



DIVISION OF ADMINISTRATION
BUREAU OF CONTRACT MANAGEMENT
NOTICE TO OCFS REGARDING CMS CONTRACTOR SCREENS
Originally Issued – July 24, 2006
Updated Issuance - April 29, 2010

CMS Contractor Screens

The following updated screen shots and corresponding text are intended to familiarize OCFS internal users with the views contractors experience as they navigate the OCFS Contract Management System (CMS).

The Contractor Home Page

The screenshot shows the OCFS CMS Contractor Home Page. At the top, it says 'NEW YORK STATE' and 'Office of Children and Family Services CONTRACT MANAGEMENT SYSTEM (CMS)'. The user is identified as 'Finch, Scout [CONUSER]'. The page is titled 'Welcome to the Contract Management System'. There is an 'ANNOUNCEMENTS' section for 'DECEMBER 2009' with the heading 'December 2009'. The announcements include 'CMS Milestones and Enhancements', 'CMS Community', 'CMS Support Strategies', and 'CMS Training Events'. There is also an 'INBOX' section that says 'You have 2 task in your inbox go to your [INBOX](#)'. At the bottom, there is a footer with 'Version : 4.2.19 | Date : 10/28/2009' and 'FAQ | email : ocfs.am.cms.help@ocfs.state.ny.us | Help Line : (518) 474-8156'.

The Contractor Home Page is displayed when users first log onto the system. From the Home Page, users can access the online User Manual and Frequently Asked Questions (FAQ) as well as review current system announcements. The Home Page displays the number of tasks currently in the user's Inbox. The top left corner of the page displays the user's name and role, and links found in the Main Menu on the far left side of the page can be used to access various system modules.

The Contractor Details Screen

CONTRACTOR DETAILS	
CONTRACTOR NAME	
Legal Name	ATTICUS/FINCH
DBA Name	ATTICUS/FINCH
Popular Name	ATTICUS/FINCH
Federal Id	999999999
Muni Code	
Remit to / Payee Address	40 NORTH PEARL ST, ALBANY, NY - 12207
<div style="display: flex; justify-content: space-around; background-color: #e0e0e0; padding: 2px;"> CONTACTS PERSONS </div>	
CONTACTS	
CHIEF FINANCIAL OFFICER (ACTIVE) CHIEF ADMIN OFFICER (ACTIVE) CONVERSION VENDOR (ACTIVE)	
CONTRACTOR PROPERTIES	
Contractor Type	NOT-FOR-PROFIT
Vendor Type	NON-PROFIT <input checked="" type="checkbox"/> Small Business
Charity Reg#	666668 <input type="checkbox"/> Sectarian Organization
Charity Exemption Reason	<input checked="" type="checkbox"/> Interest Eligible
1099 Code	
Ethnicity Code	THE ETHNICITY IS NOT APPLICABLE
MWBE PROPERTIES	
MWBE Industry Code	SERVICES / CONSULTANTS <input type="checkbox"/> MWBE Certified
MWBE Product Code	SERVICES
MWBE Class	

The Contractor Details screen provides basic information regarding the organization. The contractor cannot update this information. Contractors should contact their Contract or Program Manager to request changes.

The Contract Search Screen

CONTRACT LIST								
SEARCH CRITERIA								
Contract Number	<input type="text"/>	Status	<input type="text"/>	<input type="text"/>				<input type="button" value="Search"/>
CONTRACTS								
CONTRACT #	CONTRACTOR	AWARD #	PROJECT NAME	FED ID/MUNI CODE	AMOUNT	TERM AMOUNT	CONTRACT TERM	STATUS
C024575	Atticus/Finch			999999999	\$10,000.00	\$10,000.00	02/14/2006 - 02/14/2009	Cancelled - Revoked
C025374	Atticus/Finch			999999999	\$36,395.00	\$36,395.00	03/31/2008 - 03/30/2013	Cancelled - Duplicate
C025637	Atticus/Finch			999999999	\$20,000.00	\$20,000.00	03/31/2008 - 03/30/2013	In Process
C025958	Atticus/Finch			999999999	\$175,000.00	\$175,000.00	10/01/2009 - 09/30/2014	In Process
C025961	Atticus/Finch			999999999	\$100,000.00	\$100,000.00	10/01/2009 - 09/30/2014	Approved

The Contract Search screen lists all of the contractor's contracts. Contractors can view the Amount, Term, and Status of each contract. They can also access their contracts by clicking on the contract number.

The Contract Details Screen

CONTRACT DETAILS

CONTRACT GENERAL INFORMATION

Contract#	C025961	Status	Approved
Contractor Name	Atticus/Finch		
Project Name			
Award #			
Term From	10/01/2009	Term To	09/30/2014

CONTRACT PERIODS

10/01/2009 - 09/30/2010

SCHEDULE [show](#) | [hide](#)

AMENDMENTS

SELECT	AMENDMENT TYPE	STATUS
Details	Initial	Approved

CONTRACT PERIOD INFO

Contract#	C025961	Contract Period Status	Approved
Contractor Name	Atticus/Finch		
Contract Term From	10/01/2009	To	09/30/2014
Contract Period From	10/01/2009	To	09/30/2010
Award Date	09/21/2009	Amount(\$)	100,000.00
Approval Date	09/21/2009		

FINANCIAL SUMMARY

Total Contract Amount	\$100,000.00	Unencumbered Balance	\$100,000.00
Encumbered to Date	\$0.00	Total Advanced	\$0.00
Contractor Expended to Date	\$0.00	Advance Recouped	\$0.00
Paid to Date	\$0.00	Advance Receivable	\$0.00
Encumbered Balance	\$0.00	Retainage Balance	\$0.00

Correspondence

The Contract Details page displays a host of information about the contract. The General Information section at the top of the page provides basic contract information such as the Contract Number, Contractor Name, and the Contract Term. The Contract Periods section displays specific information pertaining to the selected contract period. The Send Correspondence button allows the contractor to send a message to his or her OCFS Program Manager. The show/hide links open and close the Contract or Amendment Schedule. The Claim History button can be used to access voucher and payment history. The Program Reports button can be used to access the Program Report attributes associated with the contract.

Claim History Report Screen – (accessed from the Claim History button on the Contract Details page)

CLAIM HISTORY REPORT

CONTRACT DETAILS

Contract #:	DEMO123	Contract Period:	3/31/2009 To 3/30/2010
Contractor:	Atticus/Finch		
Expenditures To Date:	\$23,500.00	Paid To Date:	\$20,000.00

EXPENDITURE LIST

EXPEND PERIOD	CLAIM TYPE	TRAN TYPE	RECEIVED DATE	STATUS	REF INV #	AMOUNT REPORTED	PAYMENT	DETAILS
04/01/09 To 05/01/09	Expenditure	SV	09/19/08	Approved	12123	\$10,000.00	\$10,000.00	Details
07/31/09 To 10/23/09	Expenditure	SV	09/23/08	Approved	1213	\$5,000.00	\$5,000.00	Details
10/31/09 To 11/30/09	Expenditure	SV	09/23/08	Approved	1209	\$5,000.00	\$5,000.00	Details
11/03/09 To 12/03/09	Expenditure		09/23/08	Calculated	04123	\$1,000.00	\$1,000.00	Details
04/01/09 To 04/03/09	Expenditure		09/23/08	Calculated	2104	\$2,500.00	\$2,500.00	Details

The Claim History Report screen provides a list of all claims submitted by the contractor. For each claim, basic information such as Claim Type, Date Received, and Status is displayed. Contractors can view additional information on each claim by clicking on the Details link.

Claim Report History Details Screen

CLAIM REPORT HISTORY DETAILS

CONTRACT DETAILS

Contractor: Atticus/Finch

Contract #: DEMO123 Contract Amount: \$92,000.50

Contract Period: 3/31/2009 To 3/30/2010

EXPENDITURE DETAILS

SCHEDULE INFORMATION

Expenditure Period: 04/01/09 To 05/01/09

Claim Type: Expenditure Expenditure Amount: \$10,000.00

ReInvoice #: DEMO123 Adjusted Expenditures: \$10,000.00

Voucher #: 8411932 Advance Recoup: \$0.00

Batch #: Withholding/Retainage: \$0.00

Received Date: 9/19/2008 Balance Due: \$0.00

Date Processed/CAPS: 09/19/08 Payment: \$10,000.00

Date Paid: Amount Paid:

Discretionary: Lien Payment:

Transaction Type: SV Payment Assignment: \$0.00

Check/EFT#:

Claim Status: Approved Voucher Status: Manually Processed

CLAIMS

[CLAIM REPORTS MODULE](#)

[CORRESPONDENCE](#)

[CLAIM HISTORY](#)

The Details link leads contractors to the Claim Report History Details screen. This screen provides additional information about the expenditure.

Program Reports Screen - (accessed from the Program Reports button on the Contract Details page)

CONTRACT # OCPRT01 CONTRACTOR: Atticus/Finch STATUS: Approved PERIOD: 03/01/2008 - 02/28/2009 TERM: 03/01/2008 - 02/28/2011

Finch, Scout [CONUSER] LOGOUT **PROGRAM REPORTS**

[HOME](#)

[INBOX](#)

[CONTRACTOR](#)

[DETAILS](#)

[LOG SCREEN](#)

[CLAIM](#)

[BUDGET MODIFICATION](#)

[PROGRAM REPORTS](#)

[CONTRACTS](#)

[LIST](#)

[CORRESPONDENCE](#)

[SEARCH](#)

REPORT TYPE	DUE DATE	REPORT PERIOD	ENFORCEMENT	STATUS	VIEW
FINAL	3/10/2009	12/31/2008 - 02/28/2009	10% WITHHOLD		Details
SUPPLEMENTAL		03/01/2008 - 04/01/2008		APPROVED	Details
SUPPLEMENTAL		05/01/2008 - 06/01/2008		PENDING	Details

The Program Reports screen provides a list of all program report attributes for the contract. For each program report, basic information such as Report Type, Due Date, Report Period, Enforcement property, and Status is displayed. If the Status field is blank the Program Report has yet to be logged. Contractors can view additional information on each program report by clicking on the Details link.

The Contract Documents Screen

DOCUMENT NAME	DATE UPLOADED	STATUS	LAST UPDATED
Instructions on Contract Development	02/03/2010	Pending	

The Contract Documents screen displays a listing of the documents that make up the contract. Contractors can view a PDF of their contract by clicking on the View Contract button. Contractors can also upload contract related documents by clicking on the Upload Document button which routes them to the standard Upload Document screen.

The Contract Budget Screen

DATE LOGGED	STATUS
12/20/2006	Rejected

Budget/Category	OCFS Funds	Total
Personal Services		
Personnel	\$20,000.00	\$20,000.00
Fringe Benefits	\$1,000.00	\$1,000.00
Sub Total	\$21,000.00	\$21,000.00
Non-Personal Services		
Equipment Purchase	\$0.00	\$0.00
Equipment Rental	\$1,500.00	\$1,500.00
Consumable Costs	\$25,500.00	\$25,500.00
Staff Travel	\$5,000.00	\$5,000.00
Subcontractor/Consultant Costs	\$9,000.00	\$9,000.00
Subcontractor > 25000	\$0.00	\$0.00
Other Expenses	\$25,500.00	\$25,500.00
Trainee Stipends	\$0.00	\$0.00
Trainee Tuition and Fees	\$0.00	\$0.00
Trainee Travel and Per Diem	\$2,500.00	\$2,500.00
Indirect Cost	\$10,000.00	\$10,000.00
Sub Total	\$79,000.00	\$79,000.00
Grand Total	\$100,000.00	\$100,000.00

The Contract Budget screen displays a summary of the contract budget. It also allows users to access information on prior or pending budget modifications.

The CMS Inbox

CMS INBOX						
TASK	CONTRACT	PROGRAM NAME	REVIEW STAGE	REVIEWER	LOG STATUS	STAGE DAYS REMAINING
CTRCT	HDTHDT1	Misc	Package to Contractor for Signature	Radley, Boo [CONSIG]	Pending	0
CTRCT	JAVA003	Misc	Package to Contractor for Signature	Radley, Boo [CONSIG]	Pending	0
PROGREP	OCPR001	Misc	With Contractor	Finch, Scout [CONUSER]	Pending	-128
CTRCT	TEST0SC	Training - Department	With Contractor	Finch, Scout [CONUSER]	Pending	0
AMEND	JAVA002	Misc	Package to Contractor for Dev.	Finch, Scout [CONUSER]	Pending	-329
CTRCT	4262007	Misc	With Contractor	Gaudette, Bill [CONUSER]	Pending	0
CTRCT	TEST4BM	Advantage After School	Package to Contractor for Signature	Radley, Boo [CONSIG]	Pending	0
EXPEN	AMERI01	AmeriCorps	With Contractor	Finch, Scout [CONUSER]	Pending	0
EXPEN	AMERI05	AmeriCorps	With Contractor	Finch, Scout [CONUSER]	Pending	0
EXPEN	BLUE003	Advantage After School	With Contractor	Finch, Scout [CONUSER]	Pending	0

The CMS Inbox provides Contractors access to their outstanding contract and contract related tasks. If the contractor accesses a Contract, Renewal or Amendment task they will be routed to the Contract Review Module screen.

The Contract Review Module: Main Screen

CONTRACT REVIEW MODULE																													
Finch, Scout [CONUSER] LOGOUT HOME INBOX CONTRACTOR DETAILS LOG SCREEN CLAIM BUDGET MODIFICATION PROGRAM REPORTS CONTRACTS LIST CORRESPONDENCE SEARCH	<div style="border: 1px solid gray; padding: 5px;"> <p>CONTRACT PROPERTIES</p> <p>Contract# <input type="text" value="SAFE002"/></p> <p>Contractor <input type="text" value="Atticus/Finch"/></p> <p>Period Begin <input type="text" value="07/01/2007"/> Period End <input type="text" value="12/31/2008"/></p> <p>Amendment Type <input type="text" value="Original"/> Reviewer Stage <input type="text" value="With Contractor"/></p> <p>Contract Amount <input type="text" value="\$279,000.00"/> Local Match % <input type="text"/></p> </div> <p>SCHEDULE show hide</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>INTERACTIVE DOCUMENTS</th> <th>ACTION</th> <th>CONTRACT</th> </tr> </thead> <tbody> <tr> <td>Appendix V VR Questionnaire Over 50 K Continuation</td> <td>Insert Details</td> <td rowspan="7" style="text-align: center; vertical-align: middle;"> <input type="button" value="View Contract"/> BUDGET <input type="button" value="Enter Budget Details"/> BUDGET INFORMATION NEEDS TO BE ENTERED </td> </tr> <tr> <td>Generic Non-Discrimination/Non-Sectarian</td> <td>Insert Details</td> </tr> <tr> <td>Board of Directors Profile</td> <td>Insert Details</td> </tr> <tr> <td>Appendix V VR Questionnaire Over 100K</td> <td>Insert Details</td> </tr> <tr> <td>Waiver of Interest Online</td> <td>Insert Details</td> </tr> <tr> <td>APPENDIX D SAFE PART 1</td> <td>Insert Details</td> </tr> <tr> <td colspan="2">DOWNLOAD DOCUMENTS</td> </tr> <tr> <td>DOCUMENTS</td> <td>DOWNLOAD</td> </tr> <tr> <td>SAFE 2007 INSTRUCTIONS</td> <td>Download</td> </tr> <tr> <td>SAFE BUDGET NARRATIVE</td> <td>Download</td> </tr> <tr> <td>APPENDIX D SAFE PROGRAM NARRATIVE PART 2</td> <td>Download</td> </tr> <tr> <td>Appendix V VR Questionnaire Over 100K Part 2</td> <td>Download</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <input type="button" value="Correspondence"/> <input type="button" value="Complete"/> </div>	INTERACTIVE DOCUMENTS	ACTION	CONTRACT	Appendix V VR Questionnaire Over 50 K Continuation	Insert Details	<input type="button" value="View Contract"/> BUDGET <input type="button" value="Enter Budget Details"/> BUDGET INFORMATION NEEDS TO BE ENTERED	Generic Non-Discrimination/Non-Sectarian	Insert Details	Board of Directors Profile	Insert Details	Appendix V VR Questionnaire Over 100K	Insert Details	Waiver of Interest Online	Insert Details	APPENDIX D SAFE PART 1	Insert Details	DOWNLOAD DOCUMENTS		DOCUMENTS	DOWNLOAD	SAFE 2007 INSTRUCTIONS	Download	SAFE BUDGET NARRATIVE	Download	APPENDIX D SAFE PROGRAM NARRATIVE PART 2	Download	Appendix V VR Questionnaire Over 100K Part 2	Download
INTERACTIVE DOCUMENTS	ACTION	CONTRACT																											
Appendix V VR Questionnaire Over 50 K Continuation	Insert Details	<input type="button" value="View Contract"/> BUDGET <input type="button" value="Enter Budget Details"/> BUDGET INFORMATION NEEDS TO BE ENTERED																											
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APPENDIX D SAFE PROGRAM NARRATIVE PART 2	Download																												
Appendix V VR Questionnaire Over 100K Part 2	Download																												

The Contract Review Module's main screen displays basic contract details such as the Contractor name, Contract Amount, Contract Period and so forth. The screen links contractors to the various interactive and downloadable documents that they must complete as well as provides a place for them to update their budget, upload documents, and contact their OCFS Program or Contract manager via correspondence within the system. Contractors can also access a PDF version of the contract. Note that the Complete button remains greyed out until the contractor has accurately updated their budget. This system edit prevents contractors from submitting incomplete materials for review.

The Contract Review Module: Viewing the Contract Schedule

SCHEDULE show hide							
REVIEW STAGE	ROLE	START DATE	END DATE	SCHEDULED DAYS	ACTUAL DAYS	SUSPENDED DAYS	REVIEW STATUS
Initial Award	PROGRAM	07/16/07	07/16/07	0	0	0	Complete
Request Coding	BCMADMIN	07/16/07	07/16/07	0	0	0	Complete
Package to Contractor for Dev.	PROGRAM	07/16/07	08/07/07	0	22	0	Pending
Program Review	PROGRAM			15	0	0	
Program2	PROGRAM			13	0	0	
Review of Uploaded Documents	BCMADMIN			3	0	0	
Internal Review				30	0	0	
Internal Review BCM	BCMADMIN			30	0	0	
Internal Review Budget	BUDGET			30	0	0	
Internal Review Legal	LEGAL			30	0	0	
Request Coding 2	BCMADMIN			0	0	0	
Program 1	PROGRAM			4	0	0	
Package to Contractor for Signature	CONSIG			5	0	0	
Program Review of Signed Contract	PROGRAM			5	0	0	
BCM Review of Signed Contract	BCMADMIN			5	0	0	
OCFS Signature & Processing	BCMSIG			3	0	0	
AG	BCMADMIN			15	0	0	
Request Coding 3	BUDGET			4	0	0	
AC-340 Processing	BCMADMIN			3	0	0	
OSC	BCMADMIN			15	0	0	

The Contract Review Module's Schedule screen displays the stages of the contract development and approval process. Contractors can use this screen to monitor the progress of their contract against the established timeframes, e.g. scheduled days versus actual days. It is similar to the Schedule screen available to OCFS internal users, but does not include the names of the individuals assigned to each stage.

The Contract Review Module: Downloading Documents

The screenshot displays the 'CONTRACT REVIEW MODULE' interface. A 'File Download' dialog box is open in the center, asking 'Do you want to open or save this file?' for a file named 'SAFE_Instructions.doc'. The dialog provides details: 'Name: SAFE_Instructions.doc', 'Type: Microsoft Office Word 97 - 2003 Document, 32.5KB', and 'From: ocfs.svs.ocfs.state.ny.us'. Below the dialog, the main interface shows 'CONTRACT PROPERTIES' for contract # SAFE002, 'SCHEDULE' with a 'show | hide' link, and 'INTERACTIVE DOCUMENTS' with a warning icon and text: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?'. Below this are 'DOWNLOAD DOCUMENTS' and 'UPLOAD DOCUMENTS' sections. The 'DOWNLOAD DOCUMENTS' section lists documents like 'SAFE 2007 INSTRUCTIONS', 'SAFE BUDGET NARRATIVE', and 'APPENDIX D SAFE PROGRAM NARRATIVE PART 2' with 'Download' links. The 'UPLOAD DOCUMENTS' section has an 'Upload Document' button and a table with columns: DOCUMENT NAME, DATE UPLOADED, STATUS, LAST UPDATED, and VIEW. A 'Test Document' is listed with a 'view' link. At the bottom, there are 'Correspondence' and 'Complete' buttons.

When downloading a document from the Contract Review Module's Main screen, contractors will be asked if they wish to open or save the file. Contractors should save the file on their computer. After making their changes, contractors should use the Upload Document feature to submit their work for review and approval.

The Contract Review Module: Uploading Documents

The Upload Document screen allows contractors to submit documents created or modified outside of the system to their OCFS Contract or Program Manager for review. Contractors must complete the Name and Description fields, click Browse to specify the source file, and then click Save.

CMS Correspondence Search Screen

The CMS Correspondence Search screen allows contractors to search for messages sent to or received from their Contract or Program Manager. Contractors have the option of searching by correspondence associated by a specific task or by contract number.

CMS Correspondence Search Result Screen

TYPE	CONTRACT#	CONTRACTOR	DATE	SUBJECT	FROM	ATTACH
Contract	NYC0001	Atticus/Finch	12/09/2008 12:17 PM	Atticus/Finch	Finch, Scout	0
Contract	NYC0001	Atticus/Finch	12/09/2008 12:17 PM	Atticus/Finch	Finch, Scout	0
Contract	NYC0001	Atticus/Finch	12/09/2008 12:17 PM	Atticus/Finch	Finch, Scout	0
Contract	NYC0002	Atticus/Finch	12/09/2008 02:19 PM	Atticus/Finch	Finch, Scout	0

The CMS Correspondence Search Result screen displays a listing of all messages meeting the request criteria. Contractors can access each of the listed messages by clicking on the Subject field.

CMS Correspondence New Message Screen

CMS CORRESPONDENCE

CONTRACT DETAILS
Contract # SAFE002 Contract Period 07/01/2007 - 12/31/2008
Contract Amount \$279,000.00 Task Type Contract

CONTRACTOR DETAILS
Contractor Atticus/Finch

EMAIL DETAILS
From Scout Finch
To Gail Branch-Muhammad
CC
Subject Atticus/Finch
Message

ATTACHMENTS
Browse...
Browse...
Browse...

Contract Send Reply View History Print

Contractors can use this screen to send new messages within the system.

CMS Correspondence Reply Screen

CMS CORRESPONDENCE

CONTRACT DETAILS
Contract # NYC0001 Contract Period 12/01/2008 - 11/30/2009
Contract Amount \$100,000.00 Task Type Contract

CONTRACTOR DETAILS
Contractor Atticus/Finch

EMAIL DETAILS
From Scout Finch
To William Gaudette
CC Bob Radley
CC William Gaudette, Bob Radley
Subject RE: Atticus/ Finch
Message I have reviewed Appendix B and made the appropriate changes.

ATTACHMENTS
Browse...
Browse...
Browse...

Contract Send Reply View History Print

Contractors can use this screen to reply to messages within the system.

Contractor Signature Screen One

NEW YORK STATE
Office of Children and Family Services
CONTRACT MANAGEMENT SYSTEM (CMS) USER MANUAL | FAQ | WEDNESDAY, FEBRUARY 3 2010

Radley, Bob [CONSIG] LOGOUT
Completing this stage will take you to the Signature document.

CONTRACT PROPERTIES
Contract# JAVA001
Contractor AbcusaFinch
Period Begin 03/03/2006 Period End 03/03/2008
Amendment Type Original Reviewer Stage Package to Contractor for Signature
Contract Amount \$100,000.00 Local Match %

SCHEDULE [show](#) | [hide](#)

INTERACTIVE DOCUMENTS
DOCUMENTS
M Contract Template
Appendix V VR Questionnaire Over 50 K Continuation
Generic Non-Discrimination/Non-Sectarian
Board of Directors Profile
Appendix V VR Questionnaire Over 100K
[View Contract](#)

BUDGET
[Print Budget Details](#)

DOWNLOAD DOCUMENTS
DOCUMENTS
Appendix V VR Questionnaire Over 100K Part 2 Download
OVD Budget Narrative Download

UPLOAD DOCUMENTS
[Upload Document](#)

DOCUMENT NAME	DATE UPLOADED	STATUS	LAST UPDATED	VIEW
DocConsentor Test	01/18/2007	Pending		View

[Correspondence](#) [Complete](#)

This screen depicts the contractor's Contract Review Module screen when a contract has arrived for signature. The contractor should click on the Complete command button to sign the contract. This will bring the contractor to the Certification Page.

Contractor Signature Screen Two – Certification Page

CERTIFICATION PAGE

CONTRACTOR AFFIRMATION AND ACCEPTANCE

By clicking acceptance button below, I **Bob Radley**, swear or affirm the following, under penalty of perjury:

I, in the capacity as the , have been designated and have the authority to electronically sign this contract **JAVA001**, and agree to the terms and conditions set forth within said contract, including all appendices and attachments. I also understand that use of my assigned User ID and Password on the OCFS Contract Management System (CMS) is equivalent to having placed my signature on the contract and that I am responsible for any activity attributable to the use of my User ID and Password. Additionally, any information entered will be considered to have been entered and provided at my direction. If you do not agree to the terms of this Agreement, click on the "Decline" button at the end of this Agreement. If you do not accept this Agreement, your contract will not be given consideration by the New York State Office of Children and Family Services.

[Accept](#) [Decline](#)

On this screen, the contractor should click Accept to sign the contract. When this takes place, the contract automatically advances to the next stage of the schedule. If the contractor is not satisfied with the contract, the signatory should click Decline and contact their OCFS Program or Contract Manager by correspondence, email, or telephone.

Logging a Budget Modification - Budget Modification Contract List Screen

CONTRACT LIST								
CONTRACTOR	CONTRACT #	AWARD #	FED ID/MUNI CODE	AMOUNT	CONTRACT TERM	CONTRACT PERIOD	STATUS	ACTION
Atticus/Finch	C025957		999999999	\$175,000.00	10/01/2009 - 09/30/2014	10/01/2009 - 09/30/2010	In Process	Log
Atticus/Finch	C025958		999999999	\$175,000.00	10/01/2009 - 09/30/2014	10/01/2009 - 09/30/2010	In Process	Log
Atticus/Finch	C025961		999999999	\$100,000.00	10/01/2009 - 09/30/2014	10/01/2009 - 09/30/2010	Approved	Log
Atticus/Finch	C025962		999999999	\$130,000.00	10/01/2009 - 09/30/2014	10/01/2009 - 09/30/2010	In Process	Log
Atticus/Finch	CASH001		999999999	\$10,000.00	06/17/2009 - 06/17/2014	06/17/2009 - 06/17/2010	Approved	Log
Atticus/Finch	CAT0005		999999999	\$10,000.00	06/01/2007 - 05/31/2012	06/01/2007 - 05/31/2012	Approved	Log
Atticus/Finch	CCRR003		999999999	\$75,000.00	10/01/2009 - 09/30/2014	10/01/2009 - 09/30/2010	Approved	Log

1

When contractors click on the Budget Modification link on the CMS menu, the above screen listing all of their approved contracts appears. To initiate a budget modification, users should locate the applicable contract and click Log.

Budget Modification Log Screen

BUDGET MODIFICATION LOG	
Contract Number	C025961
Contractor Name	Atticus/Finch
Contract Period	10/01/2009 To 09/30/2010
Logged by	Finch, Scout
Document Type	Budget Modification
Budget Mod Number	<input type="text"/>
Date Received	2/3/2010
Justification	<input type="text"/>
<input type="button" value="Log"/> <input type="button" value="Next"/>	

In order to log a budget modification, the contractor must first assign it an identification number and a justification comment.

Budget Modification Detail Screen

BUDGET MODIFICATION						
CONTRACT DETAILS						
Contract Number	MOOSE01	Contractor Name	Atticus/Finch			
Contract Period	11/01/2007	To	10/31/2008			
						show hide
NOTES						show hide
UPLOADED DOCUMENTS						Upload Document
DOCUMENT NAME <small>(to update click on the document)</small>	DATE UPLOADED	STATUS	LAST UPDATED	VIEW		
BUDGET MODIFICATION						
Budget/Category	Budget Amount	Balance	Decrease	Increase	New Budget Amount	Local Share Matching Amount
Personal Services						
Personnel	95500.00	95500.00	0.00	0.00	95500.00	0.00
Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00
Sub Total	95500.00	95500.00	0.00	0.00	95500.00	0.00
Non-Personal Services						
Contractual/Consultant	0.00	0.00	0.00	0.00	0.00	0.00
Travel/Per Diem	0.00	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Other Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Sub Total	0.00	0.00	0.00	0.00	0.00	0.00
Total	95500.00	95500.00	0.00	0.00	95500.00	0.00
						Correspondence Save Notes Cancel Process

Contractors will use this screen to enter their proposed budget changes into the system.

Logging a Program Report - Program Report Contract Search Screen

CONTRACT LIST								
Finch, Scout [CONUSER] LOGOUT								
HOME	Atticus/Finch	C025957		999999999	\$175,000.00	10/01/2009 - 09/30/2014	10/01/2009 - 09/30/2010	In Process Log
INBOX	Atticus/Finch	C025958		999999999	\$175,000.00	10/01/2009 - 09/30/2014	10/01/2009 - 09/30/2010	In Process Log
CONTRACTOR	Atticus/Finch	C025961		999999999	\$100,000.00	10/01/2009 - 09/30/2014	10/01/2009 - 09/30/2010	Approved Log
DETAILS	Atticus/Finch	CCRR003		999999999	\$75,000.00	10/01/2009 - 09/30/2014	10/01/2009 - 09/30/2010	Approved Log
LOG SCREEN	1							
CLAIM								
BUDGET MODIFICATION								
PROGRAM REPORTS								
CONTRACTS								
LIST								
CORRESPONDENCE								
SEARCH								

To log a program report the user must select the Program Report link from the Log Screen menu. The user will then be routed to the Contract List screen where they must select the Log link associated with the approved contract. Note if there are multiple periods associated with the contract, contractors must log against the contract period in which they are reporting.

Program Report Log Screen

PROGRAM REPORT LOG	
Contract Number	CCRR003
Contractor Name	Atticus/Finch
Contract Period	10/01/2009 To 09/30/2010
Reviewer	Finch, Scout
REPORT DETAILS	
Date Received	2/4/2010
Report Type	<input checked="" type="checkbox"/> Interim/Final Due Date: 04/15/2010 <input type="checkbox"/> Supplemental
Report Period	01/01/2010 ... to 03/31/2010 ...
<input type="button" value="Log"/> <input type="button" value="Next"/>	

CMS will display the Program Report Log screen with information pertaining to the program report that is currently due. Unless otherwise specified by the Program Manager, contractors should never select the Supplemental option. The Interim/Final report attributes should be prepopulated for them.

Program Report Review Module Screen

PROGRAM REPORT REVIEW MODULE			
CONTRACT PROPERTIES			
Contract#	CCRR003		
Contractor	Atticus/Finch		
Period Begin	10/01/2009	Period End	09/30/2010
Reviewer Stage	With Contractor		
PROGRAM REPORT PROPERTIES			
Report Type	INTERIM	Due Date	04/15/2010
Report Period	01/01/2010 - 03/31/2010		
Received Date	02/04/2010	Status	PENDING
SCHEDULE			show hide
INTERACTIVE DOCUMENTS		PROGRAM REPORT	
<input type="button" value="DOCUMENTS/ACTION"/> No Documents found		<input type="button" value="View Program Report"/>	
DOWNLOAD DOCUMENTS		UPLOAD DOCUMENTS	
<input type="button" value="DOCUMENTS/DOWNLOAD"/>		<input type="button" value="Upload Document"/>	
		DOCUMENT NAME	DATE UPLOADED
		STATUS	DATE REVIEWED
<input type="button" value="Correspondence"/>		<input type="button" value="Cancel"/> <input type="button" value="Complete"/>	

The Program Report Review Module's main screen displays basic contract details such as Contractor name, Contract Amount, Contract Period, etc. The screen links contractors to the various interactive and downloadable documents associated with the program report that they must complete. The interactive document, download document and upload document functionality works the same as in the Contract Review Module. Contractors can also access a

PDF version of the program report. Contractors must click on the Complete command button to submit the report.

If necessary, the contractor can elect to cancel the program report by clicking on the Cancel command button located at the bottom of the Program Report Review Module. This will cancel the program report and remove it from the CMS Inbox.

Logging a Claim - Claim Contract List Screen

CONTRACT LIST								
CONTRACTOR	CONTRACT #	AWARD #	FED ID/MUNI CODE	AMOUNT	CONTRACT TERM	CONTRACT PERIOD	STATUS	ACTION
Atticus/Finch	C025957		999999999	\$175,000.00	10/01/2009 - 09/30/2014	10/01/2009 - 09/30/2010	In Process	Log
Atticus/Finch	C025958		999999999	\$175,000.00	10/01/2009 - 09/30/2014	10/01/2009 - 09/30/2010	In Process	Log
Atticus/Finch	C025961		999999999	\$100,000.00	10/01/2009 - 09/30/2014	10/01/2009 - 09/30/2010	Approved	Log
Atticus/Finch	CCRR003		999999999	\$75,000.00	10/01/2009 - 09/30/2014	10/01/2009 - 09/30/2010	Approved	Log

To log a claim the user must select the Claim link from the Log Screen menu. The user will then be routed to the Contract List screen where they must select the Log link associated with the approved contract. Note if there are multiple periods associated with the contract, contractors must log against the contract period in which they are expending money.

Expenditure Report Log Screen

EXPENDITURE REPORT LOG			
CONTRACT DETAILS			
Contract #:	C025961		
Contractor:	Atticus/Finch		
Contract Period:	10/1/2009	To	9/30/2010
CLAIM DETAILS			
Claim Type:	Expenditure		
Ref/Invoice #:	Advance		
Date Received:	Expenditure		
Claim Period:		To	
Amount: \$			
Contract Search		Next	Save Clear

The Expenditure Report Log screen is used to provide information pertaining to the claim including the Claim Type (expenditure or advance), Claim Period and the total amount of the claim. After selecting the Save command button, the claim will be logged in CMS.

Expenditure Report Screen - One

EXPENDITURE REPORT

CONTRACT DETAILS ✔

Contract #: C025961 Date Received:

Contractor: Atticus/Finch

Contract Period: 10/1/2009 To 9/30/2010 Contract Amount: \$100,000.00

EXPENDITURE DETAILS

Expenditure Report Period: 10/01/2009 ... To 10/31/2009 ...

ReInvoice #: C025961 Final Expenditure Report:

Expenditure Status: Pending Waive Withhold:

[SCHEDULE INFORMATION](#) [EXPENDITURE EDITS](#)

BUDGET CATEGORY	BUDGET AMT	PREV APPROVED EXPEN AMT	EXPEN AMT	MANUAL ADJUSTMENT <small>**CLICK BUTTON TO ENTER DISALLOWANCE REASON</small>	SYSTEM DISALLOWANCE	ADJUSTED EXPEN	TOTAL EXPEN TO DATE	BAL
Program Operating Costs								
Personnel Expenses	\$100,000.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/> <input type="button" value="..."/>	\$0.00	\$0.00	\$0.00	\$100,000.00
Fringe Benefits	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/> <input type="button" value="..."/>	\$0.00	\$0.00	\$0.00	\$0.00
Staff Travel	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/> <input type="button" value="..."/>	\$0.00	\$0.00	\$0.00	\$0.00
Member Travel	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/> <input type="button" value="..."/>	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/> <input type="button" value="..."/>	\$0.00	\$0.00	\$0.00	\$0.00
Program Supplies	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/> <input type="button" value="..."/>	\$0.00	\$0.00	\$0.00	\$0.00
Contractual/Consultant	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/> <input type="button" value="..."/>	\$0.00	\$0.00	\$0.00	\$0.00
Staff Training	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/> <input type="button" value="..."/>	\$0.00	\$0.00	\$0.00	\$0.00
Member Training	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/> <input type="button" value="..."/>	\$0.00	\$0.00	\$0.00	\$0.00
Evaluation	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/> <input type="button" value="..."/>	\$0.00	\$0.00	\$0.00	\$0.00
Other Expenses	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/> <input type="button" value="..."/>	\$0.00	\$0.00	\$0.00	\$0.00
Corporation Sponsored Meetings	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/> <input type="button" value="..."/>	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$100,000.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/> <input type="button" value="..."/>	\$0.00	\$0.00	\$0.00	\$100,000.00
Living Allowance								
Full Time	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/> <input type="button" value="..."/>	\$0.00	\$0.00	\$0.00	\$0.00
Half Time	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/> <input type="button" value="..."/>	\$0.00	\$0.00	\$0.00	\$0.00
Reduced Half Time	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/> <input type="button" value="..."/>	\$0.00	\$0.00	\$0.00	\$0.00
Quarter Time	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/> <input type="button" value="..."/>	\$0.00	\$0.00	\$0.00	\$0.00
Minimum Time	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/> <input type="button" value="..."/>	\$0.00	\$0.00	\$0.00	\$0.00
Two Year Half Time (2nd Year)	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/> <input type="button" value="..."/>	\$0.00	\$0.00	\$0.00	\$0.00
Two Year Half Time (1st Year)	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/> <input type="button" value="..."/>	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/> <input type="button" value="..."/>	\$0.00	\$0.00	\$0.00	\$0.00
Member Support Costs								
FICA for Members	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/> <input type="button" value="..."/>	\$0.00	\$0.00	\$0.00	\$0.00
Workers Compensation	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/> <input type="button" value="..."/>	\$0.00	\$0.00	\$0.00	\$0.00
Health Care	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/> <input type="button" value="..."/>	\$0.00	\$0.00	\$0.00	\$0.00
Other Member Support Costs	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/> <input type="button" value="..."/>	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/> <input type="button" value="..."/>	\$0.00	\$0.00	\$0.00	\$0.00
Administrative Costs								
Administrative Expenses	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/> <input type="button" value="..."/>	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/> <input type="button" value="..."/>	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$100,000.00	\$0.00	<input type="text" value="100.00"/>	<input type="text" value="0.00"/> <input type="button" value="..."/>	\$0.00	\$0.00	\$0.00	\$100,000.00

[Claim History](#)
[Claim Details](#)
[Correspondence](#)

[Upload Claim Documents](#)
[Log Program Report](#)
[Program Reports](#)

This screen is used to enter the details of the expenditure. After the claim details are entered, the contractor will click on the Run Edit command button to verify the information is valid and meets the criteria of multiple system checks. If the contractor finds a need to reject the claim

and discontinue processing, the Reject command button can be selected to reject the claim and remove it from the CMS Inbox.

Rejecting an Expenditure Report

		EXPEN AMT		**CLICK BUTTON TO ENTER DISALLOWANCE REASON			DATE	
Personal Services								
Personnel	\$20,000.00	\$5,000.00	100.00	0.00	\$0.00	\$100.00	\$5,100.00	\$14,900.00
			0.00	0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
			100.00	0.00	\$0.00	\$100.00	\$5,100.00	\$15,900.00
			0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
			0.00	0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
			0.00	0.00	\$0.00	\$0.00	\$5,000.00	\$20,500.00
Staff Travel	\$5,000.00	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
Subcontractor/Consultant Costs	\$9,000.00	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$9,000.00
Subcontractor > 25000	\$0.00	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Expenses	\$25,500.00	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$25,500.00
Trainee Stipends	\$0.00	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
Trainee Tuition and Fees	\$0.00	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
Trainee Travel and Per Diem	\$2,500.00	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$2,500.00
Indirect Cost	\$10,000.00	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
Subtotal	\$79,000.00	\$5,000.00	0.00	0.00	\$0.00	\$0.00	\$5,000.00	\$74,000.00
Total	\$100,000.00	\$10,000.00	100.00	0.00	\$0.00	\$100.00	\$10,100.00	\$89,900.00

VBScript: Expenditure Report - Reject

Please enter Reject reason:

[Claim History](#)
[Claim Details](#)
[Correspondence](#)
[DSS 3106](#)

[Upload Claim Documents](#)
[Log Program Report](#)
[Program Reports](#)

Once the Reject command button is selected, the Expenditure Report Reject window will open. A reason for the rejection must be entered. The contractor will click the OK command button to complete the reject process. A message will be displayed in the upper right corner indicating the Reject operation was successful

EXPENDITURE REPORT

Reject operation successful

CONTRACT DETAILS

Contract #: DEMO002 Date Received: _____

Contractor: Atticus/Finch

Contract Period: 1/1/2006 To 12/31/2006 Contract Amount: \$100,000.00

EXPENDITURE DETAILS

Expenditure Report Period: 01/01/2006 To 01/31/2006

Ref/Invoice #: DEMO002 Final Expenditure Report:

Expenditure Status: Rejected - External Waive Withhold:

Reject Reason: test rejections

[SCHEDULE INFORMATION](#)
[EXPENDITURE EDITS](#)

Assuming the claim is not rejected and the claim has been validated, the contractor will click on the Process command button to move to the claim signatory schedule stage. Depending on the expenditure schedule, the contractor may have to log on as ClaimSig if he or she has not already done so. Only the ClaimSig user role can complete the process.

Expenditure Report Screen - Two

Two Year Half Time (2nd Year)	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="button" value="OK"/>	\$0.00	\$0.00	\$0.00	\$0.00
Two Year Half Time (1st Year)	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="button" value="OK"/>	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>		\$0.00	\$0.00	\$0.00	\$0.00
Member Support Costs									
FICA for Members	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="button" value="OK"/>	\$0.00	\$0.00	\$0.00	\$0.00
Workers Compensation	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="button" value="OK"/>	\$0.00	\$0.00	\$0.00	\$0.00
Health Care	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="button" value="OK"/>	\$0.00	\$0.00	\$0.00	\$0.00
Other Member Support Costs	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="button" value="OK"/>	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>		\$0.00	\$0.00	\$0.00	\$0.00
Administrative Costs									
Administrative Expenses	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="button" value="OK"/>	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>		\$0.00	\$0.00	\$0.00	\$0.00
Total	\$100,000.00	\$0.00	<input type="text" value="100.00"/>	<input type="text" value="0.00"/>		\$0.00	\$100.00	\$100.00	\$99,900.00

CERTIFICATION:
I certify that the above information is just, true and correct; that the expenses for the period have been incurred and paid for and have not been previously claimed; and that such expenditures are proper and necessary for the program. I am aware that any advance received prior to this expenditure will be recouped in accordance with my signed contract document.

Accept Decline

[Claim History](#) [Claim Details](#) [Correspondence](#)
[Upload Claim Documents](#) [Log Program Report](#) [Program Reports](#)

Upon completing the validation, the contractor will proceed to the certification process. Only the ClaimSig user role can complete the certification process.

After the claim details are entered, the ClaimSig will accept (or decline) the expenditure. The ClaimSig also has the opportunity to reject the expenditure which will remove the contract task from the Inbox. After the Accept radio button is selected, the ClaimSig must click the Process command button to finalize the process. When this takes place, the claim automatically advances to the next stage of the schedule. If the contractor is not satisfied with the information on the claim, the ClaimSig should click Decline and make the necessary updates to the Expenditure Report screen.