

## Financials and Supply Chain Management (FSCM)

Dear INFORMS users,

We are excited to share that these Supply Chain Management (SCM) transactions are now available online - **View Awarded Contract(s), Find a Previous Bid/Contract ID and Run a SC Query.** Please follow the "*How-to*" instructions below.

## View Awarded Contract(s) Online:

Please be advised that Awarded contracts are available online. Click on the highlighted link to get to the: View Awarded Contract (miamidade.gov) page

Navigation	Screen Shot							
View Awarded	Screen Shot 1:							
Contract:	Supplier Portal (Public)				View Aw	arded Co	ntract	
1. Users have the								
option to Search	View Awarded Contract							
by <mark>Contract ID</mark> (if								
known) and/or the								
Contract	Contract ID							
Description. Also	Contract Description APPLIANCE							
note that there is	Active Contract							
an Active Contract								
and Pool	Pool Contract							
dropdown menu	Search Clear							
that can be left								
blank (see screen	<b>羁</b> Q						1-2	of 2 🗸 🕨 🕨
shot 1) and then	Contract ID Contract Description	Begin Date	End Date	Contract Amount	Active	Pool Contract	Contract Style	Buyer
click on the		04/01/2018	06/30/2023	\$0.000	Active	Vec	Request to Qualify	Boyle James
Search button.		01/01/2010	0010012020	0.000	/ toure			Boyle, duries
Note: All awarded contract(s) found for the criterion entered will display (see screen shot 1)		04/20/2020	04/30/2020	310,002,122,000	Acuve	103	request to duality	Dujie, Jaines
2. Click on the contract of choice to view contract attachment(s).								
View Contract Attachment(s): 3. After clicking the Contract ID of choice, all associated contract	Screen Shot 2:							

attachment(s) will	Attachments	
go to the View		
Column and click		
the View Button,	Attackmonts	
attachment(s)		
(See screen shot	₩ V.	
2 & 3)	File Name≜	Trtle
	EVN000079 Paclet with Addendums.pdf	
	Roadmap_EVN000079_Appliances.doct	
	Screen Shot 3:	
	View	
	View	
	View	
L	L	

## How To Find A Previous Bid/Contract ID:

Navigation	Screen Shot
Contract Entry-Find	<b>Contract Entry</b> Enter any information you have and click Search. Leave fields blank for a list of all values.
Existing	Find an Existing Value         Keyword Search         Add a New Value
Contract	▼ Search Criteria
1. Go to the	SetID = V MDC Q
Contract	Contract ID begins with V EVN0000079
Entry	Contract Version = -
Screen	Version Status = 🗸
2. Find	Contract Style begins with 🗸 🔍 🔍
Existing	Contract Process Option = V
Contract	Short Supplier Name begins with 🗸 🔍 🔍
3. Search for	Supplier Name begins with 🖌 🔍 🔍
the	Master Contract ID begins with 🖌 🔍
contract of	Description begins with 🗸
choice	Correct History Case Sensitive
	Clear Basic Search 🖾 Save Search Criteria

4. Click on the contract of choice, and user will be taken to the Contract Entry screen.	Contract       Contract Details       Additional Details       Insurance Details         Contract Entry       Contract       Maintain Document         Contract Entry       Contract Entry       Authored Document         Contract Style       Request to Qualify       Authored Document         Process Option       Group Multi Supplier       Document Version       0.00         Status       Approved       Amendment       0       Department         Description       APPLIANCES PARTS RELATED SERV       Created DateHime       Last modified date         AdministratorBuyer       E216546       Boyle, James       Document Administrator         Begin Date       04302028       Version       New Version         Approved Date       04250203       Version       Contract Header Agreement         Currenty       USD       Rate Type       CRNIT       Contract Header Agreement         Currenty       USD       Activity Log       Group Contract Summary       MOC Abcoalons         Currenty       USD       Activity Log       Group Contract Header Agreement         Currenty       USD       Activity Log       Group Contract Summary         MOC Abcoalons       Curtent Summary       MOC Abcoalons       Curtent Summary
5. Click on the Contract	
Details Tab To see the Previous Bid #: 9384-1/22.	Contract Award Value 10862722.000 Bid Bond Living Wage CITT Funds Local Preference Veterans Revenue Producing Green Contract  Measures (contracts > \$50K) SBE CSBE Set Aside Subcontractor Goal Goal % Bid Preference Preference % 5.00 Selection Factor Reason
	Insurance Type       General Svcs and Main Cont.         Insurance requirements       2.5 Insurance is not required in dire, while under this provide under which will and the this while under this provide under which will be requirements will under this provide under which will be provide u

How to Run a SC Query: To run a query at your convenience, please see step-by step instructions in job aid titled: <u>Navigation to get to</u> <u>Query Viewer to Run Reports in Informs</u>.

Please also see above steps to View Awarded Contract(s) online and <u>link.</u>	View Awarded Contract(s) Online See above steps to View Awarded Contracts (online) and link.
Please Open a Remedy Ticket	For assistance with INFORMS Supply Chain (e.g. areas: BTS/PA, eProcurement/Purchasing, Strategic Sourcing, Supplier Contract, Supplier/Bidder, Supply Chain Workflow), please <u>Open a Remedy Ticket</u> , and we will be happy to assist you. If the link does not work for you, please contact the helpdesk for support (305) 596-4357.

Thank you,

**INFORMS** Project Team