

## Lujan, Brenda

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**From:** Lujan, Brenda  
**Sent:** Friday, July 24, 2009 4:50 PM  
**To:** 'cmsusers@mailman.state.co.us'  
**Cc:** Lujan, Brenda  
**Subject:** Important CMS Message from Brenda Lujan - Office of Contract Administration

**Importance:** High

**\*\* This ListServe is for State and Higher Education employees only and should not be shared with the general public.\*\***

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Greetings from the Office of Contract Administration (aka Brenda Lujan)!

This inaugural edition of the **cmsusers** ListServe is going out to all those agency and higher education employees who have been granted User access into the new statewide Contract Management System (CMS).

The intent behind creation of this ListServe is to provide timely updates, helpful tips and other communiqués from this office and the Office of the State Controller, not already issued as part of CCIT announcements or Single Point of Contact (SPC).

### **Five important items are included herein:**

1. Scheduled reoccurring on-line Question and Answer sessions and/or mini-trainings.
  2. Details about the reformatted OSC website.
  3. A new document of issues raised and resolved, and helpful tips called “You Asked & We Answered.”
  4. The Public Search website – where it is and what’s in it as of today.
  5. What the Office of Contract Administration has planned.
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### **Item #1: Scheduled on-line sessions with OCA**

Arranging for classroom training is difficult to schedule and often hard for people to attend, especially given the statewide reach of this system. Given these factors, I will be blocking 5 hours per week as **GoToMeeting** time. Many may be familiar with this Web conferencing tool that allows you to meet online rather than in a conference room, viewing any application running on the host PC (mine in this case) in real time. These hours are an opportunity to discuss and answer your questions, watch while I work through an example in CMS, and/or for you to show me the records you are working on.

GoToMeeting allows up to 16 people to call in and log-on at any given time. These sessions will be available every **Tuesday afternoon from 1:00PM to 3:30PM** and every **Thursday morning from 9:00AM to 11:30AM** – starting Tuesday, July 28<sup>th</sup>.

No appointment is necessary during these set aside time periods. I will be logged on as the moderator waiting for anyone who wants/needs to call during these times.

The information you will need to “attend” is below. Please do not share this information with non-state employees.

1. First join the On-line Meeting.  
<https://www2.gotomeeting.com/join/398955818>

- Meeting Password: CMS2009
- Meeting ID: 398-955-818

2. Then join the conference call using your telephone:

- Dial--> 866.899.5399
- Room Number --> \*1834498\* (The star key must be entered before and after your room number)

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### Item #2: What's different about the OSC website?

As implementation of CMS took place, more and more information was being posted onto the website. In an effort to make CMS information easier to find, a link to the OCA was moved to the top of the Contracts page and separate pages of Background & FAQs, Forms & Processes, and Training Documentation was developed.

If you have not seen the documents posted, read them through from the beginning. It helps – really it does! Check this site often for updates. To start, go to:

[http://www.colorado.gov/dpa/dfp/sco/contracts/Contract\\_Administration/WebPages/CMS\\_Main\\_Page.htm](http://www.colorado.gov/dpa/dfp/sco/contracts/Contract_Administration/WebPages/CMS_Main_Page.htm)

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### Item #3: A new way to share information called “You Asked & We Answered.”

Once the system went live on July 1, 2009, Users got busy. Not just creating contract records, but those who had been trained began training others. What resulted? Fields were clarified, data entry was explained, questions were answered and some better ways of using the system were discovered. Thank you to all who helped generate this first set of questions and answers– your attention to detail, willingness to help and never-ending patience is *very much* appreciated.

All FAQs issued to date have been combined into one document for easier reference. The 4 separate documents currently on the OSC website will be replaced with this single file.



You Asked We  
Answered Volume 1



Combined FAQs  
July 2009.pdf

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### Item #4: Have you seen the Public Search website? Not our internal CMS, but the Joe Q. Public website mandated by the legislature?

You can access the search site by going to: <http://contractswb.state.co.us/>

There will not be any contract data displayed yet because of the 30-day delay from the time of contract effective date, but you can take a look to get a feel for what the public will have the ability to retrieve.

Keep in mind that actual contracts will not be attached to this website. Once a search is complete, if the searcher is interested in the contract(s) listed, they will have to contact the named agency or institution of higher education to process a CORA request.

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**Item #5: What's developing at OCA and OSC?**

- New training techniques including on-line video training.
- More classroom training.
- Separate training modules covering such topics as, creating new tasks, using templates, generating reports and linking contract records.
- Procurement Training and a new Procurement Manual that will include contract management and administration.
- Road trips to each agency and institution of higher education. Taking this time to meet with the Users of CMS at their workplace and learn their business processes first hand.
- Writing a more Colorado-specific User Manual that is comprehensive and more completely tailored to present many of the questions answered, and tips developed, throughout implementation and go-live.

Thank you again for helping me make this change as smooth as possible and for your understanding as we work in addressing you concerns.

And finally – thank you for your understanding and patience as we resolved the glitches encountered when setting up this List Serve.

Brenda

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