

- **"Purchase Order Specific Search Parameters"** expandable and collapsible box contains search parameters:
 - MFMP PO Number
 - Purchase Order Status
 - Order Date range

Using the search parameters in the Top Box and this box will return results containing only purchase orders regardless if "Show Contracts only", "Grant Award only" or "Show Purchase Orders only" radio button selected.

All the Commodity/Service codes used in FACTS are downloadable to a Microsoft Excel readable file by clicking on the "Download Commodity/Service Types" hyper link and following the on screen instructions.

To search for multiple selections allowed in Agency Name, Commodity/Service Type, Contract Status, Grant Award Status and Purchase Order Status, hold the **CTRL** key down while selecting multiple parameters.

C. Main Search Results

AGENCY NAME	VENDOR/GRANTOR NAME	TYPE	AGENCY ASSIGNED CONTRACT ID	GRANT AWARD ID	PO NUMBER	AMOUNT	COMMODITY/SERVICE TYPE	VIEW AUDITS
PARTMENT OF ANSPORTATION	CONSOLIDATED ELECTRICAL DISTRIB	Purchase Order			C2156-V3-R6	\$14,059.46	ELECTRICAL SUPPLIES: CONNECTORS, CLAMPS,	
PARTMENT OF ANSPORTATION	CSI VIDEO & SECURITY LLC	Purchase Order			C2616-V2-R3	\$490,095.00	Multiple	
PARTMENT OF ANSPORTATION	FOREVER LAWN & LANDSCAPE	Purchase Order			C3081-V2-R6	\$600.00	SOD. GRASS	
PARTMENT OF ANSPORTATION	SITESCOPE, INC.	Purchase Order			C3202-R8	\$1,200.00	PERSONNEL SERVICES (OPS)	
PARTMENT OF ANSPORTATION	COMPASS INVESTIGATIVE AGENCY,	Purchase Order			C3587-R4	\$200.00	SERVICE OF PROCESS	
PARTMENT OF ANSPORTATION	OFFICIAL REPORTING SERVICES LLC	Purchase Order			<u>C3597-972-310-</u> 06-1-R31	\$636.08	COURT REPORTING SERVICES	
PARTMENT OF ANSPORTATION	OFFICIAL REPORTING SERVICES LLC	Purchase Order			C3597-972-310- 06-1-R9	\$88.65	COURT REPORTING SERVICES	
PARTMENT OF ANSPORTATION	TRANSPORTATION CONTROL SYSTEMS	Purchase Order			C600-V4-R29	\$9,354.20	TRAFFIC CONTROL EQUIPMENT	
PARTMENT OF ANSPORTATION	TRANSPORTATION CONTROL SYSTEMS	Purchase Order			C600-V4-R30	\$4,650.00	TRAFFIC CONTROL EQUIPMENT	
PARTMENT OF ANSPORTATION	TRANSPORTATION CONTROL SYSTEMS	Purchase Order			C600-V4-R44	\$8,400.00	TRAFFIC CONTROL EQUIPMENT	
				Displaying	g 1 to 10 of 17749	1234	5 6 7 8 1775 Next >> Downlo	ad Results
rch results may display o mn indicates that the inf	contract amounts more than once. Agen ormation is not applicable to that type of	cies may be re agreement.	cording contracted amo	ounts on a Co	ntract, on a Purchas	se Order or on b	ooth in FACTS. The absence of Information	on in a
		-3						

The Main Search results display:

- Agency Name
- Vendor/Grantor Name
- Type
- Agency Assigned Contract ID
- Grant Award ID

- PO Number
- Total Amount
- Commodity/Service Type
- View Audits link

All of the result columns are storable from "A to Z" or "High to Low" except for Commodity/Service Type and View Audits hyperlink.

Results section provides the number of records displaying of the total number found at the top and bottom. It also provides quick links to various pages of results, beginning and end of results buttons, and Previous and Next page buttons at the top and bottom.

Clicking the "Agency Assigned Contract Id" hyperlink takes the User to the contract's Contract or Grant Disbursement Information page as explained earlier. Clicking on the "Commodity/Service Type" hyperlink directs the User to the contract or grant disbursement's "Deliverables" web page. Clicking on the "View Audit" hyperlink takes the User to the contract or grant disbursement's "Audits" web page, which provides hyperlinks to individual audit reports, if any. At any page, the User can click the "Update Contract Details" or "Update Grant Disbursement" button; if an Agency All Agreements or Agency Contract/Grant Disbursement User goes to the appropriate update details page User can add or edited information. From this location, the logged on User can also click the "Contract Summary Form" or "Grant Disbursement Summary Form" hyperlink to view and print the appropriate form for submission to the Bureau of Auditing with the payment voucher. "Public Users" and "Agency Grant Award Users" do not have access to either the update details buttons or the summary form hyperlinks.

Clicking the "PO Number" hyperlink takes the User to the "Purchase Order Information" web page explained in XXV Viewing Purchase Orders.

Clicking the "Grant Award ID" hyperlink takes the User to the "Grant Award Information" web page explained in XXXIII Grant Award Displays

The displayed search results are downloadable to Microsoft Excel readable file by clicking the "Download Results" button and following the on screen instructions. The download file contains displayed information and the following information not displayed:

- Vendor/Grantor Name Line 2
- Original Contract Amount
- Commodity/Service Type Code
- Recurring Budgetary Amount
- Non Recurring Budgetary Amount
- PO Budget Amount
- Long Title/PO Title
- Short Title
- Beginning Date
- Original End Date
- Contract Execution Date
- Grant Award Date
- PO Order Date
- Agency service Area
- Manger Name, available only if User is signed into FACTS
- Manger Phone, available only if User is signed into FACTS

- Manger Email, available only if User is signed into FACTS
- Authorized Advance Payment
- Method of Procurement
- State Term Contract ID
- Agency Reference Number
- Contract Exemption Explanation
- Statutory Authority
- Recipient Type
- Provide Administrative Cost
- Provide for Periodic Increase
- Periodic Increase Percentage
- Business Case Study Done
- Business Case Date
- Legal Challenge to Procurement
- Legal Challenge Description
- Was the Contractual Functions Previously Done by the Sate

- Was the Contractual Functions Considered for Insourcing back to the State
- Did the Vendor Make Capital Improvements on State Property
- Capital Improvement Description
- Value o Capital Improvements

D. Advanced Search Results

- Value of Unamortized Capital Improvements
- Comments [General Description]
- CFDA Code
- CFDA Code Description
- CSFA Code
- CSFA Code Description

	CHIEF FINANCIAL OF	FICER				
LORIDA ACCOUNTAE	SILITY THE Main FA	AQ Contact Us Message Char estions? State Agencies From CFO Atwater & Report	ts▼ Transparenc ts Florida	ÿ▼		
Logged In As: [PARTMENT OF TRANSPORTAT	TION			DASHBOARD CHANGE PASSWORD L	.OGOUT
Advanced Search Re	sult					
Search Criteria						
Modify Advanced Search Criteria						
Results						
		Displaying 11 to 20 of 163	641 < Previous 1	23456	7 8 16365 Next >> Download Re	sults
AGENCY NAME	VENDOR/GRANTOR NAME	Displaying 11 to 20 of 163 <u>TYPE</u>	AGENCY ASSIGNED CONTRACT ID	2 3 4 5 6 GRANT AWARD ID	7 8 16365 Next >> Download Re	sults
AGENCY NAME A AGENCY FOR HEALTH CARE ADMINISTRATION	VENDOR/GRANTOR NAME DEPARTMENT OF ELDER AFFAIRS	Displaying 11 to 20 of 163 <u>TYPE</u> Memorandum of Agreement/Understanding or Interagency Agreement	AA021	2 3 4 5 6 GRANT AWARD ID	7 8 16365 Next >> Download Re	sults \$
AGENCY FOR HEALTH CARE ADMINISTRATION AGENCY FOR HEALTH CARE ADMINISTRATION	VENDOR/GRANTOR NAME DEPARTMENT OF ELDER AFFAIRS Multiple	Displaying 11 to 20 of 165 <u>TYPE</u> Memorandum of Agreement/Understanding or Interagency Agreement Memorandum of Agreement/Understanding or Interagency Agreement	6641 <	2 3 4 5 6 GRANT AVVARD ID	7 8 15365 Next >> Download Re	sults \$
AGENCY FOR HEALTH CARE ADMINISTRATION AGENCY FOR HEALTH CARE ADMINISTRATION AGENCY FOR HEALTH CARE ADMINISTRATION	VENDOR/SBANTOR NAME DEPARTMENT OF ELDER AFFAIRS Multiple AGENCY FOR PERSONS W/ DISBLTS	Displaying 11 to 20 of 163 <u>TYPE</u> Memorandum of Agreement/Understanding or Interagency Agreement Memorandum of Agreement/Understanding or Interagency Agreement Memorandum of Agreement/Understanding or Interagency Agreement	641 <	2 3 4 5 6 GRANT AWARD ID	7 8 15365 Next >> Download Re PO NUMBER VENDOR/GRAHTOR NAME LINE 2 SUNLAND REVOLVING FUND	sults \$ \$ \$
AGENCY MAME A AGENCY FOR HEALTH CARE ADMINISTRATION AGENCY FOR HEALTH CARE ADMINISTRATION AGENCY FOR HEALTH CARE ADMINISTRATION AGENCY FOR HEALTH CARE ADMINISTRATION	VENDOR/GRANTOR NAME DEPARTMENT OF ELDER AFFAIRS Multiple AGENCY FOR PERSONS W/ DISBLTS Multiple	Displaying 11 to 20 of 165 IYPE Memorandum of Agreement/Understanding or Interagency Agreement	G41 < Previous 1 AGENEY ASSIGNED CONTRACTIO A A A AA022 A A A AA023 A A A	2 3 4 5 6 GRANT AWARD ID	7 8 1335 Next >> Download Re	sults \$ \$ \$ \$
AGENCY HAME A AGENCY FOR HEALTH CARE ADMINISTRATION AGENCY FOR HEALTH CARE ADMINISTRATION AGENCY FOR HEALTH CARE ADMINISTRATION AGENCY FOR HEALTH CARE ADMINISTRATION AGENCY FOR HEALTH CARE ADMINISTRATION	VENDOR/GRANTOR NAME DEPARTMENT OF ELDER AFFAIRS Multiple AGENCY FOR PERSONS W// DISBLTS Multiple DEPARTMENT OF ELDER AFAIRS	Displaying 11 to 20 of 165 <u>YPE</u> Memorandum of Agreement/Understanding or Interagency Agreement	G41 < Previous 1 AGENEY ASSIGNED CONTRACTO A A A AA021 A A A AA022 A A A AA023 A A A AA025 A A A	2 3 4 5 6 GRANT AWARD ID	7 8 15355 Next >> Download Re PO VENDOR/GRANTOR NAME LINE 2 SUNLAND REVOLVING FUND	sults S S S S
AGENCY MAME A AGENCY FOR HEALTH CARE ADMINISTRATION AGENCY FOR HEALTH CARE ADMINISTRATION	VENDOR/GRANTOR NAME DEPARTMENT OF ELDER AFFAIRS Multiple AGENCY FOR PERSONS W/ DISBLTS Multiple DEPARTMENT OF ELDER AFFAIRS DEPARTMENT OF ELDER AFFAIRS DEPARTMENT OF CHLDREN &	Displaying 11 to 20 of 165 IYPE Memorandum of Agreement/Understanding or Interagency Agreement	G41 < Previous 1 AGENEY ASSIGNED CONTRACTIO A A A AA021 A A A AA022 A A A AA023 A A A AA024 A A A AA025 A A A	2 3 4 5 6 <u>GRANT</u> <u>AWARD ID</u>	7 8 15365 Next >> Download Re PO NUMBER VEHIDORIGRANTOR NAME LINE 2 SUNLAND REVOLVING FUND SUNLAND REVOLVING FUND FAMILIES	sults \$ \$ \$ \$ \$ \$ \$ \$ \$

The search results listing for the Advanced Search Page is:

- Agency Name
- Vendor/Grantor Name Line 1
- Type
- Agency Assigned Contract ID
- Grant Award ID
- PO Number
- Vendor/Grantor Name Line 2
- Total Amount
- Commodity/Service Type
- View Audits link
- Long Title/PO Title
- Contract Short Title
- FLAIR Contract ID
- Contract Execution Date
- Grant Award Date

- PO Order Date
- Begin Date
- End Date
- Status
- Method of Procurement
- State Term ID
- Agency Service Area
- Advance Payment
- Recipient Type
- Agency Reference Number
- CFDA [code]
- CSFA [code]
- Admin Cost? [answer to agreement includes administrative cost, Yes/No]

Use the slide bar at the bottom of the results page to see across all the columns.

The Agency Name, Type, Agency Assigned Contract ID, Grant Award ID, PO Number, Vendor Name Line 1, Vendor Name Line 2, and Total Amount result columns sort from "A" to "Z" or "High" to "Low.

Clicking the "Agency Assigned Contract ID" hyperlink takes the User to the contract or grant disbursement agreement's information page as explained earlier. Clicking on the "Commodity/Service Type" hyperlink takes the User to the appropriate "Deliverables" page. Clicking on the "View Audit" hyperlink takes the User to the appropriate "Audits" page, which provides a link to individual audit reports, if any. At any page, the "Agency All Agreements User" and "Agency Contracts/Grant Disbursements User" can click the update details button to go to the appropriate update details page to add or edit information. The "Agency All Agreements User" and "Agency Contracts/Grant Disbursements User" can also click the appropriate summary form" hyperlink to view and print the appropriate form for submission to the Bureau of Auditing with the payment voucher. "Public Users" and "Agency Grant Users" do not have access to either the update details buttons or the summary form hyperlinks.

Clicking the "PO Number" hyperlink takes the User to the "Purchase Order Information" page explained in XXV Viewing Purchase Orders.

Clicking the "Grant Award ID" hyperlink takes the User to the "Grant Award Information" page explained in XXXIII Grant Award Displays

The displayed search results are downloadable to Microsoft Excel readable file by clicking the "Download Results" button and following the on screen instructions. The download file contains the displayed information and following information not displayed:

- Original Amount
- Commodity/service Type Code
- Recurring Budgetary Amount
- Non Recurring Budgetary Amount
- PO Budget Amount
- Manger Name, available only if User is signed into FACTS
- Manger Phone, available only if User is signed into FACTS
- Manger Email, available only if User is signed into FACTS
- Contract Exemption Explanation
- Statutory Authority
- Contract Involves State or Federal Aid
- Provide for Periodic Increase
- Periodic Increase Percentage
- Business Case Study Done

- Business Case Date
- Legal Challenge to Procurement
- Legal Challenge Description
- Was the Contractual Functions Previously Done by the Sate
- Was the Contractual Functions Considered for Insourcing back to the State
- Did the Vendor Make Capital Improvements on State Property
- Capital Improvement Description
- Value o Capital Improvements
- Value of Unamortized Capital Improvements
- Comments [General Description]
- CFDA Code Description
- CSFA Code Description

Clicking the "Modify Advanced Search Criteria" hyperlink returns the User to the Advanced Search web page.

XIV. Contract/Grant Disbursement Agreement Summary Form

The FACTS summary form must accompany all Contracts or Grant Disbursement Vouchers submitted to the Bureau of Auditing for payment. There are two methods to access the form.

- 1. For "Agency All Agreements User" and "Agency Contracts/Grant Disbursements User" the appropriate summary form hyperlink is accessed by searching for the contract or grant disbursement, select the agreement from the search results page and once the appropriate information page displays, click the summary form hyperlink located in the bottom left corner of the "Summary" section.
- 2. For those individuals who do not have FACTS sign in access the following link may be used: http://www.myfloridacfo.com/aadir/summary_csa.htm

Searches for the contract or grant disbursement as described in **Section XIII** above.

The summary form hyperlinks are not available to the public or Grant Award User.

TWATER (🕑 FLORIDA'S (CHIEF FINA	NCIAL OFFICE	R				HOME NEWS ABOUT THE AGENCY MEET
LORIDA ONTRACT	ACCOUNTABII TRACKING SYS	LITY 🕤	Main FAQ Search Questions?	Contact Us State Agencies	Message From CFO Atwater	Charts▼ & Reports	Transparency▼ ^{Florida}	
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								Tweet 8+1 0
Contract	Information							
								Finished Update Contract Details Back to Search
Summary								
Agency Name	: FLORIDA SCHOOL FO	R THE DEAF AND	THE BLIND		Agen	ncy Contract I	D: SC120007	
Long Title: An	nett Bus Charters/Florida	Trails Inc.			Vend	lor Name: FLC	ORIDA TRAILS INC.	
Total Contract	t Amount: \$2,940,488.00)			Total	I Budgetary A	mount: \$2,940,488.00	
Total Paymen	t To Date: \$524,293.50				Date	of Execution:	07/01/2008	
General Desc Contract Sum	ription: Provide transport mary Form	ation services to	students home on wee	ekends.				
Details	Deliverables	Payments	Documents	Audits				
Main Infe	ormation				Proc	curement	Information	
Agency Cor	ntract ID: SC120007				Autho	rized Advance	ed Payment: No	
FLAIR Contr	ract ID: 00031				Metho	od of Procurer	ment: Agency Request fo	or Proposal (s. 287.057 (1) (b), FS]
Short Title:	Annett				State	Term Contrac	et ID:	
Long Title:		ida Tasila la s			Contra			
	Annett Bus Charters/Flor	ida mails inc.			Contra	act's Exempti	on Justification:	
Contract Ty	Annett Bus Charters/Flor /pe: Standard Two Party /	Agreement by Sta	tute		Agenc	act's Exempti cy Reference	on Justification: Number:	

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								Tweet 8+1 0
Grant Dis	sbursement In	formation						
						Finis	hed Update Grant Disburs	sement Details Back to Search
Summary	/							
Agency Nam	e: DEPARTMENT OF	TRANSPORTAT	ION		Ageno	cy Contract II	D: C9B11	
Long Title: E	NGINEERING				Vende	or Name: FLC	ORIDA EAST COAST RAILWAY CO)
Total Contra	ct Amount: \$75,000.0	0			Total	Budgetary A	mount: \$75,000.00	
Total Payme	nt To Date: NA				Date	of Execution:	05/09/2013	
General Des Grant Disburs	cription: ENGINEERI	NG 1						
Details	Deliverables	Payments	Documents	Audits				
Main In	formation				Proc	urement	nformation	
Agency Co	ontract ID: C9B11				Author	ized Advanc	ed Payment: No	
FLAIR Cor	tract ID: C9B11				Method	l of Procurer	nent: DOT Exemption, Rail program	n [Section 341.302, F.S.]
Short Title	: ENGINEER				State T	erm Contrac	t ID:	
Long Title	: ENGINEERING				Contra	ct's Exemptio	on Justification: JOINT PARTICIPA	TION AGREEMENT (JPA) WITH THE
Contract T	ype: Grant Disbursen	nent Agreement			FLORIE	A EAST COA	ST RAILWAY FOR THE DESIGN A	AND CONSTRUCTION OF A NEW

Clicking the "Contract Summary Form" or "Grant Disbursement Summary Form" hyperlink will open another browser window to display the form. Using the browser's print function the User can print the form to a local printer and add the additional information and signature required on the form. After printing, close the browser window by clicking the red **X** in the upper right corner of the browser.

OLO/Department:	FLORIDA SCHOOL F AND THE BLIND	FOR THE DEAF	Agency Contact:		
FLAIR Contract #:	00031		Telephone #:		
Agency Contract #:	SC120007				
Contractor/Vendor	/Payee:	FLORIDA TRAILS	SINC.		
Original Contract Amount:	\$570,000.00	Total Contract Amount:	\$570,000.00	Contract Type:	Standard Two Party Agreement by Statute
Contract Start Date	e: 07/01/2011		Contract End Dat	e: 06/30/2012	
Contract Last Sign	ed Date: 07/01/2011			Advanced Fu	nded: No
METHOD OF PRO	CUREMENT:	Agency Request f	or Proposal [s. 287.0	957 (1) (b), FS]	
AGENCY REFEREN	NCE #:				
Invoice Number:			Invoice Period:		
Total Amount of P	revious Payments:				
CONTRACT MANA	GER CERTIFICATION	:			
l certify, by evidence satisfactorily receive require additional do	e of my signature, the in ed and payment is now ocumentation and/or to	nformation on this fo due. I understand t conduct periodic po	orm is true and correct hat the office of the S st-audits of any agre	et; the goods and s state Financial Offic ements.	services have been cer reserves the right to
Contract Manager	Name printed:				
		-			

Both Contracts and Grant Disbursements Agreements use the same form format.

XV. Upload Contract/Grant Disbursement Agreement Information

Contract/Grant Disbursement information required to be in FACTS can be batch loaded using the Upload Contract/Grant Disbursement Info function hyperlink on the "Agency All Agreements User" or "Contracts/Grant Disbursements User" Dashboard. Refer to The FACTS Contract-Grant Disbursement Info Batch Upload File Format and FTP Transmission User Guide can be located at http://www.myfloridacfo.com/Division/AA/Manuals/default.htm.

JEFF ATWATER 🧐 FLORIDA'S CHIEF FINANCIAL OFFICER	HOME NEWS ABOUT THE AGENCY MEET THE CFO
Search Questions? State Agencies From CF0 Atwater & Reports Florida	
Logged in As: //FLORIDA SCHOOL FOR THE DEAF AND THE BLIND DASH	IBOARD CHANGE PASSWORD LOGOUT
Upload History	
Browse Upload File	
2011 © FLORIDA DEPARTMENT OF FINANCIAL SERVICES	

Clicking the "Browse" button allows the User to locate the file on their computer or agency network. Once the file is located, clicking the "Open" button in the Choose File to Upload dialog box will cause the file location and name to enter the empty field. Clicking the "Upload File" button will initiate the upload process.

Choose F	ile to U	pload				?×
Look <u>i</u> n:	Website Do	cuments	-	G 🥬	► 📰 🏷	
My Recent Documents Desktop My Documents	AFACTSW Functiona Functiona Functiona Functiona Functiona Functiona Functiona	orkshop06131 al Requiremen al Requiremen alRequirement alRequirement alRequirement alRequirement alSpecifications Minutes - Polic	2 ts for Contra ts for Contra sforContract sforContract sforContract sforContract s100611 y Group Me	act Repo act Repo act Repo Reportir Reportir Reportir eting 12	rting Sys rting Sys rting Sys ngSystem ngSystem ngSystem -19-11	stem Phas stem Phas tem Phas PhaseOn PhaseOn PhaseOn
My Computer	SampleE:	xcelConversior CRSBatchFile1	z iFile 2022011			Type: A Size: 36 Date Mo
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My Network Places	File <u>n</u> ame:	SampleSCRSBate	hFile12022011		-	<u>O</u> pen
	Files of type:	All Files (*.*)			-	Cancel



Once the User has clicked the "Upload File" button and the OK button in the message box, the Contract/Grant Disbursement Batch History web page appears displaying two sections. The Contract/Grant Disbursement Batch Pending Files section lists the files uploaded and pending processing by FACTS. The Contract/Grant Disbursement Batch Log Files section lists the files processed by FACTS within the last 30 days. It takes up to 24 hours after uploading a file for FACTS to process it.

	PORTATION			DASHBOARD	CHANGE PASSV	vord
tract/Grant Disbursement Bato	h History					
						_
Contract/Grant Disbursement Batch Per	iding Files					
This list contains files that are pending processing						
BATC	H FILE		DATE MOD	IFIED	SIZE (KB)	
WEB_20142149349_DuBoseBillye3_550000.tx	t		2/14/2014 9:3	84:15 AM	24.896	
Contract/Grant Disbursement Batch Log	Files					
This list contains files that have been uploaded and	d processed by your agenc	y within the last 30 days	. Please allow up t	o 24 hours a	fter uploading a	file
for it to appear on this list.						
BATCH FILE		DATE	MODIFIED	SIZE (KB)		
	Log.txt	12/12/2013	3 12:14:35 PM	1714.277	Download	
FACTSINFO.daily_vivektest_20131212_12745_			11-00-07 AM	286 908	Download	
FACTSINFO.daily_vivektest_20131212_12745_ WEB_201411316342_DuBoseBillye3_550000_	2014114_112325_Log.txt	1/14/2014	11.23.27 AIVI	200.000		

The log file confirms how many records (Main and Children) were loaded, which records were not, and why, so corrective action can be taken. Clicking on the Download hyperlink at the end of the row will open another window using Microsoft Notepad.

FACTSINFO.daily_vivektest_20131212_12745_Log[1].txt - Notepad	
Eile Edit Format View Help	
Eile Edit Format View Help Error: The main contract record has errors. Cannot process the children records. BUGT 50000.00 RE 55102540001551 Error: The main contract record has errors. Cannot process the children records. BUGT 1855525.00 RE 55102540001551 Error: The main contract record has errors. Cannot process the children records. DLBL 9/6000 SR 580 FM W OF N BAY HL Error: The contract is not found MAIN NONE 550000 T7337 CENTRAL LE CENTRAL OFFICE CONSTRUCTION LETTING CONTRACTS T73 Error: The main contract record has errors. Cannot process the children records. BUGT .00 RE 55102540001551502000 Error: The contract is not found MAIN NUPD 550000 T7337 CENTRAL LE CENTRAL OFFICE CONSTRUCTION LETTING CONTRACTS T73 Error: The main contract record has errors. Cannot process the children records. BUGT .00 RE 55102540001551502000 Error: The main contract record has errors. Cannot process the children records. BUGT .00 RE 55102540001551502000 Error: The main contract record has errors. Cannot process the children records. BUGT .00 RE 55102540001551502000 Error: The main contract record has errors. Cannot process the children records. BUGT .00 RE 55102540001551502000 Error: The main contract record has errors. Cannot process the children records. BUGT .00 RE 55102540001551502000 Error: The main contract record has errors. Cannot process the children records. BUGT .00 RE 55102540001551502000 Error: The main contract record has errors. Cannot process the children records. BUGT .00 RE 551025400015515 Error: The main contract record has errors. Cannot process the children records. BUGT .00 RE 551025400015515 Error: The main contract record has errors. Cannot process the children records. BUGT .00 RE 551025400015515025400015515 Error: The main contract record has errors. Cannot process the children records. BUGT .00 RE 55102540001551502000 Error: The main contract record has errors. Cannot process the children records. BUGT .00 RE 5510254000155150	*
Error: The Vendor cannot be added. The contract is in Closed/Expired. The Vendor Contract of Deltad status. I VNP	
Summary: Total 6690 Contract records found. 5054 Processed successfully. 1636 Records Failed. Total 32959 Contract Children records found. 26664 Processed successfully. 6295 Records Failed.	=
< >	đ

Clicking the red **X** in the upper right corner closes Microsoft Notepad and returns the User to the Contract/Grant Disbursement Batch History web page.

XVI. View Unfinished Contract/Grant Disbursement Agreement Entries

Agreements assigned a FLAIR Contract ID within FACTS with incomplete data entry or that have not been finished/published for public viewing are referred to as Unfinished Contracts/Grant Disbursements. In order to access these agreements to complete the data entry and/or finish/publish them to the public, the User must use the "View Unfinished Contract\Grant Disbursement Entries" function available on the "Agency All Agreements User" or "Agency Contract/Grants Disbursements User" Dashboard.

A. Results Listing

The search result identifies all the agency's unfinished contracts/grant disbursements. The User can search for a specific contract or grant disbursement by "Short Title" and/or "FLAIR Contract ID".

Logged In As:	DEPARTMENT OF FINANCIAL SEF	RVICES			DAS	HBOARD CHANGE PA	SSWORD LOGOUT
View Unfinisł	hed Contract/Grant Disbu	irsement Entrie	S				
Search							
Short Title:	Contract ID:						
Searc	h						
						FINISH	
USER	DATE/TIME	SHORTTITLE	FLAIR CONTRACT ID	CONTRACT STATUS	AGENCY ID	CONTRACT ENTRY	DELETE
	9/20/2013 8:51:56 AM	444-4	444-4	Active	430000	Go	Delete
	2/18/2013 1:46:45 PM	Contract 2	21813	Active	430000	Go	Delete
	9/20/2013 10:53:32 AM	Flair Educ	98765	Active	430000	Go	Delete
	9/6/2013 3:28:12 PM	777-7	777-7	Active	430000	Go	Delete
	8/28/2013 11:22:59 AM	A	999-5	Active	430000	Go	Delete
	8/30/2013 11:39:03 AM	888-8	888-8	Active	430000	Go	Delete
					Displaying 1	to 6 of 6 1	Download Results

Results can be sorted "A to Z" or "High to Low" by clicking the underlined column header.

The information on this page is downloadable by clicking the "Download Results" button and following the on screen instructions.

The search result displays:

- User (Last person to update the agreement)
- Date/Time (Last update)
- Short Title
- FLAIR Contract ID

- Contract Status
- Agency (Assigned) ID
- Finish Contract Entry "Go" hyperlink
- Delete hyperlink

B. Completing Data Entry

Clicking the "Go" hyperlink under the Finish Contract Entry takes the User to the first incomplete data entry web page. FACTS saved all previous entered data. From this point, the User can partially complete or fully complete data entry and finish/publish the contract/grant disbursement agreement for public viewing.

From the first incomplete data web page, the User can utilize the "Back" button to review or edit previously entered data.

All the data entry edits described earlier are the same.

XVII. View Active Contract/Grant Disbursement Agreements with Inactive Vendors

Active agreements in FACT should have only active Vendor IDs assigned to them. It is assumed that payments are still being made on them. If the agreement is complete, place it in "Closed/Expired" status. "Closed/Expired" status agreements can have inactive Vendor IDs.

Clicking the "View Active Contract/Grant Disbursement with Inactive Vendors" hyperlink on the "Agency All Agreements User" or "Agency Contract/Grants Disbursements User" Dashboard takes the User to View Active Contract/Grant Disbursement with Inactive Vendors results web page. The information on this page is downloadable by clicking the "Download Results" button and following the on screen instructions.

Ogged in As:	ANCIAL SERVICES			DASHBOARD CHANGE PASSWORD LOGOUT
View Active Contract/Grant Dis	bursement with Inactive	Vendors		
AGENCY NAME	FLAIR CONTRACT ID	CONTRACT STATUS	VENDOR ID	VENDOR NAME
DEPARTMENT OF FINANCIAL SERVICES	<u>D0002</u>	Active	001	UNF
DEPARTMENT OF FINANCIAL SERVICES	<u>D0007</u>	Renewed	001	FLORIDA SURPLUS LINES SERVICE O
DEPARTMENT OF FINANCIAL SERVICES	D0009	Extended	:001	FL ASSOC. OF INS. AND FINANCIAL
DEPARTMENT OF FINANCIAL SERVICES	D0010	Active	001	THE KOOGLER GROUP
DEPARTMENT OF FINANCIAL SERVICES	D0014	Active	002	ACCESS INFORMATION MANAGMENET
DEPARTMENT OF FINANCIAL SERVICES	D0031	Active	001	DA WOODCREST LLC
DEPARTMENT OF FINANCIAL SERVICES	D0033	Active	002	400 NORTH CONGRESS BUILDING
DEPARTMENT OF FINANCIAL SERVICES	D0049	Extended	001	ACS STATE & LOCAL SOLUTIONS
DEPARTMENT OF FINANCIAL SERVICES	D0050	Extended	001	AUDIT SERVICES, U.S., LLC
DEPARTMENT OF FINANCIAL SERVICES	D0051	Extended	001	KELMAR ASSOCIATES, LLC
			Displaying 1	1 to 10 of 66 1 2 3 4 5 6 7 Next >> Download Results
		Poturn To Dachboard		
		Retuin to Dashboard		

The information on this page is downloadable by clicking the "Download Results" button and following the on screen instructions.

The search results display:

- Agency Name
- FLAIR Contract ID
- Contract Status
- Vendor ID
- Vendor Name

Clicking the FLAIR Contract ID number hyperlink takes the User to the agreement's information web page.

	FLORIDA'S	CHIEF FINAI	NCIAL OFFICE	R				HOME NEWS ABOUT THE AGENCY ME
FLORIDA A	CCOUNTABI	LITY 🤊	Main FAQ Search Questions?	Contact Us State Agencies	Message From CFO Atwater	Charts▼ & Reports	Transparency▼ ^{Florida}	
Logged In As:	/ FLORID	A SCHOOL FOR T	HE DEAF AND THE BL	IND				DASHBOARD CHANGE PASSWORD LOGOUT
								⊻ Tweet 2 +1 { 0
Contract I	nformation							
								Finished Update Contract Details Back to Search
Summary								
Agency Name: F	FLORIDA SCHOOL FO	OR THE DEAF AND	THE BLIND		Age	ncy Contract I	D: C12010	
Long Title: OTIS	ELEVATOR COMPAN	IY			Ven	dor Name: OT	S ELEVATOR COMPANY	
Total Contract A	Amount: \$25,401.00				Tota	l Budgetary A	mount: \$25,401.00	
Total Payments	to date: NA				Date	of Execution	06/28/2011	
Contract Summa	arv Form	Deumente	Desuments	Audita				
Details	Deliverables	Payments	Documents	Audits				
Main Infor	rmation				Pro	curement	Information	
Main Infor Agency Contra	rmation ract ID: C12010				Proc	curement prized Advanc	Information ed Payment: No	
Main Infor Agency Contra FLAIR Contrac	rmation ract ID: C12010 ct ID: 00013				Pro Autho Metho	curement orized Advanc od of Procure	Information ed Payment: No nent: Agency Invitation to	Bid for Public Property And Publicly Owned Buildings (s.
Main Infor Agency Contra FLAIR Contrac Short Title: OT	rmation ract ID: C12010 ct ID: 00013 TIS				Prod Autho 255.0	curement orized Advanc od of Procure 525, FS]	Information ed Payment: No ment: Agency Invitation to	Bid for Public Property And Publicly Owned Buildings (s.
Main Infor Agency Contra FLAIR Contrac Short Title: OT Long Title: OT	rmation ract ID: C12010 ct ID: 00013 TIS TIS ELEVATOR COMP/	ANY			Prod Autho 255.0 State	curement orized Advanc od of Procure 525, FS] Term Contra	Information ed Payment: No ment: Agency Invitation to :t ID:	Bid for Public Property And Publicly Owned Buildings (s.
Main Infor Agency Contr FLAIR Contrac Short Title: OT Long Title: OT Contract Type	rmation ract ID: C12010 ct ID: 00013 TIS TIS ELEVATOR COMP/ e: Standard Two Party	ANY Agreement by Stat	ute		Prov Autho 255.0 State Contr	curement orized Advanc od of Procure 525, FS] Term Contra act's Exempt	Information ed Payment: No nent: Agency Invitation to :t ID: on Justification:	Bid for Public Property And Publicly Owned Buildings (s.
Main Infor Agency Contra FLAIR Contrac Short Title: OT Long Title: OT Contract Type Contract State	rmation ract ID: C12010 ct ID: 00013 TIS IIS ELEVATOR COMP/ e: Standard Two Party US: Active	ANY Agreement by Stat	ute	2411 @ EL 0 E-P	Prov Autho 255.0 State Contr Agen	curement orized Advanc od of Procure 525, FS] Term Contra act's Exempt cy Reference	Information ed Payment: No ment: Agency Invitation to tt ID: on Justification: Number: 20120002	Bid for Public Property And Publicly Owned Buildings (s.
Main Infor Agency Contr FLAIR Contrac Short Title: OT Long Title: OT Contract Type Contract State	rmation ract ID: C12010 ct ID: 00013 TIS TIS ELEVATOR COMP/ e: Standard Two Party tus: Active	ANY Agreement by Stat	ute	2011 © FLORID/	Prod Autho 255.0 State Contr Agen	curement prized Advanc od of Procures 525, FS] Term Contra act's Exempti cy Reference FINANCIAL S	Information ed Payment: No ment: Agency Invitation to et ID: on Justification: Number: 20120002 ERVICE 1	Bid for Public Property And Publicly Owned Buildings (s.
Main Infor Agency Contr FLAIR Contrac Short Title: OT Long Title: OT Contract Type Contract Stat	rmation ract ID: C12010 et ID: 00013 TIS IIS ELEVATOR COMP. e: Standard Two Party tus: Active	ANY Agreement by Stat	ute NCIAL OFF <u>ICE</u>	2011 © FLORIDA 2	Prov Autho 255.0 State Contr Agen A DEPARTMENT OF	curement orized Advanc od of Procure 525, FS] Term Contra act's Exempt cy Reference	Information ed Payment: No ment: Agency Invitation to t: tiD: on Justification: Number: 20120002 Envices	Bid for Public Property And Publicly Owned Buildings (s.

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Logged In As:	/ DEPA	ARTMENT OF TR	RANSPORTATION				DASHBOARD CHANGE PASSWORD LOGOUT				
							Tweet 8+1 0				
Grant Dis	sbursement Inf	ormation									
						Finis	shed Update Grant Disbursement Details Back to Search				
Summary	,										
Agency Nam	e: DEPARTMENT OF 1	RANSPORTATI	ON		Agen	cy Contract IE	ID: AOY11				
Long Title: G	RANT IN AID-SPECL				Vend	Vendor Name: NATIONAL PARK SERVICE					
Total Contra	ct Amount: \$75,000.00				Total	Budgetary Ar	Amount: \$850,000.00				
Total Payme	nt To Date: \$346,272.1	18			Date	of Execution:	n: 04/08/2008				
General Des	cription: GRANT IN All	D-SPECL									
Grant Disburs	ement Summary Form										
Details	Deliverables	Payments	Documents	Audits							
Main In	formation				Proc	urement I	Information				
Agency Co	ontract ID: AOY11				Author	ized Advance	ced Payment: Yes				
FLAIR Con	tract ID: AOY11				Metho	d of Procuren	ment: Purchase under \$2,500 {Rule 60A-1.002(2), FAC]				
Short Title	: GRANT-SPEC				State	erm Contrac	ct ID:				
Long Title:	: GRANT IN AID-SPECI	L			Contra	ct's Exemptic	ion Justification: "PURCHASING" TYPE CONTRACT THROUGH NPS				
C 4 4T	who: Grant Diebureame	Int Agreement			INTERN	IAL CONTRAC	CT				

Clicking the update details button takes the User to the update details web page. From this page, any necessary update can be preformed. Review section VII. Update Contract/Grant Disbursement Agreement Details.



JEFF ATWATER 🧐 FLORIDA'S C	CHIEF FINANCIAL OFFICER		HOME NEWS ABOUT THE AGENCY MEET THE CFO
SFLORIDA ACCOUNTABIL	ITY THAIN FAQ Contact Us N TEM Search Questions? State Agencies Fi	Message Charts▼ Transparency▼ rom CFO Atwater & Reports Florida	
Logged In As: // DEPA	ARTMENT OF TRANSPORTATION		DASHBOARD CHANGE PASSWORD LOGOUT
Update Grant Disburse	ment Details		
Agency Contract ID: AOY11 Contract Long Title: GRANT IN AID-S	SPECL	FLAIR Contract ID: A0Y11	
	Short Summary Contract Short Title: GRANT-SPEC Contract Type: Grant Disbursement Agre Date of Execution: 04/08/2008 Add/Edit Items Add Grant Disbursement Change Add Documents	Edit Main Grant Disbursement ement Edit/Add Budget Edit/Add Vendor Edit/Add Deliverable Edit/Add Deliverable Edit/Add CFDA/CSFA EView Grant Disbursement Details page. Finish To Review	
	2011 © FLORIDA DEF	PARTMENT OF FINANCIAL SERVICES	

Clicking "Edit/Add Vendor" takes the User to "Vendor Information" web page.

CHITCH OT TO A CHURCH	TABILITY -	Main I	FAQ Contact	Us Message (harts▼ Tran	sparer	ncy▼			
Logged In As:	FLORIDA SCHOOL	FOR THE DEAF A	ND THE BLIND	cles From CFU Atwater &	Reports Piorida			Di	A SHBOARD CHANGE F	PASSWORD LOGOUT
Vendor Information	on									?
Agency Contract ID: C12010 Contract Long Title: OTIS ELE\	ATOR COMPANY			FLAIR	Contract ID: 0001	3				
* REQUIRED FIELDS			Vendor ID *	Add Vendor						
	VENDOR ID	NAME LINE 1	NAME LINE 2	ADDRESS	CITY	STATE	ZIP	MINORITY VENDOR DESIGNATION		
	013	OTIS ELEVATOR COMPANY	OTIS ELEVATOR COMPANY IA: 06/13	6631 EXECUTIVE PARK COURT NORT SUITE 206	JACKSONVILLE	FL	322160000	Non-Minority	Delete	
							Back t	o Update Contract I	Details	

To prevent records with missing vendor information, the system validates new vendor information prior to the deletion of existing vendor information. This validation also occurs when an agency attempts to reactivate a closed record. Refer to Section V Add Contract/Grant Disbursement Agreement Vendor Information.

Users can only add active vendors in FACTS. If the User tries adding an inactive vendor the following error message appears "Vendor ID is not valid."

JEFF ATWATER 🧐 FLORIDA'S CHIEF FINAN	IAL OFFICER	HOME NEWS ABOUT THE AGENCY MEET THE CFO
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Vendor Information		Q
Agency Contract ID: C12010 Contract Long Title: OTIS ELEVATOR COMPANY	FLAIR Contract ID: 00013	
• REQUIRED FIELDS No Vendors have been ad	Vendor ID * D13 Vendor ID is not valid Add Vendor	Back to Update Contract Details
	2011 O FLORIDA DEPARTMENT OF FINANCIAL SERVICES	

User can enter an active vendor id in the "Vendor ID" field and click the "Add Vendor" button or click on the "Vendor ID" hyperlink to search for an active vendor id using the vendor name. Only active vendors are available through the search.

JEFF	ATWATER 🥘 FLORIDA'S	6 CHIEF	FINANCIAL	OFFICER			HOME NEWS ABOUT THE AGENCY MEET THE CFO
FACTS	FLORIDA ACCOUNTAE	BILITY /STEM	Main Search	FAQ Contact Us Message Questions? State Agencies From CFO Atw	Charts▼ Transpare rater & Reports Florida	ncy▼	
	Logged In As: / FLOR	Search	Vendor				BOARD CHANGE PASSWORD LOGOUT
	Vendor Information		Ven	dor Name: fairy	(Only First matching 200 records	are displayed)	0
	Agency Contract ID: C12010 Contract Long Title: OTIS ELEVATOR	z		Search	Cancel		
	* REQUIRED FIELDS	SELECT	VENDOR ID	NAME	ADDRESS	CITY STATE ZIP	
		Select	001	FAIRY MAIDS RESIDENTIAL CLEANIN	35927 LYNAN FARMS DRIVE	DADE CITY FL 335250000	
		Select	001	FAIRYLAND LEARNING CENTER	146 AVE T NE	WINTER HAVEN FL 338810000	
		Select	001	FAIRYSTEINE, RANDOLPH	4 GAVIN RD	CRAWFORDVILLE FL 323270000	
		Select	001	FAIRYTALES WEDDING & SPECIAL EV	PO BOX 180306	TALLAHASSEE FL 323180000	
	No	- -					ls
-							
				2011 © FLORIDA DEPARTME	INT OF FINANCIAL SERVICES		

Clicking the "Select" hyperlink before the desired vendor enters the vendor id into the "Vendor ID" field.

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SELORIDA ACCOUNTABILITY SEARCH Main FA	Q Contact Us Message Charts▼ Transparency▼ ions? State Agencies From CFO Atwater & Reports Florida	
Logged in As:	HE BLIND	DASHBOARD CHANGE PASSWORD LOGOUT
Vendor Information		Ø
Agency Contract ID: C12010 Contract Long Title: OTIS ELEVATOR COMPANY	FLAIR Contract ID: 00013	
* REQUIRED FIELDS		
	Vendor ID *	
	Vendor ID is required	
	Add Vendor	
No Vendors have been added to the co	tract.	
		Back to Update Contract Details
	2011 © FLORIDA DEPARTMENT OF FINANCIAL SERVICES	

Clicking the "Add Vendor" button adds the active vendor.

	G SYSTEM	Main FAQ Search Questions?	Contact Us State Agencies	From CFO Atwater	Charts▼ & Reports	Florida	oarency▼				
Logged In As:	FLORIDA SCHOOL	FOR THE DEAF AND THE BLI	٩D						DA SHBOARD CHA	NGE PASSWORD LOG	оυт
Vendor Information	n										?
Agency Contract ID: C12010 Contract Long Title: OTIS ELEV	ATOR COMPANY			FLAIR	R Contract II	0: 00013					
* REQUIRED FIELDS		Vendo	<u>r ID</u> *	Add Vendor]						
	VENDOR ID	NAME LINE 1	NAME LINE 2	ADDRESS	CITY	STATE	ZIP	MINORITY VENDOR DESIGNATION			
	001	FAIRY MAIDS RESIDENTIAL CLEANIN		35927 LYNAN FARMS DRIVE	DADE CITY	FL	335250000	Non-Minority	Delete		
							E	Back to Update Contrac	t Details		

Since the agreement has been previously published, it is not necessary to go through the "Finish To Review" and "Finish" processes.

XVIII. View Active Contract/Grant Disbursement Agreements with Past End Date

Contract/Grant Disbursements must stay in active ("Active", "Renewal" or "Extended") status until the last payment processes through FLAIR. However, active agreements with "Original End Date" or "New End Date" several months in the past may need investigation to determine if the status or end date needs to be changed. After the last payment, the status should be change to "Close/Expired". If the agreement has been renewed or extended a "Change Record", establishing a new end date needs to be entered in FACTS.

Since FACTS cannot automatically update new end dates of contracts/grant disbursement agreements form the agreement change records, i.e. amendments, extensions, renewals, the latest date of this New End Date or the Original End Date filed on the Main information page is used to determine if contracts/grant disbursement agreements appear on the Active Contract/Grant Disbursement Agreements with Past End Date report.

Clicking the "View Active Contract/Grant disbursement with Past End Date" hyperlink on the "Agency All Agreements User" or "Agency Contract/Grants Disbursements User" Dashboard takes the User to View Active Contract/Grant Disbursement with Past End Date results web page.

Logged in As:	NT OF FINANCIAL SER	VICES				DASHBOA	RD CHANGE PASSWORD LOGO
View Active Contract/Gra	ant Disbursen	nent with Pa	st End Date				
	FLAIR CONTRACT ID	CONTRACT STATUS	ORIGINAL END DATE	NEW END DATE	CONTRACT MANAGER NAME	CONTRACT MANAGER EMAIL	CONTRACT MANAGER PHON
DEPARTMENT OF FINANCIAL SERVICES	21313	Active					
DEPARTMENT OF FINANCIAL SERVICES	555-4	Active	9/10/2013				
DEPARTMENT OF FINANCIAL SERVICES	555-5	Active	9/3/2013				
DEPARTMENT OF FINANCIAL SERVICES	999-7	Active	8/31/2013				
DEPARTMENT OF FINANCIAL SERVICES	D0001	Active					
DEPARTMENT OF FINANCIAL SERVICES	D0002	Active					
DEPARTMENT OF FINANCIAL SERVICES	D0003	Renewed	12/19/2011	12/19/2012			
DEPARTMENT OF FINANCIAL SERVICES	D0005	Active					
DEPARTMENT OF FINANCIAL SERVICES	D0006	Extended	4/23/2010	4/23/2013			
					Displaying 1 to 10 of 465	1 2 3 4 5 6 7 8 47	Next >> Download Results
			Detum	Deskhared			
			Return I	o Dasnboard			

The information on this page is downloadable by clicking the "Download Results" button and following the on screen instructions.

The search results displays:

- Agency Name
- FLAIR Contract ID
- Contract Status
- Original End Date
- New End Date
- Contract Manager Name
- Contract Manager Email
- Contract Manger Phone

Clicking the FLAIR Contract ID number hyperlink takes the User to the appropriate information web page. From this page click, the update details button and perform any necessary update. Review **Section VII**. Update Contract/Grant Disbursement Agreement Details.

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LORIDA ONTRACT	ACCOUNTABI TRACKING SYS	LITY 🕤	Main FAQ Search Questions?	Contact Us State Agencies	Message From CFO Atwater	Charts▼ & Reports	Transparency▼ ^{Florida}					
Logged In As:	/ FLORID	A SCHOOL FOR T	HE DEAF AND THE BI	LIND				DASHBOARD CHANG	E PASSWORD LOGOUT			
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Contract	Information											
								Finished Update Contract Details	Back to Search			
Summary												
Agency Name	FLORIDA SCHOOL FO	R THE DEAF AND	THE BLIND		Age	ncy Contract I	D: C10142					
Long Title: TA	YLOR ENGINEERING IN	IC			Ven	dor Name: TA)	LOR ENGINEERING, IN	C.				
Total Contrac	t Amount: \$544,423.00				Tota	I Budgetary A	mount: \$544,423.00					
Total Paymen	ts to date: NA				Date	Date of Execution: 02/19/2010						
General Desc Contract Sum	ription: PLANNING & DE mary Form	SIGN OF REPAIR	S AND IMPROVEMEN	Т								
Details	Deliverables	Payments	Documents	Audits								
Main Infe	ormation				Pro	curement	Information					
Agency Cor	tract ID: C10142				Autho	orized Advanc	ed Payment: No					
FLAIR Cont	ract ID: 00004				Metho	od of Procurei	ment: Consultants' Com	petitive Negotiation Act [s. 287.055, FS]				
Short Title:	TAYLOR				State	Term Contrac	et ID:					
Long Title:	TAYLOR ENGINEERING	INC			Contr	act's Exempti	on Justification:					
Contract Ty	pe: Standard Two Party	Agreement by Sta	tute		Agen	Agency Reference Number: 20100002						

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	Logged In A	s: / DEF	PARTMENT OF TR	RANSPORTATION					DASHBOARD CHANGE PASSWORD	LOGOUT	
									Tweet 8+1 0		
	Grant Disbursement Information										
			pursement Details Back to Sea	arch							
	Summar	у									
	Agency Nar	ne: DEPARTMENT OF	TRANSPORTATI	ON		Ageno	cy Contract II): AOY11			
	Long Title:	GRANT IN AID-SPECL				Vende	or Name: NAT	TIONAL PARK SERVICE			
	Total Contra	act Amount: \$75,000.0	10			Total	Budgetary A	mount: \$850,000.00			
	Total Paym	ent To Date: \$346,272	.18			Date	of Execution:	04/08/2008			
	General De Grant Disbur	scription: GRANT IN A sement Summary Forn	ID-SPECL								
	Details	Deliverables	Payments	Documents	Audits						
	Main Ir	formation				Proc	urement I	nformation			
	Agency C	ontract ID: AOY11				Author	ized Advance	ed Payment: Yes			
	FLAIR Co	ntract ID: AOY11				Method	l of Procuren	nent: Purchase under \$2,500 {R	ule 60A-1.002(2), FAC]		
	Short Titl	e: GRANT-SPEC				State T	erm Contrac	t ID:			
	Long Titl	B: GRANT IN AID-SPE	CL			Contra	ct's Exemptic	on Justification: "PURCHASING	G" TYPE CONTRACT THROUGH NPS		
	Contract	Type: Grant Disbursen	nent Agreement			INTERN	IAL CONTRAC	ст			
					2011 © FLORID	A DEPARTMENT OF F	INANCIAL SER	VICES			

XIX. View Contract/Grant Disbursement Batch History

Clicking the "View Contract\Grant Disbursement Batch History" hyperlink on the "Agency All Agreements User" or "Agency Contract/Grants Disbursements User" Dashboard takes the User to Contract\Grant Disbursement Batch History web page.

JEFF ATWATER 🎯 FLORIDA'S CHIEF FINANCIAL OFFICER			ном	
Search Se	narts▼ Transpare eports Florida	ency▼		
Logged In As:			DASHBOAR	D CHANGE PASSWORD LOGOUT
Contract/Grant Disbursement Batch History				
Contract/Grant Disbursement Batch Pending Files				
This list contains files that are pending processing.				
BATCH FILE		DATE MODIFIED	SIZE (KB)	
WEB_20142149349550000.txt	2/1	14/2014 9:34:15 AM	24.896	
Contract/Grant Disbursement Batch Log Files	a last 20 days, Blassa	ollow up to 24 hours of	tor unloading a file	
for it to appear on this list.	te tast 30 days. Please	allow up to 24 hours a	ter uproading a me	
BATCH FILE	DATE MODIFIED	D <u>SIZE (KB)</u>		
FACTSINFO.daily20131212_12745_Log.txt	12/12/2013 12:14:3	35 PM 1714.277	<u>Download</u>	
WEB_201411316342550000_2014114_112325_Log.txt	1/14/2014 11:23:2	286.908	Download	
Return To Dashboar	4			
	<u> </u>			
2011 © FLORIDA DEPARTMENT OF FIN	ANCIAL SERVICES			

The Contract/Grant Disbursement Batch History web page displays two sections. The Contract/Grant Disbursement Batch Pending Files section lists the files uploaded and pending processing by FACTS. The Contract/Grant Disbursement Batch Log Files section lists the files processed by FACTS within the last 30 days. It takes up to 24 hours after uploading a file for FACTS to process it.

Refer to Section XV. Upload Contract/Grant Disbursement Info for information on the Log Files.

XX. View Confidential or Exempt Contract/Grant Disbursement Agreements

Clicking the "View Confidential or Exempt Contract/Grant Disbursement", hyperlink on the "Agency All Agreements User" or "Agency Contract/Grants Disbursements User" Dashboard takes the User to View Confidential/Exempt Contract/Grant Disbursement results web page.

This page is the only way to access contracts/grant disbursement agreements who's "Do not publish this Contract on the FACTS public website" checkbox was checked.

ATWATER	FLORIDA'S CHIEF FINANC	IAL OFFICER			но	ME NEWS ABOUT THE AGENCY MEET
FLORIDA A	CCOUNTABILITY	Main FAQ Conta earch Questions? State Ag	encies From CFO Atwater & Reports	Transparency▼ Florida		
Logged In As:	/ DEPARTMENT OF FINANCIAL	SERVICES			DASHBOA	ARD CHANGE PASSWORD LOGOUT
View Con	fidential/Exempt Contract	/Grant Disburse	ement			
Search						
Short Title:	Contract ID:					
5	Search					
USER	DATE/TIME	SHORTTITLE	FLAIR CONTRACT ID	CONTRACT STATUS	AGENCY ID	VIEW CONTRACT
	5/31/2013 1:42:01 PM	ACISS	D0337	Active	430000	View
	8/27/2013 3:29:11 PM	Revenue	999-7	Active	430000	View
					Displaying 1 to 2	2 of 2 1 Download Results
			Return To Dashboard			

The information on this page is downloadable by clicking the "Download Results" button and following the on screen instructions.

The View Confidential/Exemption Contracts/Grant Disbursement page lists:

- User
- Date/Time
- Short Title
- FLAIR Contract Number
- Contract Status
- Agency ID

Scroll through the list or use the search options available on the page to find the agreement. Once found, view the agreement's information and make updates, if applicable, by clicking the "View" hyperlink at end on the row that takes the User to the appropriate information web page. Refer to Section VII Update Contract/Grant Disbursement Agreements Details

XXI. View Deleted Contract Grant Awards

Clicking the "View Deleted Contract Grant Award" hyperlink on the "Agency All Agreements User" or "Agency Contract/Grants Disbursements User" Dashboard takes the User to View Deleted Contract Grant Award results web page. This web page list contracts previously identified as "Grant Awards" prior to the implantation of FACTS' Grant Award functionality and were marked as "Deleted" to take them out of the contract/grant disbursement functionalities. From this listing, agencies can change the agreement's Contract Type of "Grant Award Agreement" to another contract type reactivating the agreement in FACTS under the contract/grant disbursement functionalities.

				_		_
AGENCY NAME	FLAIR CONTRACT ID	CONTRACT TYPE	CONTRACT STATUS	SHORT TITLE	LONG TITLE	UPDATE
DEPARTMENT OF TRANSPORTATION	A5358	Grant Award Agreements	Deleted	GRANT-PLAN	GRANT IN AID-PLANN	Update
DEPARTMENT OF TRANSPORTATION	ANO90	Grant Award Agreements	Deleted	GRANT-SPEC	GRANT IN AID-SPECL	Update
DEPARTMENT OF TRANSPORTATION	AO823	Grant Award Agreements	Deleted	GRANT-SURF	GRANT IN AID-SURFA	Update
DEPARTMENT OF TRANSPORTATION	AOE59	Grant Award Agreements	Deleted	GRANT-SURF	GRANT IN AID-SURFA	Update
DEPARTMENT OF TRANSPORTATION	AOX03	Grant Award Agreements	Deleted	GRANT-SURF	GRANT IN AID-SURFA	Update
DEPARTMENT OF TRANSPORTATION	AOY71	Grant Award Agreements	Deleted	GRANT-AVIA	GRANT IN AID-AVIAT	Update
DEPARTMENT OF TRANSPORTATION	AOZ44	Grant Award Agreements	Deleted	GRANT-SURF	GRANT IN AID-SURFA	Update
DEPARTMENT OF TRANSPORTATION	AP196	Grant Award Agreements	Deleted	GRANT-SURF	GRANT IN AID-SURFA	Update
DEPARTMENT OF TRANSPORTATION	AP939	Grant Award Agreements	Deleted	GRANT-SURF	GRANT IN AID-SURFA	Update
DEPARTMENT OF TRANSPORTATION	API36	Grant Award Agreements	Deleted	GRANT-SURF	GRANT IN AID-SURFA	Update
		Return To Dashboard	Displaying 1 to	9 10 of 75 1 2	3 4 5 6 7 8 Next ≫ Dow	rnload Results

The information on this page is downloadable by clicking the "Download Results" button and following the on screen instructions.

The View Deleted Contracts Grant Awards page lists:

- Agency Name
- FLAIR Contract ID
- Contract Type
- Contract Status
- Short Title
- Long Title
- Update Hyperlink to change the Contract Type

Clicking "Update" hyperlink on the row activates the Update Contract Type box above the listing. The User can select another "Contract Type" from the drop-down. After selecting another "Contract Type", clicking the Update Contract Type button changes the agreement's contract type, reactivates the agreement and removes it from the listing.

Logged In As: I	/ DEPARTMENT OF T	RANSPORTATION				DASHBOARD CHANGE PAS	SWORD LOGOU
View Deleted Cont	ract Grant Aw	vards					
Update Contract Typ	be						
Contract ID: AOX03							
New Contract Type: Selec	ct a Contract Type	•					
U	Jpdate Contract Type	Cancel					
U	Ipdate Contract Type	Cancel					
AGENCY NAI	Ipdate Contract Type	Cancel	CONTRACT TYPE	CONTRACT STATUS	SHORT TITLE	LONG TITLE	UPDATE
AGENCY NAI DEPARTMENT OF TRANSPOR	Ipdate Contract Type ME RTATION	Cancel FLAIR CONTRACT ID A5358	CONTRACT TYPE Grant Award Agreements	CONTRACT STATUS	SHORT TITLE GRANT-PLAN	Long TITLE GRANT IN AID-PLANN	UPDATE Update
AGERCY NAI DEPARTMENT OF TRANSPOR DEPARTMENT OF TRANSPOR	Apdate Contract Type ME RTATION RTATION	Cancel ELAIR CONTRACT ID A5358 ANO90	CONTRACT TYPE Grant Award Agreements Grant Award Agreements	CONTRACT STATUS Deleted Deleted	SHORT TITLE GRANT-PLAN GRANT-SPEC	LONG TITLE GRANT IN AID-PLANN GRANT IN AID-SPECL	UPDATE Update Update
AGENCY NAI DEPARTMENT OF TRANSPOR DEPARTMENT OF TRANSPOR DEPARTMENT OF TRANSPOR	Ipdate Contract Type ME RTATION RTATION RTATION	Cancel FLAIR CONTRACT ID A5358 ANO90 AO623	CONTRACT TYPE Grant Award Agreements Grant Award Agreements Grant Award Agreements	CONTRACT STATUS Deleted Deleted Deleted	SHORT TITLE GRANT-PLAN GRANT-SPEC GRANT-SURF	LONG TITLE GRANT IN AID-PLANN GRANT IN AID-SPECL GRANT IN AID-SURFA	UPDATE Update Update Update
AGENCY NAI DEPARTMENT OF TRANSPOR DEPARTMENT OF TRANSPOR DEPARTMENT OF TRANSPOR DEPARTMENT OF TRANSPOR	Jpdate Contract Type ME RTATION RTATION RTATION RTATION	Cancel ELAIR CONTRACT ID A6358 ANO90 AO823 AOE59	CONTRACT TYPE Grant Award Agreements Grant Award Agreements Grant Award Agreements Grant Award Agreements	CONTRACT STATUS Deleted Deleted Deleted Deleted	SHORT TITLE GRANT-PLAN GRANT-SPEC GRANT-SURF GRANT-SURF	LONG TITLE GRANT IN AID-PLANN GRANT IN AID-SPECL GRANT IN AID-SURFA GRANT IN AID-SURFA	UPDATE Update Update Update Update
AGENCY NA DEPARTMENT OF TRANSPOR DEPARTMENT OF TRANSPOR DEPARTMENT OF TRANSPOR DEPARTMENT OF TRANSPOR DEPARTMENT OF TRANSPOR	Ipdate Contract Type ME RTATION RTATION RTATION RTATION RTATION	Cancel ELAIR CONTRACT ID A6358 ANO90 AO823 AOE59 AOX03	CONTRACT TYPE Grant Award Agreements Grant Award Agreements Grant Award Agreements Grant Award Agreements	CONTRACT STATUS Deleted Deleted Deleted Deleted Deleted	SHORT TITLE GRANT-PLAN GRANT-SPEC GRANT-SURF GRANT-SURF GRANT-SURF	GRANT IN AID-PLANN GRANT IN AID-SPECL GRANT IN AID-SURFA GRANT IN AID-SURFA	UPDATE Update Update Update Update Update
AGENCY NA DEPARTMENT OF TRANSPOR DEPARTMENT OF TRANSPOR DEPARTMENT OF TRANSPOR DEPARTMENT OF TRANSPOR DEPARTMENT OF TRANSPOR DEPARTMENT OF TRANSPOR	Ipdate Contract Type ME RTATION RTATION RTATION RTATION RTATION RTATION	Cancel ELAIR CONTRACT ID A5358 ANO90 A0823 A0E59 A0X03 A0Y71	CONTRACT TYPE Grant Award Agreements Grant Award Agreements Grant Award Agreements Grant Award Agreements Grant Award Agreements	CONTRACT STATUS Deleted Deleted Deleted Deleted Deleted Deleted	SHORT TITLE GRANT-PLAN GRANT-SPEC GRANT-SURF GRANT-SURF GRANT-SURF GRANT-AVIA	LONG TITLE GRANT IN AID-PLANN GRANT IN AID-SPECL GRANT IN AID-SURFA GRANT IN AID-SURFA GRANT IN AID-SURFA	UPDATE Update Update Update Update Update Update
AGENCY NA DEPARTMENT OF TRANSPOR DEPARTMENT OF TRANSPOR DEPARTMENT OF TRANSPOR DEPARTMENT OF TRANSPOR DEPARTMENT OF TRANSPOR DEPARTMENT OF TRANSPOR DEPARTMENT OF TRANSPOR	Ipdate Contract Type ME RTATION RTATION RTATION RTATION RTATION RTATION RTATION	Cancel ELAIR CONTRACT ID A5358 ANO90 AO823 AOE59 AOX03 AOY71 AOZ44	CONTRACT TYPE Grant Award Agreements Grant Award Agreements Grant Award Agreements Grant Award Agreements Grant Award Agreements Grant Award Agreements	CONTRACT STATUS Deleted Deleted Deleted Deleted Deleted Deleted Deleted	SHORT TITLE GRANT-PLAN GRANT-SPEC GRANT-SURF GRANT-SURF GRANT-SURF GRANT-SURF	LONG TITLE GRANT IN AID-PLANN GRANT IN AID-SPECL GRANT IN AID-SURFA GRANT IN AID-SURFA GRANT IN AID-SURFA	UPDATE Update Update Update Update Update Update Update
AGENCY NAI DEPARTMENT OF TRANSPOR DEPARTMENT OF TRANSPOR	Ipdate Contract Type ME RTATION RTATION RTATION RTATION RTATION RTATION RTATION RTATION	Cancel ELAIR CONTRACT ID A5358 ANO90 A06823 A0E59 A0X03 A0Y71 A0244 AP196	CONTRACT TYPE Grant Award Agreements Grant Award Agreements Grant Award Agreements Grant Award Agreements Grant Award Agreements Grant Award Agreements Grant Award Agreements	Contract status Deleted	SHORT TITLE GRANT-PLAN GRANT-SPEC GRANT-SURF GRANT-SURF GRANT-SURF GRANT-SURF GRANT-SURF	GRANT IN AID-PLANN GRANT IN AID-PLANN GRANT IN AID-SPECL GRANT IN AID-SURFA GRANT IN AID-SURFA GRANT IN AID-SURFA GRANT IN AID-SURFA	UPDATE Update Update Update Update Update Update Update Update
AGENCY HA DEPARTMENT OF TRANSPOR DEPARTMENT OF TRANSPOR	Jpdate Contract Type ME RTATION RTATION RTATION RTATION RTATION RTATION RTATION RTATION RTATION	Cancel ELAIR CONTRACT IO A5358 ANO90 A06823 AOE59 AOX03 AOY71 AO244 AP196 AP339	CONTRACT TYPE Grant Award Agreements Grant Award Agreements	CONTRACT STATUS Deleted	SHORT TITLE GRANT-PLAN GRANT-SPEC GRANT-SURF GRANT-SURF GRANT-SURF GRANT-SURF GRANT-SURF	CRANT IN AID-PLANN GRANT IN AID-SPECL GRANT IN AID-SPECL GRANT IN AID-SURFA GRANT IN AID-SURFA GRANT IN AID-SURFA GRANT IN AID-SURFA GRANT IN AID-SURFA	UPDATE Update Update Update Update Update Update Update Update Update

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	Sontract Orant / W						
Update Contrac	t Type						
Contract ID:	AOX03						
New Contract Type:	Select a Contract Type	~					
	 Select a Contract Type Grant Disbursement Agreen Master Agreement Memorandum of Agreemen Multi-Agency Participation A 	nent t/Understandin Agreement					
AGE	No Ceiling / Rate Agreemen	t NTRACT ID	CONTRACT TYPE	CONTRACT STATUS	SHORT TITLE	LONG TITLE	UPDATE
DEPARTMENT OF TRA	Revenue Agreement Settlement Agreement		Grant Award Agreements	Deleted	GRANT-PLAN	GRANT IN AID-PLANN	<u>Update</u>
DEPARTMENT OF TRA	Standard Two Party Agreem	ent by Statute	Grant Award Agreements	Deleted	GRANT-SPEC	GRANT IN AID-SPECL	<u>Update</u>
DEPARTMENT OF TRA	Infree of More Party Agreen	AO823	Grant Award Agreements	Deleted	GRANT-SURF	GRANT IN AID-SURFA	Update
DEPARTMENT OF TRA	NSPORTATION	AOE59	Grant Award Agreements	Deleted	GRANT-SURF	GRANT IN AID-SURFA	<u>Update</u>
DEPARTMENT OF TRA	NSPORTATION	AOX03	Grant Award Agreements	Deleted	GRANT-SURF	GRANT IN AID-SURFA	Update
DEPARTMENT OF TRA	NSPORTATION	AOY71	Grant Award Agreements	Deleted	GRANT-AVIA	GRANT IN AID-AVIAT	Update
DEPARTMENT OF TRA	NSPORTATION	AOZ44	Grant Award Agreements	Deleted	GRANT-SURF	GRANT IN AID-SURFA	<u>Update</u>
DEPARTMENT OF TRA	NSPORTATION	AP196	Grant Award Agreements	Deleted	GRANT-SURF	GRANT IN AID-SURFA	Update
DEPARTMENT OF TRA	NSPORTATION	AP939	Grant Award Agreements	Deleted	GRANT-SURF	GRANT IN AID-SURFA	<u>Update</u>
	NEDODTATION	AD126	Grant Award Agreements	Deleted	CRANT SUPE	GRANT IN AID SURFA	Lindato

XXII. View Active Contract/Grant Disbursement with No Document

Clicking the "View Active Contract/Grant Disbursement with No Document" hyperlink on the Dashboard takes the User to View Active Contract/Grant Disbursement with No Document results web page. The results are divided between agreements executed after July 1, 2013 and executed prior t of July 1, 2013. The information on this page is downloadable by clicking the "Download Results" button and

following the on screen instructions. Agencies can use the information to tack contract/grant disbursement agreements without FACTS required agreement documentation.

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ORIDA ACCOUNTABILITY	Main FAQ Contact Us Message Search Questions? State Agencies From CFO Atward	Charts▼ Transparency▼ er & Reports Florida		
.ogged in As: / DEPARTMENT OF JUV	ENILE JUSTICE		DA SHBOA	ARD CHANGE PASSWORD LOGO
/iew Active Contract/Grant Dis	bursement with No Document			
Execution Date on or after 07/01/2013				
AGENCY NAME	FLAIR CONTRACT ID NUMBER	AGENCY CONTRACT NUMBER	SHORT TITLE	EXECUTION DATE
DEPARTMENT OF JUVENILE JUSTICE	10003	10003	YES	7/2/2013
DEPARTMENT OF JUVENILE JUSTICE	10004	10004	Life Skill	7/16/2013
DEPARTMENT OF JUVENILE JUSTICE	10005	10005	OSS PRg	7/10/2013
DEPARTMENT OF JUVENILE JUSTICE	10006	10006	C2C Prev	7/2/2013
DEPARTMENT OF JUVENILE JUSTICE	10007	10007	WIN Srvcs	7/10/2013
DEPARTMENT OF JUVENILE JUSTICE	10009	10009	PRE-SERVIC	7/9/2013
DEPARTMENT OF JUVENILE JUSTICE	10010	10010	Family Dev	7/15/2013
DEPARTMENT OF JUVENILE JUSTICE	<u>10011</u>	10011	LEAD Prog	7/5/2013
DEPARTMENT OF JUVENILE JUSTICE	10012	10012	PRE-Srv	8/30/2013
DEPARTMENT OF JUVENILE JUSTICE	10015	10015	PRE-Servic	7/16/2013
		Displaying 1 to	o 10 of 39 1 2 3 4	Next >> Download Results
Execution Date prior to 07/01/2013				
AGENCY NAME	FLAIR CONTRACT ID NUMBER	AGENCY CONTRACT NUMBER	SHORT TITLE	EXECUTION DATE
DEPARTMENT OF JUVENILE JUSTICE	<u>0131G</u>	0131G	PACE TC	11/24/2010
DEPARTMENT OF JUVENILE JUSTICE	<u>0131H</u>	0131H	PACETampa	12/2/2010
DEPARTMENT OF JUVENILE JUSTICE	0131K	0131K	Proj Hone	10/26/2010

The information can be sorted on the FLAIR Contract ID Number. User can access the agreement's Information page by clicking the FLAIR Contract ID Number hyper-link.

ABOUT THE ABOUT									
LORIDA ONTRACT	ACCOUNTABI TRACKING SYS	LITY _河	Main FAQ Search Questions?	Contact Us State Agencies	S Message From CFO Atwat	Charts▼ a Reports	Transparency▼ ^{Florida}		
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Contract	Information								
								Finished Update Contract Details Back to S	earch
Summary									
Agency Name	DEPARTMENT OF JUV	ENILE JUSTICE			Ag	ency Contract I	D: 10003		
Long Title: Inve	est in Children				Ve	ndor Name: VIS	IONS OF MANHOOD IN	с.	
Total Contract	Amount: \$8,563.00				To	al Budgetary A	mount: \$8,563.00		
Total Payment	To Date: NA				Da	e of Execution	07/02/2013		
General Descr The provider w Contract Summ	iption: The Provider sha ill serve a minimum of t <u>nary Form</u>	all provide services wenty (20) childrer	to participating youth: between the ages of	s in targeted zip 10-18 in the tar	codes of 32301, 3 geted zip codes wi	2303, 32304, 3 io are at-risk fo	2305 and 23210 by oper r mormal involvement in	rating its program from its designated location of Leon Cou Juvenile Justice system.	inty.
Details	Deliverables	Payments	Documents	Audits					
Main Infe	ormation				Pro	curement	Information		
Agency Cor	tract ID: 10003				Aut	Authorized Advanced Payment: No			
FLAIR Contr	act ID: 10003				Met	od of Procure	ment: Agency Invitation t	o Bid [s. 287.057 (1) (a), FS]	
Short Title:	YES				Stat	e Term Contra	ct ID:		
Contract Tu	nvest in Unildren	Agragement by Stat			Con	ract's Exempt	Ion Justincation:		
Contract Ty	pe. Stanuard TWO Party	Agreement by Stat	ute	2011 @ FLORI	DA DEPARTMENT (E FINANCIAL-S	ERVICES		

From the Information webpage, the user can add required documents by clicking the Update button. Refer to Section XI - Add Contract/Grant Disbursement Agreement Documents.

XXIII. View Competitively Procured Active Contract/Grant Disbursement with No Procurement Document

Clicking the "View Competitively Procured Active Contract/Grant Disbursement with No Procurement Document" hyperlink on the Dashboard takes the User to View Competitively Procured Active Contract/Grant Disbursement with No Procurement Document results web page. The results are divided between agreements executed after July 1, 2013 and executed prior t of July 1, 2013. The information on this page is downloadable by clicking the "Download Results" button and following the on screen instructions. Agencies can use the information to tack competitively procured contract/grant disbursement agreements without FACTS required agreement Procurement documentation.

NTRACT TRACKING SYSTEM	Main FAQ Contact US Message Search Questions? State Agencies From CF0 Atwate	er & Reports Florida		
gged in As: DEPARTMENT OF JUVE	NILE JUSTICE		DASHBO	ARD CHANGE PASSWORD LOGOUT
iew Competitively Procured A	ctive Contract/Grant Disbursemer	nt with No Procurement Do	cument	
iew competitively i rocured / t			cumon	
Execution Date on or after 07/01/2013				
AGENCY NAME	FLAIR CONTRACT ID NUMBER	AGENCY CONTRACT NUMBER	SHORT TITLE	EXECUTION DATE
DEPARTMENT OF JUVENILE JUSTICE	10003	10003	YES	7/2/2013
DEPARTMENT OF JUVENILE JUSTICE	10022	10022	Prevention	7/1/2013
DEPARTMENT OF JUVENILE JUSTICE	10024	10024	Prevention	7/1/2013
DEPARTMENT OF JUVENILE JUSTICE	<u>10103</u>	10103	JAC Srvcs	7/1/2013
DEPARTMENT OF JUVENILE JUSTICE	10108	10108	G4S	8/30/2013
DEPARTMENT OF JUVENILE JUSTICE	<u>10113</u>	10113	Twin Oaks	8/1/2013
DEPARTMENT OF JUVENILE JUSTICE	<u>10114</u>	10114	Eckerd Cen	8/1/2013
DEPARTMENT OF JUVENILE JUSTICE	<u>10115</u>	10115	Eckerd	8/1/2013
DEPARTMENT OF JUVENILE JUSTICE	10122	10122	Comp-Eval	9/26/2013
			Displaying 1 to	9 of 9 Download Results
Execution Date prior to 07/01/2013				
AGENCY NAME	FLAIR CONTRACT ID NUMBER	AGENCY CONTRACT NUMBER	SHORT TITLE	EXECUTION DATE
DEPARTMENT OF JUVENILE JUSTICE	10008	10008	PREV. WRAP	6/28/2013
DEPARTMENT OF JUVENILE JUSTICE	10017	10017	Prev	6/28/2013
DEPARTMENT OF JUVENILE JUSTICE	10030	10030	BBBS	6/28/2013
	10030	40000	00	6/42/2042

The information can be sorted on the FLAIR Contract ID Number. User can access the agreement's Information page by clicking the FLAIR Contract ID Number hyperlink.

TWATER	🕑 FLORIDA'S (CHIEF FINAI	NCIAL OFFICE	R				HOME NEWS	ABOUT THE AGENCY ME	
LORIDA	ACCOUNTABII TRACKING SYS	LITY 🥆	Main FAQ Search Questions?	Contact U State Agencies	S Message From CFO Atwater	Charts▼ & Reports	Transparency▼ ^{Florida}			
Logged In As:	/ DEPART	MENT OF JUVENI	LE JUSTICE					DASHBOARD CHANGE	PASSWORD LOGOUT	
								Tweet 8+1	0	
Contract	Information									
								Finished Update Contract Details	Back to Search	
Summary										
Agency Name	DEPARTMENT OF JUV	ENILE JUSTICE			Age	ncy Contract I	D: 10003			
Long Title: Inve	st in Children				Ven	dor Name: VIS	IONS OF MANHOOD INC	2.		
Total Contract	Amount: \$8,563.00				Tota	l Budgetary A	mount: \$8,563.00			
Total Payment	To Date: NA				Date	of Execution:	07/02/2013			
General Descr The provider w Contract Sumr	iption: The Provider sha III serve a minimum of tw nary Form	Il provide services venty (20) children	to participating youths between the ages of	s in targeted zip 10-18 in the tar	i codes of 32301, 32 geted zip codes whi	303, 32304, 3 o are at-risk for	2305 and 23210 by oper	ating its program from its designated location Juvenile Justice system.	n of Leon County.	
Details	Deliverables	Payments	Documents	Audits						
Main Info	ormation				Pro	curement	Information			
Agency Cor	tract ID: 10003				Autho	Authorized Advanced Payment: No				
FLAIR Contr	act ID: 10003				Meth	od of Procurer	ment: Agency Invitation to	o Bid [s. 287.057 (1) (a), FS]		
Short Title:	YES				State	Term Contrac	ct ID:			
Long Title: I	nvest in Children				Contr	act's Exempti	on Justification:			
Contract Ty	pe: Standard Two Party	Agreement by Stat	ute	-	Agen	cy Reference	Number:			

From the Information webpage, the user can add required documents by clicking the Update button. Refer to Section XI - Add Contract/Grant Disbursement Agreement Documents.

XXIV. View [Contract/Grant Disbursement Agreement] Documents

Clicking the "View Documents" hyperlink on the Dashboard takes the User to View Documents results web page. The information on this page is downloadable by clicking the "Download Results" button and following the on screen instructions. Agencies can use the information to tack contract/grant disbursement agreements/grant award document images.

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Logged In As:	/ DEPARTMENT OF TRANSPOR	RTATION				DAS	SHBOARD CHANGE PASSWORD LOGO
View Docur	ments						
Search							
FLAIR Contract ID							
	Saarah						
	Search						
DOCUMENT TYPE	AGENCY NAME	ELAIR CONTRACT ID	AGENCY AMENDMENT REFERENCE	ADD DATE	DOCUMENT URL	ORIGINAL FILE NAME	FILE NAME
DOCUMENT TYPE Original Contract	AGENCY NAME DEPARTMENT OF TRANSPORTATION	ELAIR CONTRACT ID E6F67	AGENCY AMENDMENT REFERENCE	ADD DATE 7/17/2012 3:44:23 PM	DOCUMENT URL	ORIGINAL FILE NAME	FILE NAME Original Contract-E6F67-16353.pdf
DOCUMENT TYPE A Original Contract Original Contract	AGENCY NAME DEPARTMENT OF TRANSPORTATION DEPARTMENT OF TRANSPORTATION	ELAIR CONTRACT ID E6F67 E6F61	AGENCY AMENDMENT REFERENCE	ADD DATE 7/17/2012 3:44:23 PM 7/17/2012 3:45:11 PM	DOCUMENT URL	ORIGINAL FILE NAME	FILE NAME Original Contract-E6F67-16353.pdf Original Contract-E6F61-16347.pdf
DOCUMENT TYPE Criginal Contract Original Contract Original Contract	AGENCY NAME DEPARTMENT OF TRANSPORTATION DEPARTMENT OF TRANSPORTATION DEPARTMENT OF TRANSPORTATION	FLAIR CONTRACT ID E6F67 E6F61 C8W88	AGENCY AMENDMENT REFERENCE	ADD DATE 7/17/2012 3:44:23 PM 7/17/2012 3:45:11 PM 9/24/2012 9:50:42 AM	DOCUMENT URL	ORIGINAL FILE NAME	FILE NAME Original Contract-E6F67-16353.pdf Original Contract-E6F61-16347.pdf C8W8800010000 - Original.pdf
DOCUMENT TYPE A Original Contract Original Contract Original Contract Original Contract	AGENCY NAME DEPARTMENT OF TRANSPORTATION DEPARTMENT OF TRANSPORTATION DEPARTMENT OF TRANSPORTATION DEPARTMENT OF TRANSPORTATION	ELAIR CONTRACT ID E6F67 E6F61 C8W88 C8Z41	AGENCY AMENDMENT REFERENCE	ADD DATE 7/17/2012 3:44:23 PM 7/17/2012 3:45:11 PM 9/24/2012 9:50:42 AM 9/24/2012 9:50:42 AM	DOCUMENT URL	ORIGINAL FILE NAME	EILE NAME Original Contract-E6F67-16353.pdf Original Contract-E6F61-16347.pdf C8W88e0010000 - Original.pdf C8Z41w0010000 - Original.pdf
DOCUMENT TYPE A Original Contract Original Contract Original Contract Original Contract Original Contract	AGENCY NAME DEPARTMENT OF TRANSPORTATION DEPARTMENT OF TRANSPORTATION DEPARTMENT OF TRANSPORTATION DEPARTMENT OF TRANSPORTATION	ELAIR CONTRACT ID E6F67 E6F61 C8W88 C8Z41 C8W88	AGENCY AMENDMENT REFERENCE	ADD DATE 7/17/2012 3:44:23 PM 7/17/2012 3:45:11 PM 9/24/2012 9:50:42 AM 9/24/2012 9:50:42 AM 12/11/2012 4:04:00 PM	DOCUMENT URL	ORIGINAL FILE NAME	EILE NAME Original Contract-ESF67-16353.pdf Original Contract-ESF61-16347.pdf CSW8800010000 - Original.pdf Original Contract-CSW88-11089.pc
DOCUMENT TYPE Criginal Contract Original Contract Original Contract Original Contract Original Contract Original Contract	AGENCY NAME DEPARTMENT OF TRANSPORTATION DEPARTMENT OF TRANSPORTATION DEPARTMENT OF TRANSPORTATION DEPARTMENT OF TRANSPORTATION DEPARTMENT OF TRANSPORTATION	ELAIR CONTRACT ID E6F67 E6F61 C8W88 C8Z41 C8W88 C8Z41	AGENCY AMENDMENT REFERENCE	ADD DATE 7/17/2012 3:44:23 PM 7/17/2012 3:45:11 PM 9/24/2012 9:50:42 AM 9/24/2012 9:50:42 AM 12/11/2012 4:04:00 PM 12/11/2012 4:04:01 PM	DOCUMENT URL	ORIGINAL FILE NAME	EILE NAME Original Contract-ESF67-16353.pdf Original Contract-ESF61-16347.pdf C8W8860010000 - Original.pdf C8Z41w0010000 - Original.pdf Original Contract-C8W88-11089.pc Original Contract-C8Z41-11521.pdf
DOCUMENT TYPE A Original Contract Original Contract Original Contract Original Contract Original Contract Original Contract Original Contract	AGENCY NAME DEPARTMENT OF TRANSPORTATION DEPARTMENT OF TRANSPORTATION DEPARTMENT OF TRANSPORTATION DEPARTMENT OF TRANSPORTATION DEPARTMENT OF TRANSPORTATION DEPARTMENT OF TRANSPORTATION	ELAIR CONTRACT ID E6F67 E6F61 C8W88 C8Z41 C8W88 C8Z41 C8Z41 C8Z41	AGENCY AMENDMENT REFERENCE	ADD DATE 7/17/2012 3:44:23 PM 7/17/2012 3:45:11 PM 9/24/2012 9:50:42 AM 9/24/2012 9:50:42 AM 12/11/2012 4:04:00 PM 12/11/2012 4:04:01 PM 12/11/2012 4:04:01 PM	DOCUMENTURL	ORIGINAL FILE NAME	EILE NAME Original Contract-E6F67-16353.pdf Original Contract-E6F61-16347.pdf C8W8800010000 - Original.pdf C8241w0010000 - Original.pdf Original Contract-C8W88-11089.pc Original Contract-C8241-11521.pdf Original Contract-C8261-11561.pdf
DOCUMENT TYPE A Original Contract Original Contract	AGENCY NAME DEPARTMENT OF TRANSPORTATION DEPARTMENT OF TRANSPORTATION DEPARTMENT OF TRANSPORTATION DEPARTMENT OF TRANSPORTATION DEPARTMENT OF TRANSPORTATION DEPARTMENT OF TRANSPORTATION DEPARTMENT OF TRANSPORTATION	ELAIR CONTRACTIO EGF67 EGF61 C8W88 C8Z41 C8W88 C8Z41 C8Z41 C8Z61 C8Z61 C9088	AGENCY AMENDMENT REFERENCE	ADD DATE 7/17/2012 3:44:23 PM 7/17/2012 3:45:11 PM 9/24/2012 9:50:42 AM 9/24/2012 9:50:42 AM 12/11/2012 4:04:00 PM 12/11/2012 4:04:01 PM 12/11/2012 4:04:01 PM 12/11/2012 4:04:01 PM	DOCUMENTURL	<u>ORIGINAL FILE NAME</u>	EILE NAME Original Contract-E6F67-16353 pdf Original Contract-E6F61-16347 pdf C8W8800010000 - Original pdf C8Z41W0010000 - Original pdf Original Contract-C8W88-11089 pc Original Contract-C8Z41-11521 pdf Original Contract-C8Z41-11551 pdf Original Contract-C9088-11953 pdf
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From the web page, a User can search for a specific FLAIR Contract ID/Grant Award ID/ PO Number to determine what associated documents are in FACTS. If the agency does not have any contract/grant disbursement agreement/grant award documents in FACTS, the message "No documents found" appears.

Currently FACTS does not have the ability to upload purchase order documents.

XXV. Add/Replace Contract/Grand Disbursement Agreement Documents

A. Upload (Add) Contract, Procurement and Amendment Documents for Previously Entered Contracts/Grant Disbursement Agreements that were not "Finished"

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Login		Q
Terms of Use	Log In User ID Password	information
This site is a Florida statu If you are not authorized t Unauthorized changes to unauthorized access or n Authorized agency repres managing accurate data username and password account. The Department Confidential, inaccurately authorized agency repres trade secret information r contact on file.	e government site intended to capture and report accurate state contract i to log into this system, exit now, do not make changes or download data, the system and data are logged and subject to monitoring. Instances of oodification may result in legal action. sentatives are custodians of the data contained in this system. Entering a is each custodians responsibility. Authorized users are prohibited from sh information. All changes made in the system are recorded under each us of Financial Services does not screen the content provided by each Age redacted, or incorrect data/files loaded into the system are the responsit entatives and the agency to resolve. Inquiries related to inaccurate, confil eceived by the Department of Financial Services will be directed to your.	ntormation. naring ier's ncy. jility of dential, or Agency
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Access FACTS Login Page at <u>https://facts.fldfs.com/Account/Login.aspx</u>

Log in using the User ID and Password provided. Click "View Unfinished Contract/Grant Disbursement Entries" on the "Agency All Agreements User" or "Agency Contract/Grants Disbursements User" Dashboard.
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LORIDA ACCOL ONTRACT TRACK	JNTABILITY Main Searce System	FAQ Contact Us Questions? State Agencies	5 Message Charts▼ From CFO Atwater & Reports	Transparency▼ Florida			
Logged In As:	DEPARTMENT OF FINANCIAL SEF	WICES			DAS	IBOARD CHANGE PA	SSWORD LOGOUT
View Unfinishe	d Contract/Grant Disbu	irsement Entries					
Search							
Short Title:	Contract ID:						
USER	DATE/TIME	<u>SHORTTITLE</u>	FLAIR CONTRACT ID	CONTRACT STATUS	AGENCY ID	FINISH CONTRACT ENTRY	DELETE
	10/10/2013 4:02:17 PM	OIR - FIU	10040	Active	430000	Go	Delete
	10/7/2013 7:19:51 PM	PO - INS	10042	Active	430000	Go	Delete
	10/1/2013 11:29:00 AM	Devlin	D0807	Active	430000	<u>Go</u>	Delete
					Displaying 1	to 3 of 3 🧧	Download Results
			Return To Dashboard				

Click on the "GO" hyperlink for the appropriate contract/grant disbursement agreement. Click the Update Contract or Grant Disbursement Details button to access the Update Contract or Grant Disbursement Details web page.

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Contract Information									
					Finish Contract Update Contract Details Back to Search				
Summary									
Agency Name: DEPARTMENT OF	TRANSPORTATION			Agency Co	Contract ID: C8P43				
Long Title: TESTING MATERIALS				Vendor Na	Vendor Name: AABCO CONSTRUCTION & REMODELIN				
Total Contract Amount: \$54,42	3.00			Total Budg	Total Budgetary Amount: \$0.00				
Total Payment To Date: NA				Date of Exe	Date of Execution: 12/20/2007				
General Description: TESTING M Contract Summary Form	IATERIALS								
Details Deliverable:	Payments	Documents	Audits						
Main Information				Procurer	ement Information				
Agency Contract ID: C8P43				Authorized	Advanced Payment: No				
FLAIR Contract ID: C8P43				Method of P	Procurement: Consultants' Competitive Negotiation Act [s. 287.055, FS]				
Short Title: TEST MAT				State Term	State Term Contract ID:				
Long Title: TESTING MATERIALS					Exemption Justification:				
Contract Type: Standard Two Party Agreement by Statute					ference Number: NOT COLLECTED				
Contract Status: Active				Business Ca	Case Study Done: No				
Date of Execution: 12/20/2007	_			Legal Challe	lenges to Procurement: No				
Date of Beginning: 12/20/200	T			Managar	ar Information				
Uriginal End Date: 12/20/2017				11 © FLORIDA DEPARTMENT OF FINAN					

Click the "Edit/Add Documents" hyperlink on the appropriate update details web page.

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Update Contract Details									
Agency Contract ID: adgbc Contract Long Title: Test Record	FLAIR Contract ID: 89756								
	Contract Short Summary Edit Main Contract Contract Short Title: TEST Contract Type: Standard Two Party Agreement by Statute Date of Execution: 09/06/2013 Later State Stat								
	Add/Edit Items Add Contract Change Edit/Add Budget Add CFDA/CSFA Edit/Add Vendor Edit/Add Deliverable Edit/Add Deliverable Edit/Add Documents Edit/Add Documents								
	Select "finish" to go to the View Contract Details page. Finish To Review								

Click the down arrow at the end of the "Document Type" field to select the type of document being added/uploaded. Drop down constraints "Original Contract Document" or "Original Grant Disbursement Document, "Procurement Document" and "Amendment Document", which include renewals and extensions. Then click the "Browse" button to locate the document image file on your computer or agency network to add. FACTS will only accept PDF or TIF format images.

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Contract Documents	
Agency Contract ID: C8P43 FLAIR Contract ID: C8P43 Contract Long Title: TESTING MATERIALS	
Add Document Document Type: Original Contract Document Document mage: Document Type: Document Type: Document VRL: Amendment Document Contract Document Contract Documents	
No documents have been added for this contract. Back To Update Contract Details	

If your agency is willing to maintain a redacted copy of the document on their system for ten years accessible by the public, you can enter the URL for the document instead of adding the document image

to FACTS or in addition to adding the document image to FACTS. The URL must take the User directly to the document not to a web page were they would have to search for the document.

When you select "Original Contract Document" as the "Document Type" being added, the "The Respondent's final proposal is included as part of the original contract document" check box appears. If your agency has made the respondent's (contractor's) final proposal a part of the contract, you can click the check box. "The Respondent's final proposal is included as part of the original contract document" will be displayed in the document listing on the "Document" tab viewable to agency and public Users of FACTS. In most cases, this will take the place of adding "Procurement Document" image to FACTS.

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Logged In As: DEPARTMENT OF TRANSPORTATION DAMAGE PAREWORD LOGOUT						
Contract Documents						
Agency Contract ID: C8P43 FLAIR Contract ID: C8P43 Contract Long Title: TESTING MATERIALS						
Add Document Document Type: Amendment Document Agency Amendment Reference: AD=01 Document trage: Browse Document URL: Image: Imag						
Contract Documents No documents have been added for this contract. Back To Update Contract Details						

If you select "Amendment Document" as the "Document Type", the "Agency Amendment Reference" selection box appears listing all the previously entered contract amendment reference identifications entered in FACTS for the contract. Click the down arrow at the end of the box to select appropriate reference identification for the amendment document image being added to FACTS. Then click the "Browse" button to locate the document image file on your computer or agency network to add. FACTS will only accept PDF or TIF format images.

If your agency is willing to maintain a redacted copy of the document on their system for ten years accessible by the public, you can enter the URL for the document instead of adding the document image to FACTS or in addition to adding the document image to FACTS. The URL must take the User directly to the document not to a web page were they would have to search for the document.

Highlight the file to upload and click the "Open" button on the Choose File to Upload dialog box.

Corganize New folder Consolidats Consolidat C	Manual - Shortcut New 287.057 Lanuage.slocx OLO Listing.xlax Paperless Repository Project - Shortcut Test Amendment Documents.pdf Test Procurement Documents.pdf Transparency Florida Act.docx	Star Contractor Star Contracto
	•	
File game: Test Contra	ct Document.pdf	✓ All Files (*.*) ✓ Qpen Cancel

The file's location and name fills the "Upload Document" field. Then click "Add Document" button.

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Contract Documents								
Agency Contract ID: C8P43 Contract Long Title: TESTING MATERIALS	FLAIR Contract ID: C8P43							
	Add Document Document Type: Original Contract Document Ocument Image: G:Contract Reporting/Fun Browse Document URL: CThe Respondents final proposal is included as part of the Original Contract document Add Document							
Contr No dor	act Documents cuments have been added for this contract. Back To Update Contract Details							
	2011 © FLORIDA DEPARTMENT OF FINANCIAL SERVICES							

To add/upload the procurement document, repeat steps above but, this time select "Procurement Document" as Document Type, locate and then add procurement image file.

The "Contract Documents" listing appears at the bottom of the page with "Document Type", "Agency Reference #", "Executed Date", "Document Add Date", "Document URL", if provided, PDF icon under "View", document Image link under "Replace", document URL link under "Edit", and Delete hyperlink under "Delete".

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Contract Documents										
Agency Contract ID: C8P43 Contract Long Title: TESTING MATERIALS	5			FLAIR Contract ID:	: C8P43					
	Document Ty Document Im Document UI	rpe: (isge: RL:	Driginal Contrac	t Document Browse Its final proposal is inclu Add Document	 ded as part of the 	Origina	I Contract documer	÷ t		
	Contract Documen Click on the path loon or documen DOCUMENT TYPE	ts t url to view the document DOCUMENT REFERENCE #	EXECUTED DATE	DOCUMENT ADD DATE	DOCUMENT URL	VIEW	REPLACE	EDIT	DELETE	
	Original Contract	Iriginal Contract - C8P43	12/20/2007	2/11/2014 1:49:06 PM		7	Document Image	Document URL	Delete	
			E	lack To Update Contract	Details					

Click on the PDF icons to verify that the correct image was added/uploaded and is legible. If the wrong documents was uploaded or it is not legible, click the appropriate "Delete" hyperlink and click on "OK" on the message box to indicate you are sure about deleting the document. Repeat above to upload a new document.



Then click the "Back to Update Contract Details" or "Back to Grant Disbursement Details" button to return to the Update Contract Details or Update Grant Disbursement Details web page to finish the FACTS contract entry.

Click "Finish to Review" button take you to the Contract Information or Grant Disbursement information page where you can finish.

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Update Contract Details								
Agency Contract ID: abcdef Contract Long Title: test	FLAIR Contract ID: 98715							
	Contract Long Title: test Edit Main Contract Contract Short Summary Edit Main Contract Contract Short Title: test Contract Type: Grant Disbursement Agreement Date of Execution: 09/10/2013 Add/Edit Items Add CEDA/CSFA Edit/Add Budget Add CEDA/CSFA Edit/Add Vendor Edit/Add Deliverable Edit/Add Deliverable Edit/Add Decuments Select "finish" to go to the View Contract Details page.							

To finish, click the "Finish Contract" or "Finish Grant Disbursement" button.

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Contract	Information										
								Finish Contract Update Contract Details Back to Search			
Summary											
Agency Name	Agency Name: DEPARTMENT OF FINANCIAL SERVICES						D: abcdef				
Long Title: tes	t				Vend	Vendor Name: TAYLOR COUNTY					
Total Contract	Amount: \$0.00				Total	Total Budgetary Amount: \$0.00					
Total Payment	ts to date: NA				Date	Date of Execution: 09/10/2013					
General Desci	iption: test										
Contract Summ	mary Form										
Details	Deliverables	Payments	Documents	Audits							
Main Info	ormation				Proc	urement	Information				
Agency Con	tract ID: abcdef				Autho	Authorized Advanced Payment: No					
FLAIR Contr	FLAIR Contract ID: 98715					Method of Procurement: Exempt, Services or Commodities provided by Governmental Agencies,					
Short Title:	Short Title: test					including contract with independent, non-profit college or university within the state [s. 287. 057 (3) (f)					
Long Title: t	Long Title: test						12, & s.287.057 (22), FS]				
Contract Ty	pe: Grant Disbursemen	t Agreement			State	State Term Contract ID:					
Contract St	atus: Active				Contra	act's Exempti	on Justification:	Services or Commodities provided by Governmental			

A "User Confirmation" message box appears asking the question "This Contract is about to be published to the FACTS public website. Do you want to continue?" "Clicking Agree confirms you are finishing the agreement and that it will be sent to the FACTS public website. This also confirms that the document provided does not contain information that is confidential and/or exempt pursuant to Florida law"

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Logged In As: // DEPARTMENT OF FINANC	DASHBOARD CHANGE PASSWORD LOGOUT								
			∀ Tweet X +1 {0						
Contract Information	Contract Information								
	User Confirmation	×	Contract Update Contract Details Back to Search						
Agency Name: DEPARTMENT OF FINANCIAL SERVICES	This Contract is about to be published to the continue?	FACTS public website. Do you want to							
Long Title: test	Clicking Agree confirms you are finishing the agreement and that it will be sent to the FAC	Clicking Cancel returns TS you to the previous page							
Total Contract Amount: \$0.00 Total Payments to date: NA	public website. This also confirms that the C provided does not contain information that is confidential and/or exempt pursuant to Florid	and does not complete the finish contract process.							
General Description: test Contract Summary Form	Agree	Cancel							
Details Deliverables Payments	Documents Audits								
Main Information	P	rocurement Information							
Agency Contract ID: abcdef	A	Authorized Advanced Payment: No							
FLAIR Contract ID: 98715	м	Method of Procurement: Exempt, Services or Commodities provided by Governmental Agencies,							
Short Title: test	in	cluding contract with independent, non-pro	fit college or university within the state [s. 287. 057 (3) (f)						
Long Title: test	12	2, & s.287.057 (22), FS]							
Contract Type: Grant Disbursement Agreement	SI	late Term Contract ID:							

Once you click the "Agree" button the "Finish Contract" or "Finish Grant Disbursement" button replaced by the label "Finished"

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Starch Questions? State Agencies From CF	age Charts▼ Transparency▼ 0 Atwater & Reports Florida							
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Contract Information								
	Finished Update Contract Details Back to Search							
Summary								
Agency Name: DEPARTMENT OF FINANCIAL SERVICES	Agency Contract ID: abcdef							
Long Title: test	Vendor Name: TAYLOR COUNTY							
Total Contract Amount: \$0.00	Total Budgetary Amount: \$0.00							
Total Payments to date: NA	Date of Execution: 09/10/2013							
General Description: test								
Contract Summary Form								
Details Deliverables Payments Documents Audits								
Main Information	Procurement Information							
Agency Contract ID: abcdef	Authorized Advanced Payment: No							
FLAIR Contract ID: 98715	Method of Procurement: Exempt, Services or Commodities provided by Governmental Agencies,							
Short Title: test	including contract with independent, non-profit college or university within the state [s. 287. 057 (3) (f)							
Long Title: test	12, & s.287.057 (22), FS]							
Contract Type: Grant Disbursement Agreement	State Term Contract ID:							
Contract Status: Active	Contract's Exemption Justification: Services or Commodities provided by Governmental							

B. Upload (Add) Contract, Procurement and Amendment Documents for Previously Entered Contracts/Grant Disbursement Agreements that were "Finished"

Access FACTS Login Page at https://facts.fldfs.com/Account/Login.aspx.

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ELORIDA ACCOUNTABILITY	Main FAQ Contact Us Message Charts▼ Search Questions? State Agencies From CFO Atwater & Reports	Transparency▼ Florida
Login		Ø
Terms of Use This site is a Florida stat If you are not authorized thurbarised Unauthorized charges to unauthorized access or or Authorized agency repre- managing accurate data usemame and password account. The Departmen Confidential, inaccurately authorized agency repre- trade secret information contact on file.	Log In User ID Password Password Password User ID Password Passwor	information. and sharing seer's ency. ibility of fidential, or r Agency
2	Login D11 & FLORIDA DEPARTMENT OF FINANCIAL SERVICES	

Log in using the User ID and Password provided. Then click on "Search or Edit Contract/Grant Disbursement" hyperlink on the "Agency All Agreements User" or "Agency Contract/Grants Disbursements User" Dashboard.

Use the Main Search or Advanced Search page to locate the contract/grant disbursement agreement in order to upload documents.

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Main Search			Quick Ti	ïps
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To search for contract, grant award or purchase order information please enter at least one search criteria in remaining fields.	in the fields	below. If you would like to see details for all agencies	or all commodity groups, please provide additional criteria in any of the	e
Agency Name		Vendor/Grantor Name		
DEPARTMENT OF TRANSPORTATION	•			
Dollar Value		Beginning and/or Ending Dates (mm/dd/yyyy)		
From To		Begin	End	
Commodity/Service Type (Contract & Purchase Order Only)		Show All	C Show Grant Awards Only	
ALL COMMODITY GROUPS	-	C Show Contracts Only	C Show Purchase Orders Only	
Please refine the search by providing following details if known.				
Agency Assigned Contract ID (if known)		Grant Award ID (if known)		
MFMP PO Number (if known)				
By using this Searc	ch you agre	e to <u>terms and conditions</u> of the Search.		
	Rese	t Search		
2011 © FLOR	IDA DEPAR	TMENT OF FINANCIAL SERVICES		

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gency Name		Vendor/Grantor Name	
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ediar Value		Mican-American, Non Centilled Asian-American, Contilled Asian-American, Non Centified	*
eginning and/or Ending Dates (mm/dd/yyy)) set-		Fiscal Year of Execution	
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Grant Award Specific Search Parameters			
Purchase Order Specific Search Parameters			
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To use the FLAIR Contract ID, use the "Advanced Search" page.

In the "Results" listing click on the "Agency Assigned Contract ID" hyperlink to access the "Contract Information" or "Grant Disbursement Information" page.

AGENCY NAME	VENDOR/GRANTOR NAME	TYPE	AGENCY ASSIGNED	GRANT AWARD ID	PO NUMBER	TOTAL AMOUNT	COMMODITY/SERVICE TYPE	VIEW
DEPARTMENT OF TRANSPORTATION	MIAMI-DADE COUNTY	Grant Disbursement Agreement	AQK22	\$76,090.00		\$76,090.00	ADMINISTRATIVE AND MANAGEMENT: ECONOMIC	View
DEPARTMENT OF TRANSPORTATION	HIGHWAY SAFETY DEVICES, INC	Standard Two Party Agreement by Statute	<u>E1M56</u>			\$15,000.00	BUILDING & CONTRACTORS SERVICES	View
DEPARTMENT OF TRANSPORTATION	PALM BEACH COUNTY	Grant Disbursement Agreement	APZ11			\$3,780,001.50	CONSTRUCTION RELATED	View
DEPARTMENT OF TRANSPORTATION	KELLY, COLLINS & GENTRY, INC.	Standard Two Party Agreement by Statute	<u>C8320</u>			\$2,134,069.00	MISCELLANEOUS SERVICES	View
DEPARTMENT OF TRANSPORTATION	GGI, LTD/DBA GENESIS GROUP	Standard Two Party Agreement by Statute	DND43			\$15,000.00	EXPERT WITNESS SERVICES	View
DEPARTMENT OF TRANSPORTATION	HDR ENGINEERING INC	Standard Two Party Agreement by Statute	DND65			\$10,000.00	EXPERT WITNESS SERVICES	View
DEPARTMENT OF TRANSPORTATION	FLORIDA ASSOCIATION OF REHABILI	Standard Two Party Agreement by Statute	<u>E3L60</u>			\$249,976.86	HIGHWAY MAINTENANCE, GENERAL, MOWING,	View
DEPARTMENT OF TRANSPORTATION	HIGHWAY SAFETY DEVICES, INC	Standard Two Party Agreement by Statute	<u>E7198</u>			\$21,000.00	CONCRETE CURBERS, GUTTER MACHINES:	View
DEPARTMENT OF TRANSPORTATION	AJAX PAVING INDUSTRIES OF FLORI	Standard Two Party Agreement by Statute	<u>T1455</u>			\$18,005,055.35	CONSTRUCTION RELATED	View
DEPARTMENT OF TRANSPORTATION	GENERAL ASPHALT CO., INC.	Standard Two Party Agreement by Statute	<u>T4289</u>			\$1,807,553.17	ROAD BUILDING SERVICES: (BRIDGES.	View
			Displa	iying 1 to 10) of 15049	12345	6 7 8 1505 Next >> Downlo	ad Results
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Then click the "Update Contract Details" or "Update Grant Disbursement Details" button.

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Long Title: Tes	st Record				Ven	dor Name: A.N	I. ENGINEERING AND 1	resting, i				
Total Contract	t Amount: \$1,000.00				Tota	I Budgetary A	mount: \$0.00					
Total Payment	ts to date: NA				Date	of Execution	: 09/06/2013					
General Descr Contract Summ	ription: test mary Form											
Details	Deliverables	Payments	Documents	Audits								
Main Info	ormation				Pro	curement	Information					
Agency Con	Agency Contract ID: adgbc						Authorized Advanced Payment: No					
FLAIR Contract ID: 89756						Method of Procurement: Purchase under \$2,500 (Rule 60A-1.002(2), FAC]						
Short Title:	TEST				State	Term Contra	ct ID:					
Long Title: 1	Fest Record				Contr	act's Exempt	ion Justification: test					
Contract Ty	pe: Standard Two Party	Agreement by Sta	tute		Agen	cy Reference	Number:					
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On the "Update Contract Details" or "Update Grant Disbursement Details" page, click "Add or Edit/Add Documents' hyperlink to access the "Contract Documents" or "Grant Disbursement Documents" page.

JEFF ATWATER 🛞 FLORIDA'S CHIEF FINAI	NCIAL OFFICER	HOME NEWS ABOUT THE AGENCY MEET THE CFO
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Agency Contract ID: adgbc Contract Long Title: Test Record	FLAIR Contract ID: 89758	
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	2011 © FLORIDA DEPARTMENT OF FINANCIAL SERVICES	

Click the down arrow at the end of the "Document Type" field to select the type of document to upload. Drop down constraints "Original Contract Document", "Procurement Document" and "Amendment Document", which include renewals and extensions. Then click the "Browse" button to locate the document image file on your agency's system to add. FACTS will only accept PDF or TIF format images.

FLORIDA ACCOUNTABILITY - Main FAQ Contact Us Message Charts Transparency	
CONTRACT TRACKING SYSTEM	
Logged In As:	DASHBOARD CHANGE PASSWORD LOGOUT
Contract Documents	
Agency Contract ID: TR166 FLAIR Contract ID: D0098 Contract Long Title: Contingent Liability Agreement	
Add Document Document Type: Original Contract Document Document Image: Original Contract Document Document URL: Procurement Document Image: Image: Image: Image:	
Contract Documents No documents have been added for this contract. Back To Update Contract Details	

If your agency is willing to maintain a redacted copy of the document on their system for ten years accessible by the public, you can enter the URL for the document instead of adding the document image to FACTS or in addition to adding the document image to FACTS. The URL must take the User directly to the document not to a web page were they would have to search for the document.

When you select "Original Contract Document" as the "Document Type" being added, the "The Respondent's final proposal is included as part of the original contract document" check box appears. If your agency made the respondent's (contractor) final proposal a part of the contract, you can click the check box. "The Respondent's final proposal is included as part of the original contract document" will be displayed in the document listing on the "Document" tab viewable to agency and public Users of FACTS. In most cases, this will take the place of adding "Procurement Document" image to FACTS.

JEFF ATWATER 🧐 FLORIDA'S CHIEF FINANCIAL OFFICER	HOME NEWS ABOUT THE AGENCY MEET THE CFO
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Contract Documents	
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Revised January 2016 | Page 113 of 268

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If you select "Amendment Document" as the "Document Type", the "Agency Amendment Reference" selection box appears listing all the previously entered contract amendment reference identifications entered in FACTS for the contract. Click the down arrow at the end of the box to select appropriate reference identification for the amendment document image. Then click the "Browse" button to locate the document image file on your agency's system. FACTS will only accept PDF or TIF format images.

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If your agency is willing to maintain a redacted copy of the document on their system for ten years accessible by the public, you can enter the URL for the document instead of adding the document image

to FACTS or in addition to adding the document image to FACTS. The URL must take the User directly to the document not to a web page were they would have to search for the document.

Highlight the file to upload and click the "Open" button on the Choose File to Upload dialog box.

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The file's location and name fills the "Upload Document" field. Then click "Add Document" button.

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To upload the procurement document, repeat steps above but, this time select "Procurement Document" as Document Type, then locate the procurement image file.

The "Contract Documents" listing appears at the bottom of the page with "Document Type", "Agency Reference #", "Executed Date", "Document Add Date", "Document URL", if provided, PDF icon under

"View", document Image hyperlink under "Replace", document URL hyperlink under "Edit", and Delete hyperlink under "Delete".

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Click on the PDF Icons to verify that you uploaded the correct image and it is legible. If the wrong documents was uploaded or it is not legible, click the appropriate "Delete" hyperlink and click on "OK" on the message box to indicate you are sure about deleting the document. Repeat above to upload a new document.



Then click the "Back to Update Contract Detail" or "Back to Update Grant Disbursement Details" button to return to the Update Contract Details or Update Grant Disbursement Details page, click "Finish to Review" button to return to Contract Information or Grant Disbursement Information page, and then click "Return to Search" button to return to the Results page.

	Questions? State Agencies From CFO Atwater & Reports Florida		
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Agency Contract ID: E3J68 Contract Long Title: DISTRICT CONSTRUCTION CONTRACTS	FLAIR Contract ID: E3J68		
	Contract Short Summary Contract Short Summary Contract Short Title: DIs/CONSTR Contract Type: Standard Two Party Agreement by Statule Date of Execution: 04/24/2012 Contract Change Change Type: Amendment Change Date: 05/31/2012 Add/Edit Items Add Contract Change Edit/Add Budget Edit/Add Budget Edit/Add Deliverable Edit/Add Deliverable Edit/Add Documents	Edit Main Contract	
	Select 'finish' to go to the View Contract Details pa	gë.	

C. Replacing Contract, Procurement and Amendment Documents after the Images have been Uploaded to FACTS

Access FACTS Login Page at https://apps8test.fldfs.com/SCRS/Account/Login.aspx

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account. The Departmen Confidential, inaccurately authorized agency repre- trade secret information contact on file.	t of Financial Services does not screen the content provided by each Ag v redacted, or incorrect data/files loaded into the system are the responsi sentatives and the agency to resolve. Inquiries related to inaccurate, conf received by the Department of Financial Services will be directed to your Login	ancy. bility of idential, or Agency

Log in using the User ID and Password provided. Then click on "Search or Edit Contract/Grant disbursement" on the "Agency All Agreements User" or "Agency Contract/Grants Disbursements User" Dashboard.

Use the Main Search or Advanced Search page to locate the contract in order to replace documents.

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To use the FLAIR Contract ID, use the "Advanced Search" page.

In the "Results" listing click on the "Agency Assigned Contract ID" hyperlink to access the "Contract Information" or "Grant Disbursement Information" page.

AGENCY NAME	VENDOR/GRANTOR NAME	TYPE	AGENCY ASSIGNED	GRANT AWARD ID	PO NUMBER	TOTAL AMOUNT	COMMODITY/SERVICE TYPE	VIEW
DEPARTMENT OF TRANSPORTATION	MIAMI-DADE COUNTY	Grant Disbursement Agreement	AQK22			\$76,090.00	ADMINISTRATIVE AND MANAGEMENT: ECONOMIC	<u>View</u>
DEPARTMENT OF TRANSPORTATION	HIGHWAY SAFETY DEVICES, INC	Standard Two Party Agreement by Statute	<u>E1M56</u>			\$15,000.00	BUILDING & CONTRACTORS SERVICES	<u>View</u>
DEPARTMENT OF TRANSPORTATION	PALM BEACH COUNTY	Grant Disbursement Agreement	APZ11			\$3,780,001.50	CONSTRUCTION RELATED	<u>View</u>
DEPARTMENT OF TRANSPORTATION	KELLY, COLLINS & GENTRY, INC.	Standard Two Party Agreement by Statute	<u>C8320</u>			\$2,134,069.00	MISCELLANEOUS SERVICES	<u>View</u>
DEPARTMENT OF TRANSPORTATION	GGI, LTD/DBA GENESIS GROUP	Standard Two Party Agreement by Statute	DND43			\$15,000.00	EXPERT WITNESS SERVICES	View
DEPARTMENT OF TRANSPORTATION	HDR ENGINEERING INC	Standard Two Party Agreement by Statute	DND65			\$10,000.00	EXPERT WITNESS SERVICES	View
DEPARTMENT OF TRANSPORTATION	FLORIDA ASSOCIATION OF REHABILI	Standard Two Party Agreement by Statute	<u>E3L60</u>			\$249,976.86	HIGHWAY MAINTENANCE. GENERAL, MOWING,	<u>View</u>
DEPARTMENT OF TRANSPORTATION	HIGHWAY SAFETY DEVICES, INC	Standard Two Party Agreement by Statute	<u>E7198</u>			\$21,000.00	CONCRETE CURBERS, GUTTER MACHINES;	View
DEPARTMENT OF TRANSPORTATION	AJAX PAVING INDUSTRIES OF FLORI	Standard Two Party Agreement by Statute	<u>T1455</u>			\$18,005,055.35	CONSTRUCTION RELATED SERVICES	View
DEPARTMENT OF TRANSPORTATION	GENERAL ASPHALT CO., INC.	Standard Two Party Agreement by Statute	<u>T4289</u>			\$1,807,553.17	ROAD BUILDING SERVICES: (BRIDGES,	View
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Total Contract	Amount: \$1,000.00				Tota	Budgetary A	mount: \$0.00		
Total Payment	ts to date: NA				Date	of Execution:	09/06/2013		
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Long Title: T	est Record				Contra	act's Exempti	on Justification: test		
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On the "Update Contract Details" or "Update Grant Disbursement Details" page, click "Edit/Add Documents' hyperlink to access the "Contract Documents" page.

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Update Cont	tract Details				
Agency Contract ID: a Contract Long Title: T	ldgbc iest Record		FLAIR Contract ID: 89756		
		Contract Short Summary Contract Short Title: TEST Contract Type: Standard Two Party Agre Date of Execution: 09/06/2013 Add/Edit Items Add Contract Change Add CFDA/CSFA	E eement by Statute Edit/Add Budget Edit/Add Vendor Edit/Add Deliverable Edit/Add Documents	dit Main Contract	
		Select "finish" to go to t Finis	the View Contract Details page. sh To Review		
			THENT OF EINANCIAL SERVICES		

Click the "Document Image" hyperlink on the same line of the document to replace.

JEFF ATWATER 🛞 FLORIDA'S CHIEF FINANCIAL OFFICER	E CFO
Search Questions? State Agencies From CFO Attwater & Reports Florida	
Logged in As: // DEPARTMENT OF TRANSPORTATION DASHBOARD CHANGE PASSWORD LOGOUT	
Contract Documents	
Agency Contract ID: E6F67 FLAIR Contract ID: E6F67 Contract Long Title: DESIGN-BUILD CONTRACTS	
Replace Document Image Document Type: Original Contract Document Document Image: Browse Document URL:	
Contract Documents Click on the pdf icon or document ut to view the document	
AGENCY REFERENCE # DOCUMENT TYPE EXECUTED DATE DOCUMENT ADD DATE DOCUMENT URL VIEW REPLACE EDIT DELETE Original Contract - E6F67 Original Contract 10/15/2009 7/17/2012 3.44:23 PM 🏋 Document Image Document URL Delete	
Back To Update Contract Details	

At the Replace Document Image page, the "Document Type" field grayed out and cannot be changed. Click the "Browse" button to locate the replacement file on your agency's system. FACTS will only accept PDF or TIF format images.

Highlight the file to upload and click the "Open" button on the Choose File to Upload dialog box.

Choose File to Upload	NET FOLINGING OFFICER		-	×
🕞 🕞 🖛 💻 Desktop 🕨		👻 🍫 Search	Desktop	Q
Organize New folder		į		0
Favorites Desktop Downloads Recent Places Pictures Libraries Documents Music Pictures Videos Computer Local Disk (C:) SUS Devolution (\\dfstlhhqfp2) (E:	Manual - Shortcut Constraints of the second secon			
File name: Test Con	act Document.pdf	✓ All Files (*.*) <u>Open</u>) Canc	• el

The file's location and name fills the "Upload Document" field. Click the "Replace Document Image" button to upload the replacement document.

Search Questions? State Agencies From CFO Atwater & Reports ▼ Transparency ▼ Search Questions? State Agencies From CFO Atwater & Reports Florida
Logged In As: / DEPARTMENT OF TRANSPORTATION DASHBOARD LOGOUT
Contract Documents
Agency Contract ID: E6F67 Contract Long Title: DESIGN-BUILD CONTRACTS FLAIR Contract ID: E6F67 Contract Long Title: DESIGN-BUILD CONTRACTS
Replace Document Image Document Type: Original Contract Document Document Image: C:\Users Document URL:
Contract Documents Click on the pdf locoursent uf to view the document AGENCY REFERENCE # DOCUMENT TYPE EXECUTED DATE DOCUMENT URL VIEW REPLACE EDIT DELETE Onginal Contract -E6F67 Onginal Contract 10/15/2009 7/17/2012 3:44:23 PM VIEW REPLACE EDIT DELETE
Back To Update Contract Details

Then click the "Back to Update Contract Details" or "Back to Update Grant Disbursement Details" button to return to the Update Contract Details or Update Grant Disbursement Details page.

Click "Finish to Review" button take you to the Contract Information or Grant Disbursement Information page where you can finish.

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FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM	Main FAQ Contact Us Message Charts▼ Transparency▼ Search Questions? State Agencies From CFO Atwater & Reports Florida	
Logged In As: / DEPARTMENT	DF FINANCIAL SERVICES	DASHBOARD CHANGE PASSWORD LOGOUT
Update Contract Details		
Agency Contract ID: abcdef Contract Long Title: test	FLAIR Contract ID: 98715	
	Contract Short Summary Edit Main Contract Contract Short Title: test Contract Type: Gran Disbursement Agreement Date of Execution: 09/10/2013 Add/Edit Items Add/Edit Items Edit/Add Budget Add Contract Change Edit/Add Budget Add CFDA/CSFA Edit/Add Vendor Edit/Add Deliverable Edit/Add Deliverable	
	Select "finish" to go to the View Contract Details page. Finish To Review	
	2011 O FLORIDA DEPARTMENT OF FINANCIAL SERVICES	

If the contract is not finished, click the "Finish Contract" button to publish the contract to the FACTS public website. Otherwise, click "Back to Search" to find another contract or "Logout".

XXVI. View [Contract/Grant Disbursement Agreement] Documents Batch History

This functionality is for those agencies FTP batch uploading their documents for Contracts and Grant Disbursement Agreements pursuant to the FACTS Image Batch FTP File Format User Guide located at <u>http://www.myfloridacfo.com/Division/AA/Manuals/default.htm</u>

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Logged In As: / DEPARTMENT OF TRANSPORTATION DAT	SHBOARD CHANGE PASSWORD LOGOUT
Document Batch History	
Document Batch Pending Files This list contains files that are pending processing.	
There are no perioding lifes to display	
Document Batch Log Files This list contains files that have been unloaded and processed by your apency within the last 30 days. Please allow up to 24 hours after	
uploading a file for it to appear on this list. There are no log files to display	
Return To Dashboard	
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This web page lists the files uploaded and pending processing by FACTS in the Document Batch pending Files section. The second section Document Batch Log Files lists the log files for uploaded files processed by FACTS within the last 30 days. It takes up to 24 hours after uploading a file for FACTS to process it.

The processed log file confirms how many records were loaded, which records were not, and why, so corrective action can be taken. Clicking on the file name listed in the Document Batch Log Files section will open another window using Microsoft Notepad.

The resulting error record will be formatted as: Error: Error Description | Delimited record received.

Purchase Orders

XXVII. Viewing Purchase Orders

Purchase Order information, unlike Contracts, Grant Disbursement Agreements and Grant Award Agreements in FACTS, are view only. Currently, MyFloridaMarketPlace (MFMP) purchase orders and associated payments are batch loaded to FACTS Monday through Saturday. Only purchase orders issued since July 1, 2013 or those with payments made against them since July 1, 2013 are available in FACTS.

To view the purchase orders, the User can click the Search or Edit Contract/Grant Disbursement/Grant Award function hyperlink on their Dashboard or Main Search on the FACTS main menu bar. Either will cause the "Main Search" page to appear.

A. Main Search

This web page contains a limited number of search options; Agency Name, Vendor/Grantor Name, Dollar Value, Beginning and Ending Dates, and Commodity Service Types Agency Assigned Contract ID, Grant Award ID and MFMP PO Number. The search applies to contracts, grant awards and purchase orders but, can be limited to only purchase orders by clicking the "Show Purchase Orders only" radio button or entering a specific MFMP PO Number.

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Logged In As: / DEPARTMENT OF TRANSPORTATION		DASHBOARD CHANGE PASSWORD LOGOU
		Tweet 8+1 0
Main Search		Quick Tips
Search		Advanced Sean
To search for contract, grant award or purchase order information please enter at least one search criteria in the fields remaining fields.	elow. If you would like to see details for all agencies or all	I commodity groups, please provide additional criteria in any of the
Agency Name	Vendor/Grantor Name	
DEPARTMENT OF TRANSPORTATION		
Dollar Value	Beginning and/or Ending Dates (mm/dd/yyyy)	
From To	Begin	End
Commodity/Service Type (Contract & Purchase Order Only)	Show All O Show All	show Grant Awards Only
ALL COMMODITY GROUPS	○ Show Contracts Only	how Purchase Orders Only
Please refine the search by providing following details if known.		
Agency Assigned Contract ID (if known)	Grant Award ID (if known)	
MFMP PO Number (if known)		
By using this Search you agre	to terms and conditions of the Search.	
Rese	Search	
2011 Ø FLORIDA DEPAR	MENT OF FINANCIAL SERVICES	

B. Main Search Results

AGENCY NAME	VENDOR/GRANTOR NAME	TYPE	AGENCY ASSIGNED CONTRACT ID	GRANT AWARD ID	PO NUMBER	TOTAL AMOUNT	COMMODITY/SERVICE TYPE	VIEW AUDITS
EPARTMENT OF RANSPORTATION	BELLSOUTH DBA AT&T COMMUNICATIO	Purchase Order			PO408290	\$78,760.60	TELECOMMUNICATIONS CONSULTANT & SERVICE	
EPARTMENT OF RANSPORTATION	OFFICIAL REPORTING SERVICES LLC	Purchase Order			C3597-972-310- 06-1-R12	\$262.50	COURT REPORTING SERVICES	
EPARTMENT OF RANSPORTATION	TAMPA BAY SYSTEM SALES, INC.	Purchase Order			PO355946	\$1,172.50	AIR CONDITIONERS & HEATERS, COMMERCIAL,	
EPARTMENT OF RANSPORTATION	COST CAST, INC	Purchase Order			PO275944	\$1,196.43	LIGHTS AND FLASHERS, WARNING, HIGHWAY	
EPARTMENT OF RANSPORTATION	CUMMINS POWER SOUTH, LLC	Purchase Order			PO344064	\$966.86	GENERATORS. (NOT AUTOMOTIVE) &	
EPARTMENT OF RANSPORTATION	TRANSPORTATION CONTROL SYSTEMS	Purchase Order			PO324635	\$16,200.00	TRAFFIC CONTROL EQUIPMENT	
EPARTMENT OF RANSPORTATION	G4S SECURE SOLUTIONS (USA) INC.	Purchase Order			PO319483	\$126,669.60	GUARD, LAW ENFORCEMENT & SECURITY	
EPARTMENT OF RANSPORTATION	WILLIAM B SMITH, P.A.	Purchase Order			PO321802	\$2,025.00	MEDIATION SERVICES	
EPARTMENT OF RANSPORTATION	DEPARTMENT OF LEGAL AFFAIRS	Purchase Order			PO374591	\$245.20	LEGAL RESEARCH, DOCUMENTARY & PRECEDENT	
EPARTMENT OF RANSPORTATION	TOSHIBA AMERICA BUSINESS SOLUTI	Purchase Order			PO382143	\$6,908.77	EQUIPMENT OFFICE	
				Disp	laying 1 to 10 of 2	614 <mark>1 2 3</mark>	4 5 6 7 8 262 Next >> Download	I Results
arch results may display c	ontract amounts more than once. Age	ncies may be r	ecording contracted a	mounts on a	Contract, on a Purc	hase Order or or	both in FACTS. The absence of Information	in a

The Main Search results displays:

- Agency Name
- Vendor/Grantor Name
- Type
- Agency Assigned Contract ID, applies to Contracts and Grant Disbursement Agreements only
- Grant Award ID
- PO Number
- Total Amount
- Commodity/Service Type
- View Audits link, applies to Contracts and Grant Disbursement Agreements only at this time

All of the result columns are storable from "A" to "Z" or "High" to "Low" except for Commodity/Service Type and View Audits. Currently there are no audits of purchase orders to view.

Clicking the "PO Number" hyperlink takes the User to the Purchase Order Information page. Clicking on the "Commodity/Service Type" hyperlink takes the User to the purchase order's "Deliverables" tab page.

The displayed search results are downloadable to Microsoft Excel readable file by clicking the "Download Results" link and following the on screen instructions. The download file contains the displayed information and the following information not displayed:

- Vendor/Grantor Name Line 2
- Original Contract Amount
- Commodity/Service Type Code
- Recurring Budgetary Amount
- Non Recurring Budgetary Amount

- PO Budget Amount
- Long Title/PO Title
- Short Title
- Beginning Date
- Original End Date

- Contract Execution Date
- Grant Award Date
- PO Order Date
- Agency service Area
- Manger Name, available only if User is signed into FACTS
- Manger Phone, available only if User is signed into FACTS
- Manger Email, available only if User is signed into FACTS
- Authorized Advance Payment
- Method of Procurement
- State Term Contract ID
- Agency Reference Number
- Contract Exemption Explanation
- Statutory Authority
- Recipient Type
- Provide Administrative Cost
- Provide for Periodic Increase
- Periodic Increase Percentage

- Business Case Study Done
- Business Case Date
- Legal Challenge to Procurement
- Legal Challenge Description
- Was the Contractual Functions Previously Done by the Sate
- Was the Contractual Functions Considered for Insourcing back to the State
- Did the Vendor Make Capital Improvements on State Property
- Capital Improvement Description
- Value of Capital Improvements
- Value of Unamortized Capital Improvements
- Comments [General Description]
- CFDA Code
- CFDA Code Description
- CSFA Code
- CSFA Code Description

C. Advanced Search

"Advanced Search" web page is available by clicking on the "Advanced Search" hyperlink in upper right corner of the "Main Search" web page. This search page allows a User to search by the fields listed above as well as additional fields.

The searchable fields are arranged in four boxes:

- **Top Box** contains all fields shared by contracts, grant awards and purchase orders including:
 - Minority Vendor Designation
 - Method of Procurement
 - Fiscal Year of Execution

Using the search parameters in the Top Box will return results containing both contracts, grant awards and purchases unless "Show Contracts only", "Show Grant Awards only" or "Show Purchase Orders only" radio button is selected.

- "Contract Specific Search Parameters" expandable and collapsible box contains:
 - Agency Assigned Contract ID
 - FLAIR Contract ID
 - Contract Status
 - Contract Type

- Administrative Cost
- Periodic Increase
- Contract Manager Name (Logged in Users only).

Using the search parameters in the Top Box and these search parameters will return results containing only contracts regardless if "Show Contracts only", "Show Grant Award only" or "Show Purchase Orders only" radio button selected.

- "Grant Award Specific Search Parameters" expandable and collapsible box contains:
 - Grant Award ID
 - Grant Award Type
 - Grant Awards Status
 - Award Date range

Using the search parameters in the Top Box and these search parameters will return results "Show Purchase Orders only" radio button selected. containing only grant awards regardless if "Show Contracts only", "Show Grant Award only" or

- "Purchase Order Specific Search Parameters" expandable and collapsible box contains:
 - Purchase Order Status,
 - MFMP PO Number and
 - Order Date range

Using the search parameters in the Top Box and this box will return results containing only purchase orders regardless if "Show Contracts only", "Grant Award only" or "Show Purchase Orders only" radio button selected.

A User can select multiple Agencies, Commodity/Service types, and Purchase Order Status to search on by holding the CTRL key down while selecting multiple parameters.

The Commodity/Service codes available in FACTS are downloadable to a Microsoft Excel readable file by clicking on the "Download Commodity/Service Types" link and following the on screen instructions.

Advanced Search			
			Basic Search
Agency Name		Vendor/Grantor Name	
ALL AGENCIES AGENCY FOR HEALTH CARE ADMINISTRATION	*		
AGENCY FOR PERSONS WITH DISABLITIES		Minority Vendor Designation	
AGENCY FOR STATE TECHNOLOGY (FORMERLY SERCINSRC) DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES		ALL MINORITY VENDOR DESIGNATIONS	
		African-American, Certified	
Dollar Value		Asian-American, Certified	
1980 III		Aslan-American, Non Certified	*
Beginning and/or Ending Dates (mm/dd/yyyy)		Fiscal Year of Execution	
Begn End			
Commodity/Service Type (Connect & Purchase Order Only)		Method of Procurement () Shaw Inastive (Central & Purshase Order Only)	
LOOKED LOWING DOWNER LOOPAN		ALL METHOD OF PROCUREMENTS Agency invitation to Bid (a. 287.057 (1) (a), PS	
2d / 3d/ 4d seismic data interpretation		Agency invitation to Bid for Public Property And Publicly Owned Buildings (s. 255.0525, FS)	
2d/3d/4d land seismic acquisition services 2d/3d/4d marine seismic acquisition services		Agency Invitation to Negotiate (s. 287/05/(2)(c), FAG) Agency Invitation to Negotiate for Public Property And Publicly Owned Buildings [s. 255.0525, F5]	+
2d/ 3d/ 4d seismic data processing services			
S-methylmorphine or codeine Abacavir	-		
(# Show All 😳 Show Contracts Only 😳 Show Grant Awards Only 😳 Show Purchase Orders Only			Excand All
Contract Specific Search Parameters			
O Grant Award Specific Search Parameters			
Purchase Order Specific Search Parameters			
	10	and South	
		NET Provident	

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Advanced Search			
		Bas	ic Search
Agency Name		Vendor/Grantor Name	
ALL AGENCIES AGENCY FOR HEALTH CARE ADMINISTRATION AGENCY FOR PERSONS WITH DISABILITIES DEPARTIMENT OF AGRICULTURE AND CONSUMER SERVICES DEPARTMENT OF CHILDREN AND FAMILIES T		Minority Vendor Designation	
		Dollar Value Hom To	
Fiscal Year		Commodity/Service Type (Contract & Purchase Order Only) Download	
	•	ALL COMMODITY TYPES A ABORTIA-GUENT DRUGS ABRASIVES, DENTAL; BURS, COMPOUNDS, ABRASIVES, PAPER AND CLOTH BACKED ABRASIVES, SANDBLASTING	
Beginning and/or Ending Dates (mm/dd/yyyy)		Method of Procurement Show Inactive (Contract & Purchase Order Only)	
Begin End			
Show All O Show Contracts Only O Show Grant Awards Only O Show Purchase Order	rs Only	Collap	se All
Contract Specific Search Parameters			
Grant Award Specific Search Parameters			
Purchase Order Specific Search Parameters			

D. Advanced Search Results

The "Advanced Search Results" contains more fields than can display at once. A scroll bar at the bottom moves the display left and right.

You can download Advanced Search Results to a Microsoft Excel readable file by clicking the "Download Results" link and following the on screen instructions.

Results								
						1130 1 2 3 4 5 6 7 8 113 Next	>> Down	load Results
AGENCY NAME	TYPE	AGENCY ASSIGNED	PO NUMBER	VENDOR NAME	TOTAL AMOUNT	COMMODITY/SERVICE TYPE	VIEW AUDITS	
AGENCY FOR HEALTH CARE ADMINISTRATION	Purchase Order		<u>A89F5B</u>	FLORIDA LEGISLATURE	\$2,600.00	BOOKS, IN-PRINT		6810-MSib order
AGENCY FOR HEALTH CARE ADMINISTRATION	Purchase Order		<u>A8660B</u>	OFFICE DEPOT	\$1,067.84	Multiple		6850-JKlos Supplies/Te
AGENCY FOR HEALTH CARE ADMINISTRATION	Purchase Order		A90DFD	XEROX CORPORATION	\$149.99	DATA PROCESSING SUPPLIES: LASER/INK		6830/RDist 6280
AGENCY FOR HEALTH CARE ADMINISTRATION	Purchase Order		A82C88	STAPLES BUSINESS ADVANTAGE	\$375.00	CHEMICALS AND SUPPLIES, FOR DRY TONER		6800 M.Fue
AGENCY FOR HEALTH CARE ADMINISTRATION	Purchase Order		A788D0	SUBURBAN PROPANE L.P.	\$1,000.00	GAS, LIQUIFIED PETROLEUM, PROPANE (ASTM		682040-C I 13/14)
AGENCY FOR HEALTH CARE ADMINISTRATION	Purchase Order		<u>A85A00</u>	MAC PAPERS, INC.	\$424.48	PAPER, BOND, CUT SIZE; MIMEO, DUPLICA-		6830/C RE PAPER
AGENCY FOR HEALTH CARE ADMINISTRATION	Purchase Order		A792B0	XEROX CORPORATION	\$3,297.92	COPYING MACHINES, MAINTENANCE SERVICE		68303004- 5755A
AGENCY FOR HEALTH CARE ADMINISTRATION	Purchase Order		<u>A92909</u>	PRIZM GROUP, LLC	\$450.00	LANGUAGE INTERPRETATION, SIGN LANGUAGE		6810-MSib S Hurley
AGENCY FOR HEALTH CARE ADMINISTRATION	Purchase Order		<u>A86391</u>	OFFICE DEPOT	\$343.47	DATA PROCESSING SUPPLIES: LASER/INK		6830/L Jan
AGENCY FOR HEALTH CARE ADMINISTRATION	Purchase Order		A855FD	OFFICE DEPOT	\$62.64	Multiple		6842 JMerc
•								F
				Displayi	ing 1 to 10 of	1130 1 2 3 4 5 6 7 8 113 Next	>> Down	load Results
Search results may display contract and that the information is not applicable to the	ounts more than one hat type of agreeme	ce. Agencies may be recordi nt.	ng contracted	I amounts on a Contract, on a Pu	irchase Order o	r on both in FACTS. The absence of Informatio	n in a colum	n indicates

Results										
					Displaying 1 to	o 10 of 1130	1 2 3 4	5678	113 Next >>	Download Results
VIEW	LONG TITLE/PO TITLE	CONTRACT SHORT TITLE	FLAIR CONTRACT	EXECUTION DATE	PO ORDER DATE	BEGIN DATE	END DATE	STATU S		
	6810-MSibold-FY13/14-Florida Legislature-Statute order				8/21/2013	8/19/2013	10/31/2013	Ordered	Exempt, Services	or Commodities provi
	6850-JKloszewski-FY13/14 Vendor- Office Depot Supplies/Toner				7/23/2013	7/15/2013	8/30/2013	Received	State Term Contra and Rule 60A-11.	act Purchase without F 044(2), FAC]
	6830/RDisbrow/FY13-14/Xerox/Transfer Belt for Phaser 6280				10/31/2013	10/28/2013	11/29/2013	Received	State Term Contra and Rule 60A-11.	act Purchase without F 044(2), FAC]
	6800 M.Fuentes fy12/13 Staples Fax Toner 7/2/13				7/10/2013	7/2/2013	7/31/2013	Received	State Term Contra and Rule 60A-11.	act Purchase without F 044(2), FAC]
	682040-C Merck-PR-Suburban Propane (Blanket FY 13/14)				7/1/2013	7/1/2013	6/30/2014	Ordered	Purchase under \$	2,500 {Rule 60A-1.00
	6830/C REARDON/FY13-14/MAC PAPER/COPY PAPER				7/11/2013	7/9/2013	8/13/2013	Received	State Term Contra and Rule 60A-11.	act Purchase without F 044(2), FAC]
	68303004-R.Hord- FY 13/14XEROX- copier lease 5755A				7/1/2013	7/1/2013	6/30/2014	Ordered	State Term Contra and Rule 60A-11.	act Purchase without F 044(2), FAC]
	6810-MSibold-FY13/14-Berryhill reporting-after-the-fact- S Hurley				11/18/2013	11/13/2013	12/18/2013	Ordered	Purchase under \$	2,500 {Rule 60A-1.00
	6830/L James/FY13-14/Office Depot/Toner II				7/17/2013	7/11/2013	7/31/2013	Received	State Term Contra and Rule 60A-11.	act Purchase without F 044(2), FAC]
	6842 JMercer/FY13/14/Office Depot/Office Supplies				7/16/2013	7/8/2013	6/30/2014	Received	State Term Contra and Rule 60A-11.	act Purchase without F 044(2), FAC]
4			11	I						Þ
					Displaying 1 to	o 10 of 1130	1 2 3 4	5678	113 Next >>	Download Results

Search results may display contract amounts more than once. Agencies may be recording contracted amounts on a Contract, on a Purchase Order or on both in FACTS. The absence of Information in a column indicates that the information is not applicable to that type of agreement.

Results

		g 1 to 10 of 1130	1 2 3 4 5 6 7	8 113 Next	>> Download Results
METHOD OF PROCUREMENT	STATE TERM ID	AGENCY SERVICE AREA	ADVANCED PAYMENT	RECEPIENT TYPE	AGENCY REFERENCE NUMBER
Exempt, Services or Commodities provided by Governmental Agencies [s. 287. 057 (3) (f) 12, & s.287.057 (22), FS]					
State Term Contract Purchase without Request For Quotes from Qualified Vendors [ss. 287.042(2) & 287.056, FS and Rule 60A-11.044(2), FAC]					
State Term Contract Purchase without Request For Quotes from Qualified Vendors [ss. 287.042(2) & 287.056, FS and Rule 60A-11.044(2), FAC]	250-WSCA-10- ACS				
State Term Contract Purchase without Request For Quotes from Qualified Vendors [ss. 287.042(2) & 287.056, FS and Rule 60A-11.044(2), FAC]					
Purchase under \$2,500 {Rule 60A-1.002(2), FAC]					
State Term Contract Purchase without Request For Quotes from Qualified Vendors [ss. 287.042(2) & 287.056, FS and Rule 60A-11.044(2), FAC]					
State Term Contract Purchase without Request For Quotes from Qualified Vendors [ss. 287.042(2) & 287.056, FS and Rule 60A-11.044(2), FAC]	600-000-11-1				
Purchase under \$2,500 {Rule 60A-1.002(2), FAC]					
State Term Contract Purchase without Request For Quotes from Qualified Vendors [ss. 287.042(2) & 287.056, FS and Rule 60A-11.044(2), FAC]					
State Term Contract Purchase without Request For Quotes from Qualified Vendors [ss. 287.042(2) & 287.056, FS and Rule 60A-11.044(2), FAC]					
(III		Þ
	Displaying	g 1 to 10 of 1130	1 2 3 4 5 6 7	8 113 Next	>> Download Results
Search results may display contract amounts more than once. Agencies may be recording contracted amounts on a l	Contract on a Purc	hase Order or on bot	in FACTS. The abs	ence of Informatio	n in a column indicates

Search results may display contract amounts more than once. Agencies may be recording contracted amounts on a Contract, on a Purchase Order or on both in FACTS. The absence of Information in a column indicate that the information is not applicable to that type of agreement.

		Dis	playing 1 to 10 of	1130 <mark>1</mark> 2	3 4 5 6 7 8 113 Ne	xt >>	Dow	nload Results
METHOD OF PROCUREMENT	STATE TERM ID	AGENCY SERVICE AREA	ADVANCED PAYMENT	RECEPIENT TYPE	AGENCY REFERENCE NUMBER	CFDA	CSFA	ADMIN COSTS?
odities provided by Governmental Agencies [s. 287. 057 (3) (f) 12, & s.287.057 (22), FS]								
ase without Request For Quotes from Qualified Vendors [ss. 287.042(2) & 287.056, FS \C]								
ase without Request For Quotes from Qualified Vendors [ss. 287.042(2) & 287.056, FS \C]	250-WSCA-10- ACS							
ase without Request For Quotes from Qualified Vendors [ss. 287.042(2) & 287.056, FS $\$								
Jle 60A-1.002(2), FAC]								
ase without Request For Quotes from Qualified Vendors [ss. 287.042(2) & 287.056, FS C]								
ase without Request For Quotes from Qualified Vendors [ss. 287.042(2) & 287.056, FS $\mbox{C}]$	600-000-11-1							
Jle 60A-1.002(2), FAC]								
ase without Request For Quotes from Qualified Vendors [ss. 287.042(2) & 287.056, FS C]								
ise without Request For Quotes from Qualified Vendors [ss. 287.042(2) & 287.056, FS C]								
•								•
		Dis	playing 1 to 10 of	1130 <mark>1</mark> 2	3 4 5 6 7 8 113 Ne	xt >>	Dow	nload Results
Search results may display contract amounts more than once. Agencies may be recordir that the information is not applicable to that type of agreement.	g contracted amou	nts on a Contract, or	a Purchase Order o	or on both in FAC	TS. The absence of Inform	ation in	a colun	nn indicates

The Main Search results display:

- Agency Name
- Type
- Agency Assigned Contract ID, applies to Contracts and Grant disbursement Agreements only
- PO Number
- Vendor Name
- Total Amount
- Commodity/Service Type
- View Audits link, applies to Contracts and Grant Disbursement Agreements only at this time
- Long Title/PO Title
- Contract Short Title, applies to Contract and Grant Disbursement Agreements only
- FLAIR Contract ID, applies to Contract and Grant Disbursement Agreements only
- Execution Date, applies to Contract and Grant Disbursement Agreements only
- PO Oder Date
- Begin Date
- End Date
- Status
- Method of Procurement
- State Term ID
- Agency Service Area, applies to Contract and Grant Disbursement Agreements only
- Advance Payment, applies to Contract and Grant Disbursement Agreements only
- Recipient Type, applies to Contract and Grant Disbursement Agreements only
- Agency Reference Number, applies to Contract and Grant Disbursement Agreements only
- CFDA, applies to Contract and Grant Disbursement Agreements only
- CSFA, applies to Contract and Grant Disbursement Agreements only
- Administrative Costs?, applies to Contract and Grant Disbursement Agreements only

All underlined result column names are storable from "A to Z" or "High to Low". Currently there are no audits of purchase orders to view.

The displayed search results are downloadable to Microsoft Excel readable file by clicking the "Download Results" link and following the on screen instructions. The download file contains the displayed information and the following information not displayed:

- Original Amount
- Commodity/service Type Code
- Recurring Budgetary Amount
- Non Recurring Budgetary Amount
- PO Budget Amount
- Manger Name, available only if User is signed into FACTS
- Manger Phone, available only if User is signed into FACTS
- Manger Email, available only if User is signed into FACTS
- Contract Exemption Explanation
- Statutory Authority
- Contract Involves State or Federal Aid
- Provide for Periodic Increase
- Periodic Increase Percentage
- Business Case Study Done

- Business Case Date
- Legal Challenge to Procurement
- Legal Challenge Description
- Was the Contractual Functions Previously Done by the Sate
- Was the Contractual Functions Considered for Insourcing back to the State
- Did the Vendor Make Capital Improvements on State Property
- Capital Improvement Description
- Value o Capital Improvements
- Value of Unamortized Capital Improvements
- Comments [General Description]
- CFDA Code Description
- CSFA Code Description

Clicking the "PO Number" hyperlink takes the User to the Purchase Order Information page. Clicking on the "Commodity/Service Type" hyperlink takes the User to the purchase order's "Deliverables" tab page. Clicking the "Back to Search" button returns the User to Advanced Search Results.

E. Purchase Order Information

Logged In As: DuBoseBillye3 / DEPARTMENT OF FINANCIAL SERVICES			DAEHBOARD CHANCE	
			¥⊺ wcct 8+1 c	•
Purchase Order Information				
				Back to Ser
Summary				
Agency Name: DEPARTMENT OF FINANCIAL SERVICES		Purchase Order Number: PO82578		
Purchase Order Title: DFS LG West Publishing FY 11/12		Vendor Name: WEST PUBLISHING CORPORATION		
Total Purchase Order Amount: \$164,322.45		Total Budgetary Amount: \$164,322.45		
Total Payment To Date: \$26,416.94		Order Date: 01/28/2013		
Details Deliverables Payments				
Main Information		Vendor Information		
Purchase Order Number: PO82678		Vendor ID:		
Purchase Order Status: Ordered		Name: WEST PUBLISHING CORPORATION		
Order Date: 01/28/2013		Address: PO BOX 64833		
Purchase Order Beginning Date: 04/11/2012		City State Zip: ST. PAUL MN 551640833		
Purchase Order Ending Date: 03/31/2014		Minority Vendor Designation: Non-Minority		
Purchase Order Fiscal Year: 2012-2013				
Purchase Order Title: DFS LG West Publishing FY 11/12				BACK TO TO
Rudget Information				
Table Party Series Series 2017				
Total Budgetary Amount: \$154,322,45				
			Download Budo	get information
BUDGET ANY ANOUNT		ACCOUNT CODE	۶Y	
\$98,593.72	43-10-2-021002-43010200-00-040000-00		2012-2013	
\$55,869.79	43-10-2-393001-43900120-00-040000-00		2012-2013	
\$4,929.27	43-10-2-021002-43010100-00-040000-00		2012-2013	
51 070 57	43-10-2-393001-43010400-00-040000-00		2012-2013	

The Purchase Order Information page separated into a "Summary" section, "Details" tab, "Deliverables" and "Payments" tabs.

- "Summary" section contains:
 - Agency Name
 - Purchase Order Number
 - Purchase Order Title
 - Vendor Name (Line 1)
 - Total Purchase Order Amount
 - Total Budgetary Amount (sum of Split Accounting Amounts)
 - · Total Payments to date
 - $\cdot \,$ Order Date
- "Details" tab three sections:

• Main Information:

- Purchase Order Number
- $\cdot~$ Purchase Order Status
- \cdot Order Date
- Purchase Order Beginning Date
- Purchase Order Ending Date
- Purchase Order Fiscal Year (applicable fiscal year)
- Purchase Order Title

• Vendor Information:

- Vendor Name
- \cdot Address
- City State Zip
- Minority vendor Designation

• Budget Information:

- Total Purchase Order Amount
- Total Budgetary Amount
- Listing Budgetary Amount by Account Code and FY (Fiscal Year)
- Budget Information is downloadable to a Microsoft Excel readable file by clicking the "Download Results" link and following the on screen instructions

Note: By default, the column types in Excel are 'General' and its conversion of FACTS data drops the leading zeros. If the User wants to see the data in its original form, they should first open an Excel; convert the column types to 'Text' and then use the import data from a text file feature of Excel.

• "Deliverables" Tab

		RTMENT OF FINANCIAL SERVICES				DASHBO	ARD CHANGE PASSWORD LOGO
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Purel	hase Order Inform	nation					
an or							
							Back to Search
Sumr	nary						
Agency	Name: DEPARTMENT OF FI	VANCIAL SERVICES	Purchase Order Number	: PO82678			
Purcha	se Order Title: DFS LG West	Publishing FY 11/12	Vendor Name: WEST PU	BLISHING CORPORATION			
Total P	urchase Order Amount: \$164	,322.45	Total Budgetary Amount	\$164,322.45			
Total Pa	ayment To Date: \$26,416.94		Order Date: 01/28/2013				
Deta	ails Deliverables	Payments					
					E	xpand All Deliverable	es Download Deliverables
MORE	LINE ITEM NUMBER	COMMODITY TYPE	STATE TERM CONTRACT ID	AGENCY SOLICITATION NUMBER	QUANTITY	UNIT PRICE	TOTAL UNIT PRICE
					00000 7000	ar 0000	000 000 70
Ŧ		LEGAL RESEARCH, DOCUMENTARY & PRECEDENT			98593.7200	\$1.0000	\$98,593.72
Ŧ	1 (CONTINUATION DO241588	LEGAL RESEARCH, DOCUMENTARY & PRECEDENT 3) THE PURCHASE ORDER IS THE FINAL 24 MONTHS OF A 36 MI	991-150-09-1 ONTH AGREEMENT USED FOR BILLING PURPOSES ONLY	FOR ONLINE INFORMATION SERVICE	98593.7200 S FOR DFS ATTORN	\$1.0000 EYS WITH WEST LA	\$98,593.72 W WITH PASSWORDS
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Ŧ	1 (CONTINUATION DO241588 2 (CONTINUATION DO241588	LEGAL RESEARCH, DOCUMENTARY & PRECEDENT 3) THE PURCHASE ORDER IS THE FINAL 24 MONTHS OF A 38 MI LEGAL RESEARCH, DOCUMENTARY & PRECEDENT 3) THE PURCHASE ORDER IS THE FINAL 24 MONTHS OF A 38 MI LEGAL RESEARCH, DOCUMENTARY & REPERENT	991-150-09-1 ONTH AGREEMENT USED FOR BILLING PURPOSES ONLY 991-150-09-1 ONTH AGREEMENT USED FOR BILLING PURPOSES ONLY 991-140-06-1	FOR ONLINE INFORMATION SERVICE	98593.7200 S FOR DFS ATTORN 55889.7900 S FOR DFS ATTORN 4929.2700	\$1.0000 EYS WITH WEST LA \$1.0000 EYS. THIS PROGRA	\$98,593.72 W WITH PASSWORDS \$55,889.79 M ALSO INCLUDES \$4,929.27
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- Primary Listing
 - Line Item Number
 - Commodity Type
 - State Term Contract ID, if applicable
 - Agency Solicitation Number, if applicable
 - · Quantity
 - Unit Price
 - Total Unit Price
 - Description

	STEM Search Questions? State Agencies From CFO An	water & Reports Florida				
Logged In As	ARTMENT OF FINANCIAL SERVICES				DA	SHBOARD CHANGE PASSWORD LO
					y Tw	reet 8+1 0
Purchase Order Infor	mation					
						Back to Sean
Summary						
Agency Name: DEPARTMENT OF F	INANCIAL SERVICES	Purchase Or	ler Number: PO82678			
Purchase Order Title: DFS LG Wes	st Publishing FY 11/12	Vendor Name	WEST PUBLISHING CORPORATION			
Total Purchase Order Amount: \$16	34,322.45	Total Budget	ary Amount: \$184,322.45			
Total Payment To Date: \$28,416.94		Order Date: 0	1/28/2013			
					Expand All Delive	erables Download Deliverables
	COMMONY THE	STATE TEEM CONTRACT ID	AGENCY BOLICITATION NUMBER	QUANTITY	Expand All Delive	TOTAL UNIT PRICE
MORE LINE ITEM NUMBER . (CONTINUATION DO24158	COMMODIT TIPE LEGAL RESEARCH, DOCUMENTARY & PRECEDENT 833) THE PURCHASE ORDER IS THE FINAL 24 MONTHS OF A 36 M	JATE TERM CONTRACT ID 991-150-09-1 IONTH AGREEMENT USED FOR BILLING PURPO	AGENCY NOLICITATION NUMBER	QUANTITY 98593.7200 N SERVICES FOR DFS A	Expand All Delive UNIT PRICE \$1.0000 TORNEYS WITH WES	total unit PRICE S98,593.72
Institution Dock 15 Institution Dock 155 Institution Dock	EXAMPLIE ECHANCIENTRATY & PRECEDENT INSUMMENTARY & PRECEDENT INSUMMENTARY & PRECEDENT INSUMMENTARY & PRECEDENT INSUMMENTARY	IANE TERM SORTAGE S91-150-09-1 IONTH AGREEMENT USED FOR BILLING PURPY EDERAL CASES STATUTES REGULATIONS ALL AD OCCRTS LEGIS HIGTORY RESULTS FLUS A JACKETS LEGIS HIGTORY RESULTS FLUS A JACKETS LEGIS HIGTORY RESULTS FLUS A JACKETS LEGIS HIGTORY RESULTS FLUS A DAOCRETS LEGIS HIGTORY RESULTS FLUS IN-BACQUERT LEGIS FIRME REVEALS FIRME REVEALS AND A REVEALS AND A REVEALS AND A REVEALS AND A REVEALS HIGTORY REVEALS RE	AGENCY SAUGRADON NUMBER ISES ONLY FOR ONLINE INFORMATION R BILLUNG PURPOSES ONLY FOR ONL NEW LAW REVIEWS FJ. JUR ALL AMU NOT HE FLORIGN SUSVANCE LIBRAS ISSUANCE OF A CHANGE GORGEN T Sames Steet/M. GATAMASSee FJ. 323 V-11.044(2), FAC]	BLANETY 98553.7200 VS.ERVICES.FOR.PS.A. INE INFORMATION SERV. INE BILL TRACK SECOND. VS.ERVICE.COVERAGE HE TOTAL BLANKET ORDE	Excand All Delivit uner Proce 51.000 TORNEYS WITH WES ICES FOR D'S ATTO IVEY UBRARY COUCH UPPO Issuance of PO IR IS FOR 70 USERS	Incluse Counting Deliverables Total Unit PROSE 996,593.72 17 LAW WITH PASSWORDS NEY'S WITH WEST LAW 16 UPLOY COMPLAINT 16 UPLOY COMPLAINT 16 UPLOY COMPLAINT 16 UPLOY COMPLAINT 16 UPLOY COMPLAINT 16 UPLOY COMPLAINT 16 UPLOY COMPLAINT 17 UPLOY COMPLAINT 10 UP
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Revised January 2016 | Page 133 of 268

- Clicking the "+" sign at the beginning of a line or "Expand All Deliverables" hyperlink displays:
 - o Line Item Description
 - Method of Procurement
 - o Line Spilt Details (Line item Split Accounting)
 - Split Accounting Line Number
 - FLAIR Contract ID, if applicable
 - Org. Code and Description
 - Object Code and Description
 - Account Code
 - Split amount

Deliverables is downloadable to a Microsoft Excel readable file by clicking the "Download Results" link and following the on screen instructions.

Note: By default, the column types in Excel are 'General' and its conversion of FACTS data drops the leading zeros. If the User wants to see the data in its original form, they should first open an Excel; convert the column types to 'Text' and then use the import data from a text file feature of Excel.

• "Payments" Tab

WATER 🛞 FLORIDA'S CHIEF FIN	ANCIAL OFFICER		HOME NEWS ABOUT THE AGENCY		
ORIDA ACCOUNTABILITY	Main FAQ Contact Us Message Search Questions? State Agencies From CFO Atwa	Charts▼ Transparency▼ ater & Reports Florida			
Logged In As: / DEPARTMENT OF FIN	IANCIAL SERVICES		DASHBOARD CHANGE PASSWORD LOGO		
			Tweet 8+1 0		
Purchase Order Information					
			Back to Search		
Summary					
Agency Name: DEPARTMENT OF FINANCIAL SERV	/ICES	Purchase Order Number: PO82678			
Purchase Order Title: DFS LG West Publishing FY	(11/12	Vendor Name: WEST PUBLISHING CORPORATION			
Total Purchase Order Amount: \$164,322.45		Total Budgetary Amount: \$164,322.45			
Total Payment To Date: \$26,416.94		Order Date: 01/28/2013			
Details Deliverables Paymen	ts	reasonate (the exumped of expenditure). Deursets include disturgements	and accounting adjustments made on a contract		
Payments are always positive amounts while account	unting adjustments may be positive or negative depending on the	he type of adjustment.	and accounting adjustments made on a contract.		
Payment Details					
			Expand All Payments Download Payments		
"Date" in the listing below indicates the date the pay Orders in FACTS.	yment voucher was recorded in the system, not the date the p	ayment was issued. An agency may have recorded payments associated	with a contract on both a Contract and a Purchase		
MORE	FISCAL YEAR	TOTAL AMOUNT			
2013-2014		\$19,770.86			
2012-2013		\$6,646.08			
•			4		
If a payment or adjustment to a purchase order was	s made before July 1, 2013, the information may not be posted	in this system.			

- o Primary Listing
 - Fiscal Year
 - $\cdot \,$ Total Amount

Purchase order paid by the State Purchasing Card display the following message "Payment for this purchase order was issued using the state of Florida Purchasing Card and is therefore not displayed."

	1 FLORIDA	S CHIEF FIN	ANCIAL OFFIC	CER											HOME	NEWS	ABOUT THE AGENCY
DRID. NTRA	A ACCOUNTA CT TRACKING S	BILITY	Main FAQ Search Question	Contact Us ons? State Agencies	Message From CFO Atwate	Charts▼ Ti & Reports Fi	ranspar	ency▼									
.ogged I	n As: / DF	PARTMENT OF FIN	ANCIAL SERVICES										DA	SHBO	ARD CH	NGE P	ASSWORD LOGOU
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Purch	ase Order Inf	ormation															
																	Back to Search
Summ	ary																
Agency	Name: DEPARTMENT OF	FINANCIAL SERVI	CES			Purchase (Order Nur	nber: PO8	2678								
Purchas	e Order Title: DFS LG	West Publishing FY	11/12			Vendor Name: WEST PUBLISHING CORPORATION											
Total Pu	rchase Order Amoun	£ \$164,322.45				Total Budgetary Amount: \$164.322.45											
Total Payment To Date: \$26,416.94						Order Date: 01/28/2013											
Detai	Is Deliverables	Payment	s														
Payment Payment Payment	s are also referred to as .s are always positive an ent Details n the listing below indical	expenditures (crea nounts while accounts while a set of the set	ting or incurring a lega iting adjustments may ment voucher was re	al obligation to disburs be positive or negativ corded in the system,	e money) or disburs e depending on the not the date the pay	ements (the payme type of adjustment. ment was issued. /	ent of expe An agency	nditures). P may have :	ayments incli recorded pay	ude dist	oursen	nents and	accounting <u>Expand</u> a contract o	adjust I <u>All Pa</u> in both	avments ma avments n a Contra	de on Downl	a contract. oad Payments 🔯 a Purchase
"Date" i	IN FACTS.					TOTAL AMOUNT											
"Date" i Orders		2013-2014				\$19,770.86											
"Date" i Orders MORE	2013-2014					\$19,770.86											
"Date" i Orders MORE	2013-2014 STATEWIDE DOCUMENT #	AGENCY DOCUMENT #		VENDOR NAME		\$19,770.86 INVOICE #	LINE ITEM #	SPLIT LINE #	AMOUNT	L1 G	F SF	FID	BE	IBI	CAT	YR CI	I DATE
"Date" i Orders MORE	2013-2014 STATEWIDE DOCUMENT # D40002168270001	AGENCY DOCUMENT # V005213	WEST PUBLISHING O	VENDOR NAME		\$19,770.86 INVOICE # 828120476	LINE ITEM#	SPLIT LINE #	AMOUNT \$3,987.65	L1 G	F SF 0 2	FID 021002	BE 43010200	IBI 00	CAT 040000	YR CI 00 N	10/22/2013
"Date" i Orders MORE	2013-2014 STATEWIDE DOCUMENT # D40002168270001 D40002168400001	AGENCY DOCUMENT # V005213 V005226	WEST PUBLISHING (VENDOR NAME CORPORATION		\$19,770.86 INVOICE # 828120476 828120654	LINE ITEM#	SPLIT LINE # 1	AMOUNT \$3,987.65 \$2,259.67	L1 G 43 10 43 10	F SF 2 2 2	FID 021002 393001	BE 43010200 43900120	IBI 00 00	CAT 040000 040000	YR CI 00 N 00 N	TI DATE 10/22/2013 10/22/2013

- Clicking the "+" sign at the beginning of a line or "Expand All Payments" hyperlink displays:
 - Statewide Document # (Document number and line sequence)
 - Agency Document #
 - o Vendor Name
 - Invoice #
 - o Line Item #
 - Split Line #
 - o Amount
 - o Account Code (segmented L1, GF, SF, FID, BE, IBI, CAT, YR, CFI)
 - Date (Date the payment voucher recorded in the system, not the date the payment issued.)

Payments information is downloadable to a Microsoft Excel readable file by clicking the "Download Results" hyper- link and following the on screen instructions.

Note: By default the column types in excel are 'General' and its conversion and drops the leading zeros. If the User wants to see the data in its original form, they should first open an Excel; convert the column types to 'Text' and then use the import data from a text file feature of Excel.

XXVIII. View POs with Missing Method of Procurement

Clicking the "View POs with Missing Method of Procurement" hyperlink on the "Agency All Agreements User" Or "Agency Contracts/Grant Disbursement User" Dashboard takes the User to View POs with Missing Method of Procurement results web page.

Agencies can use the information to identify purchase orders without a Method of Procurement and correct them in MFMP.

ATWATER 🧐 FLORI	DA'S CHIEF FI	INANCIA	L OFFICER		HOME	NEWS ABOUT TH	EAGENCY MEET T
FLORIDA ACCOUNT CONTRACT TRACKING	ABILITY SYSTEM	Mair Search	n FAQ Contact Us Messa n Questions? State Agencies From CFO	age Charts D Atwater & Reports	▼ Transpai Florida	rency▼	
Logged In As: / S	STATE COURTS SY	'STEM			DASHBOARD	CHANGE PASSV	VORD LOGOUT
View POs with Mis	sing Metho	d of Pro	ocurement				
AGENCY NAME	PO NUMBER	STATUS	TITLE	TOTAL AMOUNT	ORDER DATE	START DATE	END DATE
STATE COURTS SYSTEM	<u>A80121</u>	Ordered	Court Reporting Software Support	\$10,115.00	8/16/2013	9/5/2013	9/4/2014
STATE COURTS SYSTEM	<u>A80242</u>	Ordered	Stenograph Maintenance Renewal	\$3,612.00	8/16/2013	7/1/2013	6/30/2014
				Dis	splaying 1 to 2	of 2 Dow	inload Results
			Return To Dashboard				
				BVICER			

The results display:

- Agency Name
- PO Number
- Status
- Title
- Total Amount
- Order Date
- Start Date
- End Date

All underlined result column names are storable from "A to Z" or "High to Low".

The information on this page is downloadable by clicking the "Download Results" button and following the on screen instructions.

Clicking the "PO Number" hyperlink takes the User to the Purchase Order Information page.

Grant Awards

XXIX. Add Grant Award

Grant Award Agreements are those receipts of grant dollars by a reporting entity that are either federal or state financial assistance, local governments, or grant funding by a non-governmental entity.

Use this web page to enter the general information for a grant award. The User access the page by clicking the "Add new Award' hyperlink on the "Agency All Agreements User" dashboard or the "Agency Grant Award User' dashboard.

DEPARTMENT OF F				DASHBOARD CHANGE PASSWORD LOCOUT
DEPARTMENT OF F	INVIORE SERVICES			
Add New Grant Award				0
REQUIRED FIELOS				
Main Information	Indirect Cost Information		Agency Grant Manager Information	
Grant Award ID *	Eligible for Indirect Cost	🗢 Yes 🍭 No	Agency Manager Name *	
Short Title *	Salary, Wages & Fringe	⊙ Yes ⊙ No ☉ N/A	Phone Number EX: 999999999	
Long Title *	Payment to Sub-Recipient	⊙ Yes ⊙ No ③ N/A	Email	
Grant Reference Number	Direct Cost	○ Yes ○ No ③ N/A		
Description *	Indirect Cost - Comments		Agency Grant Fiscal Contact Information	
	A	~	Agency Grant Fiscal Contact Name	
			Phone Number EX: 999999999	
	*		Email	
Original Grant Award Amount * #				
Date of Award * EX: HM/DD/1007			Grant Federal Contact Information	
Original Funding Start Date * EX: HM/00/YWY			Grant Federal Contact Name	
			Phone Number EX: 999999999	
Original Funding End Date EX: HH/DD/YYYY			Email	
Revised Funding End Date EX: HM/00/YMY				
Grant Award Type *				
Select				
Grant Document Number *				
Grant Status *				
Select				

A. Main Information Section

Grant Award ID – 5 alphanumeric – required – cannot be edited once the grant award is finished/published to the web

Field identifies the individual grant award within the system for FLAIR processing purposes. Input data is loaded into FLAIR and added to the FLAIR Title file, which will allow subsequent FLAIR transactions to use the data. It is unique to a single grant award. Agency cannot use the identifier again for ten years. The field is required for all FACTS related FLAIR receipt transactions. It allowed on all FLAIR transactions. It used to retrieve receipt data by grant award for reporting on the internet. Each Agency determines how to assign Grant Award IDs within their agency. When entering a grant award the following message is displayed "Grant Award already exists", it is referring to [FLAIR] Grant Award ID not the Agency Grant Reference Number.

Short Title – up to 10 alphanumeric – required - can be edited once the grant award is finished/published to the web

Required field used to populate the FLAIR Title file and retrieved for reporting purposes. Agencies should use the space to record something that would assist them in identifying the grant award.

Long Title – up to 60 alphanumeric – required - can be edited once the grant award is finished/published to the web

Required field used to populate the FLAIR Title file and retrieved for reporting purposes. The entry in this field should identify the grant award in a manner that would be meaningful to the public.

Grant Reference Number – up to 5 alphanumeric – optional - can be edited once the grant award is finished/published to the web

Optional field used to identify agency assigned grant award identifier that is different from the Grant Award ID. If the agency is using a grant award system, the use of this field and the [FLAIR] Grant Award Identifier will provide a link between the two systems allowing the agency to continue to use their own management system while complying with the requirements of FACTS. Agencies that do not maintain separate management systems may duplicate the [FLAIR] Grant Award ID in this field. The field will be stored in FACTS and retrieved for reporting purposes.

Description – up to 2,000 alphanumeric – required - can be edited once the award is finished/published to the web

This free form field is required and provides for a general description of the grant award that is understandable by the public. Agencies can also include general comments that are pertinent to the public regarding data reported on a specific grant awards.

Original Grant Award Amount - 13.2 numeric (do not use the "\$" sign, 10 digits before the decimal point and 2 digits after the decimal point) – required - can be edited once the grant award is finished/published to the web

Required field used to report the original amount of the grant award. The original amount can be zero for grant awards that do not have a total amount specified in the grant award document.

Date of Award – 8 numeric – required - cannot be edited once the grant award is finished/published to the web

Field identifies the date of notification of the award funding. The date must be input using the MM/DD/YYYY format or selected from the pop-up calendar activated by clicking in the date box, and it must be a valid date. The pop-up calendar has drop downs for the month and year that change to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format.

Original Funding Start Date - 8 numeric - required - can be edited once the grant award is finished/published to the web

Field identifies the start date for obligating or expending the funds from the grant award. The date must be input using the MM/DD/YYYY format or selected from the pop-up calendar activated by
clicking in the date box, and it must be a valid date. The pop-up calendar has drop downs for the month and year that change to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format.

Original Funding End Date - 8 numeric – optional - can be edited once the grant award is finished/published to the web

Field identifies the end date for obligating the funds from the grant award. The date must be input using the MM/DD/YYYY format or selected from the pop-up calendar activated by clicking in the date box, and it must be a valid date. The pop-up calendar has drop downs for the month and year that change to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format. Since funding end, date may not be know at the time entry, it can be blank.

Revised Funding End Date - 8 numeric – optional - can be edited once the grant award agreement is finished/published to the web

Since FACTS cannot automatically update revised funding end dates of grant award agreements form the agreement amendment records; this field is provided to manually identify the revised end date for obligating the funds from the grant award. The latest date of this field or the Original Funding End Date filed is used to determine if grant award agreements appear on the Active Grant Award with Past Funding End Date report addressed in Section XLIII.

The date must be input using the MM/DD/YYYY format or selected from the pop-up calendar activated by clicking in the date box, and it must be a valid date. The pop-up calendar has drop downs for the month and year that change to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format. Since funding end, date may not be know at the time entry, it can be blank.

Grant Type – 1 alphanumeric – required – must be selected from a drop down list - can be edited once the grant award is finished/published to the web

Grant Award Agreements defined as the receipt of grant dollars by a reporting entity that are either federal or state financial assistance or grant funding by local governments or another non-governmental entity. Types selected from a drop-down box activated by clicking on the down arrow on the right side of the box. Only values selected from the drop-down box are valid input.

Grant Award Type definitions:

- <u>Block/Formula Grant Agreements</u> A sum of money granted by the federal government with general provisions as to the way funds are spent, associated with Catalog of Federal Domestic Assistance (CFDA) number.
- **<u>Project Grant Agreements</u>** The funding for specific project(s). In most cases, the project has a known or fixed period.
- <u>Entitlement Grant Agreement</u> A government program that guarantees and provides benefits to a particular group.

- <u>Discretionary Grant Agreements</u> An Award for which the awarding agency generally may select the recipient from among all eligible recipients, may decide to make or not make an award based on the programmatic, technical, or scientific content of an application, and can decide the amount of funding to be awarded.
- <u>Cooperative Agreement</u> An award of financial assistance that is used to enter into the same kind of relationship as a grant; and is distinguished from a grant in that it provides for substantial involvement between the federal agency and the recipient in carrying out the activity contemplated by the award.

Grant Document Number – up to 50 alphanumeric – required – can be edited once the grant award is finished/published to the web

Field identifies the number assigned by the issuing entity to the grant award for reporting purposes.

Grant Status – 2 alphanumeric – required – must be selected from a drop down list - can be edited once the grant award is finished/published to the web

Grant Status codes selected from a drop-down box activated by clicking on the down arrow on the right side of the box, and are the only valid input into this field.

Grant Status definitions:

- <u>Anticipated Award</u> Maps to FLAIR Grant Information Subsystem Active
- <u>Approved Award</u> Maps to FLAIR Grant Information Subsystem Active -
- Inactive pending Property Action Maps to FLAIR Grant Information Subsystem Inactive
- Inactive for Ongoing Reporting Maps to FLAIR Grant Information Subsystem Inactive
- <u>**Closed</u>** Map to FLAIR Grant Information Subsystem Deleted. Closed grant awards will remain in FACTS for a period of 10 years.</u>
- Deleted (Used for Error Corrections) If a grant award entered into FACTS in error and before finished/published to the public website, the "Agency All Agreements User" or "Agency Grant Award User" can select "Deleted" this will remove the grant award from all display listings and will allow the agreement's assigned [FLAIR] Grant Award ID to be reused on another grant award. However, if the grant award is finished/published to the public website, the Agency Point of Contact will need to send an email to FACTS.Info@myfloridacfo.com explaining the circumstances and requesting deletion of the grant. If a finished/published grant award is deleted the agreement's assigned [FLAIR] Grant Award ID cannot be reused on another grant award for 10 years.

B. Indirect Cost Information Section

 Eligible for Indirect Cost – 1 alphanumeric – Optional – must select "Yes" or "No" radio button – defaults to "No" - can be edited once the grant award is finished/published to the web

Indicates if the grant award allows for indirect cost charges. (Yes/No)

 Salary, Wages & Fringe – 1 alphanumeric – Optional/Conditional – must select "Yes", "No" or "N/A" radio button – defaults to "NA" - can be edited once the grant award is finished/published to the web

If "Yes" radio button selected for "Eligible for Indirect Cost", then "Salary, Wages & Fringe" radio buttons become available for selection. Used to indicate that the grant award allows for salary, wages & fringe charges. (Yes/No/NA). Defaults to N/A – Not applicable.

If "Yes" radio button selected for "Eligible for Indirect Cost", then "Payment to Sub-Recipient" radio buttons become available for selection. Used to indicate that the grant award allows for payment to sub-recipient charges. (Yes/No/NA). Defaults to N/A – Not applicable.

Direct Cost - 1 alphanumeric - Optional/Conditional - must select "Yes", "No" or "N/A" radio button - defaults to "NA" - can be edited once the grant award is finished/published to the web

If "Yes" radio button selected for "Eligible for Indirect Cost", then "Direct Cost" radio buttons become available for selection. Used to indicate that the grant award allows for direct cost charges. (Yes/No/NA). Defaults to N/A – Not applicable.

Indirect Cost Comments – 2,000 alphanumeric – Optional - can be edited once the grant award is finished/published to the web

A free form field to record comments about Indirect Costs.

C. Grant Federal Contract Information Section

 Grant Federal Contact Name – 31 alphanumeric – Optional - can be edited once the grant award is finished/published to the web

Field used to identify the Federal contact's name. Not displayed to public.

 Phone Number – 10 digits (no dashes) – Optional - can be edited once the grant award is finished/published to the web

Field used to identify the Federal contact's phone number. Not displayed to public.

Email – up to 50 alphanumeric (<u>www.xxxx@xxx.xxx</u>) – Optional - can be edited once the grant award is finished/published to the web

Field used to identify the Federal contact's email address. Not displayed to public.

D. Agency Grant Manger Information Section

 Agency Grant Manager Name – 31 alphanumeric – Required - can be edited once the grant award is finished/published to the web

Field used to identify the agency's grant manager's name. Not displayed to public.

Phone Number – 10 digits (no dashes) – Optional - can be edited once the grant award is finished/published to the web

Field used to identify the agency grant manager's phone number. Not displayed to public.

Email – up to 50 alphanumeric (<u>www.xxxx@xxx.xxx</u>) – Optional - can be edited once the grant award is finished/published to the web

Field used to identify the agency grant manager's email address. Not displayed to public.

E. Agency Grant Fiscal Contact information Section

 Agency Fiscal Contact's Name – 31 alphanumeric – Optional - can be edited once the grant award is finished/published to the web

Field used to identify the agency grant fiscal contact's name. Not displayed to public.

Phone Number – 10 digits (no dashes) – Optional - can be edited once the grant award is finished/published to the web

Field used to identify the agency grant fiscal contact's phone number. Not displayed to public.

Email – up to 50 alphanumeric (<u>www.xxxx@xxx.xxx</u>) – Optional - can be edited once the grant award is finished/published to the web

Field used to identify the agency grant fiscal contact's email address. Not displayed to public.

F. Web Page Processing Error Messages

Once the User has added the information on the web page, the User must click the "Next" button at the bottom of the page to proceed to the next input web page. Should any of the required information be missing or be incorrect, one or more of the following error messages will appear at the bottom of the page. The User must provide the required information or correct the error before the FACTS will allow the User to proceed to the next input page.

- Grant Award ID is required
- Short Title is required
- Long Title is required
- Description is required
- Original Grant Amount is required
- Date of Award is required
- Original Funding Start Date is required

- Grant Award Type is required
- Grant Document Number is required
- Grant Award Status is required
- Agency Manager Name is required
- Grant Award Type is invalid
- Grant Award Status is invalid

XXX. Add Grant Award Grantor Information

Use this web page used to enter the grantor information for a grant award. The User access the page by clicking the "Next" button at the bottom of the Add New Grant Award page.

JEFF ATWATER 🧐 FLORIDA'S CHIEF FINANCIAL OFFICER	HOME NEWS ABOUT THE AGENCY MEET THE CFO
EFLORIDA ACCOUNTABILITY State Agencies From CFO Atwater & Reports Fronda	
Logged in As:	DASHBOARD CHANGE PASSWORD LOGOUT
Grantor Information	0
Grant Award ID: TEST3 Grant Award Long Title: test	
* REQUIRED FIELDS	
Add Grantor	
Grantor ID *	
Add Grantor	
No Grantors have been added to the grant.	
	Back Next
2011 © FLORIDA DEPARTMENT OF FINANCIAL SERVICES	

A. Add Grantor Section

Grantor ID (Identifier) – 13 alphanumeric – required - can be edited once the grant award is finished/published to the web

Field uniquely identifies the grantor(s). Input values edited against the FLAIR Statewide Vendor File. Entries should contain both the prefix and sequence numbers. In order to be a valid grantor, the Vendor must have assigned on the statewide vendor file one of the following Revenue Type codes:

- Nonprofit Organization
- For Profit Organization, includes Sole Proprietor
- Local Government
- State Community Colleges
- District School Boards
- State Agency*, excluding State Universities
- State Universities*
- Federal Agency
- Private Universities*
- Legislature

*Includes entities in or out of the State of Florida.

The address information is retrieved from the FLAIR Statewide Vendor File and stored in FACTS.

The identifier can be typed or selected from a "Search Grantor" results listing. Click the Grantor ID hyperlink to activate the search web page. See below.

JEFF	ATWATER 🎯 FLORIDA	S CHIE	F FINANCIA	L OFFICER		н	NOME NEWS ABOUT THE AGENCY MEET THE CFO
FACTS	FLORIDA ACCOUNTAL	BILITY YSTEM	Ma Searc	in FAQ Contact Us I ch Questions? State Agencies F	Message Charts▼ Transparen rom CFO Atwater & Reports Florida	cy▼	
	Logged In As:	Search	Grantor				DARD CHANGE PASSWORD LOGOUT
	Grantor Information		Gran	tor Name: us f	(Only First matching 200 records are dis	played)	9
	Grant Award ID: TEST3 Grant Award Long Title: test			Sea	arch Cancel		
	* REQUIRED FIELDS	SELECT	GRANTOR ID	NAME	STREET ADDRESS	CITY STATE ZIP	
		Select	001	BUS FLORIDA, INC	1265 YVONNE ST	APOPKA FL 327120000	D
		Select	001	COLUMBUS F. DOUGLAS	873 S.W. TROY STREET	LAKE CITY FL 32024000	
		Select	001	DEDALUS FILMS	32 COURT STREET 21ST FLOOR	BROOKLYN NY 1120100	IC
		Select	004	DEETTE HOLDEN CUMMER MUS FNDTN	DBA CUMMER MUS OF ART & GARDENS 829 RIVERSIDE AVE	JACKSONVILLE FL 322040000	
		Select	001	DYCUS FAMILY MEDICINE PA	30 WINDSORMERE WAY STE 100	OVIEDO FL 327650000)
	No	<u>Select</u>	0001	ESTRADA, JESUS F	1435 S ROSEWOOD AVE	SANTA ANA CA 927071025	
		Select	:001	EXAM PLUS FL, CORP.	408 EDWIN STREET	WINTER SPRINGS FL 327080000	
		Select	001	FABULOUS FLORIDA FOLLIES	CO ROCK-ETTE DANCE STUDIO 6285 W SAMPLE RD	CORAL SPRINGS FL 330673175	ext
		Select	001	FABULOUS FURNITURE	19100 SW 106 AVE SUITE # 9	MIAMI FL 331570000	
		_	_				
				2011 © FLORIDA DE	PARTMENT OF FINANCIAL SERVICES		

User must enter at least three characters to perform the vendor search. Spaces count as characters. To select, click the "Select" hyperlink.

Once the grantor identifier has been typed or selected from the result list, User clicks the "Add Grantor" button to record the information.

User can record as many grantors as necessary by repeating the steps above. See Chapter 5 of the FLAIR Procedures Manual and FLAIR Statewide Vendor File at <u>http://www.myfloridacfo.com/aadir/EnterpriseEducation/index.htm</u> for additional information on FLAIR Vendor Files.

Since the identifier may contain social security numbers, this information is not displayed to the public.

B. Grantor Listing Section

JEFF ATWATER	🛞 FLORID	DA'S CHIEF F	INANCIAL (OFFICER							WS ABOUT THE AGENCY	MEET THE CFC
	ACCOUNT	ABILITY SYSTEM	Main Search	FAQ Contac Questions? State Agen	t Us Message cies From CFO Atv	e Chai vater & Repo	r ts▼ rts	Transpar Florida	ency▼			
Logged In	As:	/ DEPARTMENT	OF TRANSPOR	TATION						DASHBOARD	CHANGE PASSWORD LOG	оυт
Granto	r Informatio	n										0
Grant Awa Grant Awa	ird ID: TEST3 ird Long Title: test	:										
* REQUIRED	FIELDS											
				Add Grant	or							
				Grantor ID *								
					Add Gran	ntor						
		GRANTOR ID	NAME LINE 1	NAME LINE 2	STREET ADDRESS	CITY	STATE	ZIP	GRANTOR TYPE			
		001	BUS FLORIDA, INC	BUS FLORIDA	1265 YVONNE ST	APOPKA	FL	327120000	NONPROFIT ORGANIZATION	Delete		
										Back Next		
							_					
				2011 © FL(DRIDA DEPARTMENT	OF FINANCIA	L SERV	ICES				

When adding grantors, the following information displayed:

Grantor ID – retrieved from data entry

Name Line 1 – retrieved

Fields displays the payee name. Information retrieved from the FLAIR Statewide Vendor File. This information displayed to the public.

Name Line 2 – retrieved

Fields displays the payee name. Information retrieved from the FLAIR Statewide Vendor File. This information displayed to the public.

Street Address – retrieved

Field displays the street address. The information retrieved from the FLAIR Statewide Vendor File. This information not displayed to the public.

City – retrieved

Field displays the city. The information retrieved from the FLAIR Statewide Vendor File. This information displayed to the public.

State – retrieved

Field displays the state abbreviation. Information retrieved from the FLAIR Statewide Vendor File. This information displayed to the public.

***** ZIP Code – retrieved

Field displays the ZIP code. The information retrieved from the FLAIR Statewide Vendor File. This information displayed to the public.

Grantor Type – retrieved

Field displays the Grantor Type. The information retrieved from the FLAIR Statewide Vendor File. This information displayed to the public.

This section allows the User to "Delete" grantors. When clicking "Delete" the system will ask for confirmation.

C. Web Page Processing Error Messages

Once the User has added the information on the web page, the User must click the "Add" or "Next" button at the bottom of the page to proceed to next input web page. If any of the required information is missing, one or more of the following error messages will appear at the bottom of the page. The User must provide the required information before FACTS will allow the User to proceed to the next input page.

- At Least One Grantor needs to be added to the grant award.
- The length of Grantor ID cannot be less than 10
- Grantor ID is not valid

XXXI. Add Grant Award CFDA/CSFA

Use this web page used to enter the CFDA/CSFA for a grant award. User accesses the page by clicking the "Next" button at the bottom of the Grantor Information web page.

JEFF ATWATER 🧐 FLORIDA'S CHIEF FINANCIAL OFFICER	HOME NEWS ABOUT THE AGENCY MEET THE CFO
SEFLORIDA ACCOUNTABILITY Main FAQ Contact Us Message Chart CONTRACT TRACKING SYSTEM Search Questions? State Agencies From CFO Atwater & Report	s▼ Transparency▼ s Forida
Logged In Ast / DEPARTMENT OF TRANSPORTATION	DASHBOARD CHANGE PASSWORD LOGOUT
CFDA/CSFA Information	Ø
Grant Award ID: TEST3 Grant Award Long Title: test	
CFDA/CSFA information is optional for a Grant Award except when Grantor Type equals 'J' for Federal Agency then at lea Grant Award, click 'Next' button. Add CFDA CFDA Code * Add CFDA No CFDA Codes have been added to the Grant Award. No CSFA Code	Add CSFA Add CSFA Back Next
	2500220

A. Add CFDA/CSFA

This web page is for entering the Codes of Federal Domestic Assistance (CFDA) or Codes of State Financial Assistance (CSFA) that is associated with this contract.

CFDA Code – 6 numeric – conditionally required - can be edited once the grant award is finished/published to the web

Field identifies the Code of Federal Domestic Assistance (CFDA) that is associated with this grant award. A CFDA code is required if Grantor Type equals 'J' for Federal Agency.

Can directly access codes from the FACTS input screen. Click on the CFDA Code hyperlink. Then click the down arrow for a listing of valid codes to select. Click the appropriate code and then click the "Select CFDA Code" button to enter the code. Values must be valid codes and validated against the FLAIR Title file. Multiple values may be input for each grant.

Logged In As:	DEPARTMENT OF TRA	NSPORTATION					DASHBOARD CHANGE PASSWORD LOGOU
CFDA/CSFA Inform	nation						e
Grant Award ID: TEST3							
CFDA/CSFA information is option	nal for a Grant Award exe	cept when Grantor Typ	e equals 'J' for Feder	al Agency then	at least one CFD	A Code is required. If you	don't need to enter CFDA/CSFA codes for the
Grant Award, click Next button.							
	Add CFDA	Select CFDA Co	de			IXI	
	CFDA Code *	Select CFDA Code					
			Colort OFF		2		
			Select CFL	JA Code	Jancer		
		Add CFDA			Ad	d CSFA	
	No CFDA Codes	have been added to t	he Grant Award.	No CSFA	Codes have been	added to the Grant Awar	d.
						Ba	ck Next

See screen shots below.

Florida Accountability Contract Tracking System (FACTS) | User Manual

SEPANWATER ELORIDA'S CHEF FINANCE SECONTRACT TRACKING SYSTEM	10.033 - DAIRY INDEMNITY PROGRAM 10.053 - RODUCTION FLEXIBULTY PAYMENTS FOR CONTRACT COMMODITIES 10.055 - RODUCTION FLEXIBULTY PAYMENTS 10.059 - NATIONAL WOOL ACT PAYMENTS 10.063 - AGRICULTURAL CONSERVATION PROGRAM 10.063 - AGRICULTURAL CONSERVATION PROGRAM 10.064 - LORESTRY INCENTIVES PROGRAM 10.065 - RICE PRODUCTION STABILIZATION 10.066 - LORESTRY INCENTIVES PROGRAM 10.067 - ARMER OWNED RESERVE PROGRAM 10.071 - FOEDERVATION OF A BASIN SALINITY CONTROL PROGRAM 10.072 - VOLRADO RIVER BASIN SALINITY CONTROL PROGRAM 10.073 - COLORADO RIVER BASIN SALINITY CONTROL PROGRAM 10.074 - COLERAL-STATE COOPERATION IN WAREHOUSE EXAMINATION AGREEMENT 10.075 - SPECIAL APPLE PROGRAM 10.075 - SPECIAL APPLE PROGRAM 10.075 - SPECIAL APPLE PROGRAM 10.075 - SMERGENCY LOAN FOR SEED PRODUCERS 10.081 - LAMB MEAT ADJUSTMENT ASSISTANCE PROGRAM 10.081 - LAMB MEAT ADJUSTMENT ASSISTANCE PROGRAM 10.081 - LAMB MEAT ADJUSTMENT ASSISTANCE PROGRAM 10.081 - MCOME LOSS CONTRACT PROGRAM 10.081 - LAMB MEAT ADJUSTMENT ASSISTANCE PROGRAM	DASHBOARD CHANGE PASSWORD LOGOUT
		Back Next

CFDA/CSFA Inform	mation	
Grant Award ID: TEST3 Grant Award Long Title: test		
CFDA/CSFA information is opti Grant Award, click 'Next' button	onal for a Grant Award except when Grantor Type equals 'J' for Feder	al Agency then at least one CFDA Code is required. If you don't need to enter CFDA/CSFA codes for the
	Add CFDA	Add CSFA
	CFDA Code * 10.064	CSFA Code *
	Add CFDA	Add CSFA
	No CEDA Codes have been added to the Grant Award	No CSFA Codes have been added to the Grant Award
		Back

- ATWATER 🍏 FLORIDA'S	GHEF FINANCIAL OFFICER	
FLORIDA ACCOUNTAB	ILITY → Main FAQ Contact Us Message Charts▼ Transparency▼ STEM → Search Questions? State Agencies From CFO Atwater & Reports Florida	
Logged In As: / DE	PARTMENT OF TRANSPORTATION	DASHBOARD CHANGE PASSWORD LOGOUT
CFDA/CSFA Informa	tion	0
Grant Award ID: TEST3 Grant Award Long Title: test		
Grant Award, click Next button.	Add CFDA Add CSFA CFDA Code * Add CFDA Add CFDA Add CSFA Code bescription No CSFA Codes have been added to the Grant Award.	
	10.064 FORESTRY INCENTIVES PROGRAM Delete	Next

CSFA Code – 6 numeric – Optional - can be edited once the grant award is finished/published to the web

Field used to identify the Code of State Financial Assistance (CSFA) that is associated with this grant award, if any. Values must be valid. Codes validated against the FLAIR Title files. Multiple values may be input for each contract.

Logged In As:		DASHBOARD CHANGE PASSWORD LOGO
	then	
CFDA/CSFA Informa	tion	
Grant Award ID: TEST3 Grant Award Long Title: test		
CFDA/CSFA information is optiona	for a Grant Award except when Grantor Type equals 'J' for Federal Agency then at least one CFDA Code is required. If yo	u don't need to enter CFDA/CSFA codes for the
Grant Award, click 'Next' button.		
	Add CFDA Select CSFA Code	
	CEDA Code * Select CSFA Code	
	Select CSFA Code Cancel	
	Add CFDA Add CSFA	
	CODE DESCRIPTION No CSFA Codes have been added to the Grant Awa	ırd.
	10.064 FORESTRY INCENTIVES PROGRAM Delete	
	B	ack Next

Florida Accountability Contract Tracking System (FACTS) | User Manual

FLORIDA ACCOUNTABILI	22003 - COUNTY ARTICLE Y TRUST FUND 22004 - SMALL CO COURTHOUSE FACILITIES 22005 - FAMILY COURTS 22005 - COURT REPORTER SVCS 22007 - TRILARY PROGRAM	
Logged In As: CFDA/CSFA Informatio	22008 - PAYMENT TO JURORS AND WITNESSES MENT OF TRAI 22009 - MEALS AND LODGING FOR JURORS 22010 - PLANT CITY SATELLITE CENTER 22012 - COURT SYS TECHNOLOGY IMPRV 22013 - DRIVE COURT	DA SHEGARD CHANGE PASSWORD LOGOUT
Grant Award ID: TEST3 Grant Award Long Title: test	22014 - MODEL DEPENDENCY COURT PILOT PROJECT 22015 - FOSTER CARE CITIZEN REVIEW 22016 - FL NETWORK OF CHILDREN ADVOCACY CENTERS 22017 - MARY LEF HOUSE	
CFDA/CSFA information is optional for a Grant Award, click 'Next' button.	Stant Award exc 2018 - HILLSBOROUGH COUNTY COURTHOUSE 22019 - AID TO LOCAL GOVERNMENTS 22999 - TEMPORARY 31001 - FL BLACK BUSINESS ASST/FL BLACK BUSINESS INVESTMENT BOARD 31002 - ECONOMIC DEVELORMENT TRANSPORTATION FUND 31003 - ENTERPRISE FLORIDA, INC Select CSFA Code Select CSFA Code Cancel Add CFDA Add C	d. If you don't need to enter CFDA/CSFA codes for the
	CODE DESCRIPTION No CSFA Codes have been add 10.064 FORESTRY INCENTIVES PROGRAM Delete	ded to the Grant Award.
		Back Next

Logged In As:	DEPARTMENT OF TRANSPORTATION	DASHBOARD CHANGE PASSWORD LOGOUT
CFDA/CSFA Inform	nation	0
Grant Award ID: TEST3 Grant Award Long Title: test		
CFDA/CSFA information is optio Grant Award, click 'Next' button.	onal for a Grant Award except when Grantor Type equals 'J' for Fede .	al Agency then at least one CFDA Code is required. If you don't need to enter CFDA/CSFA codes for the
	Add CFDA	Add CSFA
	CFDA Code *	CSFA Code * 22009
	Add CFDA	Add CSFA
	CODE DESCRIPTION	No CSFA Codes have been added to the Grant Award.
	10.064 FORESTRY INCENTIVES PROGRAM Delete	
		Back Next

AIWAIER 💓 FLORIDA'S	HIEF FINANCIAL OFFICER	
FLORIDA ACCOUNTABI	ITY → Main FAQ Contact Us Message Charts▼ Transparency▼ TEM → Search Questions? State Agencies From CFO Atwater & Reports Fonda	
Logged In As: / DEP	ARTMENT OF TRANSPORTATION	DASHBOARD CHANGE PASSWORD LOGOUT
CFDA/CSFA Informati	n	0
Grant Award ID: TEST3 Grant Award Long Title: test		
CFDA/CSFA information is optional for Grant Award, click 'Next' button.	a Grant Award except when Grantor Type equals 'J' for Federal Agency then at least one CFDA Code is required. If you don't Add CFDA CEDA Code * Add CFDA Add CFDA Add CFDA Add CSFA	need to enter CFDA/CSFA codes for the
	CODE DESCRIPTION CODE DESCRIPTION	
	10.064 FORESTRY INCENTIVES PROGRAM Delete 22009 MEALS AND LODGING FOR JURORS Delet	2
	Back	Next

B. CFDA/CSFA Code Listing Section

Logged In As:	DEPARTMENT OF TRANSPORTATION	DASHBOARD CHANGE PASSWORD LOG
CFDA/CSFA Infor	mation	
Grant Award ID: TEST3		
Grant Award Long Title: test	t	
CFDA/CSFA information is opt	tional for a Grant Award except when Grantor Type equals 'J' for Fe	deral Agency then at least one CFDA Code is required. If you don't need to enter CFDA/CSFA codes for the
Grant Award, click Next buttol	n.	
	Add CFDA	Add CSFA
	CFDA Code *	CSFA Code *
	Add CFDA	Add CSFA
	CODE DESCRIPTION	
	10.064 FORESTRY INCENTIVES PROGRAM Del	lete 22009 MEALS AND LODGING FOR JURORS Delete
		Back Next

CFDA/CSFA information is optional for a Grant Award except when Grantor Type equals 'J' for Federal Agency then at least one CFDA Code is required. If you do not need to enter CFDA/CSFA codes for the Grant Award, click 'Next' button.

As codes added, they display with following information:

- Code
- Description

A User can also delete codes, if necessary. FACTS will request confirmation before deleting a code as shown below.

Message	e from webp 🔀
ي ي	Are you sure you want to delete this record?
0	K Cancel

C. Web Page Processing Error Messages

Once the User has added the information on the web page, the User must click the "Add" or "Next" button at the bottom of the page to proceed to next input web page. Should any of the required information be missing or incorrect, one or more of the following error messages will appear at the bottom of the page. The User must provide the required information or correct the error before the system will allow the User to proceed to the next input page.

- At least one CFDA code must be added (Grantor Type equals "J" Federal Agency)
- CFDA Code is invalid
- CSFA Code is invalid

D. Unavailable CFDA or CSFA Codes

In order for FACTS to display or accept a code value, the CFDA or CSFA code must be in FLAIR. If the code does not appear in the FACTS listings, follow the request procedures below:

<u>Procedures for Requesting Catalog of State Financial Assistance (CSFA) numbers for New State</u> <u>Projects:</u>

- The Agency completes and submits the following documents for review to the Department of Financial Services (<u>Teresa.Weeks@MyFloridaCFO.com</u>):
 - Florida Single Audit Act State Project Determination Checklist(DFS-A2-PD)
 - Florida Single Audit Act Agency Request New Number (DFS-A2-AR)
 - Florida Single Audit Act State Project Compliance (DFS-A2-CS) Forms are available at <u>http://www.myfloridacfo.com/Division/AA/Forms/default.htm</u>
- 2. DFS verifies that a state project has been determined on the State Project Determination Checklist and confirms budget data with both the GAA and the legal authority provided on the request.

3. Once confirmed, DFS assigns a unique CSFA number to the project, adds the new CSFA number in FLAIR, and notifies the Agency.

Procedures for Requesting Catalog of Federal Domestic Assistance (CFDA) numbers:

- 1. The Agency submits a email request to <u>NewAccountCode@MyFloridaCFO.Com</u>
- 2. DFS verifies the code with the Catalog of Federal Domestic Assistance website and that the code does not currently existing in FLAIR.
- 3. Once confirmed, DFS adds the new CFDA number in FLAIR, and notifies the Agency.

XXXII. Add Grant Award Letter of Credit

This web page used to enter the Letter of Credit and Sub Account information for a grant award. User accesses the page by clicking the "Next" button at the bottom of the CFDA/CSFA information web page.

FF ATWATER 🥮 FLORIDA'S CHIEF FINA	CIAL OFFICER	HOME NEWS ABOUT THE AGENCY MEET THE CFO
SELORIDA ACCOUNTABILITY	Main FAQ Contact Us Message Charts V Transparency V Search Questions? State Agencies From CFO Atwater & Reports Florida	
Logged In As:	NSPORTATION	DASHBOARD CHANGE PASSWORD LOGOUT
Letter of Credit Information		0
Grant Award ID: TEST3 Grant Award Long Title: test		
Letter of Credit information is optional for a Grant Awar	If you don't need to enter Letter of Credit information for the Grant Award, click 'Next' button.	
	Add Letter of Credit	
	Letter of Credit Number *	
		Back
	2011 © FLORIDA DEPARTMENT OF FINANCIAL SERVICES	

Letter of Credit information is optional for a Grant Award. If you do not need to enter Letter of Credit information for the Grant Award, click 'Next' button.

A. Add Letter of Credit Section

This web page is for entering the Letter of Credit information associated with a grant award, if applicable. This web page will also provide entry fields for Sub- Account associate with the Letter of Credit, if applicable.

Letter of Credit Number – up to 15 alphanumeric – optional – defaults to blank - can be edited once the grant award is finished/published to the web

User enters the grant awards associated Letter of Credit identification number in the field and clicks the Save button. Two buttons are added to the Add Letter of Credit box 1) Edit – for editing the entered data and 2) Delete – for deleting the enter data. In addition, the Add Sub Account box appears for entering the Sub Account Number, if applicable.

See the screen shot below.

JEFF ATWATER 🛞 FLORIDA'S CHIEF FINANCIAL OFFICER	HOME NEWS ABOUT THE AGENCY MEET THE C
Search Questions? State Agencies From CF0 Atwater & Reports Florida	
Logged In As: DEPARTMENT OF TRANSPORTATION	DASHBOARD CHANGE PASSWORD LOGOUT
Letter of Credit Information	0
Grant Award ID: TEST3 Grant Award Long Title: test	
Letter of Credit information is optional for a Grant Award. If you don't need to enter Letter of Credit information for the Grant Award, click 'Next' button.	
Add Letter of Credit	
Eetter of Clean Number 12,5456769	
Add Sub Account	
You can add up to 15 sub account numbers.	
Sub Account Number	
Add Sub Account	
Sub Account information is optional for a Grant Award. If you don't need to enter Sub Account(s) for the Grant Award, click 'Next' button.	
	Back
2011 © FLORIDA DEPARTMENT OF FINANCIAL SERVICES	

Clicking the Edit button opens the Letter of Credit field for editing the data.

JEFF ATWATER 🧐 FLORIDA'S CHIEF FINANCIAL OFFICER	HOME NEWS ABOUT THE AGENCY MEET THE CFC
ELORIDA ACCOUNTABILITY Main FAQ Contact Us Message Charts Transparency State Agencies From CF0 Atwater & Reports Florids	
Logged In As: DEPARTMENT OF TRANSPORTATION	DASHBOARD CHANGE PASSWORD LOGOUT
Letter of Credit Information	0
Grant Award ID: TEST3 Grant Award Long Title: test	
Letter of Credit information is optional for a Grant Award. If you don't need to enter Letter of Credit information for the Grant Award, click 'Next' button.	
Add Letter of Credit Letter of Credit Number * 123456789 Save Cancel	
Add Sub Account	
Sub Account Number Add Sub Account	
Sub Account information is optional for a Grant Award. If you don't need to enter Sub Account(s) for the Grant Award, click 'Next' button.	
	Back Next
2011 © FLORIDA DEPARTMENT OF FINANCIAL SERVICES	

User either clicks the Cancel button or edits the data and clicks the Save button to gray out (close) the Letter of Credit Number field.

Clicking the Delete button displays a confirmation box asking "This operation will delete the Letter of Credit Number. All associated Sub Account Numbers will be deleted too. Do want to continue?" Click the OK button to delete the Letter of Credit Number and its associated Sub Accounts or click the Cancel button to button to gray out (close) the Letter of Credit Number field.

Message f	rom webpage
0	This operation will delete the Letter of Credit Number. All associated Sub Account Numbers will be deleted too. Do you want to continue?
	OK Cancel

ATWATER 🎯 FLORIDA'S CHIEF FINANCIAL OFFICER	HOME NEWS ABOUT THE AGENCY MEET TH
FLORIDA ACCOUNTABILITY T Main FAQ Contact Us Message Charts Transparency CONTRACT TRACKING SYSTEM Guestions? State Agencies From CFO Atwater & Reports Florda	
Logged In As: / DEPARTMENT OF TRANSPORTATION	DASHBOARD CHANGE PASSWORD LOGOUT
Letter of Credit Information	Ø
Grant Award ID: TEST3 Grant Award Long Title: test	
Letter of Credit Number * 123456789 Edit Delete Add Sub Account You can add up to 15 sub account numbers. Sub Account Number Add Sub Account Sub Account information is optional for a Grant Award. If you don't need to enter Sub Account(s) for the Grant Award, click 'Next' button.	
	Back Next
2011 © FLORIDA DEPARTMENT OF FINANCIAL SERVICES	

B. Add Sub Account(s) Section

Add Sub Account – up to 15 alphanumeric – optional – defaults to blank - can be edited once the grant award is finished/published to the web

A Letter of Credit Number must be entered and saved before the User can enter the Sub Account Number(s) associated with Letter of Credit identification number in the field and clicks the Add Sub Account button. Up to 15 Sub Accounts can be associated with the Letter of Credit. Clicking the Add Sub Account button causes the information entered to be listed below with:

- Letter of Credit Number
- Sub Account Number
- Delete hyperlink for removing the information.

F ATWATER 🎯 FLORIDA'S CHIEF FINANCIAL OFFICER					NEWS ABOUT THE AGENCY MEET TH
SFLORIDA ACCOUNT CONTRACT TRACKIN	NTABILITY 📉 Main F. NG SYSTEM 🔊 Search Qu	AQ Contact Us N estions? State Agencies Fro	lessage Charts▼ Transparency om CFO Atwater & Reports Florida	•	
Logged In As:	DEPARTMENT OF TRANSPORTA	TION		DASHBOAR	D CHANGE PASSWORD LOGOUT
Letter of Credit I	nformation				0
Grant Award ID: TEST3 Grant Award Long Title:	test				
Letter of Credit information i	s opuonai tor a Grant Award. If you don't	Add Letter of Credit Add Letter of Credit Number * Add Sub Accou You can add up to 15 Sub Account Number	Information for the Grant Award, click Next but dit 123456789 Edit Delete Int sub account numbers. Add Sub Account	on.	
	LETTER OF CREDIT I 123456789	IUMBER	SUB ACCOUNT NUMBER	Delete	
		6	65478	Delete	

Clicking the Delete hyperlink at the end of a row causes a confirmation message box to appear asking "Are you sure want to delete this record?" Clicking OK deletes that row. Clicking Cancel return the User to the Letter of Credit information web page without deleting any records.

After entering the Letter of Credit Number and associated Sub Account Number(s), if applicable, click the Next button at the bottom of the web page to proceed to the Addition Cost Sharing Information web page.

C. Web Page Processing Error Messages

No web processing error messages.

XXXIII. Add Grant Award Additional Cost Sharing Information

This web page used to enter the Cost Sharing Information for a grant award. User accesses the page by clicking "Next" at the bottom of the Letter of Credit Information web page.

JEFF A	TWATER 🧐 FLORIDA'S CHIEF FINANC	CIAL OFFICER			HOME NEWS ABOUT THE AGENCY MEET THE CPO
FACTS	LORIDA ACCOUNTABILITY	Main FAQ Contact Us Message Cl Search Questions? State Agencies From CFO Atwater & R	narts▼ Transparency▼ _{eports} Florida		
	Logged In As:	RTATION			DASHBOARD CHANGE PASSWORD LOGOUT
	Additional Cost Sharing Information	1			0
	Grant Award ID: TEST3 Grant Award Long Title: test				
	Additional Cost Sharing information is optional for a Grant Av	vard. If you don't need to enter Additional Cost Sharing inform	ation for the Grant Award, click 'Nex	button.	
		Additional Cost Sharing	I		
		Cost Sharing Source *	Select	-	
		Maintenance of Effort	🔿 Yes 🛞 No		
		Matching	🔿 Yes 🛞 No		
		In-Kind	🔿 Yes 🛞 No		
		Comments			
				*	
				v	
			Cost Sharing		
		Auc	r Cost Sharing		
	No Cost Shari	ng records have been added to the Grant Award.			
				Back	Next
		2011 © FLORIDA DEPARTI	IENT OF FINANCIAL SERVICES		

Additional Cost Sharing information is optional for a Grant Award. If you do not need to enter Additional Cost Sharing information for the Grant Award, click 'Next' button.

A. Additional Cost Sharing Section

Cost Sharing Sources – 1 alphanumeric – optional – must be selected from a drop do list – defaults to blank - can be edited once the grant award is finished/published to the web

Field used to identify if Addition Cost Share is associated with the grant Award. User must click on the down arrow at the end of the field and select a value by clicking on it. Valid Codes selected from a dropdown list:

- Federal Government
- Local Governments
- State of Florida
- Private (profit and non-profit)
- Other State Government(s)

Maintenance of Effort – "Yes" or "No" radio buttons – optional – defaults to "No" - can be edited once the grant award is finished/published to the web

Available only if Cost Sharing Source is not blank. Field used to identify if Maintenance of Effort is associated with the grant award.

Matching – "Yes" or "No" radio buttons – optional – defaults to "No" - can be edited once the grant award is finished/published to the web

Available only if Cost Sharing Source is not blank. Field used to identify if Matching is associated with the grant award.

In-Kind – "Yes" or "No" radio buttons – optional – defaults to "No" - can be edited once the grant award is finished/published to the web

Available only if Cost Sharing Source is not blank. Field used to identify if In-Kind is associated with the grant award.

Comments – Up to 2,000 alphanumeric – optional – defaults to blank - can be edited once the grant award is finished/published to the web

Available only if Cost Sharing Source is not blank. Field used to record any comments about Cost Sharing associated with the grant award.

After selecting a Costing Sharing Sources, clicking "Yes" or "No" for the radio buttons and adding any comments, clicking the Add Cost Sharing button causes the entered information to be listed below:

- Cost Sharing Source
- Maintenance of Effort
- Matching
- In Kind
- Comments
- Edit hyperlink
- Delete hyperlink

There is no limit on the number of Cost Sharing combinations that can be added for a grant award.

Clicking the Edit hyperlink at the end of a row causes the rows information to populate the entry fields so the information can be edited and saved by clicking the Modify Cost Sharing button.

See the following screen shot.

	Additional	l Cost Sha	ring				
	Cost Sharing So	ource *	Local Government	ts 🔻			
	Maintenance of	Effort	@ Yes 🔿 No				
	Matching		@ Yes 🔿 No				
	In-Kind		🖲 Yes 🔘 No				
	Comments						
	Cost Sharing i	s accoicated v	vhit this grant award.	*			
				-			
		Cancel	Modify Cost Sharing				
COST SHARING SOURCE	MAINTENANCE OF EFFORT	MATCHING	IN-KIND	COMMENTS			
Local Governments	Yes	Yes	Yes Cost Sharing is accoicate	d whit this grant award.	Edit D	elete	
If you don't need to enter an	other Cost Sharing Source	for the Grant A	ward, click 'Next' button.				
					Back	Next	

Clicking the Cancel return the User to the Additional Cost Sharing Information web page without any changes.

Clicking the Delete hyperlink at the end of a row causes a confirmation message box to appear asking "Are you sure you want to delete this record.

Message fr	om webpage
?	Are you sure you want to delete this record?
	OK Cancel

Clicking the OK button will delete the row. Clicking the Cancel button return the User to the Additional Cost Sharing Information web page without any changes.

Clicking the Next button at the bottom of the web page the User proceeds to the Update Grant Award Details web page. Form here the User can add or return to a web page to:

- Edit Main Grant Award Information
- Add/Edit Grantor Information
- Add/Edit CFDA/CSFA Information
- Add/Edit Letter of Credit/Sub Account Information
- Add/Edit Cost Sharing Information
- Add/Edit Grant Award Amendments
- Add/Edit Grant Award Documents
- Add/Edit Associated Agreements
- Review and/or Finish the entry of the grant award

JEFF ATWATER 🥮 FLORIDA'S CHIEF FINANC	IAL OFFICER	HOME NEWS ABOUT THE AGENCY MEET THE CFO
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Logged In A:	RTATION	DASHBOARD CHANGE PASSWORD LOGOUT
Update Grant Award Details		
Grant Award ID: TEST3 Grant Award Long Title: test		
	Grant Award Short Summary Edit Main Grant Award Short Title: test Grant Award Type: Block/Formula Grant Date of Award: 02/10/2014 Edit/Add Grantor Add/Edit Items Edit/Add Grantor Add Documents Edit/Add CEDAC SEA Edit/Add Cost Sharing Edit/Add Cost Sharing Add Associated Agreements (Optional) Edit/Add Cost Sharing	
	Select 'Finish to Review' to go to the View Grant Award Details page. Finish To Review	
	2011 © FLORIDA DEPARTMENT OF FINANCIAL SERVICES	

B. Web Page Processing Error Messages

No web processing error messages.

XXXIV. Update Grant Award Details (Review and Finish)

User clicks the "Next" button at the bottom the Cost Sharing Information web page to access the Update Grant Award Details page.

ORIDA ACCOUNTABILITY	Main FAQ Contact Us Me Search Questions? State Agencies From	ssage Charts▼ Transparency▼ CF0 Atwater & Reports Florida	
Logged In A:	F TRANSPORTATION		DASHBOARD CHANGE PASSWORD LOGOUT
Update Grant Award Details			
Grant Award ID: AR659 Grant Award Long Title: GRANT IN AID-SURFA			
	Grant Award Short Summary Short Title: GRANT-SURF Grant Award Type: Block/Formula Grant Date of Award: 10/07/2013	Edit Main Grant Award	
	Grant Award Amendment Agency Amendment Reference: test Amendment Effective Date: 02/11/2014	Edit Previous Grant Award Amendment	
	Add/Edit Items Add Grant Award Amendment Add Documents	Edit/Add Grantor Edit/Add CEDA/CSEA Edit/Add Letter of Credit Edit/Add Cost Sharing	
	Add Associated Agreements (Optional)		

After entering all the required and any optional information, Users directed to the Update Grant Award Details page to finish, edit information or add additional information. The page includes the following sections:

- Grant Award Short Summary,
- Grant Award Amendment (appears only if there is an amendment recorded), and
- Add/Edit Items.

Grant Award Short Summary section allows the User to Edit Main Grant Award information (the first entry page).

The Grant Award Amendment section allows the User to Edit Previous Grant Award Amendment.

Edit pages have a "Skip to End" button as well as a "Next" button at the bottom of the page. Clicking the "Next" button allows the user to cycle through the initial pages to verify or added additional information; Add New Grant Award, Grantor Information, CFDA/CSFA Information, Letter of Credit Information and Additional Cost Sharing Information before returning to the update details page. The "Skip to End" button allows the user to skip direct back to the information page where the user can click the "Back to Search" button.

The Add/Edit section allows the Users to add or edit:

- Grant Award Amendments
- Grantors
- CFDA/CSFA numbers
- Letter of Credit, including Sub Accounts
- Cost Sharing
- Documents and
- Associated Agreements

The Add/Edit pages have a "Back to Update Details" button allowing the user to skip direct back to update details page without cycling through the initial pages to verify or added additional information; Add New Grant Award, Grantor Information, CFDA/CSFA Information, Letter of Credit Information and Additional Cost Sharing Information.

Clicking the "Finish to Review" button will allow the User to review their entered data and either return to the Update Grant Award Details page to make additional changes or to finalize data entry by clicking the "Finish Grant Award" button.

Refer to Section XXXIII Grant Award Display for sections and tabs details.

TWATER	🎒 FLORIDA	'S CHIEF FINAN	ICIAL OFFICE	R				1	HOME NEWS A	
LORIDA / ONTRACT	ACCOUNTA TRACKING S	BILITY 🤜	Main FAQ Search Questions	Contact Us State Agencies	Message From CFO Atwater	Charts▼ & Reports	Transparer	icy▼		
Logged In As:	: / C	DEPARTMENT OF TR	ANSPORTATION					DA	SHBOARD CHAN	GE PASSWORD LOGOUT
								(Ƴ Tweet 8+	1 0
Grant Aw	ard Information	ation								
						Finish G	Grant Award	Update Grant Award	Details	Back to Search
Summary	,									
Agency Nam	e: DEPARTMENT	OF TRANSPORTATIO	N		Grant	Award ID: A	R659			
Long Title: G	RANT IN AID-SUR	FA			Date o	f Award: 10/	07/2013			
Grantor Nam	e: GUSFA, LEO				Total	Grant Award	Amount: \$156,5	52.00		
Total Grant A	Award Receipts to	Date: N/A								
Description:	GRANT IN AID-SU	RFA								
Details	Receipts	Letter of Credit	Cost Sharin	g Associat	ted Agreements	Docu	ments			
Main Int	formation				Agen	cy Grant	Manager In	formation		
Grant Awa	rd ID: AR659					,	5			
Short Title	: GRANT-SURF									
Long Title	: GRANT IN AID-SI	URFA								
Grant Refe	erence Number:									
Grant Type	e: Block/Formula 0	Grant			Agen	cy Grant	Fiscal Cont	act Information		
Court Stat		al.			DEDARTMENT OF F		WICES			

Clicking the Finish Grant Award button bring up a User Confirmation message box asking "This Grant Award is about to published to the FACTS public Website. Do you want to continue?" In clicking the Agree button, the User confirms they are finishing the grant award and that it will be sent to FACTS public website. The "Finish Grant Award button is then replaced by "Finished."

Logged In As:	/ DEF	PARTMENT OF TRANSPOR	TATION			DASHBOARD CHANGE PASSVIORE	DILOGOUT
						Tweet 8+1 0	
Grant Aw	ard Informa	tion					
					Finish Gra	ant Award Update Grant Award Details Back to S	earch
Summary	,						
Agency Name	e: DEPARTMENT OF	TRANSPORTATION			Grant Award ID: AR288		
Long Title: UT	TILITIES JOIN PROJ				Date of Award: 06/21/2013		
Grantor Name	e: GUSFA, LEO				Total Grant Award Amount: \$900,000.	.00	
Total Grant A	ward Receipts to	Date: N/A					
Description:	UTILITIES JOIN PROJ			User Confirmation		×	
Details	Receipts	Letter of Credit	Cost Sha	This Grant Award is about to be publishe want to continue?	d to the FACTS public website. Do you		
Main Inf	formation			Clicking Agree confirms you are finishing the Grant Award and that it will be sent to the FACTS public website.	Clicking Cancel returns you to the previous page and does not complete the finish Grant Award process.	ıtion	
Grant Awa Short Title	rd ID: AR288 : UTIL JT PT			Agree	Cancel		
Long Title:	UTILITIES JOIN PRO	J			Ernam meroatmaannooo@eocotate.mao		
Grant Refe	erence Number:						
Grant Type	e: Project Grant				Agency Grant Fiscal Contac	ct Information	
Grant Statu	us: Approved Awan	d			Grant Fiscal Contact Name:		
Date of Aw	vard: 06/21/2013	6/24/2012			Phone Number:		
Original Fu	inding End Date: 12	//30/2014			Email:		
Original Gr	rant Award Amour	nt: \$900,000.00			Grant Federal Contact Infor	mation	
Total Grant	t Award Amount:	\$900,000.00			Crant Enderal Contact Name		
Grant Docu	ument Number: TE	ST1			Phone Number		
					Fmail:		
							<u>B.</u>

XXXV. Grant Award Displays/Grant Award Information

The Grant Award Information web page allows the User to review data in the following sections and/or tabs:

	V 100 80 t
ant Award Information	FIGHE (upper Sum Anno Destr.) (Book to Service)
URINAY any lan Bartha Electronic of Frances Laterature any lan Bartha Shayen Ulategua Kategoran de Gunta Managen Bartha de Gunta Managen Bartha Managen Bartha de Gunta Managen Bartha Managen Bartha de Gunta Managen Bartha Managen Bartha de Gunta Managen Bartha de	Start Aurol 10 11/175 National Aurol 20 20 20 Inter Clark Aurol Aurol 10 20 20 Inter Clark Aurol Aurol 10 20 20
Defails Receipts Letter of Credit Cost Sharing Associated Agreements Documents	
All in Information All in Information All in Information All in Information All informa	Agency Orant Manager Information
Indirect Code Information Understit Code Information Amery, Regel Anzya KA. Amery Television Anzya KA.	
ra Analoneir neosa isula ta tha unat Asaid. Grantor	
tis Gratic Hometon found for this Grat Avand	
CFDA CERA COSC DECKRITION DECKRITION DECKRITION DECKRITION	C MA In CIA was fuel to Ni Set Avec

A. Summary

The information in this section provides an overview of the grant award information. This information pulled from various fields entered. To edit this information the Agency User would need to go to the appropriate web pages using the Update Grant Award Details button. Fields:

- Agency Name
- Grant Award ID
- Long Title
- Date of Award
- Grantor Name
- Total Grant Award Amount
- Total Grant Award Receipts to Date
- Description

B. Details Tab

Sections/Fields:

Main Information

- Grant Award ID
- Short Title
- Long Title

- · Grant Reference Number
- Grant Type
- Grant Status
- Date of Award
- Original Funding Start Date
- Original Funding End Date
- Revised Fundng End Date
- Original Grant Award Amount
- · Total Grant Award Amount
- Grant Document Number

Agency Grant Manger Information (will not be seen by the public)

- Agency Manger Name
- Phone Number
- Email

Agency Grant Fiscal Contract Information (will not be seen by the public)

- Grant Fiscal Contact Name
- Phone Number
- Email

Grant Federal Contract Information (will not be seen by the public)

- Grant Federal Contact Name
- Phone Number
- Email

Indirect Cost Information

- Eligible for Indirect Cost (Yes/No)
- Salary, Wages & Fringe If Eligible for Indirect Cost is "Yes"
- Payments to Sub Recipient If Eligible for Indirect Cost is "Yes"
- Direct Cost If Eligible for Indirect Cost is "Yes"
- · Indirect Cost Comments If Eligible for Indirect Cost is "Yes"

Amendments

- Amendment Amount
- Agency Amendment Reference
- Change Description
- Amendment Effective Date
- Revised Funding Start Date
- Revised Funding Ending Date

Grantor

- Grantor ID (will not be seen by the public)
- Name Line 1
- Name Line 2
- Address (will not be seen by the public)
- City, State, Zip
- Grantor Type

CFDA/CSFA

- Code
- Description

The information contained in these sections are downloadable to Microsoft Excel readable file by clicking the appropriate download link located in each section and following the on screen instructions.

LORIDA ONTRACT		ABILITY SYSTEM	Main Search	FAQ Questions?	Contact Us State Agencies	Message From CFO Atwater	Charts & Reports	Transparency Florida	/▼
Logged In As	:	DEPARTMENT OF TR	ANSPOR	TATION					DASHBOARD CHANGE PASSWORD LOGO
									Tweet 8+1 0
Grant Av	vard Inform	ation							
								Finished	Update Grant Award Details Back to Search
Summar	y								
Agency Nan	ne: DEPARTMEN	T OF TRANSPORTATIO	NC			Grant	Award ID: VIV	/01	
Long Title: 1	TEST BY VIVEK					Date	of Award: 01/0	5/2014	
Grantor Nan	ne: CYANO HOLE	INGS, INC.				Total	Grant Award A	Amount: \$12,563.2	23
Total Grant	Award Receipts	to Date: \$8,287.91							
Description:	This is a test gra	nt award							
Details	Receipts	Letter of Credit	Co	st Sharing	Associat	ted Agreement	s Docum	nents	
Receipts are	always positive a	mounts while accounti	ng adjustr	nents mav	be positive or neo	ative depending o	n the type of ad	iustment.	
Receipt	Details		5 9		,	, ,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,	
									Expand All Receipts Download Receipts
MORE		FISCA	L YEAR						TOTAL AMOUNT
E 201	2-2013					\$8 287 9	1		

								y Tweet	8+1 0
Grant Av	vard Inform	ation							
						Finis	hed 🦲	Update Grant Award Details	Back to Search
Summary	1								
Agency Nan	e: DEPARTMENT	T OF TRANSPORTATION	V		Grant Awa	ard ID: ITSEC			
Long Title: i	nformation technol	ogy security grant			Date of Av	vard: 02/03/2014			
Grantor Nan	1e: TAYLOR'S CO	MMUNICATIONS, INC.			Total Gran	nt Award Amount: \$	400,000.	.00	
Total Grant	Award Receipts t	to Date: N/A							
Description:	IT security enhand	cements for governmenta	al entities						
Details	Receipts	Letter of Credit	Cost Sharing	Associated Agree	ements	Documents			
Receipts are	always positive a	mounts while accounting	adjustments may be	positive or negative deper	iding on the	type of adjustment			
No Receipt i	ecords found for th	nis Grant Award.	, to may be	France in organite dopor		Juotinoniti			
if a receipt o	r adjustment to gra	ant award was made befu	ore July 1, 2013, the in	ntormation may not be pos	sted in this	system.			

Receipts Tab can be blank if no receipts recorded in FACTS for the grant award.

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			Main F/ Search Qu	Q estions?	Contact Us State Agencies	Message From CFO Atwate	Charts▼ r & Reports	Transpare Florida	ncy▼			
Logged In As:		EPARTMENT OF TRA	NSPORTATIO	N						DA	SHBOARD CHANGE PAS	SSWORD LOGOUT
										Y	Tweet 8+1 0	
Grant Av	vard Inform	ation										
									Finished	Update Grant Award D	etails Ba	ck to Search
Summary	1											
Agency Nam	e: DEPARTMENT	OF TRANSPORTATIO	A.				Grant Award	ID: VIV01				
Long Title: T	EST BY VIVEK						Date of Awa	rd: 01/05/2014				
Grantor Nam	IE: CYANO HOLDI	NGS, INC.					Total Grant	Award Amount	\$12,563.23			
Total Grant A Description:	ward Receipts to This is a test gran	Date: \$8,287.91 t award										
Details	Receipts	Letter of Credit	Cost S	haring	Associa	ted Agreemen	ts Docu	ments				
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Receipt I	Details											
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MORE		FI	SCAL YEAR							TOTAL AMOUNT		
	2-2013					\$	8,287.91					
If a receipt o	r adjustment to gra	ant award was made t	efore July 1, 2	:013, the	information ma	ay not be posted i	n this system.					

This tab displays Fiscal Year total receipts, if any.

Grant														-		
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Agency Na	me: DEPARTMENT OF TR	ANSPORTATION				Grant	Award ID: VIV01									
Long Title	TEST BY VIVEK					Date	f Award: 01/05/2014									
Grantor N	ame: CYANO HOLDINGS, IP	NC.				Total	Grant Award Amount: \$12,563.23	3								
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Individual recipients, when the "More Plus" icon or "Expand all Payments" hyperlink is clicked, listing:

- Statewide Document Number
- Agency Document Number
- Grantor Name
- Amount
- Letter of Credit/Sub Account #

- FLAIR Receipt Account Code segments
- Date indicates the date the receipt was recorded in FALIR, not the date the receipt was received

The information contained in this tab is downloadable to Microsoft Excel readable file by clicking the "Download Payment" link and following the on screen instructions.

D. Letter of Credit Tab

	Du	PARTMENT OF TRANSPOR	TATION				DASHBOARD	CHANGE PASSWORD LOG
							y Tweet	8+1 0
Grant Aw	ard Information	ation						
						Finished	Update Grant Award Details	Back to Search
Summary	,							
Agency Nam	e: DEPARTMENT O	F TRANSPORTATION			Grant Award ID: ITSEC			
Long Title: in	formation technolog	gy security grant			Date of Award: 02/03/2014			
Grantor Nam	e: TAYLOR'S COM	IMUNICATIONS, INC.			Total Grant Award Amount: \$4	00,000.00		
Grantor Nam Total Grant A	e: TAYLOR'S COM ward Receipts to	IMUNICATIONS, INC. o Date: N/A			Total Grant Award Amount: \$4	00,000.00		
Grantor Nam Total Grant A Description:	e: TAYLOR'S COM ward Receipts to IT security enhance	IMUNICATIONS, INC. o Date: N/A ements for governmental en	tities		Total Grant Award Amount: \$4	00,000.00		
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This tab displays:

- Letter of Credit Number associated with the Grant Award
- Sub Account Number(s) associated with the Letter of Credit

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Grant Award Information			
			Finished Update Grant Award Details Back to Search
Summary			
Agency Name: DEPARTMENT OF TRANSPORTATION		Grant Award ID: VIV01	
Long Title: TEST BY VIVEK		Date of Award: 01/05/2014	
Grantor Name: CYANO HOLDINGS, INC.		Total Grant Award Amount: \$12,563.23	1
Total Grant Award Receipts to Date: \$8,287.91			
Description: This is a test grant award			
Details Receipts Letter of Credit	Cost Sharing Associated Agreements	Documents	
Letter of Credit	μ μ		
No Letter of Credit records found for this Grant Award.			

There can be no Letter of Credit associated with the Grant Award.

E. Cost Sharing Tab

Logged In As: // DEPARTMENT OF TRANSPORTATION Grant Award Information Finished Update Grant Summary	DASHBOARD CHANGE PASSWORD LOGOL
Grant Award Information Finished Update Grant Summary	ward Details
Grant Award Information Finished Update Grant Summary	Award Details Back to Search
Finished Update Grant	Award Details Back to Search
Summany	
Agency Name: DEPARTMENT OF TRANSPORTATION Grant Award ID: ITSEC	
Long Title: information technology security grant Date of Award: 02/03/2014	
Grantor Name: TAYLOR'S COMMUNICATIONS, INC. Total Grant Award Amount: \$400,000.00	
Total Grant Award Receipts to Date: N/A	
Description: IT security enhancements for governmental entities	
Details Receipts Letter of Credit Cost Sharing Associated Agreements Documents	
Cost Sharing	
	Download Cost Sharing 📑
COST SHARING SOURCE MAINTENANCE OF EFFORT MATCHING IN-KIND	COMMENTS

This tab displays:

- Cost Sharing Sources associated with the Grant
- Maintenance of Effort associated with Cost Sharing
- Matching of Effort associated with Cost Sharing
- In Kind of Effort associated with Cost Sharing
- Comments of Effort associated with Cost Sharing

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Agency Nar	- ne: DEPARTMEN	IT OF TRANSPORTATI	ON		Grant Award ID: VI	V01		
Long Title:	TEST BY VIVEK				Date of Award: 01/0	05/2014		
Grantor Nar	me: CYANO HOLI	DINGS, INC.			Total Grant Award	Amount: \$12,563.2	3	
Total Grant	Award Receipts	to Date: \$8,287.91						
Description	: This is a test gra	nt award						
Details	Receipts	Letter of Credit	Cost Sharing	Associated Agree	ements Docu	ments		
Cost Sh	aring							
No Cost of	Sharing records fo	und for this Grant Awar	d.					

There can be no Cost Sharing associated with the Grant Award.

F. Associated Agreements Tab

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Grant Award Information						
					Finished Update Grant	Award Details Back to Search
Summary						
Agency Name: DEPARTMENT OF TRA	NSPORTATION		Grant Award ID: V	TV01		
Long Title: TEST BY VIVEK			Date of Award: 01	/05/2014		
Grantor Name: CYANO HOLDINGS, IN	IC.		Total Grant Award	d Amount: \$12,563.23		
Total Grant Award Receipts to Date	st \$8,287.91					
Description: This is a test grant aware	d					
Details Receipts Le	etter of Credit Cost Sharing	Associated Agreen	nents Documents			
Associated Agreements			2			
						Download Associated Agreements
AGREEMENT TYPE	AGENCY NAME	CONTRACT ID	AGENCY CONTRACT ID	GRANT AWARD ID	GRANT DOCUMENT NUMBER	AGENCY REFERENCE NUMBER
Contract/Grant Disbursement	DEPARTMENT OF CORRECTIONS	L0992	700:0992			700:0992
	DEPARTMENT OF ELDER AFFAIRS	X9012	X9012			DOEA 11/12-003
Contract/Grant Disbursement	DEPARTMENT OF HEALTH	COQPF	COQPF			
Contract/Grant Disbursement Contract/Grant Disbursement						

This tab displays:

- Agreement Type associated with the Grant Award
- Agency Name of the associated agreement
- [FLAIR] Contract ID of the agreement, if applicable
- Agency Contract ID [Agency Assigned Contract ID] of the agreement, if applicable
- Grant ID of the agreement, if applicable
- Grant Document Number of the agreement, if applicable
- Agency Reference Number of the agreement, if applicable

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Grant Award	Information						
					Finished	Update Grant Award Details	Back to Search
Summary							
Agency Name: DEPA	ARTMENT OF TRANSPORTATION			Grant Award ID: AQL73			
Long Title: PROJ PA	RTICIPATION			Date of Award: 04/11/2012			
Grantor Name: BRE	VARD ALZHEIMER'S FOUNDATION			Total Grant Award Amount: \$47,012.0	0		
Total Grant Award	Receipts to Date: N/A						
Description: PROJ P	ARTICIPATION						
Details Re	ceipts Letter of Credit	Cost Sharing	Associated Agreements	Documents			
Associated A	greements						
No Associated Agree	ement records found for this Grant	Award.					

There can be no Cost Sharing associated with the Grant Award.

G. Documents Tab

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Grant Award Information									
							Finished	Update Grant Award Details	Back to Search
Summary									
Agency Name: DEPARTMENT OF TRANSPOR	NOITATION				Grant /	Grant Award ID: ITSEC			
Long Title: information technology security g	rant				Date of	Award: 02/03/2014			
Grantor Name: TAYLOR'S COMMUNICATIONS, INC.			Total G	rant Award Amount: \$400,0	00.00				
Total Grant Award Receipts to Date: N/A									
Description: IT security enhancements for g	overnmental e	ntities							
Details Receipts Letter of	of Credit	Cost Sharing	Associ	ated Agreemen	ts Docu	ments			
Grant Award Documents									
Click on the pdf icon or document url to view the document									
DOCUMENT TYPE		c	OCUMENT REFEREN	ICE #		DOCUMENT ADD DATE		AGENCY DOCUMENT LINK	VIEW
Original Grant Award	Orig	inal Grant Award - I	TSEC		2/6/20	14 9:32:37 AM			×.

This tab displays:

- Document Type associated with the Grant Award
- Document Reference # of the associated document
- Document Add Date
- Agency Document Link [URL], if applicable
- View document PDF icon

Clicking on the PDF opens the document in Adobe Acrobat Reader format. Search, view, print and/or save document as an Acrobat file.

TWATER 🧐 FLORIDA'S CHIEF F	NANCIAL OFFICER	HOME NEWS ABOUT THE AGENCY ME			
LORIDA ACCOUNTABILITY	Main FAQ Contact Us Message Charts▼ Transparency▼ Search Questions? State Agencies From CFO Atwater & Reports Florida				
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Grant Award Information					
		Finished Update Grant Award Details Back to Search			
Summary					
Agency Name: DEPARTMENT OF TRANSPORTATION Grant Award ID: AOL73					
Long Title: PROJ PARTICIPATION					
Grantor Name: BREVARD ALZHEIMER'S FOUND	Grantor Name: BREVARD ALZHEMER'S FOUNDATION Total Grant Award Amount: \$47,012.00				
Total Grant Award Receipts to Date: N/A					
Description: PROJ PARTICIPATION					
Details Receipts Letter of 0	redit Cost Sharing Associated Agreements Documents				
Count Annual Decomposite					
Grant Award Documents					
No document records found for this Grant Awar					
<u>[[</u>					

There can be no documents associated with the Grant Award.

XXXVI. Add Grant Award Amendment

This web page is for entering grant award amendments, extensions and renewal information. User finds the Grant Award using the Main or Advanced Search web page and clicks on the Grant Award ID hyperlink to access the Grant Award Information web page (Refer to Section XXXVII Search or Edit Contracts, Grant Disbursements, Grant Award). At the Grant Award Information web page, the User clicks the Update Grant Award Details button to access the Update Grant Award Details web page (Refer to Section XXXII Update Grant Award Details). At Update Grant Award Details web page, click Add/Edit Grant Award Amendment to access the Add Grant Award Amendment web page.

Grant Award Long Title: 2010 HSG Program U	MBRELLA AGREEMENT	
	Add Grant Award Amendment Agency Amendment Reference * Amendment Effective Date * servecovrrvr Amendment Amount \$ Revised Funding Stat Date servecovrrvr Revised Funding Date texter/servervr Amendment Order Change Description The amendment includes a Revised Funding Ending Date for the grant award, remember to update the Revised Funding Ending Date field in the Main Information section on the Main Grant Award page.	

A. Add Grant Award Amendment

Agency Amendment Reference – up to 8 alphanumeric – required - cannot be edited once the grant award is finished/published to the web

Field uniquely identifies each amendment, extension and renewal. Values are determined by the agency and do not necessarily have to be in numerical order. Once saved this field cannot be edited, changed or reused.

Amendment Effective Date – 8 numeric – required - can be edited once the grant award is finished/published to the web

Field specifies the effective date of the amendment. It must be input using a MM/DD/YYYY format, or selected from the pop-up calendar activated by clicking in the date box, and must be a valid date. The pop-up calendar has drop downs for the month and year changes to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format.

Amendment Amount – up to 13.2 numeric (do not use the "\$" sign, 10 digits before the decimal point and 2 digits after the decimal point) – optional - can be edited once the grant award is finished/published to the web

Field captures amount that is added or deducted from the grant award. The field defaults to a value of zero, but may be positive or negative. Entered amounts systematically calculate the current amount of the grant award for FACTS. Record all documented grant award amendments in FACTS, including amendments that do not change the dollar amount of the grant award.

Revised Funding Start Date – 8 numeric – optional - can be edited once the grant award is finished/published to the web

Field identifies the grant award's revised funding start date, if applicable. It must be entered in the MM/DD/YYYY format or selected from the pop-up calendar activated by clicking in the date box, and must be a valid date. The pop-up calendar has drop downs for the month and year change to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format.

Revised Funding Ending Date – 8 numeric – optional - can be edited once the grant award is finished/published to the web

Field identifies the new grant award funding ending date resulting from the amendment, if applicable. It must be input using a MM/DD/YYYY format or selected from the pop-up calendar activated by clicking in the date box, and must be a valid date. The pop-up calendar has drop downs for the month and year change to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format.

This date field does not automatically update the "Revised Funding Ending Date" on the Main Information section on the Grant Award page that is used for determining which grant award agreements appear on the View Active Grant Awards with Past Due Date report. Whenever the Revised Funding Ending Date field is used, the "Revised Funding Ending Date" on the Main Information section on the Grant Award page need to be manually updated as well. There are reminder messages on the page that read:

"If the amendment includes a Revised Funding Ending Date for the grant award, remember to update the Revised Funding Ending Date field in the Main Information section on the Main Grant Award page."

Amendment Order – up to 9 numeric – optional - can be edited once the grant award is finished/published to the web

This field used to order the amendments displayed.

Change Description – up to 60 alphanumeric – required - can be edited once the grant award is finished/published to the web

A free form field used to describe the grant award amendment.

Once an amendment entered, it cannot be removed from FACTS. However, all fields with the exception of the Amendment Reference Number are editable.

Clicking the "Next" button save the information and requires the User to review and/or modify information on all the other grant award pages:

- "Add New Grant Award" (Main information page)
- "Grantor Information"
- "CFDA/CSFA Information"
- "Letter of Credit Information"
- "Additional Cost Sharing Information"

Clicking the "Next" button saves that page's information and takes the User to next page until the User returns to the "Update Grant Award Details" page. If previously published to the FACTS web page, it not necessary to click the "Finish to Review" button because the entered information updates the web once the User clicks the "Next" button.

B. Web Page Processing Error Messages

Once the User has added the information on the web page, the User must click the "Add" or "Next" button at the bottom of the page to proceed to the next input web page. If required information is missing or incorrect, one or more of the following error messages will appear at the bottom of the page. The User must provide the required information or correct the error before the system will allow the User to proceed to the next input page.

- Agency Amendment Reference is required
- Amendment Amount is invalid (Incorrect Format)
- Amendment Effective Date is required
- Revised Funding Start Date is invalid (Incorrect format)
- Revised Funding End Date is invalid (Incorrect Format)

"Edit Previous Grant Award amendment" hyperlink used to edit the last entered amendment.

JEFF ATWATER 🛞 FLORIDA'S CHIEF FINANCIAL OFFICER	HOME NEWS ABOUT THE AGENCY MEET THE CPO
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Logged In As	DASHBOARD CHANGE PASSWORD LOGOUT
Update Grant Award Details	
Grant Award ID: ITSEC Grant Award Long Title: information technology security grant	
Grant Award Short Summary Edit Main Grant Award Short Title: IT SECUR Grant Award Type: Bioc/Formula Grant Date of Award: 02/03/2014 Edit Previous Grant Award Amendment Agency Amendment Reference: yrs-12 Edit Previous Grant Award Amendment Add/Edit Items Edit Grant Award Amendment Add (Edit Items Edit/Add Grantor Edit/Add Grantor Edit/Add Grantor Edit/Add Crox:SFA Edit/Add Crox:SFA Edit/Add Coss:SFA Edit/Add Coss:SFA Edit/Add Associated Agreements Edit/Add Documents	
Select 'Finish to Review' to go to the View Grant Award Details page.	
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XXXVII. Add [Grant Award] Documents

A. Grant Award Documents

This web page is for adding document images or URLs to specific grant awards and amendments entered in FACTS. User finds the Grant Award using the Main or Advanced Search web page and clicks on the Grant ID hyperlink to access the Grant Information web page (Refer to Section XXXVII Search or Edit Contracts, Grant Disbursements, Grant Award). At the Grant Award web page, the User clicks the Update Grant Award Details button to access the Update Grant Award Details web page (Refer to Section XXXII Update Contract/Grant Disbursement Details). At Update Grant Award Details web page, click Add/Edit Documents to access the Grant Award Document web page.

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Logged in As: DEPARTMENT OF TRANSPORTATION	DASHBOARD CHANGE PASSWORD LOGOUT
Grant Award Document	
Grant Award ID: ITSEC. Grant Award Long Title: Information technology security grant	
Add Document Document Type Document Image Document URL Add Document Add Document Grant Award Documents	
No documents have been added for this grant award. Back To Update Grant Award Details	

In the information bar just above the "Add Document" FACTS displays the Grant Award ID and Grant Award Long Title of the grant award that the added document images or URLs will be associated with.
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Grant Award Document Grant Award ID: ITSEC Grant Award Long Title: information technology security grant	
Add Document Document Type Agency Amendment Reference Document Image Document URL Grant Award Documents No documents have been added for this grant award.	www
	Back To Update Grant Award Details

B. Adding a Document Image

Only one image file allowed per "Document Type". The image file must contain all the scanned grant award documents or amendment documents.

Document Type – drop-down selectable – required - can be edited once the grant award is finished/published to the web – Refer to C. Replacing a Document Image

Must select a value listed in the drop-down to describe the type of document or URL entering into FACTS. The drop-down will contain "Original Grant award Document" and "Amendment Document".

Agency Amendment Reference – drop-down selectable – conditionally required - cannot be edited once the grant award is finished/published to the web - Refer to C. Replacing a Document Image

If "Amendment Document" is selected for Document Type, this field appears requiring the User to select the appropriate agency amendment reference associated with the grant award. The added/uploaded document image will be associated with this amendment.

Document Image – No size limit- conditionally required - can be edited once the grant award is finished/published to the web - Refer to C. Replacing a Document Image

If a URL not recorded for the document image, field is required. You can enter the location and file name manually or use the "Browse" button to locate the image file on your computer or agency network.

Document URL – No size limit – not required - can be edited once the grant award is finished/published to the web

Instead of or in addition to an image file an agency maintain URL link to the document image can be entered in FACTS via this field. The URL link must be valid, go directly to the document and be maintained by the agency for a minimum of ten years.

Clicking the "Browse" button allows the User to locate the image file on your computer or agency network.

The "Choose File to Upload" explorer box appears allowing navigation to the image file on your computer or the agency network. Select the file and click the "Open" button. This returns the location and file name to the field. Clicking the "Add Document" button will upload the image file to FACTS.

Drganize - New folder				/= • 🗍	0			
Eavorites	•	Name			Da			
b Downloads		Archive			11			
E Desktop		Appendix A-1 State Standard Method of Procurement Code	esdocx		12			
S Recent Places		Appendix A-2 State Standard Method of Payment Codes.de	ocx		12			
S Pictures		EAC4F100.tmp			6/			
		FACTS Enhancements.xlsx			2/:			
🎇 Libraries		SACTS Functional Requirements - Phase Four - Document In	FACTS Functional Requirements - Phase Four - Document Images Final.docx					
Documents	-	SACTS Functional Requirements - Phase Three - Compliance		6/				
📣 Music		SACTS Functional Requirements - Phase Two - Contract Exp		6/				
8 Pictures		🎔 FACTS Interface.pdf	Turner Minnersch Office We	ud Danamant k	4/			
JUDE Videos		SACTS Online Help Guide for the Dashboard Page.docx	Size: 32.0 KB		2/.			
		SACTS Online User Help.docx	Date modified: 6/18/2013	11:22 AM	2/.			
Scomputer		FACTS Scope Change Request - Blank Form.docx			2/3			
Local Disk (C:)		FACTS Scope Change Request No.18 - Adding Drop Down	Seletion List of CFDA and CSF	A Codes on the CFDA-CFA	2/:			
SUS Devolution (\\dfstlhhqfp2) (E:		FACTS Scope Change Request No.19 - Adding a search by	user name and-or agency on t	the Manger User page.docx	3/5			
Acct_Aud (\\dfstlhhqfp2) (G:)		FACTS Scope Change Request No.20 - Enhancements for Polyce Pol	ublic Main Search and View Co	ontract Details Pages.docx	3/1			
DuboseB (\\dfstlhhqfp1\Acct&Aut Aspire (\\Dfsaspnas01) (Ot)	-	FACTS Scope Change Request No.21 - Enhancements for A	ccount Code on the Budget Pa	age.docx	3/:			

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Grant Award Document								
Grant Award ID: ITSEC Grant Award Long Title: Information technology security grant								
Add Doc Document Ty Document In	ument De Original Gra	nt Award Document 🔻)					
Document Of	-				*			
Grant Award Docur	ents	Add Document						
Click on the particon or documen DOCUMENT TYPE	url to view the document DOCUMENT REFERENCE #	DOCUMENT ADD DATE	DOCUMENT URL	VIEW REPLACE	EDIT	DELETE		
Original Grant Award	Original Grant Award - ITSEC	2/12/2014 3:48:45 PM		Document Image	Document URL	Delete		
				Back To Update	Grant Award Deta	ils		
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As document images or URLs are added to FACTS, they are listed below the "Add Document" section in table form with column labels:

- Document Type
- Agency Reverence #
- Document Add Date
- Document URL
- Vie
- Replace
- Edit
- Delete

The "View" column contains the PDF icon for the document image. The "Replace" column contains the "Document Image" hyper- link that actives the "Replace Document Image" section box. The "Edit" column contains the "Document URL" hyper- link that activates the "Edit Document URL" section box. The "Delete" column contains the "Delete" hyperlink that allow removal of the document image from FACTS.

C. Replacing a Document Image

To replace a document image click the "Document Image" hype-link under "Replace" column on the same row. The "Replace Document Image" section box appears graying out the "Document Type" field; locking down the "Document URL" field and making only the "Document Image" field available for entry.

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				_		_	_	_	
Grant Award Docum	ient								
Grant Award Long Title: informa	ation technology security grant								
	Replace D	ocument Image							
	Document Type	e Original G	rant Award Document 👻	2					
	Document Imag Document URL		Browse	1					
				- Course					
			Repisce Document image	Cancer					
	Grant Award Docume	ents							
	Crick on the participh or document un DOCUMENT TYPE	1 to view the accurrent DOCUMENT REFERENCE #	DOCUMENT ADO DATE	DOCUMENT URL	VEW	REPLACE	EDIT	DELETE	
	Original Grant Award	Original Grant Award - ITSEC	2/12/2014 3:48:45 PM		R	Document Image	Document URL	Delete	
						Back To Update	Grant Award Deta	16	

Click the Browse button next to the "Document Image" field and the "Choose File to Upload" file explorer box appears allowing navigation to the image file on your computer or the agency network. Select the file

and click the "Open" button. This returns the location and file name to the field. Clicking the "Replace Document Image" button will upload and replace the image file in FACTS.

D. Editing Document Image URL

To edit the document image's URL, click "Document URL" hyperlink under the "Edit" column on the same row. The "Edit Document URL" section box appears graying out the "Document Type" field; locks down the "Document Image" field and making only the "Document URL" field available for entry. After entering or editing the document URL, click the "Edit Document URL" button to save change.

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Grant Award Documer	nt								
Grant Award ID: ITSEC Grant Award Long Title: information	technology security grant								
	Edit Docu	ment URL							
	Document Type	Original G	rant Award Document 💌						
	Document URL	·	Bowse.						
							-		
			Edit Document URL	Cancel					
	Grant Award Docume	nts							
	Click on the pdf loon or document un DOCUMENT TYPE	DOCUMENT REFERENCE #	DOCUMENT ADD DATE	DOCUMENT URL	VEW	REPLACE	EDIT	DELETE	
	Original Grant Award	Original Grant Award - ITSEC	2/12/2014 3:48:45 PM		R	Document Image	Document URL	Delete	
					_	Back To Update	Grant Award Deta	la la	
					-				

E. Deleting a Document Image/URL

To delete a document image/URL click the "Delete" hyperlink under the "Delete" column on the same row. This causes a confirmation dialog box to appear. Click the "OK" button to delete the image file and URL.

Message fr	rom webpage
?	Are you sure you want to delete this record?
	OK Cancel

XXXVIII. Add Associated Agreements

This web page is for associating other FACTS agreements to specific grant awards entered in FACTS. User finds the Grant Award using the Main or Advanced Search web page and clicks on the Grant ID hyperlink to access the Grant Information web page (Refer to Section XXXVII Search or Edit Contracts, Grant Disbursements, Grant Award). At the Grant Award web page, the User clicks the Update Grant Award Details button to access the Update Grant Award Details web page (Refer to Section XXXII Update Contract/Grant Disbursement Details). At Update Grant Award Details web page, click Add/Edit Associated Agreements hyperlink to access the Associated Agreements information web page.

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ELORIDA ACCOUNTABILITY → Main FAQ Contact Us Message Charts▼ Transparency▼ ECONTRACT TRACKING SYSTEM → Search Questions? State Agencies From CF0 Atwater & Reports Florida	
Logged In As: / DEPARTMENT OF TRANSPORTATION	DASHBOARD CHANGE PASSWORD LOGOUT
Associated Agreement Information	0
Grant Award ID: ITSEC Grant Award Long Title: information technology security grant	
* REQUIRED FIELDS	
Add Associated Agreement Agreement Type: Contract/Grant Disbursement Grant Award Agency: Contract ID:	
No Associated Agreements have been added to the Grant Award. Back to Update Grant Award Det	ails

In the information bar just above the "Add Associated Agreement" displays the Grant Award ID and Grant Award Long Title of the grant award that the added agreement will be associated with.

✤ Agreement Type – selectable radio buttons – required

Agreement Type, requiring the User to select the appropriate FACTS agreement type for the agreement to be associated with the grant award. This changes the hyper-link below the Agency field between Contract ID and Grant Award ID.

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Associated Agreement Information	Ø							
Grant Award ID: ITSEC Grant Award Long Title: information technology security grant								
* REQUIRED FIELDS								
Add Associated Agreement								
Agreement Type: Ocontract/Grant Disbursement I Grant Award								
Agency:select Grant Award ID:								
Add Agreement								
No Associated Agreements have been added to the Grant Award.	No Associated Agreements have been added to the Grant Award.							
	Back to Update Grant Award Details							

✤ Agency – selectable drop-down - required

Agency requires the User to select the agency the associated agreement belongs too. The drop-down contains all the agencies with agreements recorded in FACTS.



Contract ID or Grant Award ID hyperlink – required

The hyperlink causes the Search Contract or Search Grant Award box to appear so the User find the identified agency's contract or grant award to select as being associated with the grant award.

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Logged In As:	earch Contract		DARD CHANGE PASSWORD LOGOUT
Associated Agreeme	Agency: Agency Assigned Contract ID:	Select 🔻	0
Grant Award ID: ITSEC Grant Award Long Title: informa	FLAIR Contract ID:	(Only First matching 200 records are displayed)	
* REQUIRED FIELDS			
		Search	
No /			
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Logged In As: / Associated Agreeme Agency: Grant Award ID: ITSEC Grant Document Number: Grant Award Long Title: informa (Only First matching 200 records are displayed) * REQUIRED FIELDS No -	ANGE PASSWORD LOGOUT
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Agency – selectable drop-down - required

Agency requires the User to select the agency the associated agreement belongs too. The drop-down contains all the agencies with agreements recorded in FACTS.



Clicking the Search button without entering the Agency Assigned Contract ID/FLAIR Contract ID for Contract/Grant Disbursement or Grant ID/Grant Document Number for Grant Award returns the first 200 records for the selected agency for selection.

	SNTRACT TRACKING S	Search	Contract	na rionda			X		
Logged in As: //DEP Order Of Ander PASSWORD LOGGUT									
Associated Agreem: Agency: DEPARTMENT OF TRANSPORTATION									
Agency Assigned Contract ID									
Grant Award (D: TREC FLAIR Contract (D:									
	orant Award Long The. Information		(Only First matching 200 records are displayed)						
	* REQUIRED FIELDS								
			Search Cancel						
		SELECT	TYPE	CONTRACT ID	AGENCY CONTRACT ID	SHOPT NAME			
		Select	Standard Two Party Agreement by Statute	T1201	T1201	CENTRAL LE			
		Select	Standard Two Party Agreement by Statute	APR47	APR47	RR-XING/MT			
		Select	Standard Two Party Agreement by Statute	AQC65	AQC65	PROJ PART			
		Select	Standard Two Party Agreement by Statute	AQ004	AQ004	UTIL RELOC			
		Select	Grant Disbursement Agreement	AR375	AR375	PROJ PART			
	No A	Select	Standard Two Party Agreement by Statute	DNM93	DNM93	EXPERT WIT			
		Select	Standard Two Party Agreement by Statute	E3L60	E3L60	DIS/MAINTE			
		Select	Standard Two Party Agreement by Statute	E7198	E7198	DESIGN-BUI	ils		
		Select	Standard Two Party Agreement by Statute	T1455	T1455	CENTRAL LE			
		•				Þ			

Agency Assigned Contract ID – Optional

User can enter the Agency Assigned Contract ID, if known, and click the Search button to return contract for selection.

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Logged In As: DuBoseBillye3 Associated Agreed Grant Award ID: ITSEC Grant Award ID: ITSEC	Agency: Agency: FLAIR C	DEPARTMENT OF TRANS Assigned Contract ID: AQ188]	DARD	CHANGE PASSWORD LOGOUT			
* REQUIRED FIELDS		(Only First matching 200	records are displayed)					
	SELECT	TYPE Three or More Party Agreement	CONTRACT ID	AGENCY CONTRACT ID	RR-SIG/PE				
	10 /	- y - g							
	•				•				
	_	_							
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***** FLAIR Contract ID – optional

User can enter the FLAIR Contract ID, if known, and click the Search button to return contract for selection.

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Associated Agreem	Ageno	y: Assigned Contract ID:	DEPARTMENT OF TRANSPORTAT	FION -			0
Grant Award ID: ITSEC Grant Award Long Title: information	FLAIR	Contract ID:	E3L60				
* REQUIRED FIELDS			(Only First matching 200 records	s are displayed)			
			Search	Cancel			
	SELECT		TYPE	CONTRACT ID	AGENCY CONTRACT ID	SHORT NAME	
	Select	Standard Two Pa	arty Agreement by Statute	E3L60	E3L60	DIS/MAINTE	
No							
	•						
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✤ [FLAIR] Grant ID – optional

User can enter the FLAIR Grant ID, if known, and click the Search button to return grant award for selection.

	Search Grant	Award			X	
Associated Agreeme	Agency:	DEPART	MENT OF TRANSPORTATION		Â	<u> </u>
Grant Award ID: ITSEC	Grant ID:	VIV01				
Grant Award Long Title: Information	Grant Docu	ment Number:				
* REQUIRED FIELDS		(Only First	matching 200 records are di	splayed)		
			Search	Cancel		
	SELECT	TYPE	GRANT ID SHORT NAM	E GRANT REFERENCE NUMBER	DOCUMENT NUMBER	
	Select Co	ooperative Agreement	VIV01 TEST	REF00	DSFJDFFKKF	
Ne						
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Grant Document Number – Optional

User can enter the Grant Document Number, if known, and click the Search button to return grant award for selection.

Associated Agroom	Search G	rant Award					
Associated Agreeme	Agenc	y:	DEPARTMENT	OF TRANSPORTATIO	N 💌		
Grant Award ID: ITSEC	Grant	ID:					
Grant Award Long The. Information	Grant	Document Number:	FL8501234567				
REQUIRED FIELDS			(Only First match	ning 200 records are	displayed)		
				Search	Cancel		
	SELECT	TYPE	GRANT ID	SHORT NAME	GRANT REFERENCE NUMBER	DOCUMENT NUMBER	
	Select	Project Grant	FLR85	FLAIR ED	FLR85	FL8501234567	
No A							
							ils
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Clicking the Select hyperlink next the contract or grant award will fill the Contract ID or Grant Award ID filed.

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Logged In As:	DEPARTMENT OF TRANSPORTATION		DASHBOARD CHANGE PASSWORD LOGOUT
Associated Agree	ment Information		0
Grant Award ID: ITSEC Grant Award Long Title: inform	ation technology security grant		
* REQUIRED FIELDS			
	Add Associated Agree	ement © Contract/Grant Disbursement @ Grant Award	
	Agency: *	DEPARTMENT OF TRANSPORTATION	
	GlancAward ID.	I LR05	
		Add Agreement	
	No Associated Agreements have been addee	to the Grant Award.	
			Partice Under Court Award Date its
			Back to Opdate Grant Award Details
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Clicking the "Add Agreement" button will link the agreement to the grant award and cause the agreement to be listed on the web page.

FLORIDA ACCOUNT	ABILITY	Main FAQ Search Questions?	Contact Us State Agencies	Message From CFO Atwater	Charts▼ & Reports	Transparency▼ Florida			
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Associated Agree	ment Informa	tion							0
Grant Award ID: ITSEC Grant Award Long Title: informa	tion technology securit	y grant							
* REQUIRED FIELDS									
	Add A	Associated Agreen	nent						
	Agreen	nent Type:	Contract/G	rant Disburseme	nt 🤍 Grant Av	vard	•		
	Grant A	ward ID: *							
					ant				
				/ dd / greenie					
	AGREEMENT TYPE	AGENCY NAME	CONTRACT	AGENCY CONTRACT ID	GRANT AWARD ID	GRANT DOCUMENT NUMBER	AGENCY REFERENCE NUMBER		
	Grant Award DE TR	PARTMENT OF ANSPORTATION			FLR85	FL8501234567		Delete	
						Back	o Update Grant Award	Details	
			2011 © FLORIDA	DEPARTMENT OF	FINANCIAL SE	ERVICES			

The listing displays:

- Agreement Type
- Agency Name
- [FLAIR] Contract ID, if applicable
- Agency [Assigned] Contract ID, if applicable
- Grant Award Id, if applicable
- Grant Document Number, if applicable
- Agency Reference number, if available
- Delete hyperlink to remove the agreement, if necessary

Clicking the "Back to Update Grant Award Detail" button to return to the Update Grant Award Detail web page.

XXXIX. Search or Edit Contracts, Grant Disbursement, Grant Awards

There are two Search options in FACTS for grant disbursement agreements, grant awards and purchase orders accessible from the User's Dashboard by clicking the Search or Edit Contract/Grant Disbursement/Grant Award function hyperlink or Main Search hyperlink at the top of web page.

A. Main Search

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FLORIDA ACCOUNTABILITY T Main FAQ. Contact Us Message CONTRACT TRACKING SYSTEM Curstons? State Agencies From CFD Anaeter	Charts▼ Transparency▼ & Reports Forda
Logged In As: I DEPARTMENT OF TRANSPORTATION	DASHBOARD CHANGE PASSWORD LOGOUT
	♥ Tweet 8+1 {0
Main Search	Quick Tips
Search	Advanced Search
To search for contract, grant award or purchase order information please enter at least one search criteria in the fiel remaining fields.	s below. If you would like to see details for all agencies or all commodity groups, please provide additional criteria in any of the
Agency Name	Vendor/Grantor Name
DEPARTMENT OF TRANSPORTATION	
Dollar Value	Beginning and/or Ending Dates (mm/dd/yyyy)
From To	Begin End
Commodity/Service Type (Contract & Purchase Order Only)	Show All Show Grant Awards Only
ALL COMMODITY GROUPS	C Show Contracts Only C Show Purchase Orders Only
Please refine the search by providing following details if known.	
Agency Assigned Contract ID (if known)	Grant Award ID (if known)
MFMP PO Number (if known)	
By using this Search you a	ree to <u>terms and conditions</u> of the Search.
	Search

The first one is the "Main Search" page. This page contains a limited number of search options:

- Agency Name (allows for multiple selections)
- Vendor/Grantor Name
- **Dollar Value** (includes Grant Award Amount)

- **Beginning and Ending Dates** (includes Original Funding Start Date and Original Funding End Date)
- **Commodity/Service Types** (applies to contracts, grant disbursement agreements and purchase orders only)
- Agency Assigned Contract ID (must be used with Agency Name, it is not the FLAIR Contract ID)
- **Grant Award ID** (must be used with Agency Name)
- MFMP PO Number

To search for multiple selections in allowed fields hold the CTRL key down while selecting multiple parameters.

When not using Agency Assigned Contract ID, Grant Award and MFMP PO Number the search can be limited to only contracts, contact with published audits only (must click "Show Contract Only" radio button first to see and use the "Show Contracts with published audits" check box), only grant awards or only purchase orders by clicking the appropriate radio button located at middle right of the Search box.

B. Advanced Search

Logged in As			DASHEGARD CHANGE PASSWORD LOSOL
Advanced Search			
			Basic Sea
Agency Name		Vendor Grantor Name	
ALL AGENCES			
AGENCY FOR PERSONS WITH OSABILITES		Minority Vendor Designation	
AGENCY FOR STATE TECHNOLOGY (FORMERLY SERCINSIC) DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES	÷.,	ALL MINORITY VENOOR DESKINATIONS	
		African-American, Certified African-American, Non Cent Red	
Dollar Value Fran		Asian-American, Certified	
		Asian-American, Non Certified	
Beginning and/or Ending Dates (mm/dd/yyyy)		Fiscal Year of Execution	
Begn End			
Commodity/Service Type (Connect & Purchase Order Only)		Method of Procurement O Drew Institue (Contern & Punhase Onler Child	
Lookup Download Crosseally		ALL METHOD OF PROCUREMENTS	
ALL COMMODITY TYPES	A	Agency Invitation to Bid [s. 287.057 (1) (a), F5] Agency Invitation to Bid for Public Property And Publicly Owned Buildings [s. 255.0525, F5]	10
2d/3d/4d land setsmic acquisition services		Agency invitation to Negotiate [s. 287.057 (1) (c), FAC] Agency invitation to Negotiate [s. 287.057 (1) (c), FAC]	
2d/ 3d/ 4d marine seismic acquisition services 2d/ 3d/ 4d seismic data processing services		with the second residence of contract and and second even to be a site of the second site	
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* Show All 🕤 Show Contracts Only 🕤 Show Grant Awards Only 🕤 Show Purchase Orders Only			Expand All
Contract Specific Search Parameters			
Grant Award Specific Search Parameters			
Purchase Order Specific Search Parameters			
		Treat Territ	

Access the Advanced Search by clicking on the "Advanced Search" hyperlink on the "Main Search" web page. This search page allows a User to search by the fields listed above as well as additional fields.

The searchable fields:

- Top contains all fields shared by contracts, grant disbursements, grant awards and purchase orders including:
 - Agency Name
 - Vendor/Grantor Name

- Minority Vendor Designation
- Dollar Value
- Fiscal Year of Execution
- Commodity/Service Type applicable to Contracts, Grant Disbursements and Purchase Orders
- Benining and/or Ending Date applicable to Contract, Grant Disbursements
- Method of Procurement applicable to Contract, Grant Disbursements and Purchase orders

However, the search can be limited to contracts, grant awards or purchase orders only by clicking the appropriate "Show Contracts only", "Show Grant Awards only" or "Show Purchase Order only" radio button. Using the search parameters in the Top Box will return results containing contract, grant awards and purchases unless "Show Contracts only", "Show Grant Awards only" or "Show Purchase Orders only" radio button is selected. When using the "Show Contract only", the search can be limited to only contracts with published audits only (must click "Show Contract Only" radio button first to see and use the "Show Contracts with published audits" check box).

- "Grant Award Specific Search Parameters" expandable and collapsible box contains:
 - Grant Award ID
 - Grant Award Type
 - Grant Awards Status
 - Award Date range

Using the search parameters at the top and these search parameters will return results containing only grant awards regardless if "Show Contracts only", "Show Grant Award only" or "Show Purchase Orders only" radio button is selected.

To search for multiple selections allowed in Agency Name and Grant Award Statues, hold the CTRL key down while selecting multiple parameters.

C. Main Search Results

AGENCY NAME	VENDOR/GRANTOR NAME	TYPE	AGENCY ASSIGNED	GRANT AWARD ID	PO NUMBER	AMOUNT	COMMODITY/SERVICE TYPE	VIEW
DEPARTMENT OF TRANSPORTATION	CONSOLIDATED ELECTRICAL DISTRIB	Purchase Order			C2156-V3-R6	\$14,059.46	ELECTRICAL SUPPLIES: CONNECTORS, CLAMPS,	
DEPARTMENT OF TRANSPORTATION	CSI VIDEO & SECURITY LLC	Purchase Order			C2616-V2-R3	\$490,095.00	Multiple	
DEPARTMENT OF TRANSPORTATION	FOREVER LAWN & LANDSCAPE	Purchase Order			C3081-V2-R6	\$600.00	SOD, GRASS	
DEPARTMENT OF TRANSPORTATION	SITESCOPE, INC.	Purchase Order			C3202-R8	\$1,200.00	PERSONNEL SERVICES (OPS)	
DEPARTMENT OF TRANSPORTATION	COMPASS INVESTIGATIVE AGENCY,	Purchase Order			C3587-R4	\$200.00	SERVICE OF PROCESS	
DEPARTMENT OF TRANSPORTATION	OFFICIAL REPORTING SERVICES LLC	Purchase Order			C3597-972-310- 06-1-R31	\$636.08	COURT REPORTING SERVICES	
DEPARTMENT OF TRANSPORTATION	OFFICIAL REPORTING SERVICES LLC	Purchase Order			<u>C3597-972-310-</u> 06-1-R9	\$88.65	COURT REPORTING SERVICES	
DEPARTMENT OF TRANSPORTATION	TRANSPORTATION CONTROL SYSTEMS	Purchase Order			C600-V4-R29	\$9,354.20	TRAFFIC CONTROL EQUIPMENT	
DEPARTMENT OF TRANSPORTATION	TRANSPORTATION CONTROL SYSTEMS	Purchase Order			C600-V4-R30	\$4,650.00	TRAFFIC CONTROL EQUIPMENT	
DEPARTMENT OF TRANSPORTATION	TRANSPORTATION CONTROL SYSTEMS	Purchase Order			C600-V4-R44	\$8,400.00	TRAFFIC CONTROL EQUIPMENT	
				Displaying	g 1 to 10 of 17749	1234	5 6 7 8 1775 Next >> Downloa	d Results
Search results may display of column indicates that the info	contract amounts more than once. Agen ormation is not applicable to that type of	cies may be re agreement.	cording contracted amo	unts on a Co	ntract, on a Purchas	e Order or on b	oth in FACTS. The absence of Informatio	n in a
		5						

The Main Search results displays:

- Agency Name
- Vendor/Grantor Name
- Type
- Agency Assigned Contract ID
- Grant Award ID
- PO Number
- Total Amount
- Commodity/Service Type
- View Audits link

All of the result columns are storable from "A to Z" or "High to Low" except for Commodity/Service Type and View Audits link.

Results section provides the number of records displaying of the total number found at the top and bottom. It also provides quick links to various pages of results, beginning and end of results buttons, and Previous and Next page buttons at the top and bottom.

Clicking the "Agency Assigned Contract ID" hyperlink takes the User to the contract's Contract or Grant Disbursement Information page as explained earlier. Clicking on the "Commodity/Service Type" hyperlink directs the User to the contract or grant disbursement's "Deliverables" page. Clicking on the "View Audit" hyperlink takes the User to the contract or grant disbursement's "Audits" page, which provides a link to individual audit reports, if any. At any page, the User can click the "Update Contract Details" or "Update Grant Disbursement" button, if an Agency All Agreements or Agency Contract/Grant Disbursement User to go to the appropriate update details page to added or edited information. From this location, the log on User can also click the "Contract Summary Form" or "Grant Disbursement Summary Form" hyperlink to view and print the appropriate form for submission to the Bureau of Auditing with the payment voucher. "Public Users" and "Agency Grant Award Users" do not have access to either the update details buttons or the summary form hyperlinks.

Clicking the "PO Number" hyperlink takes the User to the "Purchase Order Information" page explained in section XXII Viewing Purchase Orders.

Clicking the "Grant Award ID" hyperlink takes the User to the "Grant Award Information" page explained in section XXXIII – Grant Award Displays.

The displayed search results are downloadable to Microsoft Excel readable file by clicking the "Download Results" hyperlink and following the on screen instructions. The download file contains the following information not displayed:

- Vendor/Grantor Name Line 2
- Original Contract Amount
- Commodity/Service Type Code
- Recurring Budgetary Amount
- Non Recurring Budgetary Amount
- PO Budget Amount
- Long Title/PO Title
- Short Title
- Beginning Date
- Original End Date
- Contract Execution Date
- Grant Award Date
- PO Order Date
- Agency service Area
- Manger Name, available only if User is signed into FACTS
- Manger Phone, available only if User is signed into FACTS
- Manger Email, available only if User is signed into FACTS
- Authorized Advance Payment
- Method of Procurement
- State Term Contract ID
- Agency Reference Number
- Contract Exemption Explanation

- Statutory Authority
- Recipient Type
- Provide Administrative Cost
- Provide for Periodic Increase
- Periodic Increase Percentage
- Business Case Study Done
- Business Case Date
- Legal Challenge to Procurement
- Legal Challenge Description
- Was the Contractual Functions Previously Done by the Sate
- Was the Contractual Functions Considered for Insourcing back to the State
- Did the Vendor Make Capital Improvements on State Property
- Capital Improvement Description
- Value o Capital Improvements
- Value of Unamortized Capital Improvements
- Comments [General Description]
- CFDA Code
- CFDA Code Description
- CSFA Code
- CSFA Code Description

D. Advanced Search Results

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Search Criteria							
Modify Advanced Search Criteria							
De cuille							
Results							
		Displaying 11 to 20 of 163	541 << Previous 1	2 3 4 5 6	78	16365 Next >> Download Res	sults
AGENCY NAME	VENDOR/GRANTOR NAME	TYPE	AGENCY ASSIGNED	GRANT AWARD ID	PO NUMBER	VENDOR/GRANTOR NAME LINE 2	
AGENCY FOR HEALTH CARE ADMINISTRATION	DEPARTMENT OF ELDER AFFAIRS	Memorandum of Agreement/Understanding or Interagency Agreement	<u>AA021</u>				s
AGENCY FOR HEALTH CARE ADMINISTRATION	Multiple	Memorandum of Agreement/Understanding or Interagency Agreement	AA022				\$
AGENCY FOR HEALTH CARE ADMINISTRATION	AGENCY FOR PERSONS W/ DISBLTS	Memorandum of Agreement/Understanding or Interagency Agreement	AA023			SUNLAND REVOLVING FUND	s
AGENCY FOR HEALTH CARE	Multiple	Memorandum of Agreement/Understanding or	AA024				s
ADMINISTRATION		Interagency Agreement					
ADMINISTRATION AGENCY FOR HEALTH CARE ADMINISTRATION	DEPARTMENT OF ELDER AFFAIRS	Interagency Agreement Memorandum of Agreement/Understanding or Interagency Agreement	<u>AA025</u>				s
ADMINISTRATION AGENCY FOR HEALTH CARE ADMINISTRATION AGENCY FOR HEALTH CARE ADMINISTRATION	DEPARTMENT OF ELDER AFFAIRS DEPARTMENT OF CHILDREN &	Interagency Agreement Memorandum of Agreement/Understanding or Interagency Agreement Memorandum of Agreement/Understanding or Interagency Agreement	AA025 AA026			FAMILIES	s
ADMINISTRATION AGENCY FOR HEALTH CARE ADMINISTRATION AGENCY FOR HEALTH CARE ADMINISTRATION AGENCY FOR HEALTH CARE ADMINISTRATION	DEPARTMENT OF ELDER AFFAIRS DEPARTMENT OF CHILDREN & GEORGIA DEPARTMENT OF	Interagency Agreement Memorandum of Agreement/Understanding or Interagency Agreement Memorandum of Agreement/Understanding or Interagency Agreement Memorandum of Agreement/Understanding or Interagency Agreement	AA025 AA026 AA027			FAMILIES CORRECTIONS/AUGUSTA STATE MED	\$ \$ \$

The Advanced Search results displays:

- Agency Name
- Vendor/Grantor Name Line 1
- Type
- Agency Assigned Contract ID
- Grant Award ID
- PO Number
- Vendor/Grantor Name Line 2
- Total Amount
- Commodity/Service Type
- View Audits link
- Long Title/PO Title
- Contract Short Title
- FLAIR Contract ID
- Contract Execution Date
- Grant Award Date

- PO Order Date
- Begin Date
- End Date
- Status
- Method of Procurement
- State Term ID
- Agency Service Area
- Advance Payment
- Recipient Type
- Agency Reference Number
- CFDA [code]
- CSFA [code]
- Admin Cost? [answer to agreement includes administrative cost, Yes/No]

Use the slide bar at the bottom of the results page to see across all the columns.

The Agency Name, Type, Agency Assigned Contract ID, Grant Award ID, PO Number, Vendor Name Line 1, Vendor Name Line 2, and Total Amount result columns sort from "A to Z" or "High to Low."

Clicking the "Agency Assigned Contract ID" hyperlink takes the User to the contract or grant disbursement agreement's information page as explained earlier. Clicking on the "Commodity/Service Type" hyperlink takes the User to the appropriate "Deliverables" page. Clicking on the "View Audit" hyperlink takes the User to the appropriate "Audits" page, which provides a link to individual audit reports, if any. At any page, the "Agency All Agreements User" and "Agency Contracts/Grant Disbursements User" can click the update details button to go to the appropriate update details page to add or edit information. The "Agency All Agreements User" and "Agency Contracts/Grant Disbursements User" can also click the appropriate summary form" hyperlink to view and print the appropriate form for submission to the Bureau of Auditing with the payment voucher. "Public Users" and "Agency Grant Users" do not have access to either the update details buttons or the summary form hyperlinks.

Clicking the "PO Number" hyperlink takes the User to the "Purchase Order Information" page explained in section XXII Viewing Purchase Orders.

Clicking the "Grant Award ID" hyperlink takes the User to the "Grant Award Information" page explained in section XXXIII – Grant Award Display.

The displayed search results are downloadable to Microsoft Excel readable file by clicking the "Download Results" hyperlink and following the on screen instructions. The download file contains the following information not displayed:

- Original Amount
- Commodity/service Type Code
- Recurring Budgetary Amount
- Non Recurring Budgetary Amount
- PO Budget Amount
- Manger Name, available only if User is signed into FACTS
- Manger Phone, available only if User is signed into FACTS
- Manger Email, available only if User is signed into FACTS
- Contract Exemption Explanation
- Statutory Authority
- Contract Involves State or Federal Aid
- Provide for Periodic Increase
- Periodic Increase Percentage
- Business Case Study Done

- Business Case Date
- Legal Challenge to Procurement
- Legal Challenge Description
- Was the Contractual Functions Previously Done by the Sate
- Was the Contractual Functions Considered for Insourcing back to the State
- Did the Vendor Make Capital Improvements on State Property
- Capital Improvement Description
- Value o Capital Improvements
- Value of Unamortized Capital Improvements
- Comments [General Description]
- CFDA Code Description
- CSFA Code Description

Clicking the "Modify Advanced Search Criteria", hyperlink returns User to the Advanced Search web page.

XL. Upload Grant Award Information

Grant Award information required to be entered in FACTS can be uploaded using the Upload Grant Award Info function hyperlink on the "Agency All Agreements User" or "Agency Grant User" Dashboard. Users can access Grant Award Agreement Excel File Format and Grant Award Agreement Excel Upload User Guide by clicking the "Excel format" and "Instructions" hyperlinks on the Upload Grant Award Info web page. Users can also access the Grant Award Batch History web page by clicking the "View Grant Award Batch History" hyperlink.

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Search Questions? State Agencies From CF0 Altwater & Reports ▼ Transparency ▼ Search Questions? State Agencies From CF0 Altwater & Reports Florida	
Logged in As: DEPARTMENT OF TRANSPORTATION DASHBOARD CHANGE PASSWORD LOGOUT	
Upload Grant Award Info	
You can upload the Grant Awards data in the Microsoft Excel format. Please follow the defined Excel format and Instructions on how to provide the data. It can take upto 24 hours to process the uploaded files. You can check the status and log files on the <u>View Grant Award Batch History</u> under Reports section.	
Select File: Browse	

Clicking the "Browse" button allows the User to locate the Excel file to be uploaded on their computer or agency network. Once the file is located, clicking the "Open" button in the Choose File to Upload dialog box will cause the file location and name to enter the empty Select File field. Clicking the "Upload File" button will initiate the upload process.

Choose F	File to Upload	? ×
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Once the User has clicked the "Upload File" button, a message box will appear notifying the User that the file has been uploaded successfully and that clicking the "OK" button in the box will take the User to the Award Batch History web page.



The Grant Award Batch Upload History web page appears displaying two sections. The first section "Grant Award Batch Pending Files" displays the files uploaded and pending processing by FACTS. The second section "Grant Award Batch Log Files" lists the uploaded files processed by FACTS within the last 30 days. It takes up to 24 hours after uploading a file for FACTS to process it.

The Grant Award Batch History web page is for both Excel File and FTP Batch File uploads.

For information on Grant Award FTP Batch uploads refer to FACTS Grant Award Agreement Agency Batch Transmission User Guide located at

<u>http://www.myfloridacfo.com/Division/AA/Manuals/default.htm</u> under Florida Accountability Contract Tracking System (FACTS).

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ELORIDA ACCOUNTABILITY Main FAQ Contact Us M CONTRACT TRACKING SYSTEM	lessage Charts▼ Transpa om CFO Atwater & Reports Florida	irency▼				
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Grant Award Batch History						
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BATCH FI	LE	DATE MODIFI	ED	IZE (KB)		
WEB_201421384738_DuBoseBillye5_550000.xlsx		2/13/2014 8:47:	43 AM	56.871		
Grant Award Batch Log Files						
This list contains files that have been uploaded and pro-	cessed by your agency within the last 30 da	ays. Please allow up to 2	4 hours after	uploading a file		
for it to appear on this list.						
BATCH FILE		DATE MODIFIED	SIZE (KB)			
WEB_2014113163121_DuBoseBillye3_550000.xisx_20	014114_101411_GrantAwards_Log.txt	1/14/2014 10:14:21 AM	0.274	Download		
WEB_2014128103920_DuBoseBillye3_550000.xisx_20	014128_110608_GrantAwards_Log.txt	1/28/2014 11:06:28 AM	64.233	Download		
WEB_2014128124843_DuBoseBillye3.xisx_2014128_	140917_GrantAwards_Log.txt	1/28/2014 2:09:43 PM	29.657	Download		
WED_2014126124043_DUD056Dilye3_550000.Xisx_20	2014126_130923_GrantAwards_Log.txt	1/20/2014 1:09:32 PM	17.007	Download		
WEB_201413110451 WaltareDarrickD3_550000.xlsv	2014131_11434_GrantAwards_Log.txt	1/31/2014 10:38:06 AM	84.76	Download		
WEB_2014131112739_CraigChrisX1_550000.xlsx_20	14131_113137_GrantAwards_Log.txt	1/31/2014 11:32:00 AM	84.76	Download		
	Return To Dashboard					
2011 @	FLORIDA DEPARTMENT OF FINANCIAL SER	RVICES				

The processed log file confirms how many records were loaded, which records were not, and why, so corrective action can be taken. Clicking the "Download" hyperlink at the e of the row in the Grant Award Batch Log Files section will open another window using Microsoft Notepad. Close the window by clicking the Red X in the upper right corner.

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XLI. View Unfinished Grant Awards

Agreements assigned a [FLAIR] Grant Award ID within FACTS with incomplete data entry or that have not been finished/published for public viewing are referred to as Unfinished Grant Awards. In order to access these agreements to complete the data entry and/or finish/publish them to the public, the User must use the "View Unfinished Grant Award Entries" function available on the "Agency All Agreements User" or "Agency Grant Awards User" Dashboard.

A. Results Listing

The View Unfinished Grant Award Entries web page identifies all the agency's unfinished grant awards. Find a specific grant award by using the Search section that allows the User to search by "Short Title" and/or "Grant Award ID".

Logged In A	DEPARTMENT OF TRANSPOR	TATION			D	ASHBOARD CHANGE	PASSWORD LOGOU
View Ur	nfinished Grant Award Entr	ies					
Search							
Short Title	: Grant Award IE	D:					
	Search						
USER	DATE/TIME	SHORT TITLE	GRANT AWARD ID	GRANT STATUS	AGENCY ID	FINISH GRANT ENTRY	DELETE
batch	1/28/2014 2:09:25 PM	UTIL JT PT	AR291	Approved Award	550000	Go	Delete
batch	1/28/2014 2:09:25 PM	UTIL JT PT	AR292	Approved Award	550000	Go	Delete
batch	1/28/2014 2:09:25 PM	GRANT-SURF	AR349	Approved Award	550000	Go	Delete
batch	1/31/2014 10:14:40 AM	GRANT-AVIA	AR385	Approved Award	550000	Go	Delete
batch	1/28/2014 2:09:26 PM	GRANT-AVIA	AR389	Approved Award	550000	Go	Delete
batch	1/28/2014 2:09:26 PM	GRANT-AVIA	AR390	Approved Award	550000	Go	Delete
batch	1/31/2014 10:29:22 AM	GRANT-AVIA	AR413	Approved Award	550000	Go	Delete
batch	1/28/2014 2:09:26 PM	GRANT-SPEC	AR505	Approved Award	550000	Go	Delete
batch	1/28/2014 2:09:26 PM	GRANT-SPEC	AR506	Approved Award	550000	Go	Delete
batch	1/31/2014 10:43:10 AM	GRANT-SPEC	AR507	Approved Award	550000	Go	Delete
				Displaying 1 to 10	of 122 1 2 3 4 5 6	7 8 Next >>	Download Results

Results can be sorted "A to Z" or "High to Low" by clicking the underlined column header.

The result list:

- User (Identification)
- Date/Time (Last Update)
- Short Title
- Grant Award ID

- Grant Status
- Agency (Assigned) ID
- Finish Grant Entry "Go" hyperlink
- "Delete" hyperlink

The information on this page is downloadable by clicking the "Download Results" button and following the on screen instructions.

B. Completing Data Entry

Clicking the "Go" hyperlink under the Finish Grant Entry takes the User to the first incomplete data entry page. FACTS saved all previous entered data. From this point, the User can partially complete data entry or fully complete data entry and finish/publish the grant award for public viewing.

From the first incomplete data page, the User can utilize the back button to review or edit previously entered data.

All the data entry edits described sections XXXVII to XXXVIII are the same.

XLII. View Active Grant Awards with Inactive Grantors

Active grant awards in FACTS should have only active grantor ids assigned to them this assumes that receipts are still being received on them. If the grant award is complete, place it in "Closed", "Inactive for Ongoing Reporting" or "Inactive Pending Property Action" status. Grant awards with these statuses can have inactive grantor IDs.

Clicking the "View Active Grant Awards with Inactive Grantors" hyperlink on the "Agency All Agreements User" or "Agency Grant Awards User" Dashboard takes the User to View Active Grant Awards with Inactive Grantors results web page. The information on this page is downloadable by clicking the "Download Results" button and following the on screen instructions.

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Logged In As: / DEPARTMENT OF TRANS	PORTATION			DASHBOARD CHANG	E PASSWORD LOGOUT
View Active Grant Award with In	nactive Grantors				
AGENCY NAME	AGENCY GRANT ID	GRANT STATUS	GRANTOR ID	GRANTOR NAME	
DEPARTMENT OF TRANSPORTATION	18426	Approved Award	001	TAYLOR'S COMMUNICATIONS, INC.	
DEPARTMENT OF TRANSPORTATION	ITSEC	Approved Award	001	TAYLOR'S COMMUNICATIONS, INC.	
				Displaying 1 to 2 of 2	Download Results

Results can be sorted "A to Z" or "High to Low" by clicking the underlined column header.

The search results listing for the View Active Contracts with Inactive Vendors Page is:

- Agency Name
- Agency [Assigned] Grant ID
- Grant Status
- Grantor ID
- Grantor Name

Clicking the Agency Grant ID number hyperlink takes the User to the grant award's information web page.



Clicking the Update Grant Award Details button takes the User to the Update Grant Award Details web page. From this page, any necessary update can be preformed. Review section XXXVIII Update Grant Award Details.

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SELORIDA ACCOUNTABILITY	lain FAQ Contact Us Message Charts▼ Transparency▼ arch Questions? State Agencies From CFO Atwater & Reports Florida	
Logged In As:	TATION	DASHBOARD CHANGE PASSWORD LOGOUT
Update Grant Award Details		
Grant Award ID: 18426 Grant Award Long Title: NFWF Longleaf Ecosystem Restor	ation Landowner Incentive Prog	
	Grant Award Short Summary Edit Main Grant Award Short Title: NFWFLERLIP Grant Award Type: Project Grant Date of Award: 03/07/2012	
	Grant Award Amendment Edit Previous Grant Award Amendment Agency Amendment Reference: NFWF-A1 Amendment Effective Date: 01/27/2014	
	Add/Edit Items Add Grant Award Amendment Edit/Add Grantor Edit/Add CfDA/CSFA Edit/Add Letter of Credit Edit/Add Cost Sharing Edit/Add Documents	
	Edit/Add Associated Agreements	
	Select 'Finish to Review' to go to the View Grant Award Details page. Finish To Review	
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Clicking "Edit/Add Grantor" takes the User to "Grantor Information" web page.

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Logged In As:	DEPARTMENT OF TRANSPO	RTATION									DASHBOARD CHANGE PASSWORD LOGOUT
Grantor Information	n										0
Grant Award ID: 18426 Grant Award Long Title: NFWF	Longleaf Ecosystem Resto	ation Landowner Incentiv	e Prog								
* REQUIRED FIELDS											
			Add Grant	or							
					Add Grantor						
	GRANTOR	D NAME LI	NE 1 ES	LINE 2	STREET ADDRESS 1240 EAST	CITY	STATE	ZIP	GRANTOR TYPE	Dalata	
	_	CONSERVATION SEI	RVICE		GAINES ST	TALLANAJJEL	r L	32301	ORGANIZATION	Delete	
								Bac	k To Update Grant Award	Details	
			2010-0-0	LORIDATIO	PARTNENT OF SW	NOIAL SERVICE					

This section allows the User to "Delete" grantees. When clicking "Delete" the system will ask for confirmation.

All grant award records must contain grantor information. When replacing a grantor, new grantor information is validated prior to the deletion of existing grantor information.

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Logged In As: 1 / DEPARTMENT (OF TRANSPORTA	NION								DASHBOARD CHANGE PASSWORD LOGOUT	
Grantor Information										0	
Grant Award ID: 18426 Grant Award Long Title: NFWF Longleaf Ecor	system Restoratio	on Landowner Incentive Prog									
* REQUIRED FIELDS											
		Add Gran	tor		5125582200012						
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				Add Grantor							
	GRANTOR ID	NAME LINE 1	NAME LINE 2	STREET ADDRESS	СІТҮ	STATE	ZIP	GRANTOR TYPE			
	003	NATURAL RESOURCES CONSERVATION SERVICE		1240 EAST GAINES ST	TALLAHASSEE	FL	32301	NONPROFIT ORGANIZATION	<u>Delete</u>		
							_				
							Bac	k To Update Grant Award	1 Details		
		2011 0	FLORIDA D	EPARTMENT OF FIN:	NOIAL SERVICES	3					

User can enter an active grantor id in the "Grantor ID" field and click the "Add Grantor" button or click on the "Grantor ID" hyperlink to search for an active grantor id using the grantor name. If the User enters

an inactive grantor id, the following error message appears "Grantor ID is not valid." Only active grantors are available through the search.

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EFLORIDA ACCOUNTABILITY	M Se	ain FAQ arch Question	Contact Us Messag s? State Agencies From CFO A	e Charts▼ Transparency▼ twater & Reports Florida		
Logged In As: / DEPARTMENT O	F TRANSPOR	TATION				DASHBOARD CHANGE PASSWORD LOGOUT
Grantor Information	Search	Grantor			<u>[X]</u>	0
Grant Award ID: 18426 Grant Award Long Title: NFWF Longleaf Ecos	У	Gr	antor Name: usf	(Only First matching 200 records are disp	olayed)	
* REQUIRED FIELDS				Search Cancel		
	SELECT	GRANTOR ID	NAME	STREET ADDRESS	CITY STATE ZIP	
	Select	001	GUSFA, LEO	8383 THORN HILL DRIVE	HOWELL MI 488430000	
	Select	001	TPA/USF CATERING CO., INC.	3705 SPECTRUM BLVD.	TAMPA FL 336120000	
	Select	030	USF	12901 BRUCE B. DOWNS BLVD. MDC 56	TAMPA FL 336123805	
	Select		USF 2 D/E/P LLC	4211 WOODSPRING LANE	TAMPA FL 336130000	
	Select	001	USF 2 D/E/P LLC	13702 N 42 ST	TAMPA FL 336130000	
	G Select	043	USF BOARD OF TRUSTEES	140 7TH AVE	SAINT PETERSBURG FL 337010000	
FS	Select	050	USF BOARD OF TRUSTEES ON BEHALF	DIVISION OF SPONSORED RESEARCH 3650 SPECTIUM BLVD. STE 160	TAMPA FL 336129446	<u>ete</u>
F8	select	1540	USF COLLEGE OF PUBLIC HEALTH	13201 BRUCE B DOWNS BLVD	TAMPA FL 336120000	ete
F8	Select	003	USF DEPT OF ANTHROPOLOGY	UNIVERSITY OF SOUTH FLORIDA 4202 E FOWLER AVE, SOC 107	TAMPA FL 336208100	lete
	4				+	
F7	20564834089	US FOREST S	SERVICE USDA FOREST SERVICE RD	JOHN KNOX SUITE F-100 TALLAHASSEE FL 32303000	00 FEDERAL AGENCY	elete
					Back To Lindate Grant Award De	tais
	_		2011 6 ELOSIDA	DEPARTMENT OF FINANCIAL SERVICES	back to optime Grant Award De	

Clicking "Select" hyperlink before the desired grantor enters the grantor ID into the "Grantor ID" field.

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Grant Award Grant Award	ID: 18426 Long Title: NFWF Longleaf Eco	system Restoratio	on Landowner Incentive Pro	og										
* REQUIRED I	FIELDS													
			ł	Add Gra	ntor									
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		GRANTOR ID	NAME LINE 1		NAME LINE 2	STREET ADDRESS	CITY	STATE	ZIP	GRANTOR TYPE				
		003	NATURAL RESOURCES CONSERVATION SERVIC	ε		1240 EAST GAINES ST	TALLAHASSEE	FL	32301	NONPROFIT ORGANIZATION	<u>Delete</u>			
		043	USF BOARD OF TRUSTER	ES		140 7TH AVE	SAINT PETERSBURG	FL	337010000	NONPROFIT ORGANIZATION	<u>Delete</u>			
									Death	To line the Original America	10-1-2-			
									Dack	To update Grant Awar	d Details			
				2011	O FLORID	A DEPARTMENT (OF FINANCIAL SERV	ICES						

Clicking the "Add Grantor" button adds the active grantor. The user now can delete the inactive grantor.

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Grant Award ID: 18426 Grant Award Long Title: NEWE Log	noleaf Ecosystem Restoration Landowner In	entive Prog					
* REQUIRED FIELDS		,					
		Add Grantor					
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	GRANTOR ID NAME L	IE 1 NAME LINE STREET 2 ADDRESS	CITY STATE	ZIP	GRANTOR TYPE		
	F593102112043 USF BOARD C TRUSTEES	140 7TH AVE	SAINT PETERSBURG FL	337010000	NONPROFIT ORGANIZATION	Delete	
					Back To Update Grant Award E	etails	

Since the grant award has been previously published, it is not necessary to go through the "Finish To Review" and "Finish" processes.

XLIII. View Active Grant Awards with Past Due Date

Grant awards must stay in active "Active" status until the last receipt is processes through FLAIR. However, active grant awards with "Original Funding End Date" or "New Funding End Date" several months in the past may need investigation to determine if the status or end date needs to be changed. After the last receipt, the status should be change to "Close" "Inactive for Ongoing Reporting" or "Inactive Pending Property Action". If the grant award has been renewed or extended an "Amendment", establishing a new funding end date needs to be entered in FACTS.

Since FACTS cannot automatically update revised funding end dates grant award agreements form the agreement change records, the latest date of the Revised Funding End Date or the Original Funding End Date filed on the Main information page is used to determine if grant award agreements appear on the Active Grant Awards with Past End Date report.

Clicking the "View Active Grant Award with Past End Date" hyperlink on the "Agency All Agreements User" or "Agency Grant Awards User" Dashboard takes the User to View Active Grant with Past Funding End Date results web page. The information on this page is downloadable by clicking the "Download Results" button and following the on screen instructions.

View Active Gran	t Award with P	ast Funding	g End Da			00005 000050		
AGENCY NAME	SRAIT AVIARD ID	GRANT STATUS	AWARD	DATE	DATE	NAME	GRANT MANAGER EMAIL	PHONE
TRANSPORTATION	AQL71	Approved Award	4/11/2012	4/11/2012				
DEPARTMENT OF TRANSPORTATION	AQL73	Approved Award	4/11/2012	4/11/2012				
DEPARTMENT OF TRANSPORTATION	AR236	Approved Award	6/13/2013	6/13/2013	9/30/2013			
DEPARTMENT OF TRANSPORTATION	FLR85	Approved Award	7/1/2013	7/1/2013	12/30/2013			
DEPARTMENT OF TRANSPORTATION	<u>VIV02</u>	Approved Award	1/14/2014	1/5/2014				
							Displaying 1 to 5 of 5	Download Results
				Return To D	lashboard			

The results display:

- Agency Name
- Grant Award ID
- Grant Status
- Date of Award
- Original Funding Start Date
- Original Funding End Date
- Grant Manager Name
- Grant Manager Email
- Grant Manger Phone

Clicking the Grant Award ID number hyperlink takes the User to the Grant Award information web page. From this page, click the Update Grant Award Details button to access the Update Grant Award Details web page. From this page, any necessary update can be preformed. Review section XXXVIII Update Grant Award Details.

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						Tweet 8+1 0
Grant Aw	vard Inform	ation				
						Finished Update Grant Award Details Back to Search
Summary						
Agency Name	DEPARTMENT OF	TRANSPORTATION			Grant Award ID: AQL71	
Long Title: PR	OJ PARTICIPATION				Date of Award: 04/11/20	112
Grantor Name Total Grant Av	e: FSU ward Receipts to	Date: N/A			Total Grant Award Amo	ount: \$27,216.00
Grantor Name Total Grant Av Description: P	e: FSU ward Receipts to PROJ PARTICIPATIO	Date: N/A N			Total Grant Award Amo	ount: \$27,216.00
Grantor Name Total Grant Av Description: P Details	EFSU ward Receipts to PROJ PARTICIPATIO Receipts	Date: N/A N Letter of Credit	Cost Sharing	Associated Agreements	Total Grant Award Amo	ount: \$27,216.00
Grantor Name Total Grant Av Description: P Details Main Info	e: FSU ward Receipts to PROJ PARTICIPATIO Receipts	Date: N/A N Letter of Credit	Cost Sharing	Associated Agreements	Total Grant Award Amo	ager Information
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Grantor Name Total Grant Av Description: P Details Main Info Grant Awar Short Title:	e: FSU ward Receipts to PROJ PARTICIPATIO Receipts Domation rd ID: AQL71 PROJ PART	Date: N/A N Letter of Credit	Cost Sharing	Associated Agreements	Total Grant Award Ame	ager Information
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SEFLORIDA ACCOUNTABILITY State Agendes From CFO Awater & Reports Florida	
Logged In As:	DASHBOARD CHANGE PASSWORD LOGOUT
Update Grant Award Details Grant Award ID: A0L71	
Grant Award Short Summary Short Title: PROJ PART Grant Award Type: Project Grant Date of Award: 04/11/2012 Add/Edit Items Add Grant Award Amendment Add Letter of Credit Add Documents Add Associated Agreements (Optional)	Edit Main Grant Award
Select "Finish to Review" to go to the View Grant Award Details p Finish To Review.	age.

XLIV. View Grant Award Batch History

Clicking the "View Grant Award Upload History" hyperlink on the "Agency All Agreements User" or "Agency Grant Award User" Dashboard takes the User to Grant Award History web page.

JEFF ATWATER 🧐 FLORIDA'S CHIEF FINANCIAL OFFICER			
Search Questions? State Agencies From CFO Alwater & Reports Florida	arency▼		
Logged In As: // DEPARTMENT OF TRANSPORTATION			DASHBOARD CHANGE PASSWORD LOGOUT
Grant Award Batch History			
Grant Award Batch Pending Files			
This list contains files that are pending processing.			
BATCH FILE	DATE MODIFI	ED <u>SIZE (KB)</u>	
WEB_201421384738_DuBoseBillye5_550000.xlsx	2/13/2014 8:47:	43 AM 56.871	
Grant Award Batch Log Files			
This list contains files that have been uploaded and processed by your agency within the last 30	days. Please allow up to 24	4 hours after uploading a file	
for it to appear on this list.			
BATCH FILE	DATE MODIFIED	SIZE (KB)	
WEB_2014113163121_DuBoseBillye3_550000.xlsx_2014114_101411_GrantAwards_Log.txt	1/14/2014 10:14:21 AM	0.274 Download	
WEB_2014128103920_DuBoseBillye3_550000.xlsx_2014128_110608_GrantAwards_Log.txt	1/28/2014 11:06:28 AM	64.233 Download	
WEB_2014128124843_DuBoseBillye3.xlsx_2014128_140917_GrantAwards_Log.txt	1/28/2014 2:09:43 PM	29.657 Download	
WEB_2014128124843_DuBoseBillye3_550000.xlsx_2014128_130923_GrantA.wards_Log.bxt	1/28/2014 1:09:32 PM	17.607 Download	
WEB_2014131104017_WilkersonLisaX1_550000.xlsx_2014131_111434_GrantA.wards_Log.txt	1/31/2014 11:14:59 AM	83.82 Download	
WEB_201413110451_WaltersDerrickD3_550000.xlsx_2014131_103743_GrantAwards_Log.txt	1/31/2014 10:38:06 AM	84.76 Download	
WEB_2014131112739_CraigChrisX1_550000.xlsx_2014131_113137_GrantAwards_Log.txt	1/31/2014 11:32:00 AM	84.76 Download	
Return To Dashboard			
2011 & FLORIDA DEPARTMENT OF FINANCIAL SI	RVICES		

The Grant Award Batch History web page displays two sections. The first section Grant Award Batch Pending Files lists the files uploaded or FTPed and pending processing by FACTS. The second section Grant Award Batch Log Files lists the uploaded and FTPed files processed by FACTS within the last 30 days. The processed log file confirms how many records were loaded, which records were not, and why, so corrective action can be taken. It takes up to 24 hours after uploading a file for FACTS to process it.

Refer to section XXXVII Upload Grant Award Information for information on the Log Files.

XLV. View [Grant Award] Documents

Clicking the "View Documents" hyperlink on the Dashboard takes the User to View Documents results web page. The information on this page is downloadable by clicking the "Download Results" button and following the on screen instructions. Agencies can use the information to tack contract/grant disbursement agreements/grant award document images.

/ DEPARTMENT OF TRANSPORT	ATION					
					DASHBOARD CHAN	GE PASSWORD LOGOU
ents						
Grant Award ID / PO Number:	-					
Sear						
AGENCY NAME	FLAIR CONTRACT ID / GRANT AWARD ID/ PO NUMBER	AGENCY AMENDMENT REFERENCE	ADD DATE	DOCUMENT URL	ORIGINAL FILE NAME	FILE NAME
DEPARTMENT OF TRANSPORTATION	BDR66	S0010000	8/13/2013 7:45:15 AM			S0010000-96934.pdf
DEPARTMENT OF TRANSPORTATION	BDR65	S0020000	8/13/2013 7:45:44 AM			S0020000-96931.pdf
DEPARTMENT OF TRANSPORTATION	BDR65	L0020000	8/13/2013 7:45:47 AM			L0020000-77400.pdf
DEPARTMENT OF TRANSPORTATION	BDR19	L0020000	8/13/2013 7:45:56 AM			L0020000-62129.pdf
DEPARTMENT OF TRANSPORTATION	BDQ31	L0010000	8/13/2013 7:46:09 AM			L0010000-96914.pdf
DEPARTMENT OF TRANSPORTATION	BDP06	L0020000	8/13/2013 7:50:38 AM			L0020000-96894.pdf
DEPARTMENT OF TRANSPORTATION	BDP06	L0030000	8/13/2013 7:50:50 AM			L0030000-68212.pdf
DEPARTMENT OF TRANSPORTATION	BDO80	L0020000	8/13/2013 7:51:18 AM			L0020000-96888.pdf
DEPARTMENT OF TRANSPORTATION	BDO80	L0010100	8/13/2013 7:51:48 AM			L0010100-96885.pdf
DEPARTMENT OF TRANSPORTATION	BDO80	S0020000	8/13/2013 7:51:53 AM			S0020000-96891.pdf
			g 1 to 10 of 31127 1	2 3 4 5 6 7	8 3113 Next >>	Download Results
	Grant Award ID / PO Number: Sear AGENCY NAME DEPARTMENT OF TRANSPORTATION DEPARTMENT OF TRANSPORTATION	Adexect Name Exam Adexect Name Exam Contract ID / GRANT AVVARD ID/ PO NUMBER DEPARTMENT OF TRANSPORTATION BDR66 DEPARTMENT OF TRANSPORTATION BDR65 DEPARTMENT OF TRANSPORTATION BDR65 DEPARTMENT OF TRANSPORTATION BDR65 DEPARTMENT OF TRANSPORTATION BDR65 DEPARTMENT OF TRANSPORTATION BDR61 DEPARTMENT OF TRANSPORTATION BDR06 DEPARTMENT OF TRANSPORTATION BDR08 DEPARTMENT OF TRANSPORTATION BDR08 DEPARTMENT OF TRANSPORTATION BD080 DEPARTMENT OF TRANSPORTATION BD080	Search EAR CONTRACT ID / GRANT AWARD ID/ PO NUMBER AGENCY AMENDMENT REFERENCE DEPARTWENT OF TRANSPORTATION BDR66 S0010000 DEPARTWENT OF TRANSPORTATION BDR65 S002000 DEPARTWENT OF TRANSPORTATION BDR65 L0020000 DEPARTWENT OF TRANSPORTATION BDR66 L0020000 DEPARTWENT OF TRANSPORTATION BD031 L001000 DEPARTWENT OF TRANSPORTATION BD060 L0020000 DEPARTWENT OF TRANSPORTATION BD080 L0020000	Search Search AGENCY MARE ELAR CONTRACT ID / GRANT AWARD ID/ PO NUMBER AGENCY AMENDMENT REFERENCE ADD DATE DEPARTWENT OF TRANSPORTATION BDR65 S0010000 6/13/2013 7.45.15 AM DEPARTWENT OF TRANSPORTATION BDR65 L0020000 6/13/2013 7.45.47 AM DEPARTWENT OF TRANSPORTATION BDR65 L0020000 6/13/2013 7.45.74 AM DEPARTWENT OF TRANSPORTATION BDR65 L0020000 6/13/2013 7.45.74 AM DEPARTWENT OF TRANSPORTATION BDR65 L0020000 6/13/2013 7.45.6 AM DEPARTWENT OF TRANSPORTATION BD065 L0020000 6/13/2013 7.50.50 AM DEPARTWENT OF TRANSPORTATION BD066 L0020000 6/13/2013 7.50.50 AM DEPARTWENT OF TRANSPORTATION BD080 L0021000 6/13/2013 7.51.50 AM DEPARTWENT OF TRANSPORTATION BD080 L0021000 6/13/2013 7.51.50 AM DEPARTWENT OF TRANSPORTATION BD080 L0021100 6/13/2013 7.51.50 AM DEPARTWENT OF TRANSPORTATION BD080 L0021100 6/13/2013 7.51.50 AM DEPARTWENT OF	Stant Award ID / PO Number: Search Search Search Search Additional additionadditional additional additionadditional additional addit	Search Adden cy IMMeter Editer Contract 10 / GRANT AVARD 10 / PO NUMBER Adden cy Americane Name BaDD Date Document use Optimization Optimizatione Optimization O

From the web page, a User can search for specific a FLAIR Contract ID/Grant Award ID/ PO Number to determine what documents are in FACTS. If the agency does not have any contract/grant, disbursement agreement/grant award documents in FACTS the message "No documents found" appears.

FACTS currently does not have the ability to upload purchase order documents.

The results display:

- Document Type
- Agency Name
- FLAIR Contract ID/Grant ID/PO Number
- Agency Amendment Reference
- Add Date
- Document URL, if applicable
- Original File Name
- [FACTS] File Name

XLVI. Add/Replace Grant Award Documents

A. Upload (Add) Grant Award Documents for Previously Entered Grant Awards that were not "Finished"

Access FACTS Login Page at <u>https://facts.fldfs.com/Account/Login.aspx</u>.

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	Log In User ID Password	
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Authorized agency n managing accurate username and pass account. The Depart Confidential, inaccu authorized agency re trade secret informa contact on file.	epresentatives are custodians of the data contained in this system. Entering data is each custodians responsibility. Authorized users are prohibited from word information. All changes made in the system are recorded under each ment of Financial Services does not screen the content provided by each A rately redacted, or incorrect data/files loaded into the system are the respon epresentatives and the agency to resolve. Inquiries related to inaccurate, co tion received by the Department of Financial Services will be directed to yo	and isharing user's gency. isibility of infidential, or ur Agency
	Login 2011 © FLORIDA DEPARTMENT OF FINANCIAL SERVICES	

Log in using the User ID and Password provided. To save time User will click "View Unfinished Grant Award Entries" on the "Agency All Agreements User" or "Agency Grant Awards User" Dashboard instead of entering all the information necessary for a new grant award agreement.

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Search							
Short Titl	le: Gran	t Award ID:					
	Search						
USER	DATE/TIME	SHORT TITLE	GRANT AWARD ID	GRANT STATUS	AGENCY ID	FINISH GRANT ENTRY	DELETE
batch	1/28/2014 2:09:25 PM	GRANT-SPEC	AR236	Approved Award	550000	Go	Delete
batch	1/31/2014 10:01:23 AM	UTIL JT PT	AR288	Approved Award	550000	Go	Delete
batch	1/28/2014 2:09:25 PM	UTIL JT PT	AR291	Approved Award	550000	Go	Delete
	1/28/2014 2:09:25 PM	UTIL JT PT	AR292	Approved Award	550000	Go	Delete
batch	1/28/2014 2:09:25 PM	GRANT-SURF	AR349	Approved Award	550000	Go	Delete
batch batch		GRANT-AVIA	AR385	Approved Award	550000	Go	Delete
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batch batch batch batch	1/31/2014 10:14:40 AM 1/28/2014 2:09:26 PM	GRANT-AVIA	AR389	Approved Award	550000	Go	Delete
batch batch batch batch batch	1/31/2014 10:14:40 AM 1/28/2014 2:09:26 PM 1/28/2014 2:09:26 PM	GRANT-AVIA GRANT-AVIA	AR389 AR390	Approved Award Approved Award	550000	<u>Go</u>	Delete
batch batch batch batch batch batch batch	1/31/2014 10:14:40 AM 1/28/2014 2:09:26 PM 1/28/2014 2:09:26 PM 1/31/2014 10:29:22 AM	GRANT-AVIA GRANT-AVIA GRANT-AVIA	AR389 AR390 AR413	Approved Award Approved Award Approved Award	550000 550000 550000	<u>Go</u> <u>Go</u>	Delete Delete

Click on the "GO" hyperlink for the appropriate grant award.

Click the "Edit/Add Documents" hyperlink on the Update Grant Award Details web page.

Logged In As:	/ DEPARTMENT OF TRAI	NSPORTATION			DASHBOARD CHANGE PASSWORD LOGOL
Update Grant Awa	ard Details				
Grant Award ID: AR236					
Grant Award Long Title: GF	RANT IN AID-SPECL				
	Gr	ant Award Short Summar	у	Edit Main Grant Award	
	Sho	ort Title: GRANT-SPEC			
	Dat	e of Award: 06/13/2013			
	Ad	ld/Edit Items			
	Ado	d Grant Award Amendment	Edit/Add Grantor		
	Add	<u>d Letter of Credit</u>	Edit/Add CFDA/CSFA		
	Add	Id Associated Agreements (Ontiona	n		
		a Associated Agreements (Optiona	4		
		Select 'Finish to Review' to	go to the View Grant Award De	etails page.	
			Finish To Review		
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Click the down arrow at the end of the "Document Type" field to select the type of document being added/uploaded. Drop down constraints "Original Grant Award Document" and "Amendment Document", which include renewals and extensions. Then click the "Browse" button to locate the document image file on your agency's system to add. FACTS will only accept PDF or TIF format images.

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Then click the "Back to Update Grant Award Detail" button to return to the Update Grant Award Details Page and finish the FACTS grant award entry.

Click "Finish to Review" button take you to the Grant Award Information page where you can finish.

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A "User Confirmation" message box appears asking the question "This Grant Award is about to be published to the FACTS public website. Do you want to continue?" "Clicking Agree confirms you are finishing the agreement and that it will be sent to the FACTS public website. This also confirms that the grant award document provided does not contain information that is confidential and/or exempt pursuant to Florida law."



Once you click the "Agree" button the "Finish Grant Award" button is replaced by the label "Finished."

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B. Upload (Add) Grant Award Documents for Previously Entered Grant Awards that were "Finished"

Access FACTS Login Page at <u>https://facts.fldfs.com/Account/Login.aspx</u>

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Log in using the User ID and Password provided. Then click on "Search or Edit Contract/Grant Disbursement" hyperlink on the "Agency All Agreements User" or "Agency Contract/Grants Disbursements User" Dashboard.

Use the Main Search or Advanced Search page to locate the grant award in order to upload documents.

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Then click the "Update Grant award Details" button.

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On the "Update Grant Award Details" page, click "Add or Edit/Add Documents' hyperlink to access the "Contract Documents" or "Grant Disbursement Documents" page.

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Click the down arrow at the end of the "Document Type" field to select the type of document to upload. Drop down constraints "Original Grant Award Document and "Amendment Document", which include renewals and extensions. Then click the "Browse" button to locate the document image file on your agency's system to add. FACTS will only accept PDF or TIF format images.

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If your agency is willing to maintain a redacted copy of the document on their system for ten years accessible by the public, you can enter the URL for the document instead of adding the document image

to FACTS or in addition to adding the document image to FACTS. The URL must take the User directly to the document not to a web page were they would have to search for the document.

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If you select "Amendment Document" as the "Document Type", the "Agency Amendment Reference" selection box appears listing all the previously entered contract amendment reference identifications entered in FACTS for the contract. Click the down arrow at the end of the box to select appropriate reference identification for the amendment document image. Then click the "Browse" button to locate the document image file on your agency's system. FACTS will only accept PDF or TIF format images.

If your agency is willing to maintain a redacted copy of the document on their system for ten years accessible by the public, you can enter the URL for the document instead of adding the document image to FACTS or in addition to adding the document image to FACTS. The URL must take the User directly to the document not to a web page were they would have to search for the document.

Highlight the file to upload and click the "Open" button on the Choose File to Upload dialog box.

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The file's location and name fills the "Upload Document" field. Then click "Add Document" button.

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The "Grant Award Documents" listing appears at the bottom of the page with "Document Type", "Agency Reference #", "Document Add Date", "Document URL", if provided, PDF icon under "View", "Document Image" hyperlink under "Replace", "Document URL" hyperlink under "Edit", and "Delete" hyperlink under "Delete".

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Click on the PDF Icons to verify that you uploaded the correct image and it is legible. If the wrong documents was uploaded or it is not legible, click the appropriate "Delete" hyperlink and click on "OK"

on the message box to indicate you are sure about deleting the document. Repeat skips above to upload a new document.

Then click the "Back to Update Grant Award Details" button to return to the Update Grant Award Details, click "Finish to Review" button to return to Grant Award Information, and then click "Return to Search" button to return to the Results page.

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C. Replacing grant award and amendment documents after the images have been upload to FACTS

Access FACTS Login Page at <u>https://apps8test.fldfs.com/SCRS/Account/Login.aspx</u>

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Log in using the User ID and Password provided. Then click on "Search or Edit Contract/Grant Disbursement/Grant Award" on the "Agency All Agreements User" or "Agency Grant Awards User" Dashboard.

Use the Main Search or Advanced Search page to locate the contract in order to replace documents.

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In the "Results" listing click on the "Grant Award ID" hyperlink to access the "Grant Award Information" page. Then click the "Update Grant Award Details" button.

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On the "Update Grant Award Details" page, click "Edit/Add Documents' hyperlink to access the "Grant Award Documents" page.

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	Add Associated Agreements (Optional)	
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The Grant Award Document page appears with the "Grant Award Document" listing of documents at the bottom of the page with "Document Type", "Agency Reference #", "Document Add Date", "Document URL", if provided, PDF icon under "View", document Image link under "Replace", document URL link under "Edit", and Delete hyperlink under "Delete".

Click the "Document Image" hyperlink on the same line of the document to replace.

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In the Replace Document Image section, the "Document Type" field grayed out and cannot be changed. Click the "Browse" button to locate the replacement file on your agency's system. FACTS will only accept PDF or TIF format images.

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If your agency is willing to maintain a redacted copy of the document on their system for ten years accessible by the public, you can enter the URL for the document instead of adding the document image to FACTS or in addition to adding the document image to FACTS. The URL must take the User directly to the document not to a web page were they would have to search for the document.

Highlight the file to upload and click the "Open" button on the Choose File to Upload dialog box.

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Click the "Replace Document Image" button to upload the replacement document.

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Then click the "Back to Update Grant Award Details" button to return to the Update Grant Award Details web page.

Click "Finish to Review" button take you to the Grant Award Information web page where you can finish.

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	Short Title: GRANT-SPEC Grant Award Type: Block/Formula Grant Date of Award: 06/13/2013	
	Grant Award Amendment Edit Previous Grant Award Amendment Agency Amendment Reference: CRT-01 Amendment Effective Date: 02/11/2014	
	Add/Edit Items Add Grant Award Amendment Edit/Add Grantor Add Letter of Credit Edit/Add CEDA/CSFA Edit/Add Cost Sharing Edit/Add Documents	
	Add Associated Agreements (Optional)	
	Select 'Finish to Review' to go to the View Grant Award Details page.	
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If the contract is not finished, click the "Finish Grant Award" button to publish the grant award to the FACTS public website. Otherwise, click "Back to Search" to find another contract or "Logout".

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Agency Name: DEPARTMENT OF FINANCIAL SERVICES					Age	Agency Contract ID: abcdef				
Long Title: test					Ven	Vendor Name: TAYLOR COUNTY				
Total Contract Amount: \$0.00					Tota	Total Budgetary Amount: \$0.00				
Total Payments to date: NA					Date	Date of Execution: 09/10/2013				
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XLVII. View [Grant Award] Document Batch History

This functionality is for those agencies batch uploading their documents for Grant Awards pursuant to the FACTS Image Batch FTP File Format User Guide March 2014.

JEFF ATWATER 🎯 FLORIDA'S CHIEF FINANCIAL OFFICER	HOME NEWS ABOUT THE AGENCY MEET THE CFO
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Document Batch History	
Document Batch Pending Files This list contains files that are pending processing.	
There are no pending files to display	
Document Batch Log Files	
This list contains hies that have been uploaded and processed by your agency within the last 30 days. Please allow up to 24 hours atte uploading a file for it to appear on this list. There are no log files to display	r
Return To Dashboard	
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This web page lists the files uploaded and are pending processing by FACTS in the Document Batch pending Files section. The second section Document Batch Log Files lists the log files for uploaded files processed by FACTS within the last 30 days. It takes up to 24 hours after uploading a file for FACTS to process it.

FACTS upload file naming convention is BACT_ Date and Time (YYYYMMDDHHMMSS) _, FACTS User ID_ Agency OLO.

FACTS log file naming convention is FilenameRecieved_YYYYMMDD_HHMMSS_Documents_Log.txt

The processed log file confirms how many records were loaded, which records were not, and why, so corrective action can be taken. Clicking on the file name listed in the Document Batch Log Files section will open another window using Microsoft Notepad.

The resulting error record will be formatted as: Error: Error Description | Delimited record received.

Charts & Reports

Various charts and reports are avail to both the public and agency Users of FACTS. Clicking the Charts & Reports down arrow displays the following list of charts and reports.

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Clicking "Number of Active Contracts by Agency" will display the following:



<page-header>

Clicking the "See Number of Active Contracts for the Remaining Agencies" displays the following:

The following footnotes and hyperlinks to other charts and reports are at the bottom of the page:

- 1. Chart includes active agency contracts as of 6/13/2014 1:00 AM. View contract detail information using FACTS <u>Main</u> or <u>Advanced Contract Searches</u>.
- 2. Print the chart by right clicking your mouse on the chart and clicking "Print Chart".
- 3. Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page.

<u>Number of Active Contracts by Agency</u> | <u>Number of Active Contracts by Contract Type</u> | <u>Contract Amount by Method of Procurement</u> | <u>Contract Amount by Agency</u> | <u>Contract Amount by Contract Type</u> | <u>Number of Open Purchase Orders by Agency</u> | <u>Purchase Order Amount by Agency</u> | <u>Purchase Order by Method of Procurement</u>

JEFF ATWATER 🧐 FLORIDA'S CHIEF FINANCIAL OFFICER SELORIDA ACCOUNTABILITY Main FAQ Contact Us Message Charts Transparency Number of Active Contracts by Contract Ty Number of Active Contracts by Contract Type Total Number 32,492 18.31K Master Agreemer 1.74k 1.22K IOU/MOA or Interagency Agreemen 1.21K No Ceiling / Rate Agree 355 Purchase Orde Settlement Agre Chart includes active agency contracts as of 0/13/2014 1.00 AM. View contract detail information using FAI Print the chart by right clining your mouse on the chart and clicing "Print Chart". Navigate to the net chart by using the chart dropdown or clicking one of the links at the bottom of the page Click here to see Contract Type definitions. 🔩 Local intranet | Protected Mode: Off 🕢 🗕 🔍 80% Done

Clicking "Number of Active Contracts by Contract Type" will display the following:

The following footnotes and hyperlinks to other charts and reports are at the bottom of the page:

- 1. Chart includes active agency contracts as of 6/13/2014 1:00 AM. View contract detail information using FACTS <u>Main</u> or <u>Advanced Search</u>.
- 2. Print the chart by right clicking your mouse on the chart and clicking "Print Chart".
- 3. Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page.
- 4. Click <u>here</u> to see Contract Type definitions.

<u>Number of Active Contracts by Agency</u> | <u>Number of Active Contracts by Contract Type</u> | <u>Contract Amount by Method of Procurement</u> | <u>Contract Amount by Agency</u> | <u>Contract Amount by Contract Type</u> | <u>Number of Open Purchase Orders by Agency</u> | <u>Purchase Order Amount by Agency</u> | <u>Purchase Order by Method of Procurement</u>

Clicking "here" to see Contract Type definitions hyperlink displays the following:

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SI FL	LORIDA ACCOUNTABILITY Main FAQ Contact. Us Message Charts. Transparency DNTRACT TRACKING SYSTEM Guerons' stateAgencies rootCr0Atater & Roots.		
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	Grant Award Agreements The receipt of grant dollars by a reporting entity that are either federal or state financial assistance or grant funding by another non-governmental entity. Grant Agreements will not be required for inclusion in the FACTS system during the initial implementation of the system.		
,	Grant Discussment Agreements Contracts for the aspectiture of funds associated with either a Catalog of Federal Domestio Assistance (CPDA) number; a Catalog of State Financial Assistance (CSFA) number; or a grant from a non-governmental entity to a recipient or sub-recipient by the reporting entity. To contracts are identified using the vendor checklist to classify them as either vendors or sub-recipient by the reporting entity. To Contractor to determined to be sub-recipient by interpreters. Contractors who are identified as vendors, should be classified as Contract. Type = SC – Standard Two-Pany agreements by statute; and are required to be reported in FAC Contractors determined to be sub-recipients will not be required for inclusion in the FACTS system during the initial implementation of the system. They are scheduled for inclusion during phase five, which is scheduled to be implemented in 2013, but may be included entire if user agreements of to do so.	hese TS. he	
	Naster Agreements Agreements where the prioring is agreed upon at the point of execution. However, services are not authorited to begin until a separate contractual document is issued (i.e., task or work orders). Examples of this would be surveyor contracts issued by the Department of Environmental Protection or engineering and surveying contracts issued by the Department of Transportation.		
	MOUMOUs or Intergency Agreement. This is a two or more party signament where the terms may not be specified in law. These agreements are typically between governmental entities. Both agencies should record the agreement in FACTS. If an agreement of this type does not result in a cost to the state then it not required to be entends in the FACTS.	is	
	Multi-Agency Participation Agreements These are agreements written the pricing is agreed upon at the point of execution. However, multiple agencies are allowed to nearly the services being provided by the Vendor. No separate written agreement is needed for the participating agencies to use the multi-agency contr They would need a separate procurement document. An example of this is a State Term Contract that was procured by DIIS or the court reporter contract that is procured by the Attorney General's Office.	act.	E
	No Ceiling/Rate Agreement This is an agreement for which the total contract obligation cannot be determined until all the commodities or services are delivered such as utility agreements and task directed rate agreements.		
	Purchase Order This is an agency document used to formalize the purchase of services or commodities at a specific rate and/or terms. Purchase orders will not be included in the system as part of the initial implementation. They will be retrieved from My Florida Market Place and added to the system at a future date that will be negotiated by DFS and DMS.	•	
	Revenue Agreements Contracts where revenue is received for goods and services provided on behalf of governmental entities. An example of this would be contracted concessions or food services, where the contractor manages the delivery of services and charges user fees for them, and then submits commissions back to the agency.		
	Settlement Agreements An obligation of the State or agency to expend state funds in order to discharge a debt due a person, entity or group of persons when the amount owed is in dispute. These agreements must have been approved by the CFO pursuant to Section 17.03, Florida Statutes.		
	Standard Two-Party Agreements by Statute These are agreements where two parties agree on standard terms and conditions pursuant to applicable laws.		
	Three or Nore Party Agreement This is an agreement where more than two parties agree on standard terms and services pursuant to applicable laws.	_	
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- 2. Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page.

<u>Number of Active Contracts by Agency | Number of Active Contracts by Contract Type | Contract Amount by Method of Procurement | Contract Amount by Agency | Contract Amount by Contract Type | Number of Open Purchase Orders by Agency | Purchase Order Amount by Agency | Purchase Order by Method of Procurement</u>

Clicking "Contract Amount by Method Procurement" will display the following:

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The following footnotes and hyperlinks to other charts and reports are at the bottom of the page:

- Chart includes active agency contracts as of 6/13/2014 1:00 AM. Note contracts and consequently the contract's amount typically span multiple fiscal years. View contract detail information using FACTS <u>Main</u> or <u>Advanced Search</u>.
- 2. Display percentages by placing the mouse pointer on a chart section.
- 3. Display the dollar amount and number of contracts by Method of Procurement by clicking on a chart sections.
- 4. Print the chart by right clicking your mouse on the chart and clicking "Print Chart".
- 5. Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page.

<u>Number of Active Contracts by Agency</u> | <u>Number of Active Contracts by Contract Type</u> | <u>Contract Amount by Method of Procurement</u> | <u>Contract Amount by Agency</u> | <u>Contract Amount by Contract Type</u> | <u>Number of Open Purchase Orders by Agency</u> | <u>Purchase Order Amount by Agency</u> | <u>Purchase Order by Method of Procurement</u>

Clicking on a section of the pie chart displays the following listing:

NETHOD OF PROCURSIENT	CONTRACT AMOUNT +	NUMBER OF CONTRACTS
gency initiation to Negotiate (s. 287.057 (1) (c), FAC)	\$10,898,558,260.77	775
DOT Invitation to Bio [8.337, FS]	\$10,037,559,905.46	2625
gency Requestor Proposal (s. 287.057 (1) (b), PS]	\$8,162,585,294,69	1623
Consultants' Competitive Negotiation Act [s. 287 055, FS]	\$5,463,825,138.33	2543
DOT Request for Proposal [6.334, FS]	\$5,304,603,014.67	163
gency initiation to Negotate for Public Property And Publicly Owned Buildings (s. 255 0525, FS)	\$4,793,098,611.00	79
(genc) negotiated after recieiling fewer than two responsive offers to a competitive procurement [S. 287.057(6 5), FS]	\$1,226,421,558.65	115
othery - Competitive Solitotation (s. 24.108, PS)	\$886,989,225.00	12
gency instation to Bio [s. 287.057 (1) (a), FS]	\$756,378,924.81	581
Request for Application, method of competitively awarding State Federal grants to non-profits and other governmental entities.	\$728,775,626.76	2518
Iternate contract source - Purchase made from contracts let by the Fed. Gox, another state, or a political subdivision for commodities and contract services if determined to be cost-effective and in the best interest of the state (s.287.042 (f6), FS & Fulse 60A-1.002 (f))	(I), FAC] \$443,946,589.24	193
state-Owned Office Building Lease through the Department of Management Senicles (s. 255, 503, FS)	\$212,605,544.15	85
State Term Contract Purchase with Request For Quotes from Qualified Vendors [ss. 257.052(2) & 257.055, FS and Rule 50A-1.043 & 50A-1.044(2), FAC]	\$181,334,416.02	173
eases more than 5,000 sq it in a privately owned facility – must be obtained through competitive procurement [s. 255 249, FS and Rule 60+-1.015, FAC]	\$180,395,997.28	67
Leases less than 5,000 sq ft in a privately owned facility - may be obtained using quides [s. 255.249, FS and Rule 60H-1.016, FAC]	\$90,031,724.11	197
State Term Contract Purchase without Request For Quotes from Qualified Vendors [ss. 287.042(2) & 287.056, FS and Rule 60A-11.044(2), FAC]	\$79,912,568.97	154
.ottery - Competitive Quote (s. 24.106, FS)	\$57,037,612.53	10
gency Initiation to Bio for Public Property And Publicly Owned Buildings (s. 255. 0525, FS)	\$48,101,552.79	104
Igency Request for Proposal for Public Property And Publicly Owned Buildings (8, 255, 055, FS)	\$26,039,354.19	19
staj in Place/Replacement Lease – Fair Market Price Negotiations (s. 255 25(3)(3), FS)	\$25,009,268.02	25
Request for Application method of competitively awarding State/Federal grants to for-profit organizations.	\$15,965,929.32	41
ntormal quoted purchase not exceeding Category Two - Request for Quotes (s 237.055 (2), FS & Rule 60A-1.002 (4)(m), FAC]	\$10,852,039.54	982
ntormal quote below the bioding thresholds for Public Property And Publicly Owned Buildings of \$200,000 (s. 255.052), PS]	\$5,023,462.43	59
State Purchasing Agreement [Rule 604-1.025, FAC]	\$997,449.30	34
Litery policies sinks appropriate and 40:0001100 (Litery Andre ostranda and consequently the contract amount typically pairs. View contract extent information using FACTS <u>July</u> or <u>Andrews Basing</u> . Software you begin to some manage. Litery and the software and the	anov i Purchasa Criter ov Method of Procurement	

The following footnotes and hyperlinks to other charts and reports are at the bottom of the page:

- 1. Listing includes active agency contracts as of 6/13/2014 1:00 AM. Note contracts and consequently the contract's amount typically span multiple fiscal years. View contract detail information using FACTS <u>Main</u> or <u>Advanced Search</u>.
- 2. Sort columns by clicking the column heading.
- 3. Print the listing by right clicking your mouse on the listing and clicking "Print".
- 4. Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page.

<u>Number of Active Contracts by Agency</u> | <u>Number of Active Contracts by Contract Type</u> | <u>Contract</u> <u>Amount by Method of Procurement</u> | <u>Contract Amount by Agency</u> | <u>Contract Amount by Contract Type</u> | <u>Number of Open Purchase Orders by Agency</u> | <u>Purchase Order Amount by Agency</u> | <u>Purchase Order by</u> <u>Method of Procurement</u>

Contract Amount by Agency Contract	Amounts	s for To	p 5 Ager	icies					
		Total	Dollar Amour	nt \$68,162	,424,527.13	1			
DEPARTMENT OF TRANSPORTATION					\$35.92B				
DEPARTMENT OF CHILDREN AND FAMILIES	5	8.3B							
DEPARTMENT OF MANAGEMENT SERVICES	\$3.91B								
DEPARTMENT OF CORRECTIONS	\$3.71B								
DEPARTMENT OF EDUCATION	\$3.65B								
	\$0 \$9	3 \$1	8B \$27	3 \$:	36B \$4	45B			
See Contract Amounts for Remaining Agencies									
 Chart includes active agency contracts as of 6/ Print the chart by right clicking your mouse on 	13/2014 1:00 AM. Note the chart and clicking	contracts and con Print Chart".	sequently the contract	s amount typicall	y span multiple fiscal	al years. View contract detail info	ormation using FACTS Main	or Advanced Contract Se	arches.
Navigate to the next chart by using the chart d	opdown or clicking on	e of the links at the	bottom of the page.						

Clicking "Contract Amount by Agency" will display the following:

Clicking the "See Contract Amounts for the Remaining Agencies" displays the following:

Contract Amounts f	or Remaining Agencies	
	Total Dollar Amount \$68,162,424,527.13	
AGENCY FOR HEALTH CARE ADMINISTR DEPARTMENT OF H	\$2.798 EALTH \$2.018	
DEPARTMENT OF JUVENILE JU DEPARTMENT OF REV	STICE S28	
DEPARTMENT OF ELDER AN DEPARTMENT OF THE LO	FAIRS \$1,17B	
DEPARTMENT OF ENVIRONMENTAL PROFE DEPARTMENT OF ECONOMIC OPPORT	UNITY \$254.03M	
FISH AND WILDLIFE CONSERVATION COMM	SSION \$193.55M	
DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEH	ICLES \$123.5M	
DEPARTMENT OF LAW ENFORCE	MENT 197.96M	
AGENCY FOR PERSONS WITH DISABI DEPT OF BUSINESS AND PROFESSIONAL REGUL	ITIES \$73.62M ATION \$71.92M	
DEPARTMENT OF O DEPARTMENT OF VETERANS' AF	ITRUS \$47.35M FAIRS \$36.1M	
STATE COURTS S EXECUTIVE OFFICE OF THE GOVE	(STEM \$21.48M ERNOR \$20.96M	
NORTHWOOD SHARED RESOURCE C DIVISION OF ADMINISTRATIVE HEA	ENTER \$20.22M RINGS \$17.7M	
FLORIDA SCHOOL FOR THE DEAF AND THE JUSTICE ADMINISTRA	BLIND \$16.08M	
PUBLIC SERVICE COMMI	5510N \$2.57M	
FERRICE COMM	\$0 \$700M \$1.4B \$2.1B \$2.8B \$3.5B	
1 Chart includes active ananov contracts as of 8/19/2014 1-00 AM 1	Note contracts and conservative the contract's amount tunically enan multiple fieral years. View contract datal information using SAPTE Main or Advanced Source	
 Orian includes active agency contracts as of 01/3/2014 1.00 AM 1 Print the chart by right clicking your mouse on the chart and clicking Navinate to the next chart by using the chart dendway or clicking 	nive comparise and consequency one contracts a encount typicary spen monoper racial years. Well contracts befor g "Print Chart", non a f the links at the bottom of the name	
 Navigate to the next chair by using the chair diopotonin of clocking. 	vie of the links at the output of the page.	
Number of Active Contracts by Agency Number of Active Contracts by Contract Type Co	stract Amount by Method of Procurement Contract Amount by Agency Contract Amount by Contract Type Number of Open Purchase Orders by Agency Purchase Order Amount by Agency Purchase Order by Method of	/ Procurement

The following footnotes and hyperlinks to other charts and reports are at the bottom of the page:

1. Chart includes active agency contracts as of 6/13/2014 1:00 AM. Note contracts and consequently the contract's amount typically span multiple fiscal years. View contract detail information using FACTS <u>Main</u> or <u>Advanced Search</u>.

- 2. Print the chart by right clicking your mouse on the chart and clicking "Print Chart".
- 3. Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page.

<u>Number of Active Contracts by Agency</u> | <u>Number of Active Contracts by Contract Type</u> | <u>Contract Amount by Method of Procurement</u> | <u>Contract Amount by Agency</u> | <u>Contract Amount by Contract Type</u> | <u>Number of Open Purchase Orders by Agency</u> | <u>Purchase Order Amount by Agency</u> | <u>Purchase Order by Method of Procurement</u>

Clicking "Contract Amount by Agency" will display the following:

Contrac	t Amount l	Dy Contract Total Dollar Amo	t Type unt \$68,162,424	527.13		
Standard Two Party Agreement by Statute			\$44.61	в		
Grant Disbursement Agreemen	t	\$15.4B				
No Ceiling / Rate Agreemen	\$3.41B					
Master Agreemen	\$3.33B					
MOU/MOA or Interagency Agreemen	\$941.6M					
Three or More Party Agreemen	\$282.78M					
Multi-Agency Participation Agreemen	\$102.5M					
Purchase Orde	r \$53.67M					
Settlement Agreemen	\$24.34M					
	\$0 \$10B	\$20B	\$30B \$40B	\$50B		

The following footnotes and hyperlinks to other charts and reports are at the bottom of the page:

- 1. Chart includes active agency contracts as of 6/13/2014 1:00 AM. Note contracts and consequently the contract's amount typically span multiple fiscal years. View contract detail information using FACTS <u>Main</u> or <u>Advanced Search</u>.
- 2. Print the chart by right clicking your mouse on the chart and clicking "Print Chart".
- 3. Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page.
- 4. Click <u>here</u> to see Contract Type definitions.

<u>Number of Active Contracts by Agency</u> | <u>Number of Active Contracts by Contract Type</u> | <u>Contract Amount by Method of Procurement</u> | <u>Contract Amount by Agency</u> | <u>Contract Amount by Contract Type</u> | <u>Number of Open Purchase Orders by Agency</u> | <u>Purchase Order Amount by Agency</u> | <u>Purchase Order by Method of Procurement</u>

Clicking "here" to see Contract Type definitions displays the following:

JEFF ATWATER 🔭 FLORIDA'S CHIEF FINANCIAL OFFICER	
EFLORIDA ACCOUNTABILITY Main FAQ Contact Us Message Charts• Transparency•	
Contract Type Definitions	
Grant Avard Agreements The receipt of grant dollars by a reporting entity that are either federal or state financial assistance or grant funding by another non-governmental entity	. Grant Agreements will not be required for inclusion in the FACTS system during the initial implementation of the system.
Grant Disbursment Agreements Contracts for the expenditure of funds associated with either a Catalog of Federal Domestic Assistance (CFDA) number; a Catalog of State Financial A contracts are determined using the vendor checklist to classify them as either vendors or sub recipients. Contractors who are identified as vendors, shou Contractors determined to be so recipients will not be required for inclusion in the FACTS system during the initial implementation of the system. They user agreeble opt to do so.	salistance (CSFA) number; or a grant from a non-polvernmental entity to a recipient or sub-recipient by the reporting entity. These id be classified as Contract Type = SC - Standard Two-Fany agreements by statute; and are required to be reported in FACTS. are scheduled for inclusion during phase five, which is scheduled to be implemented in 2013, but may be included earlier if the
Master Agreements Agreements where the pricing is agreed upon at the point of execution. However, services are not authorized to begin until a separate contractual docum Environmental Protection or engineering and surveying contracts issued by the Department of Transportation.	ent is issued (i.e., task or work orders). Examples of this would be surveyor contracts issued by the Department of
MOUMO or Interruptions/generated. This is a two crows party agreement where the terms may not be specified in law. These agreements are typically between governmental entities. Both not required to be entered into FACTS.	h agencies should record the agreement in FACTS. If an agreement of this type does not result in a cost to the state then it is
Multi-Agency Participation Agreements These are agreements where the project is agreed upon at the point of execution. However, multiple agrecies are allowed to receive the services being They would need a separate procurement document. An example of this is a State Term Contract that was procured by DMS or the court reporter contra	provided by the Vendor. No separate written agreement is needed for the participating agencies to use the multi-agency contract.
No Ceiling/Rate Agreement This is an agreement for which the total contract obligation cannot be determined until all the commodities or services are delivered such as utility agree	ments and task directed rate agreements.
Purchase Order This is an agency document used to formalize the purchase of services or commodities at a specific rate and/or terms. Purchase orders will not be inclu system at a future date that will be negotiated by DFB and DMS.	ded in the system as part of the initial implementation. They will be retrieved from My Florida Market Place and added to the
Revenue Agreements Controcts where environments is received for goods and services provided on behalf of governmental entities. An example of this would be contracted conce submits commissions back to the agency.	essions or food services, where the contractor manages the delivery of services and charges user fees for them, and then
Settlement Agreements An obligation of the State or agency to expend state funds in order to discharge a debt due a person, entity or group of persons when the amount owed	is in dispute. These agreements must have been approved by the CFO pursuant to Section 17.03, Florida Statutes.
Standard Two-Party Agreements by Statute These are agreements where two parties agree on standard terms and conditions pursuant to applicable laws.	
Three or More Party Agreement This is an agreement where more than two parties agree on standard terms and services pursuant to applicable laws.	
 Print the listing by right clicking your mouse on the listing and clicking "Print". Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page. 	
Number of Active Contracts to Acence Number of Active Contract Tupe Contract Tupe Contract Amount to Meetics of Procurement Contract Amount to Acence Contract Amount to Contract Tupe	Number of Open Purchase Onters 3): Agency Purchase Onter Amount 3): Agency Purchase Onter 10): Method of Procurement
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The following footnotes and hyperlinks to other charts and reports are at the bottom of the page:

- 1. Print the listing by right clicking your mouse on the listing and clicking "Print".
- 2. Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page.

<u>Number of Active Contracts by Agency | Number of Active Contracts by Contract Type | Contract Amount by Method of Procurement | Contract Amount by Agency | Contract Amount by Contract Type | Number of Open Purchase Orders by Agency | Purchase Order Amount by Agency | Purchase Order by Method of Procurement</u>

Clicking "Number of Open Purchase Orders by Agency" will display the following:

JEFF ATWATER 🤓 FLORIDA'S CHIEF FINANCIAL OFFICER	
는 FLORIDA ACCOUNTABILITY T Main FAQ Contact Us Message Charts Transparency ** CONTRACT TRACKING SYSTEM Guident State Agencies From CPC Martine & Reports Protect	
Number of Open Purchase Orders by Agency	
Number of Open Purchase Orders for Top 5 Agencies Total Number 117,178	
DEPARTMENT OF HEALTH	
DEPARTMENT OF CORRECTIONS 31.89K	
DEPARTMENT OF CHILDREN AND FAMILIES	=
DEPARTMENT OF ENVIRONMENTAL PROTECTION	
DEPARTMENT OF JUVENILE JUSTICE	
See Number of Open Purchase Orders for Remaining Agencies	
 Chart includes active agency purchase orders as of 6/13/2014 1.00 AM. View purchase order detail information using FACTS <u>Main or Advanced Search</u>. Print the chart by right aliding your mouse on the chart and clinking "Print Chart". Navigate to be need that by using the chard adjobut or clinking ord of the link at the bottom of the page. 	
Number of Asthe Contracts in Agency Number of Asthe Contracts in Contract Tupe Contract Amount in Method of Procuremed Contract Amount in Agency Contract Tupe Number of Contract Tupe Number of Contract Tupe Number of Contract Tupe Number of Asthe Contract Tupe Number	d of Procurement
2011 O FLORIDA DEPARTMENT OF FINANCIAL SERVICES	· · · · · · · · · · · · · · · · · · ·
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Clicking "See Number of Open Purchase Orders for Remaining Agencies"

The following footnotes and hyperlinks to other charts and reports are at the bottom of the page:

- 1. Chart includes active agency purchase orders as of 6/13/2014 1:00 AM. View purchase order detail information using FACTS <u>Main</u> or <u>Advanced Search</u>.
- 2. Print the chart by right clicking your mouse on the chart and clicking "Print Chart".

3. Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page.

<u>Number of Active Contracts by Agency | Number of Active Contracts by Contract Type | Contract Amount by Method of Procurement | Contract Amount by Agency | Contract Amount by Contract Type | Number of Open Purchase Orders by Agency | Purchase Order Amount by Agency | Purchase Order by Method of Procurement</u>

Clicking "Purchase Order Amount by Agency" will display the following:



SIDE	LORIDA ACCOUNTABILITY Main FAQ Contact Us Message Charts Transparency NTRACT TRACKING SYSTEM Search Questions? State Agencies From CFO Alwater & Reports Forda	
	Purchase Order Amount by Agency	
	Purchase Order Amounts for Remaining Agencies Total Dollar Amount \$1,648,866,613.68	
	DEPARTMENT OF PENNENT SERVICES DEPARTMENT OF EXONOMENTAL PROTECTION DEPARTMENT OF DEVERSION DEPARTMENT OF DEVERSION DEPARTMENT OF DEVERSION DEPARTMENT OF DEVERSION DEPARTMENT OF DEVERSION DEPARTMENT OF DEVERSION DEPARTMENT OF REVISED DEPARTMENT OF REVISED DEPARTME	
	S0 \$20M \$40M \$60M \$10DA Chart includes active agency purchase orders as of 6/13/2014 1.00 AM. Note purchase orders and consequently the purchase order's amount typically span multiple fiscal years. View purchase order detail information using FACTS Main or Advanced Search 2 Print the chart by right clicking your mouse on the chart and clicking "Print Chart".	
	3. Navigate to the next chart by using the chart dropdown or cloking one of the links at the bottom of the page. Number of Active Contracts by Acency I Number of Active Contracts by Contract Type I Contract Amount by Method of Procurement I Contract Amount by Agency I Contract Amount by Contract Type I Number of Open Purchase Orders by Agency I Purchase Order Amount by Agency I Contract Amount by Agency I Contract Type I Number of Open Purchase Orders by Agency I Purchase Order Amount by Agency I Contract Amount by Agency I Contract Type I Number of Open Purchase Orders by Agency I Purchase Order Amount by Agency I Contract Amount by Agency I Contract Type I Number of Open Purchase Orders by Agency I Purchase Order Amount by Agency I Purchase Order Amount by Agency I Contract Type I Number of Open Purchase Orders by Agency I Purchase Order Amount by Agency I Contract Amount by Agency I Contract Type I Number of Open Purchase Orders by Agency I Purchase Order Amount by Agency I Purchase Order Amount by Agency I Contract Type I Number of Open Purchase Orders by Agency I Purchase Order Amount by Agency I Purchase Order Amount by Agency I Purchase Order I Number of Open Purchase Orders by Agency I Purchase Order Amount by Agency I Purchase Order I Number of Open Purchase Orders by Agency I Purchase Order I Number of Open Purchase Orders by Agency I Purchase Order I Number of Open Purchas	
	Agency / Purchase Order by Method of Programment	

Clicking "See Purchase Order Amounts for Remaining Agencies" will display the following:

The following footnotes and hyperlinks to other charts and reports are at the bottom of the page:

- 1. Chart includes active agency purchase orders as of 6/13/2014 1:00 AM. Note purchase orders and consequently the purchase order's amount typically span multiple fiscal years. View purchase order detail information using FACTS <u>Main</u> or <u>Advanced Search</u>.
- 2. Print the chart by right clicking your mouse on the chart and clicking "Print Chart".
- 3. Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page.

<u>Number of Active Contracts by Agency | Number of Active Contracts by Contract Type | Contract Amount by Method of Procurement | Contract Amount by Agency | Contract Amount by Contract Type | Number of Open Purchase Orders by Agency | Purchase Order Amount by Agency | Purchase Order by Method of Procurement</u>



Clicking "Purchase Order Amount by Method of Procurement" will display the following:

The following footnotes and hyperlinks to other charts and reports are at the bottom of the page:

- 1. Chart includes active agency purchase orders as of 6/13/2014 1:00 AM. Note purchase orders and consequently the purchase order's amount typically span multiple fiscal years. View purchase order detail information using FACTS <u>Main</u> or <u>Advanced Search</u>.
- 2. Display percentages by placing the mouse pointer on a chart section.
- 3. Display the dollar amount and number of contracts by Method of Procurement by clicking on a chart sections.
- 4. Print the chart by right clicking your mouse on the chart and clicking "Print Chart".
- 5. Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page.

<u>Number of Active Contracts by Agency</u> | <u>Number of Active Contracts by Contract Type</u> | <u>Contract</u> <u>Amount by Method of Procurement</u> | <u>Contract Amount by Agency</u> | <u>Contract Amount by Contract Type</u> | <u>Number of Open Purchase Orders by Agency</u> | <u>Purchase Order Amount by Agency</u> | <u>Purchase Order by</u> <u>Method of Procurement</u> Clicking on a section of the pie chart displays the following listing:

Competitive Method of Procurements					
METHOD OF PROCUREMENT		NUMBER OF PURCHASE			
State Term Contract Purchase without Request For Quotes from Qualified Vendors [ss. 287.042(2) & 287.056, FS and Rule 80A-11.044(2), FAC]	\$485,577,748.13	40011			
Alternate contract source - Purchase made from contracts let by the Fed. Gov., another state, or a political subdivision for commodities and contract services if determined to be cost-effective and in the best interest of the state. [s 287.042 (16), FS & Rules 60A-1.002 (4) (I), FAC]	\$212,172,217.23	8535			
State Term Contract Purchase with Request For Quotes from Qualified Vendors [ss. 287.042/2) & 287.056, FS and Rule 60A-1.043 & 80A-1.044(2), FAC]	\$158,518,065.08	2220			
Agency Invitation to Negotiate [s. 287.057 (1) (c), FAC]	\$148,814,716.29	498			
Agency Invitation to Bid [s. 287.057 (1) (s), FS]	\$126,032,056.14	2828			
Agency Request for Proposal [s. 287.057 (1) (b), FS]	\$51,209,126.01	355			
Informal quoted purchase not exceeding Category Two - Request for Quotes (s 287.056 (2), FS & Rule 60A-1.002 (4)(m), FAC]	\$48,264,784.30	6630			
Agency negotiated after recieving fewer than two responsive offers to a competitive procurement [S. 287.057(6 5), FS]	\$8,801,362.14	32			
Agency Invitation to Bid for Public Property And Publicly Owned Buildings [s. 255.0525, FS]	\$5,200,976.49	56			
Informal quote below the bidding thresholds for Public Property And Publicly Owned Buildings of \$200,000 [s. 255.0525, FS]	\$2,663,630.41	167			
Agency Invitation to Negotiate for Public Property And Publicly Owned Buildings [s. 255.0525, FS]	\$2,370,394.45	48			
Consultants' Competitive Negotiation Act [s. 287.055, FS]	\$1,314,682.89	79			
State Purchasing Agreement [Rule 60A-1 025, FAC]	\$1,308,206.21	153			
Lottery Procurement [s. 24.105, FS]	\$801,808.45	57			
Lottery - Competitive Solicitation (s. 24.106, FS)	\$240,300.00	2			
Agency Request for Proposal for Public Property And Publicly Owned Buildings [s. 256.0526, FS]	\$201,470.20	3			
Lottery - Competitive Quote [s. 24.105, FS]	\$105,683.87	12			
 Listing includes active agency purchase orders as of 8/13/2014 1:30 AM. Note purchase orders and consequently the purchase order's amount typically span multiple fiscal years. View purchase ord <u>Advanced Search</u> Stor columns by clicking the column heading. Print the listing by right clicking your mouse on the listing and clicking "Print". Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page. 	ar detail information using	FACTS Main or			

The following footnotes and hyperlinks to other charts and reports are at the bottom of the page:

- 1. Listing includes active agency purchase orders as of 6/13/2014 1:00 AM. Note purchase orders and consequently the purchase order's amount typically span multiple fiscal years. View purchase order detail information using FACTS <u>Main</u> or <u>Advanced Search</u>.
- 2. Sort columns by clicking the column heading.
- 3. Print the listing by right clicking your mouse on the listing and clicking "Print".
- 4. Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page.

<u>Number of Active Contracts by Agency</u> | <u>Number of Active Contracts by Contract Type</u> | <u>Contract Amount by Method of Procurement</u> | <u>Contract Amount by Agency</u> | <u>Contract Amount by Contract Type</u> | <u>Number of Open Purchase Orders by Agency</u> | <u>Purchase Order Amount by Agency</u> | <u>Purchase Order by Method of Procurement</u>

Frequently Asked Questions

1. What is transparency as it pertains to government procurement?

Governments and government agencies are some of the largest purchasers of goods and services. Given that government purchases are paid for by citizens, through taxes and fees, how government procures goods and services and the amounts it pays for them should be open for public scrutiny. Over 200 years ago, Thomas Jefferson, noting the importance of transparency, stated:

"We might hope to see the finances as clear and intelligible as a merchant's books, so that every member of Congress, and every man of every mind in the Union should be able to comprehend them, to investigate abuses, and consequently, to control them."

Unlike 200 years ago, governments now have the ability to make these books truly open to the public through the Internet. The Florida Accountability Contract Tracking System (FACTS) demonstrates Florida's commitment to public transparency.

2. What makes this transparent government website different from others?

The FACTS system serves as an extension of the way Florida state agencies manage and report their contracts to the public. This website is not historical data placed on the Internet for review that is occasionally updated, but contains current information that is regularly updated and audited. The Department of Financial Services will audit and publish findings of contract performance for the public to determine how well contracts are established and managed on the behalf of the citizens of Florida.

3. Why is the Department of Financial Services hosting the website?

The Department of Financial Services is tasked by state statutes to provide a way for all state agencies to report their contracts to the public. The Florida Accountability Contract Tracking System (FACTS) is the tool developed in response to legislative direction.

4. How do I view detailed contract, purchase order and grant award information?

On the Main Search page under Search, enter at least one-search criteria in the fields below. Search options are Agency Name, Vendor/rant Name, Dollar Value (includes Grant Award amount), Beginning and Ending Dates (includes Start and End Funding Dates), Agency Assigned Contract ID (not the FLAIR Contract ID), MFMP PO Number, Grant Award ID and Commodity Service Types. The search can be limited to only contracts; contact with published audits only (must click "Show Contract Only" radio button first to see and use the "Show Contracts with published audits" check box); only purchase orders and only grant awards by clicking the appropriate radio button at middle right of the web page. All of the result columns are storable from "A" to "Z" or "High" to "Low" except for Commodity/Service Type and View Audits link. FACTS provides an advanced search as well. Access the search by clicking on the "Advanced Search" hyper-link on the "Main Search" page. This search page allows a User to search by the fields listed above as well as additional fields including Minority Vendor Designation, Minority Vendor Description, Fiscal Year of Execution and Method of procurement.

The Advanced Search also has three specific search parameters grouping for contracts, grant awards and purchase orders. Contract specific search parameters include FLAIR Contract ID, Contract Type, Contract Status, Administrative Cost, Periodic Increase and contract manger for logged in Users. Grant award specific parameters include Grant Award Type, Grant Award Status and Award Date. Purchase orders specific parameters Purchase Order Status and Order Date. The search can also be limited to only contracts; contact with published audits only (must click "Show Contract Only" radio button first to see and use the "Show Contracts with published audits" check box); grant awards only and only purchase orders by clicking the appropriate radio button in the middle of the page. Use the slide bar at the bottom of the results page to see across all the columns. Agency Name, Type, Agency Assigned Contract ID, PO Number, Vendor Name and Total Amount result columns sort from "A" to "Z" or "High" to "Low.

All the Commodity/Service codes available in FACTS are downloadable to a Microsoft Excel readable file by clicking on the "Download Commodity/Service Types" link and following the on screen instructions.

To view detailed information about a contract, in the Results section, select the linked "Agency Assigned Contract Id." On the following selected page, the text box titled "Summary" contains a general description of why the state agency has entered into an agreement with the vendor on behalf of the citizens of Florida. Scroll down for more details.

To view contract documents, including procurement documentation, click on the "Documents" tab. Clicking on the icon below "View" in the listing of documents opens the Portable Document Format (PDF) document for viewing and printing.

To view contract audit information, click on the "Audits" tab. Clicking on the icon below "View" in the listing of audits displays the "Audit Summary" and "Audit Findings" for selected audit.

To view detailed information about a purchase order, in the Results section select the linked "PO Number." On the following selected page, the text box titled "Summary" contains Purchase Order Title that provides why the state agency has issued the purchase order to the vendor on behalf of the citizens of Florida. Scroll down for more details.

To view grant award detail information, in the Result section select the "Grant Award ID" link. The following page displays the text box titled "Summary" containing the description that provides what a state agency doing with the grant on behalf of the citizens of Florida. Scroll down for more details.

5. How can I select reported contracts, grant awards and purchase orders for one agency? How can I see contracts, grant awards and purchase orders reported in the system for all agencies?

On the Main Search page under Search acts and, click the drop down arrow of the "Agency Name" field to select the agency you are interested in. Click the "Search" button below to see all contracts, grant awards and purchase orders posted under that agency. To see contracts, grant awards and purchase orders across all agencies, select "All Agencies" from the drop down arrow of the "Agency Name" field. Please be advised that it may take several moments to return the results of a search of all agencies' contracts, grant awards and purchase orders. Note: You can refine your search and return better targeted results by providing search criteria in other fields.

6. How can I search for contracts, grant awards and purchase orders within a specific timeframe?

On the Main Search page under Search the "Begin" and "End" fields can be used independently or together to refine the contract, grant award and purchase order periods that you are searching. You can type the date (MM/DD/YYYY) in the fields and select the "Search" button below.

7. How do I search for vendors or those who provide services to the state?

On the Main Search page under Search, search by Vendor Name. The complete vendor name is not needed to receive a search result. Enter, at the least, the first three letters of the vendor name in the "Vendor Name" field, and then select the "Search" button below. If the contract or purchase order you are searching for is not displayed, please contact the appropriate agency to request additional information by selecting the "Contact Us-State Agencies" button on the FACTS website.

8. How do I search for grantors who provide grants to the state?

On the Main Search page under Search, search by vendor/grantor name. The complete grantor name is not required. Enter at the least the first three letters of the grantor name in the "Vendor/Grantor Name" field, and then click the "Search" button. If the grant award is not displayed, please contact the appropriate agency using to the "Contact Us-State Agencies" button on the Florida Accountability Contract Tracking System (FACTS) website.

9. How do I search contracts, grant awards and purchase orders between dollar values, for example, all contracts and purchase orders between \$1,000 and \$10,000 or grant awards between \$1,000 and \$10,000?

On the Main Search page under Search, search by Dollar Value. To see contracts, grant award and/purchase orders within a certain value range, enter a numerical value in the "From" field and a greater value in the "To" field. To see contracts, grant awards and purchase orders with a value starting at a certain dollar amount, enter that number in the "From" field and leave the "To" field blank. To see all contracts, grant awards and purchase orders up to a certain dollar amount, leave the "From" field blank and enter your search value in the "To" field.

10. How do I search for goods (things purchased) or services (things performed) for the state?

On the Main Search page under Search, search by Commodity/Service Type. To find a particular service performed on behalf of the state, or a commodity that was sold to the state, select an option from the "Commodity/Service Type" field. This helps you quickly navigate through as many as 4,000 potential commodity/service types. Once you select a commodity group, click on the "Search" button. To view the available commodities/service types, please click <u>here</u> to open, and/or save, the complete list

11. How do I download my search results?

On the Main Search and Advanced Search page under the Search section, the Results section will return the list of contracts and purchase orders that meet your criteria. On the right side above, the list is the "Download Results" button. Click this button and you will be prompted with a popup asking "Do you want to open or save this file?" By selecting the "Open" or "Save" link you will have access to the data in a spreadsheet. When you open the file, it will open in your spreadsheet application such as Microsoft Excel or OpenOffice CALC. If you see "#####" characters in a column, this indicates that the data is wider than the default width set in your software application. Expand the column width and the "#####" characters will be replaced with the actual contents of the field.

12. Why do some contracts contain a contract total, but no budget records providing additional information?

Some contracts, including Master Agreements, Task Order Contracts, Lease Agreements or Construction Agreement Contracts, have funds budgeted to them, however, until a certain need for goods and/or services arises, no money is committed to be spent. As such, these types of contracts will initially show the ceiling dollar values (maximum potential value of the contract) of the total contract, and not until goods and/or services are needed and requested will actual dollars spent be reported in the contract tracking system.

13. Why are there contracts with zero dollar (\$0) amounts listed as the contract value?

In most instances, a zero dollar amount contract is establishing agreed upon terms and conditions. The obligation of funds will be handled by a different mechanism. For example, a master agreement has been executed for agreed upon terms and conditions without a dollar amount. The agency entering into the master agreement will issue task work orders that authorize funds when the work is needed. A state term contract also establishes agreed upon terms and conditions but does not establish a dollar amount. Each agency will issue purchase orders against the state term contract to obligate funds for the services being requested.

14. Why did a contract or purchase order not show up in the search results? Why did my search return the message "No results found for the search criteria"? Please refine your search"?

The contract may have been recently created and has not yet been added to the website by an agency's contract manager; the contract or purchase order is exempt or confidential; the contract ended prior to February 29, 2012; or the purchase order was issued prior to July 1, 2013 and had no payments on the purchase order after July 1, 2013. At any time, you may inquire or submit a

public records request to the appropriate agency to receive additional information. To do so, please select the "Contact Us-State Agencies" button on the FACTS website to search for the agency issuing the purchase order or managing the specific contract.

15. What happens if a vendor changes names while under a contract with the state?

Some vendors do change their names while supplying products or services to the state. Reasons for a name change could be that a vendor has merged with another company or has been bought out. This should be reflected in the amendments section of the contract or under the contract change section of the contract information.

16. Why are some vendors listed several times in the system with slightly different names?

Over the years, agencies have entered variations on vendor names in the accounting system. Try searching by typing in the first three letters of the vendor name or the acronym that the business might be doing business as. If you cannot find the vendor, please contact the appropriate agency to request additional information by selecting the "Contact Us-State Agencies" button on the FACTS website.

17. If I have a terminated agreement and I have not made the final payment, should I go ahead and close the contract?

An agreement should stay active in FACTS until the final payment is made. Closing an agreement in FACTS causes an update to the Contract Information File in FLAIR to close the agreement in FLAIR. Once this occurs, any attempted payment made against the agreement will be rejected.

18. I entered the FLAIR Contract ID incorrectly and have already clicked the "Finish Contract" button; can I go back into the FACTS and edit the number?

The FLAIR Contract ID field is a key field in FACTS and FLAIR; it cannot be changed. However, two options are available when this occurs:

- a. Re-Enter the contract with the correct FLAIR Contract ID and request deletion of the incorrect one by the FACTS Team keep in mind FLAIR Contract IDs cannot be reused for 10 years.
- b. Enter the contract with the correct Contract ID and then place the incorrect one in an inactive status. With this option, the FLAIR Contract ID number cannot be used on a payment and the contract will not be viewable by the public, but keeps the FLAIR Contract ID number available for future use during the 10-year period. If you need to use the number all fields with the exception of the FLAIR Contract ID field can be edited to reflect the information in the new contract.

19. I entered a Contract/Grant Disbursement Change or Grant Award Amendment (Amendment) in error how do I delete the Contract/Grant Disbursement Change or Grant Award Amendment?

The Amendment Reference Number is a key field that cannot be deleted. If an Amendment has been added to a Contract/Grant Disbursement or Grant Award in error the amount should be changed to reflect \$0.00 and the description field should be updated to indicate that the Amendment was entered in error.

20. What is Account Code Correlation and how does this affect payment I make against an agreement?

All Account Codes entered on the Budget Screen in FACTS are provided to the FLAIR Contract Correlation file; validating current year and prior year only. When processing a payment in FLAIR the contract number on the transaction must be associated with one of the account codes entered in order for the payment to pass the processing edits. If a payment is entered and the account code has not been passed to the FLAIR Contract Correlation file the payment will be rejected. Only the account codes are passed to the FLAIR Contract Correlation file not the budgetary amounts for the account codes.

21. I have Contracts/Grant Disbursements or Grant Award associated with Inactive vendors/grantors, what should I do?

Active Contracts/Grant Disbursements and Grant Awards in FACTS should have only active Vendor/Grantor IDs assigned to them since it assumed that payments are still being made on them or receipts are still being received for grant awards. You must update any inactive Vendor/Grantor IDs on active contracts or grant awards with active Vendor/Grantor IDs (See XVII View Active Contract/Grant Disbursement Agreements with Inactive Vendors or XL View Active Grant Award Agreements with Inactive Grantors). If the contract/grant disbursement agreement is complete, place it in "Closed/Expired" status. If the grant award is complete, place it in "Closed", "Inactive for Ongoing Reporting" or "Inactive Pending Property Action". This status will maintain the information displayed for both active and inactive Vendor/Grantor IDs.

22. I have active Contracts/Grant Disbursements with past "Original End Date" or "New End Date", what should I do?

Agreements must stay in active ("Active", "Renewal" or "Extended") status until the last payment processes through FLAIR. However, active agreements with "Original End Date" or "New End Date" several months in the past need investigation to determine if the agreement status or end date need to be changed. Once the last payment is recorded in FACTS, the agreement's status should be changed to "Close/Expired". If the agreement has been renewed or extended a "Change Record", establishing a new end date needs to be in FACTS.

23. I have active Grant Award with past "Original Funding End Date" or "New Funding End Date", what should I do?

Grant awards must stay in active ("Active") status until the last receipt processes through FLAIR. However, active grant awards with "Original Funding End Date" or "New Funding End Date"
several months in the past need investigation to determine if the agreement status or funding end date need to be changed. Once the last receipt is recorded in FACTS, the grant award's status should be changed to "Closed", "Inactive for Ongoing Reporting" or "Inactive Pending Property Action". If the grant award has been renewed or extended an "Amendment", establishing a new funding end date needs to be in FACTS.

24. How should I record a Cost Reimbursement agreement's original contract amount and deliverable prices in FACTS?

A Cost Reimbursement agreement's budgeted amount should be entered as the "Original Contract Amount" since there is no reasonable way to determine the agreement's total cost until all the work associated with it has been completed. Deliverables should be entered as described in the agreement's scope of work with zero "Deliverable Price" and "Price cannot be determined until the work has been completed" for "Method of Payment". However, if the agreement provides that the contractor is reimbursed based on fees or formulas established in the contract, i.e. \$100 per patient treated but not less than \$1,000 a month, then the "Deliverable Price is still zero but, the "Method of Payment" should be one of the following that best describes how the reimbursement is determined:

Cost Reimbursement	A cost-reimbursement contract is used when an accurate estimate of the final cost cannot be determined. Usually with a not to exceed maximum.
Cost Reimbursement Plus Fixed Fee(s), including Fixed Price Components	Contracts having a larger estimated contract cost and an accurate estimate of the final cost cannot be determined but assures the vendor a profit or fixed award for meeting or exceeding performance targets, including any cost savings.
Cost Reimbursement Plus Percentage of Cost	Contracts pay a fee that rises as the contractor's costs rise. Because this contract type provides no incentive for the contractor to control costs it is utilized.
Cost Reimbursement Plus Incentive Fee	Contracts having a larger estimated contract cost and an accurate estimate of the final cost cannot be determined but assures the vendor a flexible award for meeting or exceeding performance targets, including any cost savings.
Cost Reimbursement Plus Award Fee	Contracts having a larger estimated contract cost and an accurate estimate of the final cost cannot be determined but assures the vendor a fixed award for meeting or exceeding performance targets, including any cost savings.

In addition, the method of determining the reimbursement amount for the deliverable should be described in the "Performance Metric" field, which allows for 2,000 characters, i.e. \$100 per patient treated but not less than \$1,000 a month.

25. I have noted incorrect information in a MFMP purchase order in FACTS. How do I get this information corrected?

Since MFMP purchase order information is batch loaded into FACTS from MFMP there are no edit pages in FACTS for purchase orders. Any corrections needed to a MFMP purchase order must be made within MFMP. The corrected purchase order information will be batch loaded to FACTS the following workday.

26. What is a "Revenue Agreement"? Are revenue agreements required in FACTS?

For FACTS, a revenue agreement has services provided, the customer paying a fee and the funds reported as revenue for the state. Agencies are not required to record Revenue Agreements in FACTS. However, if an agency wants to record the agreement in FACTS, enter the agreement using the "Add New Contract" function with a contract type of "Revenue Agreement".

27. Are agencies required to use Grant IDs on grant related FLAIR disbursement transactions?

DFS does not require the use of Grant IDs on grant related FLAIR disbursement transactions.

28. Are agencies required to use Grant IDs on grant related FLAIR receipt transactions?

DFS does not require the uses of Grant IDs on grant related FLAIR receipt transactions. However, if an agency uses Grant IDs on grant related FLAIR receipt transactions, they display in FACTS.

29. Are agencies required to record state appropriated financial assistance as a grant award in FACTS?

Agencies are required to record State appropriated financial assistance having a CSFA number or a state program appropriation determined to require a CSFA number after completing the Florida Single Audit Act State project Determination Checklist in FACTS as a Grant Award. A copy of the DFS-A2- PD Florida Single Audit Act State project Determination Checklist is available at http://www.myfloridacfo.com/Division/AA/Forms/default.htm.

30. What determines a federal grant award?

Documentation from the federal agency awarding the federal funds. Examples: An agency submitted application and a letter from the federal agency approving the application. Documentation supporting the establishment of the CFDA number at the grant level.

31. What determines that funds provided by a local government or non-profit organization is grant award?

The local government or non-profit organization documentation explaining the purposing of transfer or award of the funds to the agency. If the funds are for the payment of services provided by the agency, it is a contract payment and not a grant award. If the funds are for funding a project or program conducted by the agency, it is a grant award.

32. Do agencies receiving state or federal financial assistance funds from another State agency need to record a Grant Award in FACTS?

Agencies receiving part or all of the state or federal financial assistance funds from another State agency do not need to record a Grant Award in FACTS. The agency who initially received the state or federal financial assistance funds should have recorded a Grant Award in FACTS. However, if agency wants to record a Grant Award in FACTS for the funds, they are to use the same CFDA or CSFA that the other State agency used on their Grant Award.

33. Will FACTS include all transactions with a Grant ID Number, including TR 58s or TR96s, as examples? If so, how will they be reflected? Will the public see the agency assigned voucher number, invoice, and/or the description field?

Nightly Departmental FLAIR will provide FACTS the input side of all daily detail transactions from the Daily Departmental Work file with a General Ledger code of "6XXX", "Grant ID" is not null (Grant ID is identified as a FACTS Grant), and "Statewide Document Number" is not null, and all Departmental FLAIR Transaction Number 11s with "General Leger" equals 6XXXX and "Grant ID", is not null, excluding Transaction Numbers 07, 08, 09 and 16 as well as any Master File purge transactions. Departmental FLAIR transactions will exclude any transactions with a Prior Period Indicator (PPI) equaling "Y" for the period July 1, 2013 through June 30, 2014 only and any transactions with PPI equals "M" in July 2013 only.

Based on these extract parameters, Departmental FLAIR transactions TR 58s and TR96s should be included in the nightly extract.

The transactions displayed to the public on the "Receipts" tab of the Grant Award with the following information:

- Statewide Document Number
- Agency Document Number
- Grantor Name
- Amount
- Letter of Credit/Sub Account #
- FLAIR Receipt Account Code segments
- Date indicates the date the receipt/transaction was recorded in FALIR, not the date the receipt was received

34. I entered the [FLAIR] Grant ID incorrectly and have already clicked the "Finish" button; can I go back into the FACTS and edit the number?

The [FLAIR] Grant ID field is a key field in FACTS and FLAIR; it cannot be changed. However, two options are available when this occurs:

a. Re-Enter the grant award with the correct FLAIR Contract ID and request deletion of the incorrect one by the FACTS Team – keep in mind FLAIR Grant ID's within an agency cannot be reused for 10 years.

b. Enter the grant award with the correct grant id and then place the incorrect one in an inactive status. With this option, the [FLAIR] Grant ID number cannot be used on a deposits/receipts and the grant award will not be viewable by the public, but keeps the [FLAIR] Grant ID number available for future use during the 10-year period. If you need to use the number all fields with the exception of the [FLAIR] Grant ID field can be edited to reflect the information in the new grant award.

35. If records in FACTS are available to the agency staff and the public for 10 years, how does this affect the record retention schedules?

Section 215.985, FS - Transparency in government spending requires the data be available to the public for 10 years. Agencies should contact their legal office for guidance on this issue.

36. Can you edit Amendments and Task Assignments in FACTS Contracts Module?

You can edit anything on the Change/Amendment page except for the "Agency Amendment Reference".

37. Where can we find batch templates for the FACTS Grants Uploads?

There two methods of batching Grant Awards to FACTS. One is via the on-line "Upload Grant Award Info" which use only Excel files. The guide and template has been posted the A&A's Manuals – Florida Accountability Contract Tracking System (FACTS) website at http://www.myfloridacfo.com/Division/AA/Manuals/default.htm. The other method is FTP Batch upload. The guide has been posted the A&A's Manuals – Florida Accountability Contract Tracking System (FACTS) website at http://www.myfloridacfo.com/Division/AA/Manuals/default.htm.

38. A voucher is current in return status for reason code "4A". However, it shows in FACTS as being paid. It is causing a problem with the agency's expenditures; is there anything that can be done to correct this?

The reason the voucher shows in FACTS is because the agency vouchered the payment. There is a note on the Payment Details page that reads "Date in the listing below indicates the date the payment voucher was recorded in the system, not the date the payment was issued". Should the voucher get deleted in Voucher Audit, it will no longer appear on the Payment Details page.

39. How will the FACTS system for grants relate to the CSFA? Is there currently or in the future any relationship between the two?

There will be a page to enter CSFAs for a grant in FACTS but it is not required and will not have any effect on recording receipts in FLAIR. There are currently no plans to edit CSFAs recorded on grants in FACTS against FLAIR transactions.

40. Vendor name changed but when I try to find the new name in FACTS, it cannot be located. The FEID number still lists the old vendor name. However, when I search for the vendor in MFMP, the new name shows up with the correct FEID #.

On rare occasions, MFMP and the Statewide Vendor File used by FACTS get out of sync. The problem should be reported to the Bureau of Vendor Relations for corrective action (850-413-5516) or at StatewideVendorFile@myfloridacfo.com.

41. Do all agency personnel processing payments for contracts and grant disbursement agreements require sign-in access to FACTS to print the Contract Summary Form in FACTS?

No, for those individuals who do not have FACTS sign in access may use the following link to accesses and print the appropriate Contract Summary Form: http://www.myfloridacfo.com/aadir/summary_csa.htm

42. Does a contract or grant disbursement agreement budget record with a FLAIR 29 digit account code but zero in the amount field prevent an agency from making FLAIR payments on the contract or grant disbursement agreement?

No, the budget record amount in FACTS has no bearing on making FLAIR payments on contract or grant disbursement agreements.

43. We need to get the current year contracts for our agency but when we input Beginning and/or Ending Dates we do not get a listing of the Multi-Year contracts. Is this something FACTS is working on?

The reason you may not be getting your Multi-Year contracts is because you are using the Beginning and/or Ending Dates as Fiscal Year instead of contract periods. To get Multi-Year contracts the End Date is more like "6/30/2020". You may have entered the Agency Assigned Contract ID so FACTS would try to find a contract for your agency with an Agency Assigned Contract ID equaling the value you entered and having a contract Beginning Date equaling or greater than "7/1/201X" and Contract Ending Date equaling or less than "6/30/1X". When you search for your agency without an Agency Assigned Contract ID and Begin Date of 07/01/201X and Ending Date of 06/30/2020, FACTS returns Multi-Year contract results.

44. Does info (change of Vendor ID for example) entered into FACTS overnight update to FLAIR or immediately update?

Changes to the vendor or any other information sent to FLAIR on a FACTS records updates FLAIR overnight.

45. Currently our agency inputs purchase orders in MFMP for the ITBs that we process. I am aware that all PO's are put into FACTS automatically and we do not have to input [them]. I was reading the Agency Addressed Memo #26 and it states all agencies must have all required procurement document images uploaded into FACTS by April 2, 2014. This does apply to the ITB documents that we currently procure correct?

Yes, it applies to your current contracts' ITB documents.

46. Please direct me where to find information to identify specific procurement documents to use/upload for "exempt" contracts that were not a part of a formal competitive solicitation.

There is not a list of specific procurement documents to use/upload for "exempt" contracts that were not a part of a formal competitive solicitation. Since the procurement was "exempt" from competitive solicitation, it is recommended that any documentation that was used to document the files for the non competitive procurement process of the contract be included.

47. If my understanding is correct, the creation of Florida Accountability Contract Tracking system consolidated the Senate State Contract Management System, the CFO Non-Competitive Solicitation of Commodities and Services reporting, and the Departmental FLAIR Contract subsystem. With this change, direct entry (update ability) into FLAIR was removed but I could not find out what happens to the Senate or CFO Non-Competitive systems. Are they still being used as designed and now the data is being batch uploaded to the FACTS system? Do state personnel still input directly into the Senate and CFO Non-Competitive systems or is everything directly entered in the FACTS?

To our knowledge, the Senate system is no longer being used by the agencies. The CFO Non-Competitive system is no longer operational. The information that was required to be entered in the CFO Non-Competitive system is now being entered in FACTS pursuant to CFO Agency Addressed Memorandum No. 32, 2011-2012.

48. If I understand correctly, sensitive or confidential contract information is not required to be entered in FACTS by the state agencies. State agencies are allowed to use their discretion or there general counsel for direction to handle sensitive or confidential contract information. For these types of contracts, do agencies have to input some baseline information regarding contracts/grants deemed as sensitive or confidential or is the entire contract left un-entered (public cannot see anything in regards to that contract)?

Agencies are not required to enter anything in FACTS for agreements considered sensitive to individual's safety or confidential under federal or state law. For those agencies wanting to record contracts in FACTS with sensitive or confidential contract information, we have added functionality to FACTS in the form of a checkbox – "Do not publish this Contract on the FACTS public website" used to indicate if the contract contains confidential and/or exempt information pursuant to Florida law and that the contract/disbursement agreement must not be published to the FACTS public website. It triggers a User message box when clicking the "Finish Contract" or "Finish Grant Disbursement" button at the conclusion of contract/grant disbursement agreement entry, requiring a confirmation that the Contract/Grant Disbursement Agreement contains information that the conclusion of contract" or "Finish Grant Disbursement" button at the contract/grant disbursement agreement entry requiring a confirmation that the Contract/grant disbursement agreement entry requiring a confirmation of contract/grant disbursement agreement entry requiring a confirmation that the Contract/grant disbursement agreement entry requiring a confirmation that the Contract/grant disbursement agreement entry requiring a confirmation that the Contract/grant disbursement agreement entry requiring a confirmation that the Contract/grant disbursement agreement entry requiring a confirmation that the Contract/grant disbursement agreement entry requiring a confirmation that the Contract/Grant Disbursement agreement entry requiring a confirmation that the Contract/grant disbursement agreement entry requiring a confirmation that the Contract/Grant Disbursement agreement entry requiring a confirmation that the Contract/Grant Disbursement Agreement does not contains information that is confidential and/or exempt pursuant to Florida law.

49. I tried to enter a CFDA or CSFA number on a Contract/Grant Disbursement/Grant Award and get the following error message; "CFDA Code is invalid " or "CSFA Code is invalid" but I know the number is valid because it is on the Federal CFDA website or the CSFA was provided to my agency by another state agency.

In order for FACTS to display or accept a code value, the CFDA or CSFA code must be in FLAIR. If the code does not appear in the FACTS listings, follow the request procedures below:

Procedures for Requesting Catalog of State Financial Assistance (CSFA) numbers for New State Projects:

The Agency completes and submits the following documents for review to the Department of Financial Services (Teresa.Weeks@MyFloridaCFO.com): Florida Single Audit Act State Project Determination Checklist (DFS-A2-PD) Florida Single Audit Act Agency Request - New Number (DFS-A2-AR) Florida Single Audit Act State Project Compliance (DFS-A2-CS)

Forms are available at http://www.myfloridacfo.com/Division/AA/Forms/default.htm

DFS verifies that a state project has been determined on the State Project Determination Checklist and confirms budget data with both the GAA and the legal authority provided on the request.

Once confirmed, DFS assigns a unique CSFA number to the project, adds the new CSFA number in FLAIR, and notifies the Agency.

Procedures for Requesting Catalog of Federal Domestic Assistance (CFDA) numbers:

The Agency submits a email request to NewAccountCode@MyFloridaCFO.com

DFS verifies the code with the Catalog of Federal Domestic Assistance website and that the code does not currently existing in FLAIR.

Once confirmed, DFS adds the new CFDA number in FLAIR, and notifies the Agency.

50. My agency makes payment on a contract using grant money; how do I determine if the contract should be entered in FACTS as Contract or Grant Disbursement Agreement?

The contracts being paid using the grant funds would have to be evaluated using the Recipient/Sub-Recipient vs. Vendor checklist to determine if there is a vendor or sub-recipient contracts. Recipient/Sub-recipient contracts would be entered in FACTS as "Grant Disbursement Agreement".

The checklist can be obtained at: http://www.myfloridacfo.com/Division/AA/Forms/default.htm

51. Where can I find FACTS contract, procurement document, grant disbursement agreement and grant award documentation reduction requirements?

FACTS does not have documentation redaction requirements. Each agency must develop their own documentation redaction policies and requirements to meet the State's exemption and confidential statues. This is a link to PowerPoint presentation "FACTS Roundtable Meeting - Transparency and Redaction" held September 27, 2013:

http://www.myfloridacfo.com/Division/AA/FACTSReporting/FACTSRoundtableMeeting92713.p df

52. Every month we print a listing of our POs written that month. We used to do this through Myflorida.com, Market View Reports. With the changes made on Dec. 31, 2014, that report is no longer available. Can you tell me where we can get an Excel list of our PO's so we can put it in a report format for our management staff?

MFMP should be the source for all PO reporting. If the agency uses FACTS, using the Advanced Search functionality of FACTS agencies can search for their purchase orders issued between order [issued] dates and download the result data into a Excel readable file.

53. What procurement documents should be included in FACTS for grant disbursement agreements?

Agencies should include grant disbursement agreement procurement documents for any competitive formal solicitation done to award a grant disbursement agreement.

54. Should all Settlement Agreements be included in FACTS?

Agencies should include settlement agreements in FACTS that pertain to any contract or purchase order settlement. Agencies can use discretion in placing settlement agreements for personnel settlements or other types of settlements in FACTS. However, **all** settlements must include an "A" bookkeeping indicator to ensure a proper audit is conducted by the CFO's Office.

55. Is there a mechanism that directly links MFMP to FACTS or vice versa?

MFMP and FACTS interaction involves purchase order data not any documents (images) that might have been attached to a MFMP requisition, purchase order or invoice. The data provided by MFMP to FACTS is explained in the Function Requirement document **Functional Requirements for FACTS Phase Six** located at :

http://www.myfloridacfo.com/Division/AA/FACTSReporting/FloridaAccountabilityContractTra ckingSystemFACTSProjectDocumentation.htm. The data is provided nightly to add too or replace purchase order data in FACTS.

Attaching a signed contract to a MFMP requisition, purchase order or invoice does not meet the requirements of Section 215.985(14), F.S. requiring the recording of contracts in FACTS.

The creating of a MFMP purchase order to encumber funds associated with the contract and/or to process invoice payments against a contract/grant disbursement agreement is acceptable as long as the FLAIR Contract ID recorded in FACTS for the contract/grant disbursement agreement is included in the accounting information of the MFMP Invoice. FACTS picks up any FLAIR contract/grant disbursement payment associated with MFMP Invoices, P-Card Transactions or Vouchers and displays them on the Payments tab in FACTS if there is a FLAIR Contract ID recorded on the transaction.

56. I am having trouble finding the vendor in FACTS for my "No Cost" and "Revenue" contracts. What can I do?

In order to find a vendor in FACTS, the vendor must be in the FLAIR Statewide Vendor File and in active status. If having access to the FLAIR Statewide Vendor File, look up the vendor and determine if the vendor exists in the FLAIR Statewide Vendor File and/or is in active status. If not having access to the FLAIR Statewide Vendor File, contact the Bureau of Vendor Relations at <u>StatewideVendorFile@myfloridacfo.com</u> or 850-413-5516 to inquire about the vendor and status.

If the vendor does not exist in the FLAIR Statewide Vendor File or is in inactive status, complete the <u>DFS-A1-2090 Statewide Vendor File Update Request Form</u> requesting the adding of the vendor to the FLAIR Statewide Vendor File or reactivation. In the Part III: Justification for Update Request, explain that the vendor needs to be added or reactivated in order to enter an agreement into FACTS.

Appendix - FACTS Code Definitions

	Contract Type	Codes, Titles and Definitions
Code	Title	Definition
GA	Grant Award Agreements [Not avail to FACTS on-line User]	The receipt of grant dollars by a reporting entity that are either federal or state financial assistance or grant funding by another non-governmental entity.
GD	Grant Disbursement Agreement [Not avail to FACTS on-line User]	The expenditure of funds associated with a Catalog of Federal Domestic Assistance (CFDA) number, associated with a Catalog of State Financial Assistance (CSFA) number, or associated with a grant from a non-governmental entity to a recipient or sub-recipient by the reporting entity.
IA	Memorandum of Agreement/Understanding or Interagency Agreement	This is a two party agreement where the terms may not be specified in law. These agreements are typically between governmental entities.
МА	Master Agreement	This is an agreement where the pricing is agreed upon at the point of execution. However, services are not authorized to begin until a separate contractual document is issued (i.e., task work order).
MP	Multi-Agency Participation Agreement	This is an agreement where the pricing is agreed upon at the point of execution. However, multiple agencies are allowed to receive the services being provided by the Vendor. No separate written agreement is needed for the participating agencies.
NO	No Ceiling/Rate Agreement	This is an agreement for which the total contract obligation cannot be determined until all the commodities or services are delivered such as utilities agreements and task directed rate agreements.
РО	Purchase Order (Not available for assigning to contracts after December 13, 2013) [Not avail to FACTS on-line User]	This is a document sent to the Vendor that the reporting entity uses to purchase services or commodities at a specific rate and/or terms. The Vendor acknowledges acceptance by delivering the services or commodities.
RA	Revenue Agreement	Revenue received for goods and services provided on behalf of governmental entities.
SC	Standard Two Party Agreement by Statute	This is an agreement where two parties agree on standard terms and conditions pursuant to applicable laws.
TP	Three or More Party Agreement	This is an agreement where more than two parties agree on standard terms and conditions pursuant to applicable laws.

	Contract Status	Codes, Titles and Definitions
Code	Title	Definition
Α	Active	An active agreement that has not reached its expiration date.
С	Closed or Expired	An agreement that has reached its expiration date.
D	Deleted (Error correction only) [Not avail to FACTS on-line User]	Removal of agreement data from public view due to data entry error.
E	Extended	Agreement expiration date extended pursuant to applicable Statue or Rule but not renewed.
R	Renewed	Agreement that have been renewed pursuant to applicable statue or rule.
Т	Terminated	Agreement that has been ended prior to its stated completion /expiration date.

Method of Procurement Codes		
Code	Description	C - Competitive Procurement Code OR E - Exception/ Exemption Code
0	Exempt, Adoption Placement Services Licensed by DCF [Rule 60A-1.002 (4)(j), FAC]	Е
1	Exempt, Prescriptive assistive devices [s. 287.057 (3) (e), FS]	E
2	Exempt, Legal services, including Attorney, paralegal, expert witness, appraisal and mediator services [s. 287.057 (3) (f) 4, FS]	Ε
3	Exempt, Health services, including examination, diagnosis, treatment, prevention, medical consultation or administration [s. 287.057 (3) (f) 5 a, FS & Rule 60A-1002 (4) (k),FAC]	Е
4	Exempt, Services to persons w/ mental/physical disabilities by non-profit corporations [s. 287.057 (3) (f) 6, FS & Rule 60A-1.002 (4) (k),FAC]	Ε
5	Exempt, Medicaid services [s. 287.057 (3) (f) 7, FS & Rule 60A-1.002 (4) (k), FAC]	Е
6	Exempt, Family Placement [s. 287.057 (3) (f) 8, FS & Rule 60A-1002 (4)(k), FAC]	E

	Method of Procurement Codes	
Code	Description	C - Competitive Procurement Code OR E - Exception/ Exemption Code
7	Exempt, Prevention services related to mental health, substance and child abuse, shelters/runaways, by non-profits [s. 287.057 (3) (f) 9, FS & Rule 60A-1.002 (4) (k), FAC]	E
8	Exempt, Training and education services [s. 287.057 (3) (f) 10, & s440.491 (6), FS]	Е
10	Exempt, Department of Citrus advertising and promotional items [s. 601.10 (12), FS]	Е
11	Lottery Procurement [s. 24.105, FS]	С
12	Exempt, Specialized equipment, devices and technology, including low-vision aids for Vision Impaired Persons [s. 413.011(3), FS]	Е
14	Lottery - Single Source Purchase of Single Source Commodities or Services [s. 24.105, FS]	Е
15	Lottery - Competitive Solicitation [s. 24.105, FS]	С
16	Lottery - Competitive Quote [s. 24.105, FS]	С
17	Lottery - Emergency Purchase [s. 24.105, FS]	Ε
18	Lottery - Cooperative Agreement [s. 24.105, FS]	С
19	Exempt, Division of Blind Services; Rehabilitation Council for the Blind purchase [s. 413.011, FS]	Ε
20	Exempt, Division of Blind Services; Rehabilitation Council for the Blind purchase [s. 413.011, FS]	Ε
21	Settlement Agreement [s. 17.03 (1), FS]	Ε
22	Exempt, Special contracts with charitable youth organizations [s. 255.60, FS]	Ε
23	Exempt, Transportation for the Disadvantaged [s. 427.011 (5), FS]	Ε
24	Exempt, Propane Collected Assessments [s. 527 (9)(b) Propane collected assessments deposited into the General Inspection Trust Fund are not subject to the procedures found in s. 287.057 in the expenditure of these funds, FS]	Е
25	Request for Application, method of competitively awarding State Federal grants to non-profits and other governmental entities	С

Method of Procurement Codes		
Code	Description	C - Competitive Procurement Code OR E - Exception/ Exemption Code
26	DEP Exempt, Division of Recreation and Parks may grant privileges, leases, concessions and permits for the use of land for the accommodation of visitors in the various parks, monuments and memorials [s. 258.007(3), FS]	E
27	DEP Exempt, Preapproved Site Rehabilitation Program [s. 376.30711(2)(a), FS]	Е
28	DEP Exempt, Preapproved Advanced Cleanup [s. 376.30713, FS]	Е
29	DEP Exempt, Inland Protection Trust Fund Reimbursement-review Contracts [s. 376.3071(12)(j), FS]	Е
30	DEP Exempt, Inland Protection Trust Fund Petroleum Cleanup Participation Program [s. 376.3071(13), FS]	Е
31	DEP Exempt, Inland Protection Trust Fund Early Detection Incentive Program [s. 376.3071(9), FS]	Е
32	DEP State Restoration Funding Assistance [s. 376.30711(7), FS]	С
33	No Cost Procurement	E
34	Revenue Generating Procurement	Ε
35	Leases having a term of less than 120 consecutive days [s. 255.249, FS]	Е
36	State Board of Administration, whether directly or incidentally related to the investment or debt transactions, are exempt from the provisions of chapter 287. [s. 215.44(7), FS]"	Е
37	Leases less than 5,000 sq ft in a privately owned facility – may be obtained via quotes [s. 255.249, FS and Rule 60H-1.016, FAC]	С
38	Leases more than 5,000 sq ft in a privately owned facility – must be obtained through competitive procurement [s. 255.249, FS and Rule 60H-1.015, FAC]	С
39	Stay in Place/Replacement Lease – Fair Market Price Negotiations [s. 255.25(3)(3), FS]	С
40	Emergency Lease [s. 255.25(10), FS]	E
41	State-Owned Office Building Lease through the Department of Management Services [s.255,503, FS]	С
42	Leases with Federal Agencies and other State/Local Government entities	Ε

Method of Procurement Codes		
Code	Description	C - Competitive Procurement Code OR E - Exception/ Exemption Code
43	Request for Application Method of competitively awarding State/Federal Grants to for-profit organizations	C
44	Non-competitively awarded Grants to Governmental Entities, non-profits or for-profit organizations	Е
45	DOT Exemption, Florida Seaport Transportation and Economic Development Funding [Section 311.07, FS]	Ε
46	DOT Exemption, Seaport freight - mobility planning; DOT may contract as provided in s. 334.044, with any port listed in s. 311.09(1) or any such statutorily authorized seaport entity [Section 311.14(2), FS	Е
47	DOT Exemption, Additional authorization for funding certain dredging projects [Section 311.22, FS]	Е
48	DOT Exemption, Authority to fund Space Florida in development and improvement of aerospace facilities [Section 311.360, FS]	Е
49	DOT Exemption, Funding grants for Aviation/Airport programs and projects [Section 332.007, FS]	Е
50	DOT Exemption, Authority to acquire property by exercise of eminent domain [Section 334.27, FS]	Е
51	DOT Exemption, 511 Traveler Information System (for highway authorities and public transit districts only) [Section 334.60, FS	Е
52	DOT Exemption, Contracts with counties and municipalities to perform routine maintenance work on the State Highway System [Section 335.055, FS]	Е
53	DOT Exemption, FDOT emergency purchases [Section 337.02, FS]	Ε
54	DOT Exemption, Authority to purchase surplus properties from the Federal Government [Section 337.03, FS]	Е
55	DOT Exemption, Emergency repairs [Section 337.11(6)(a)-(c), FS]	Ε
56	DOT Exemption, Construction or maintenance of lighting on poles owned by electric utility [Section 337.11(15), FS]	Е
57	DOT Exemption, Acquisition, lease and disposal of real and personal property for transportation purposes [Section 337.25(4) and (5)(a), FS]	E
58	DOT Exemption, Acquisition of property and property rights for limited access facility and service roads [Section 338.04, F.S.]	E
59	DOT Exemption, Placement of wireless facilities on turnpike property [Section 338.235(3), FS]	Ε

	Method of Procurement Codes	
Code	Description	C - Competitive Procurement Code OR E - Exception/ Exemption Code
60	DOT Exemption, Florida Highway Beautification Council [Section 339.2405, FS]	E
62	DOT Exemption, Public Transit Services [Section 341.041, FS]	E
63	DOT Exemption, State-Funded Infrastructure Bank Loans and Credit Enhancements for Constructing and Improving Highway Transportation Facilities [Section 339.55, FS]	Е
64	DOT Exemption, Intermodal Development Program [Section 341.053, FS]	Ε
65	DOT Exemption, Rail program [Section 341.302, FS]	E
66	DOT Exemption, Rail Funding [Section 341.303, FS]	E
67	DOT Exemption, Acquisition of lands in the Big Cypress National Preserve [Section 380.055, FS]	E
68	DOT Exemption, JPAs/LAP: Aid and contributions by governmental entities for FDOT projects or federal aid [Section 339.12, FS]	Ε
69	DOT Exemption, Small County Road Assistance Program [Section 339.2816, FS]	Е
70	DOT Exemption, County Incentive Grant Program [Section 339.2817, FS]	Ε
71	DOT Exemption, Small County Outreach Program [Section 339.2818, FS]	Е
72	DOT Exemption, Transportation Regional Incentive Program [Section 339.2819, FS]	Е
73	DOT Exemption, Ridesharing promotion programs [Section 341.041(11), FS]	E
74	DOT Exemption, Federal-aid grants for public transit and intercity bus service programs and projects [Section 341.051, FS]	Е
75	DOT Exemption, Public Transit Block Grant Program [Section 341.052, FS]	Е
75	DOT Exemption, Public Transit Block Grant Program [Section 341.052, FS]	Е
76	Statewide public service announcement programs provided by a Florida statewide nonprofit corporation under s. 501(c)(6) of the Internal Revenue Code, with a guaranteed documented match of at least \$3 to \$1, [Section 287.057(3)(f)13, FS]	Е
77	Exempt, Health services, including, but not limited to, substance abuse and mental health services, involving examination, diagnosis, treatment, prevention, or medical consultation, when such services are offered to eligible individuals participating in a specific program that qualifies	Е

	Method of Procurement Codes	
Code	Description	C - Competitive Procurement Code OR E - Exception/ Exemption Code
78	DFS Exemption, Investment Related Services [Section 17.57(2), FS]	E
79	DOT Exemption - Relocation of Utility Facilities; Expenses [Section 337.403(1) (a) - (g), F.S.]	Е
80	DOT Exemption - National Highway Safety Act of 1966 [Section 334.044 (25), F.S.]	Е
81	DRL Exemption - Insurer Insolvency; Guaranty of Payment [Chapter 631, F.S.]	Ε
82	DRL Request for Proposal - Insurer Insolvency; Guaranty of Payment [Chapter 631, F.S.]	С
83	DRL Request for Quote - Insurer Insolvency; Guaranty of Payment [Chapter 631, F.S.]	С
84	DRL Invitation to Negotiate - Insurer Insolvency; Guaranty of Payment [Chapter 631, F.S.]	С
85	DRL Emergency Exemption - Insurer Insolvency; Guaranty of Payment [Chapter 631, F.S.]	Е
86	DRL Sole Source - Insurer Insolvency; Guaranty of Payment [Chapter 631, F.S.]	Е
9A	Exempt, Federal or state law prescribes with whom the agency must contract [s. 287.057 (10), FS]	Е
9B	Rate of payment is established during the appropriation process [s. 287.057 (10), F.S.]	Е
A	State Term Contract Purchase without Request For Quotes from Qualified Vendors [ss. 287.042(2) & 287.056, FS and Rule 60A-11.044(2), FAC]	С
В	State Term Contract Purchase with Request For Quotes from Qualified Vendors [ss. 287.042(2) & 287.056, FS and Rule 60A-1.043 & 60A-1.044(2), FAC]	С
С	Alternate contract source - Purchase made from contracts let by the Fed. Gov., another state, or a political subdivision for commodities and contract services if determined to be cost-effective and in the best interest of the state [s.287.042 (16), FS & Rules 60A-1.002 (4) (l), FAC]	С
D	State Purchasing Agreement [Rule 60A-1.025, FAC]	С
Ε	Purchase under \$2,500 [Rule 60A-1.002(2), FAC]	E
F	Informal quoted purchase not exceeding Category Two - Request for Quotes [s 287.056 (2), FS & Rule 60A-1.002 (4)(m), FAC]	С

Method of Procurement Codes		
Code	Description	C - Competitive Procurement Code OR E - Exception/ Exemption Code
F1	Informal quote below the bidding thresholds for Public Property and Publicly Owned Buildings of \$200,000 [s. 255.0525, FS]	С
G	Single source \$2,500 or greater, not to exceed Category Two [Rule 60A-1.002 (3), FAC)]	Е
Η	Agency Invitation to Bid [s. 287.057 (1) (a), FS]	С
H1	Agency Invitation to Bid for Public Property and Publicly Owned Buildings [s. 255.0525, FS]	C
H3	DOT Invitation to Bid [ch. 337, FS]	С
Ι	Agency Request for Proposal [s. 287.057 (1) (b), FS]	С
I1	Agency Request for Proposal for Public Property and Publicly Owned Buildings [s. 255.0525, FS]	С
I3	DOT Request for Proposal [ch. 334, FS]	С
J	Agency Invitation to Negotiate [s. 287.057 (1) (c), FAC]	С
J1	Agency Invitation to Negotiate for Public Property and Publicly Owned Buildings [s. 255.0525, FS]	С
К	Agency negotiated after receiving fewer than two responsive offers to a competitive procurement [s. 287.057(5), FS]	С
L	Exempt, Services or Commodities provided by Governmental Agencies, including contract with independent, non-profit college or university within the state [s. 287. 057 (3) (f) 12, & s. 287.057 (22), FS]	E
М	Exempt, Purchase made from RESPECT - Qualified nonprofit agency for the blind or for the other severely handicapped [s. 413.036 (2), FS]	Ε
N	Exempt, Purchase made from PRIDE - Department of Corrections; prison industry programs [s. 287.095 (3) & s. 946.515, FS]	Ε
0	Emergency procurement [s. 287.057 (3) (a), FS & Rule 60A-1.046, FAC]	E
01	Emergency Purchases for Public Property and Publicly Owned Buildings [s. 255.0525 (5), FS]	Е
02	Emergency Purchases per Governor's Executive Order [s. 14.021, FS]	E
Р	Single source approval over Category Two [s. 287.057 (3) (c), FS & Rule 60A-1.045, FAC]	Е
Q	Consultants' Competitive Negotiation Act [s. 287.055, FS]	С

Method of Procurement Codes		
Codo	Description	C - Competitive Procurement Code
Code		OR
		E - Exception/
		Exemption Code
R	Exempt, CHD Use of County Procurement Standards [ss. 287.057(3) & 337.11, FS]	Ε
S	Exempt, Commodities purchased for resale [s. 287.012 (5), FS]	Ε
Т	Exempt, Regulated utilities and government franchised and public communications, except long distance telecommunications services or governmental franchise SVCCS [Rule 60A-1.002(4) (a) & (b), FAC]	Е
U	Exempt, Artistic services [s. 287.057 (3) (f) 1, FS & Rule 60A-1002 (4) (c), FAC]	Е
v	Exempt, Academic program review [s. 287.057 (3) (f) 2, FS & Rule 60A-1.002 (4) (d), FAC]	E
W1	Exempt, Lectures by individuals [s. 287.057 (3) (f) 3, FS & Rule 60A-1.002 (4) (e), FAC]	Е
W2	Exempt, Continuing education and events paid for by collected fees [s. 287.057 (3)(g), FS]	Е
X	Exempt, Auditing Services [Rule 60A-1.002 (4) (f), FAC] Prior to July 1, 2010	Е
Y	Exempt, Payment of Membership Dues [s. 216.345 (4), FS & Rule 60A-1.002 (4) (h), FAC]	E
Z	Exempt, Professional Examinations [s. 455.217 (1) (c), FS & Rule 60A-1.002 (4)(i),FAC]	E

Recipient Type Codes	
Code	Description
Α	Nonprofit Organization
В	For Profit Organization Includes Sole Proprietor
С	Local Government
D	State Community Colleges
E	District School Boards
F	State Agency* (Excluding State University)
G	State Universities*
J	Federal agency

K	Private Universities*
L	Legislature
*Means in or out of state	

Minority Vendor Codes and Descriptions		
Code	Description	
Н	African-American, Certified	
N	African-American, Non Certified	
J	Asian-American, Certified	
Р	Asian-American, Non Certified	
С	Federal "8(a)" Designated Business	
W	Florida Veteran, Certified	
Y	Florida Veteran, Non Certified	
Ι	Hispanic, Certified	
0	Hispanic, Non Certified	
D	Minority Business, Federal	
K	Native American, Certified	
Q	Native American, Non Certified	
Α	Non-Minority	
М	Non-Minority (White) Woman, Certified	
R	Non-Minority (White) Woman, Non Certified	
F	Non-Profit Organizations	
S	Non-Profit, Minority Board	
U	Non-Profit, Minority Community Served	
Т	Non-Profit, Minority Employees	
G	Not Selected	
Ε	Not Selected	
Z	Not Selected	
L	Not Selected	
9	Not Selected	
V	Other Non-Profit	
В	State of Florida Small Business Designation	

	Method of Payment Codes		
Code	Descriptions	Definitions	
1	Fixed Price - Lump Sum	A contract where the amount of payment does not depend on the amount of resources or time expended. Including, a single amount paid at the completion of the contract, paid on a percent completion basis, at completion of all services or at completion of task and at completion of defined tasks or mileposts.	
2	Fixed Fee / Unit Rate	A cost per unit of a commodity or service.	
3	Advanced – 100% Advance	State funds advanced to vendor based on estimated cost with a reconciliation of cost at the conclusion of the contract.	
4	Advanced - Fixed Price Unit Cost	State funds advanced based on estimated unit of service cost (i.e. Unit Bed Cost) with a periodic reconciliation of units provided before the conclusion of the contract.	
5	Advanced with Fixed Fee Schedule	State funds advanced based on estimated service cost (i.e. hourly rates) with a periodic reconciliation of hourly services provided before the conclusion of the contract.	
6	Advanced with Cost Reimbursement	State funds advanced based on estimated cost to be incurred (i.e. building rent, hourly wages, etc.) with a periodic reconciliation of incurred cost before the conclusion of the contract.	
7	Cost Reimbursement	A cost-reimbursement contract is used when an accurate estimate of the final cost cannot be determined. Usually with a not to exceed maximum.	
8	Cost Reimbursement Plus Fixed Fee(s), including Fixed Price Components	Contracts having a larger estimated contract cost and an accurate estimate of the final cost cannot be determined but assures the vendor a profit or fixed award for meeting or exceeding performance targets, including any cost savings.	
9	Cost Reimbursement Plus Percentage of Cost	Contracts pay a fee that rises as the contractor's costs rise. Because this contract type provides no incentive for the contractor to control costs it is utilized.	
10	Cost Reimbursement Plus Incentive Fee	Contracts having a larger estimated contract cost and an accurate estimate of the final cost cannot be determined but assures the vendor a flexible award for meeting or exceeding performance targets, including any cost savings.	
11	Cost Reimbursement Plus Award Fee	Contracts having a larger estimated contract cost and an accurate estimate of the final cost cannot be determined but assures the vendor a fixed award for meeting or exceeding performance targets, including any cost savings.	
12	Revenue Generating	Contract results in revenue for the agency. Basis for payment established in the agreement.	
13	No Cost	Contract results in no cost (no disbursements) to the agency.	

Non-Price Justifications			
Code	Acceptable Explanation Text	Example	
1	Price cannot be determined until the work has been completed	Interstate Agreements for work with other states where a price cannot be determined until the work has been completed. Rate is based on a formula specified in the contract.	
2	Revenue Generating Agreement	Vendor for services, but the services are paid for by the public with a percentage of the fee comes to the agency.	
3	Rate Agreement	Utilities agreements or task /order directed services at an agreed to rate per hour or service without a ceiling for the total cost.	
4	Contract Wide Consequences (Within the FACTS Web Application this code is only auto selected if the Contract Wide Consequences Yes radio button is clicked) [Not avail to FACTS on-line User]	Deliverable is a contract wide consequences without a deliverable price.	
5	Agreement without a financial exchange or impact.	Data exchange agreements and other memorandums of understanding or agreements without financial exchanges or impact.	

	(Budget) Amount Type Codes Description
Code	Description
NR	Non-Recurring
RE	Recurring

Change (Amendment) Type Codes Description		
Code	Description	
Α	Amendment	
Ε	Extension	
R	Renewal	

Grant Type Codes, Titles and Definitions		
Code	Title	Definition
F	Formula Grant	Formula / Block Grant
Р	Project Grant	Project, Federal, State or Other Entity Grant
E	Entitlement Grant	Entitlement / Guarantee Grant
С	Cooperative Agreement	Cooperative Agreements
D	Discretionary Grant	Discretionary, Federal, State or Other Entity Grant

Cost Sharing Source Codes, Titles and Definitions		
Code	Title	
F	Federal Government	
L	Local Government	
S	State of Florida	
Р	Private (Profit and non-profit)	
0	Other State Government(s)	

Grant Status Codes, Titles and Definitions		
Code	Title	Definition
A1	Anticipated Award	Active – Anticipated Award (Map to FLAIR Added)
A2	Approved Award	Active - Approved Award (Map to FLAIR Added)
IP	Property Action	Inactive pending Property Action (Map to FLAIR Inactive)
IR	Reporting	Inactive for ongoing Reporting (Map to FLAIR Inactive)
CD	Closed	Closed (Map to FLAIR Delete)
	Delete	Delete (Error correction) (Map to FLAIR Delete)
DD	[Not available to	
	on-line FACTS Users]	