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INFORMS Users,

Please see the latest status update.

➤ **Contract Creators:**

When entering a contract in INFORMS, please make sure you enter a contract **expiration date**, and your **Administrator/Buyer EID/Name** on each contract.

➤ **Contract Approvers:**

Ensure that a contact **expiration date**, and an **Administrator/Buyer EID/Name** is entered on all contracts before your final approval.

➤ **Responsibility for the creation of Contract(s):**

Departments are responsible for entering child (Purchase Order) contracts when the department sources from a pre-qualified pool of Suppliers and if no current child contract is in the system.

Additionally, Departments are responsible for entering the parent/child (Purchase Order) contracts in INFORMS for Construction, Capital, Resolution and Professional Services Agreement (PSA).

➤ **Business Unit (BU) Allocation:**

It is defined and managed on the Parent Contract (GRPM) under the MDC allocation link. The remaining allocation balance defines the amount that a BU has remaining to spend on a contract.

➤ **Updating BU Allocation Amount:**

When updating BU allocation amount on the MDC allocation page, because of approved modifications, etc., always click the "**Refresh**" button on the allocation page after all updates have been made prior to clicking the "**OK**" button and then saving the contract. This will result in the remaining balances recalculating correctly.

- a) The Maximum Amount field on a Child (Purchasing) contract, Amount Summary Section, has no effect/is independent of a BU's Allocation defined in the Parent contract (Please see screenshot below).

Example of MDC Allocation on a Parent (GRMP) Contract:

Maximum Amount

Business Unit	Business Unit Name	Business Unit Allocation	Released Amount	Remaining Allocation Balance	Assign Funding Source
1 AD	Animal Services	\$1,529,256.74	\$461,854.89	\$1,067,401.85	Assign Funding Source
2 AV	Aviation	\$103,071,634.77	\$73,712,246.13	\$29,359,388.64	Assign Funding Source
3 CH	Comm Action & Human Svcs Dept	\$1,136,441.53	\$1,118,819.94	\$17,621.59	Assign Funding Source
4 CL	Clerk of Courts	\$44,430.00	\$11,928.00	\$32,502.00	Assign Funding Source
5 CR	Corrections & Rehabilitation	\$203,874.00	\$157,200.00	\$46,674.00	Assign Funding Source
6 CU	Cultural Affairs	\$718,730.46	\$211,245.59	\$507,484.87	Assign Funding Source
7 FR	Fire Rescue	\$156,902.64	\$104,103.22	\$52,799.42	Assign Funding Source
8 ID	Internal Services	\$3,022,985.94	\$1,870,199.22	\$1,152,786.72	Assign Funding Source
9 LB	Library Services	\$2,719,960.32	\$2,600,480.28	\$119,480.04	Assign Funding Source
10 OC	Admin Office of the Court	\$45,160.25	\$9,680.00	\$35,480.25	Assign Funding Source
11 PD	Police Department	\$754,632.21	\$495,314.24	\$259,317.97	Assign Funding Source

Example of Maximum Amount Summary section on a Child (PO) Contract:

Business Unit	Description
1 PR	Parks & Recreation

Amount Summary		
Maximum Amount	95,000.00	USD
Line Item Released Amount	91,000.00	
Category Released Amount	11,000.00	
Open Item Released Amount	0.00	
Total Released Amount	102,000.00	
Remaining Amount	-7,000.00	

➤ **GRI Update:**

Cannot change Parent (GRMS) contract GRI value, if there are already child (purchasing) contracts issued against the Parent contract.

Cannot change Child (purchasing) contract GRI value if there are already Purchase Orders (POs) issued against the child contract.

Remember that Child (purchasing) contracts inherit the Parent (GRMS) Contract's GRI Value, except when the Parent contract GRI Value is M. Then the child contract GRI value must be defined.

➤ **Reported Issues with Child (Purchasing) Contract Amounts:**

Issues have been reported with the Remaining Amount in the Amount Summary section going negative or being calculated incorrectly; these issues are being investigated to provide permanent resolution.

In the meantime, any issues related to Remaining Amount must be reported to the SCM support team to have the contract corrected until a permanent solution is applied.

➤ **New Process to report SCM issues:**

Please send an email to: isd-scmis@miamidade.gov and one of our team members will be happy to assist you with all SCM modules issues: i.e., Contract.

Once again, we appreciate your engagement and continued support of INFORMS!

Thank you,
INFORMS Team

For the fastest response to any issues, questions, or concerns that you have relating to our go-live of INFORMS Rollout 1 (Finance / Supply Chain), please contact the ITD Service Desk at 305.596-HELP (4357) or via the self-service portal at: <http://myit.miamidade.gov>.