

Lujan, Brenda

From: cmsusers-bounces@mailman.state.co.us on behalf of Contract Management System User Mailing List [cmsusers@mailman.state.co.us]
Sent: Thursday, June 30, 2011 4:14 PM
To: cmsusers@mailman.state.co.us
Subject: [CMSusers] CMS Updates and Information - June 30, 2011
Attachments: ATT2170686.txt

Greetings CMS Users,

It has been quite some time since my last message which is due to not only to there being no changes to make you aware of but also to the performance of CMS and all of you. It appears in looking through various records and running various reports that the greater majority of contract records are being created correctly and the fields are being populated as required. Thank you!

Now with Fiscal Year '11 about to close, I do want to make you aware of some upcoming changes that will affect how you complete certain fields. These changes will not be implemented in CMS until the end of next week, approximately July 8th. As always, should you have any questions or concerns contact your agency's Single Point of Contact or your contract staff for assistance. If they are unavailable or unable to answer your questions, feel free to contact me at your convenience.

Upcoming changes:

1) Certification fields in non-modification contract types – these fields have proven to be confusing at times given the use of certain terms and the seeming redundancy in addressing information in various contract type records. The changes described here seek to address the confusion and make completion of these fields easier and more logical.

➔ "Has this contract been Certified as including: Performance Measures and Standards, Methods for Resolution, and Types of Monitoring Processes?"

○ NO CHANGES to this field or drop down options.

➔ "Has this Contract been Recertified for additional Year if applicable?"

○ Given that the original/master CMS record is to always be updated to reflect the current status of the contract (i.e. account for all Options, Amendments etc . . .) recorded as Modifications in CMS, a change to this field will occur. The field will be changed to: "If this contract has been renewed/extended, has the contractor's previous work been certified as complying with the terms of the contract?" The same 3 drop-down options will be available.

○ Why the change? To address the distinction between certifying the contract itself per 24-103.5-101(4) and certifying the contractor's compliance per 24-103.5-101(5). This also gets rid of the word "recertified" which is really not correctly applied and has been the source of the majority of the confusion.

➔ "Enter date of Recertification"

○ This field will be changed to: "If applicable, enter date of MOST RECENT annual certification of contractor work."

○ Why the change? In order to eliminate the use of any form of the word recertify.

➔ "Contractor/Vendor Rating"

○ This field will be changed to: "Final Contractor/Vendor Rating (no renewal periods remain)"

○ Why the change? To more accurately reflect the intent which is to capture the performance of the contractor over the entire time of the contract – FINAL. The agency specific intervals a contractor is evaluated in, is something that must be addressed within each agency as part of training as to contracting processes. The OSC suggests use of the Notes fields to capture interim evaluations and ratings which are then used in combination to assign the final rating. The Help text will be updated to better reflect intent.

2) Certification fields in Modification contract type

➔ "Certification On File affirming Contractor met all performance measures of Original Contract?"

○ This field will be removed.

○ Why the change? This information is already captured in the original/master contract record making it redundant and non-productive to have in the modification records as well.

➔ "Has the contract been RECERTIFIED and the Master Record been updated?"

○ This field will be changed to: "If this Modification is to renew/extend a contract, has the contractor's work to date been certified as complying with the terms of the contract AND the Master CMS contract record updated?"

○ Why the change? To remove the use of the Recertify/Recertification terms which has been the source of much confusion.

➔ "Enter date of Recertification"

○ This field will be changed to: "If applicable, enter date of MOST RECENT annual certification of contractor work."

○ Why the change? To remove the use of the Recertify/Recertification terms which has been the source of much confusion.

3) Help Text

➔ All current help text shown in the “bubbles” hovering over fields, and the Excel spreadsheet provided listing all help text for all contract types and fields will be updated. A number of field changes and process modifications have occurred since the help text was developed. A small team of individuals will begin working on bringing these up to date and the changes will be made in CMS. Expected to occur by the first week of August.

4) FAQ’s, Guidance Documents, Technical Assistance

➔ As with the help text, a number of the instructions and explanations previously provided either no longer apply or need to be updated to reflect changes made to CMS fields and entry processes. A small team of individuals is working to make these documents consistent and current. Expected to occur by the first week of August.

There continues to be work put into making CMS a better system for all of you. An updated version of the Contract Insight software is currently being tested and is anticipated to be put into use sometime mid-September. You will all be notified of when this will occur at the end of all testing. At that time, I will provide another email similar to this describing the changes you will see and what those changes require of you if anything - other than a little getting used to. So far, I am pleased with the changes and think (hope!) you will be as well.

Thank you all for your continued good work and for your patience as CMS continues to change and hopefully improve over time.

Have a fun, safe Independence Day weekend!

Brenda

Brenda Lujan

Office of the State Controller

633 17th Street - Suite 1500

Denver, CO 80202

303.866.5703

brenda.lujan@state.co.us