

# Tips and Reminders for Creating SC's and PON2's in eMARS 3.11.

Deadline for new/modifications to PO2's or PON2's in 3.10 is May 1<sup>st</sup>.

Deadline for new SC's or PON2's in 3.11 is May 14<sup>th</sup>.

Contracts will be reviewed/approved in the order for which they are received.

New PSC and MOA templates for contracts in 3.11 are attached. These templates do not include the standard terms and conditions because the standard terms and conditions will automatically populate in 3.11. The standard terms and conditions will be locked and no changes can be made to them.

- Attachments required on the header:
- Fully completed signature page
- Required Affidavit (if applicable)
- 501 (c)3 documentation (if applicable)
- Assembled Contract
- Approved SPR1(if applicable)
- GCRC/University Exemption letter (if applicable)

## PON Tips:

- Complete all fields accurately. There should be 2-3 brief, concise sentences.
- If it is a Renewal, Sole Source or Administrative Mod that should be in all CAPS at the beginning of your Description of Work to Be Performed
- The Description of Projected Cost should have a breakdown of the contract amount to include the hourly rate if applicable.
- Do not use N/A on the PON.
- Include SOS Org number, RFP number and EV number on your Basis for Selection if Applicable

## Newsletter Items Pertaining to SC's and PON2's

- There are now required Terms and Conditions for PON2 and SC for anything with a Procurement Type of 10 (Memorandum of Agreement), 11 (MOA/PSC Exception), or 14 (Personal Service Contract). Agency Terms will be **Sequence 1**, Finance Standard PSC Standard Terms will be **Sequence 2**, and the Signature Page will be **Sequence 3** and will now include the Approval language.

- For any PON2's created in 3.10 that you assembled with the PSC Standard Terms if you have sent those out for signature and will then recreate in 3.11 and load those Terms be aware that the PSC Standard Terms will be in there twice. When you do a modification to those contracts please remove those from **yours** so that they do not appear twice going forward.
- Please make sure to allow adequate time for all approvals for your PON2 documents and consider that some may require additional approvals. In order to allow adequate time for all approvals please have these submitted prior to 5/14/2018. If received after this date they will try to get them approved by 6/27/2018 in order to be on the July agenda for the Government Contract Review Committee (GCRC). This is for the documents created in both 3.10 and 3.11.
- In order to get PO's which will now be an SC or PON2's processed in a timely manner you might need to estimate what will be left on the contract as of 7/1/2018. If the amount estimated is different from the actual amount then you will need to modify your contracts to reflect the correct amount
- If at all possible if you have a Service Start Date  $\geq$  7/1/2018 only create in the 3.11 environment so that it will not require approvals in both environments nor appear on the GCRC report for each environment.
- If you have Contracts (PO2 that will now be an SC or a PON2) that cross over the biennium, you will need to recreate these in 3.11. You will want to make your payments against the contract and not use the EMARSCONVERSION2018 Cited Authority.
- The PO2 will not exist in 3.11, for those exempt from the Government Contract Review Committee you will use an SC.
- On a SC Document you will need to enter something in the Contract Amount before adding anything on the Accounting otherwise it will throw an error "See Application Log" and you will then have to click on Home to get out of the document.
- All upgrade information, including the Vendor crosswalk, can be found at <https://finance.ky.gov/services/statewideacct/Pages/UpgradeInfor.aspx>

