

## Lujan, Brenda

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**From:** cmsusers-bounces@mailman.state.co.us on behalf of Contract Management System User Mailing List [cmsusers@mailman.state.co.us]  
**Sent:** Thursday, February 17, 2011 3:13 PM  
**To:** cmsusers@mailman.state.co.us  
**Subject:** [CMSUsers] CMS Update - February 17, 2011  
**Attachments:** ATT2942007.txt

Greeting CMS Users,

Things you will notice in CMS as you continue to enter records:

1. Vendor drop-down list has been changed to now display *Deactivated* companies.

a. When a company undergoes a name change or goes out of business etc . . .their Active Status changes to “False,” and they will be bumped to the very bottom of the drop-down list of vendors with a (D) in front of their name. A separator line (looks like this → -----(D)eactivated Vendors -----) was put in place to denote where the deactivated selections begin. These should not be selected but are retained in the vendor table for information purposes. If for some reason selection of a Deactivated vendor proves necessary, once the selection is made, the (D) will not appear.

b. Should the separation line get selected by accident, the system will populate the Contractor/Vendor field with “Not Yet Selected.”

c. If a company undergoes a simple name change but all other information remains the same, the current vendor record will be changed to set the Active Status field to “False.” Then a new vendor record will be created with all information exactly the same except for the Contractor/Vendor Name field which will contain the new name, the Active Status field will be set to “True,” and the Formerly Known As field will be populated with the old name (the now Deactivated name). In addition, the two company records will be linked together to show the relationship. This process will act preserve all contract records that used the now Deactivated name and allow for use of the new name yet show the history in CMS.

d. Note that this is an exception to have more than one vendor entry for a single FEIN. These types of requests will be routed by the Service Team at OIT to me for review prior to any changes.

2. Contract Administrator drop-down list has been changed to now display *Deactivated* Employees:

a. As with the vendor list, Deactivated Employees all have “(D)” in front of their name and were bumped to the bottom of the drop-down list. A separator line (looks like this→ -----(D)eactivated Employees -----) was put in place to denote where the deactivated selections begin. These should not be selected but are retained in the employee table for information purposes.

b. Unlike the vendor list, if the separation line gets selected by accident, the field will not populate with “Not Yet Selected” but rather will default to “Select One.”

c. The Program Manager field and the Employee list in Task screen, will also show this change in the drop-down selections.

d. Note that Deactivated Employees will not be able to log into CMS.

3. Both Vendor and Employee lists are different:

a. A new column has been added to the Vendor List and Employee List pages. The far right column is called “Active.” Current active users (employees) of CMS will be marked as “True” as will current Vendors. The

lists will be alphabetical first by those marked True, followed by alphabetical list of those marked False (deactivated).

b. These lists should prove helpful in tracking those employees who should/should not have access to CMS and current State vendors.

4. All ARRA fields have been removed from CMS as have all ARRA records and functionality.

5. The Public Website will no longer return Higher Education records for any search conducted. In the near future, removal of Higher Education in the drop-down search criteria list will occur.

→ To date, ~30,000 contract records have been added to CMS!

→ 2,402 of these are Personal Services contracts with dollar amount greater than \$100,000.00. It is this group that will be reported to the Legislature with the next couple of weeks.

You will be notified when the Reports and Executive Summary will be available on the OSC website.

**Thank you** for all of your continued hard work and for helping “clean-up” your records towards submittal of the Legislative reports. I couldn’t do my job without the cooperation of each of you.

Brenda

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