QUICK REFERENCE GUIDE

Create and Execute Grant Contracts

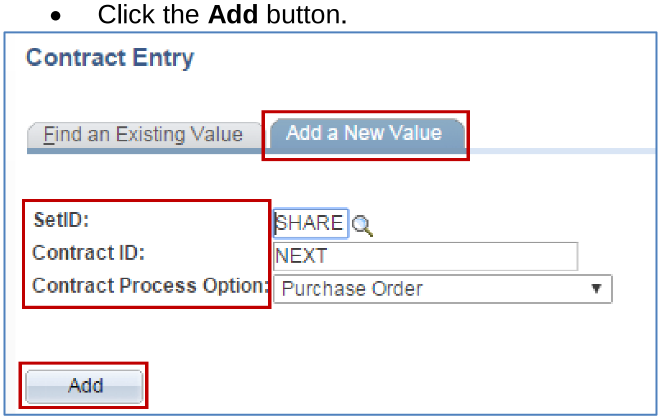
May 18, 2016

Create and Execute Grant Contracts

Grant contracts provide funding to an outside entity to provide services or support to a third party who is not employed by the state. Funds are encumbered under a KEO (Contract Encumbering Order) to a specific vendor. Grant contracts are categorized as Professional/Technical contracts in SWIFT. Grant contracts may run for multiple years. The Office of Grants Management provides resources for managing State of Minnesota grants. www.mn.gov/admin/government/grants

Step 1: Navigate to the Contract Entry Page.

- **Navigation:** Main Menu, Supplier Contracts, Create Contracts and Documents, Contract Entry, Add a New Value
- On the **Add a New Value** page, follow these steps.
    - o Leave the *Contract ID* with the default of "NEXT". SWIFT will assign the next available number. Do not change this field.
    - o On the *Contract Process Options*, **ALWAYS select "Purchase Order"**.
- Click the **Add** button.



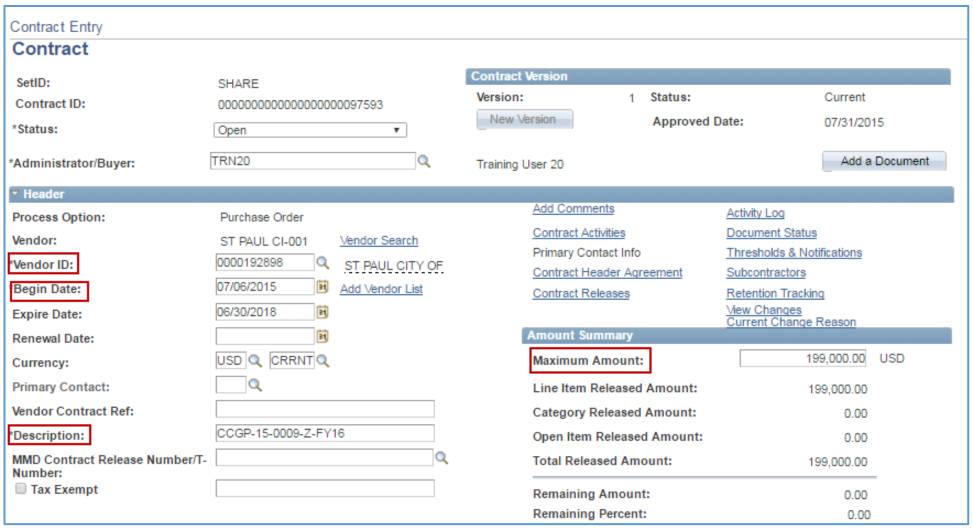
Step 2: Enter Header Information.

The Header is required for all contracts. It contains information that applies to the entire contract. There are required fields in the Main Header, Amount Summary and the Order Contract Options sections.

Enter the following information on the Main Header.

- View the *Status* field. This field defaults to "Open" when you first enter a new contract.
- Add the *Administrator/Buyer* using the drop down menu. You can search by *Buyer ID* or by *Name*.
- Enter the *Vendor ID*. SWIFT populates other fields next to the *Vendor ID*.
- The *Begin Date* defaults to the current date. Depending upon the type of contract, this field can be updated.

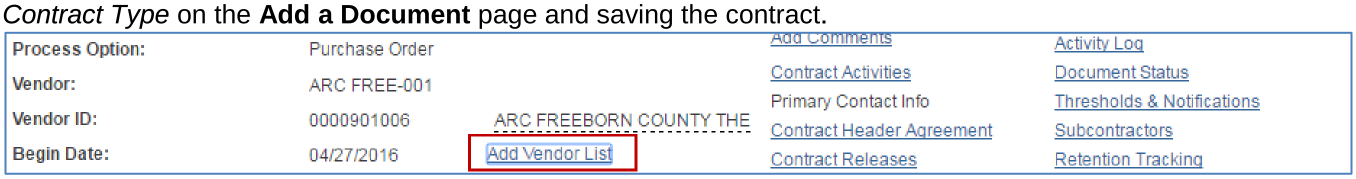
- Enter *Expire Date* or the date when the contract will expire. This field is not required but most agencies use it.
- Enter the *Vendor Contract Reference* (if applicable).
- Enter the *Description* of the contract. This field is available on reports. Most agencies create a standard use of these fields (e.g., Fiscal Year, Project/Grant, Purpose of Contract).
- Enter the *MMD Contract Release Number/T-Number* (if applicable).
- Enter other fields that are needed for your specific contract or agency requirements.



Enter the following information on the Amount Summary section on the Header.

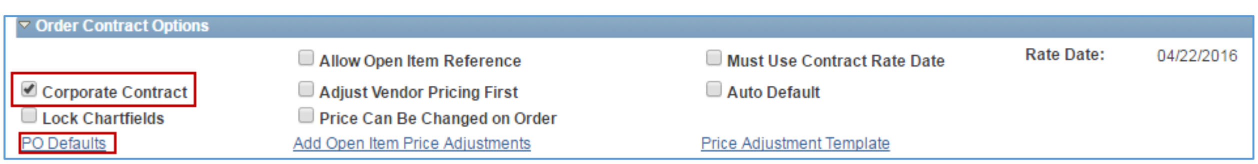
- Add the Maximum Amount. This amount is the maximum amount of all contract lines.

NOTE: The **Add Vendor List** link allows you to create one grant contract in SWIFT where there are multiple grant recipients. The **Add Vendor List** link will display on the **Contract Entry** page after selecting "GRK" *Contract Type* on the **Add a Document** page and saving the contract.



Enter the following information on the Order Contracts Options on the Header (e.g., PO Defaults).

- This section displays values that will apply to the entire contract. It will also impact purchase orders created from this contract. Corporate Contract is the only field that you will likely check if you wish this contract to be available to other state agencies.
- Click on the **PO Defaults** link.



Update the PO Defaults page.

- This field is required in SWIFT.
- On the **PO Defaults** page, enter the *Business Unit* and select the *Origin*.

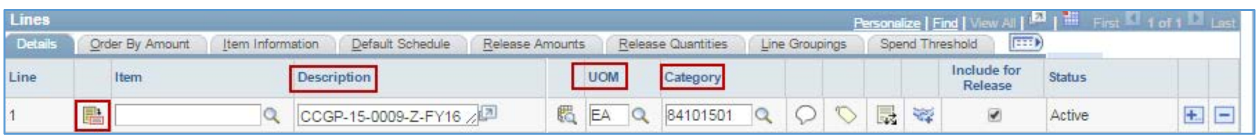
- Click **OK** to return to the header page.

Step 3: Enter Contract Lines.

Contract Lines are required for all contracts. They contain information about the goods or services to be purchased. Enter most contract information on these sections: **Details** tab, **Details for Line** page and **Release Amounts** tab/**Release Quantities** tab.

1. **Details Tab:**

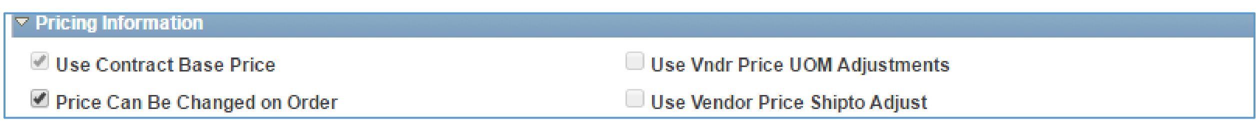
- Enter the *Description and UOM*
- Enter *Category*. All grants should use **84101501**.
- Enter information in other fields as needed.
- Click on the **Details for Line** icon. It brings you to the **Details for Line** page.



2. **Details for Line Page:**

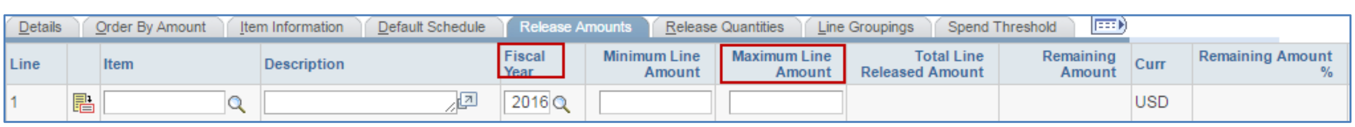
On the **Details for Line** page, expand the fields for the **Pricing Information** tab. Enter the following fields to update the pricing information as needed.

- Check the **Price Can Be Changed on Order** checkbox (if applicable).
- Click **OK** to return to the contract.



3. **Release the Contract.**

- Click on the **Release by Amounts** tab.
- **Enter the Fiscal Year.** You can add separate lines for different fiscal years. Make sure the description is not the same for these lines.
- **Enter the Maximum Amount for each line.** The total of these lines must match the *Maximum Amount* listed on the header.



4. **Save** the Contract.

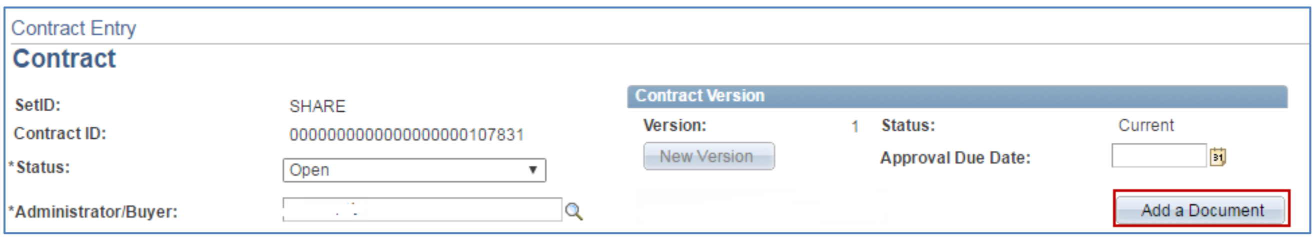
When you have completed the lines section, click **Save** at the bottom of the page. It will now have a *Contract ID* assigned to it. The *Status* remains "Open".

Step 4: Create Document/Add a Document.

The **Create Document section** is required for all contracts. It specifies the contract type.

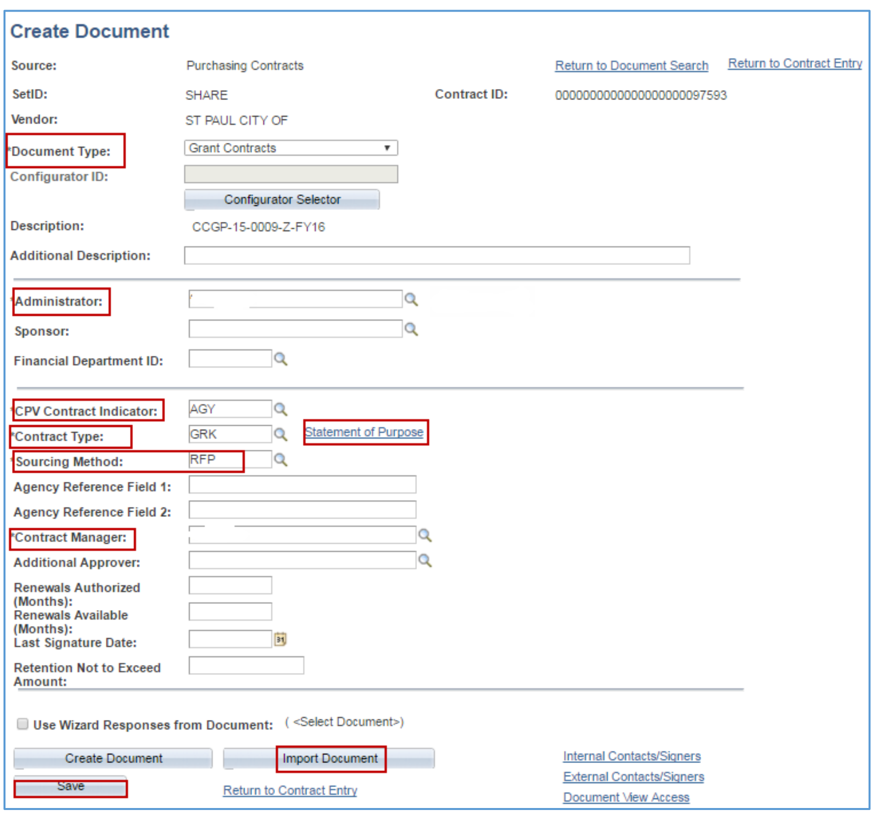
As a best practice, you can import a copy of the scanned contract documents. This allows contract administrators to keep the written contract with the SWIFT Contract ID. Typically, you will not have fully executed contract when you are doing a contract shell in SWIFT. You can return to this field and import the scanned contract documents.

To access the **Create Document** page, click on the **Add a Document** button on the contract header.



On the *Document Type*, select “Grant Contracts” from the drop down menu.

- Enter or validate the information in these fields.
    - *Administrator*: Validate or update this field.
    - *CPV Contract Indicator* (Cooperative Purchasing Venture): Select an option, likely AGY.
    - *Contract Type*: **GRK**
    - *Sourcing Method*: **RFP**
    - *Contract Manager*: Enter the Employee ID.
    - *Statement of Purpose*: The Statement of Purpose is viewable by the general public
    - Enter other fields as required by your agency.



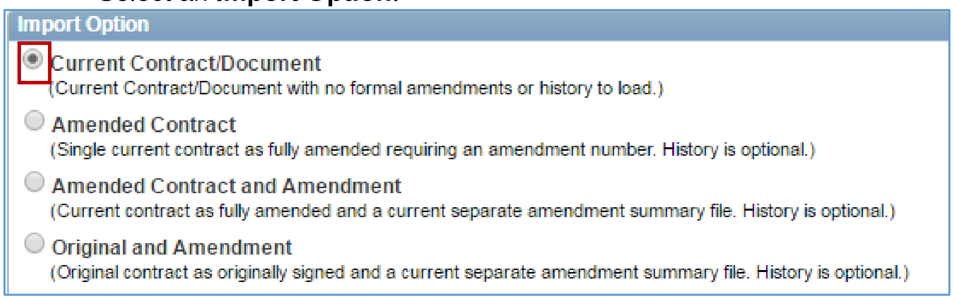
- After you enter the required information, click **Save**.

Recommendation: As an option, you can import a scanned copy of the fully executed contract.

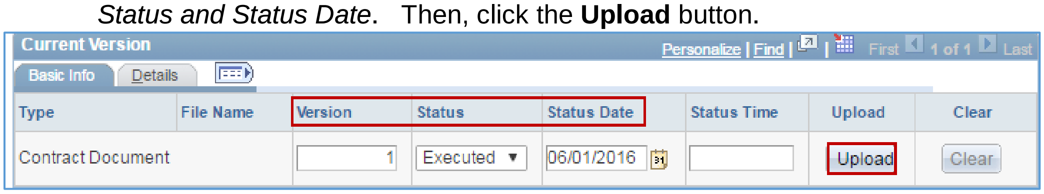
(1) If you do not wish to import a scanned copy of the contract at this time, click the **Return to Contract Entry** link. On the header, update the status from “Open” to “Approved”.

(2) If you do wish to import a scanned copy of the contract, click the **Import Document** button. On the **Import Document** page, enter information that describes the document you will be importing.

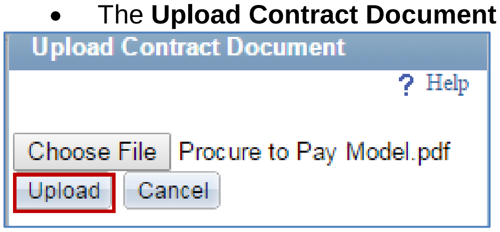
- Select an **Import Option**.



- In the **Current Version** field, enter basic information about the contract document such as *Version, Status and Status Date*. Then, click the **Upload** button.

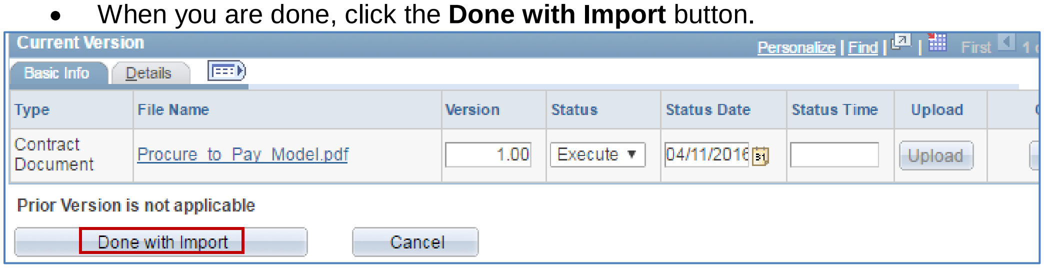


- The **Upload Contract Document** message appears. Click **Choose File**. Enter a file, click **Upload**.



The **Current Version** field is updated to reflect the document that you uploaded.

- You can click on the *File Name* to see the check the document.
- When you are done, click the **Done with Import** button.



SWIFT displays the **Document Management** page. You can click the **View Document** button to see the document.

- After you have entered the document, click the **Return to Contract Entry** link.
- On the header, update the status from “Open” to “Approved”.

You have successfully entered a Grant contract.