

QUICK REFERENCE GUIDE

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Supplier Contracts Document Types

Document Type is a required field within the Procurement modules in SWIFT. This field differentiates among the functions for a requisition, solicitation, contract, or purchase order.

This guide provides an overview of the Document Types used in the Supplier Contracts module in SWIFT. It also lists provides more details about the individual Document Types.

The Supplier Contract Document Types covered in this guide are the following:

1. **Commodity Contract Types**
 - AGC: Agency Goods Contract
 - ASC: Agency Services Contract
 - BCC: Building Construction Contract
 - IAC: Interagency Contract
 - JPC: Joint Powers Contract
 - MSC: Master Services Contract (This is not currently used in SWIFT)
 - OCC: Other Construction Contract
 - PPC: Public/Private Partnership Contract
 - RWC: Roadway Construction Contract
 - SAC: Software Lic/Maint Contract
 - SCC: State Commodity Contract
 - SSC: Statewide Services Contract
2. **Professional/Technical (P/T) Contract Types**
 - APK: Annual Plan Contract
 - ASK: Agency Service Contract
 - EAK: Easement Agreement
 - GRK: Grant Contracts
 - IAK: Interagency Agreement
 - JPK: Joint Powers Agreement
 - LDK: Departmental Real Estate Lease
 - LSK: Commercial Real Estate Lease
 - MPK: Master Professional/Technical Contract
 - MWK: Master Professional/Technical Work Order Contract
 - ONK: Non-Encumbering Informational Record
 - PPK: Public/Private Partnership
 - PTK: Service Contract
 - RMK: Real Estate Remodeling Contract
 - RPK: Revenue Producing Contract
 - SLK: State Loan Contract

Some Document Types reference the need to search the Office of State Procurement (OSP) website for contract releases. www.mmd.admin.state.mn.us

Supplier Contract Document Types Overview

There are two different classifications of contract document types for SWIFT.

- Commodity Contracts
- Professional/Technical Contracts (P/T)

Commodity Contracts - Document Types end in “C”.

In general, commodity contracts are set up for an intent to buy the construction, goods or non-P/T services. The purchase order is the legally binding document between the agency and a supplier.

These contract types are for various types of construction, goods and/or services (services must be non-professional/technical in nature). These contracts do not encumber funds. The purchase orders placed against them are the encumbering documents. SWIFT documents track the use and maintains the integrity of the contract line items. Specialized contract forms are used as the actual contract agreement. Contracts may be set up by Office of State Procurement (OSP) or by agencies if within their ALP (Authority for Local Purchase) authority.

NOTE: In some cases, there may be P/T services involved in construction/commodity services contracts.

Professional/Technical Service Contracts - Document Types end in “K”.

Professional/technical service contracts (P/T) are defined as, “services that are intellectual in character, including consultation, analysis, evaluation, prediction, planning, programming, or recommendation, and result in the production of a report or the completion of a task. Professional or technical contracts do not include the provision of supplies or materials except by the approval of the Commissioner of Administration or except as incidental to the provision of professional or technical services.”

P/T type contracts encumber funds based on the document type used. Specialized contract forms are used for the actual contract agreement between the agency and the supplier. Multiple fiscal years may be encumbered under the same contract number using purchase orders to encumber funds. Multiple payments are made against these amounts. Certain P/T documents require entry of a T-Number (Annual Plans, Master P/T Contracts and Master Work Order Contracts). There are also several P/T contract types that do not allow funds to be encumbered under them.

In general, P/T contracts have the deliverables clearly specified. The contract is the legally binding document between an agency and a supplier.

Factors Determining Contract Document Type

There are 28 contract document types. Several factors determine which classification to use for your purchases. Start by determining its classification: P/T or Commodity contract.

Factor	Description	Contract Classification
Agency	Only the agency can use this contract.	C and K
State	All agencies can use this contract (e.g., Corporate Contract). Can be from OSP or an agency.	C only
Construction	All types of construction including highway and building construction.	C only
Grants	Agency provides funding to an outside entity to provide services or support to a third party who is not employed by the state.	K only
Interagency	Arrangements between two or more state agencies.	C and K
Joint Powers	Arrangements between a state agency and another governmental entity.	C and K
Goods	Physical item to use or consume.	C only
Public/Private Partnership	MnDOT only. Contracts that are a combination of professional/technical services and material goods.	C and K
Real Estate/Lease	Leasing state property such as square footage (e.g., office or storage space), acreage (e.g., land), or use (e.g., radio tower).	K only
Services (Professional/Technical)	Services that are intellectual in nature (e.g., consulting)	K only
Services (Non-P/T)	Services that are non-intellectual (e.g., cleaning or hauling services).	C only
TG/ED/VO	Contracts with suppliers up to \$25,000 under the Equity Select Program.	C and K

Descriptions of Individual Contract Document Types

Commodity Contract Types

Below is a description of Commodity Contract Types. They also include real estate contract types. In many cases, they refer to specific purchase order documents that reference the contract.

1. Agency Goods Contract (AGC)

Contracts used for the acquisition of material goods for specific agency use; agencies may set up this contract if within their ALP (Authority for Local Purchase) limits. Contracts may be set up for a fixed price or discount percentage.

- A Contract Release Order (CRO), Blanket TG/ED/VO purchase order (BTG), Direct TG/ED/VO Purchase order (DTG) or Blanket Purchase Against a Contract (BPC) purchase order is set up against these contracts to encumber the funds.

2. Agency Service Contract (ASC)

Contracts used by agencies for the acquisition of non-professional/technical services (not intellectual in nature) traditionally put in place for specific agency use; agencies may set up these contracts if it falls within their ALP (Authority for Local Purchase) limits. Contracts may be set up for a fixed price or discount percentage.

- A Contract Release Order (CRO), Blanket TG/ED/VO purchase order (BTG), Direct TG/ED/VO Purchase order (DTG) or Blanket Purchase Against a Contract (BPC) purchase order is set up against these contracts to encumber the funds.

3. Building Construction Contract (BCC)

These contracts are used by Department of Administration's Real Estate and Construction Services (RECS) or state agencies to construct, erect or remodel a building by or for the state or an agency. The contract is a fixed price contract.

- Contract Encumbrance Order (CEO) documents are set up against these contracts to encumber the funds. May have had an associated Contract Encumbering Order (CEO) pre-encumbrance.

4. Interagency Contract (IAC)

Arrangements between two or more state agencies to share resources, do work for each other, share work, etc. A Contract Release Order (CRO) or Blanket Purchase Against a Contract (BPC) purchase order is set up against these contracts to encumber the funds.

5. Joint Powers Contract (JPC)

These are arrangements between a state agency and another governmental entity to share resources, do work for each other, share work, etc. A Contract Release Order (CRO) or Blanket Purchase Against a Contract (BPC) purchase order is set up against these contracts to encumber the funds.

- 6. **Master Services Contract (MSC):** This contract type is not currently being used in SWIFT.

7. Other Construction Contract (OCC)

These contracts are used by Department of Administration's Real Estate and Construction Services (RECS) or state agencies for construction unrelated to highway or building construction. Contracts are a fixed price contract.

- Construction Contract Encumbrance Order (CEO) purchase orders are set up against these contracts to encumber the funds. May have had an associated Construction Contract Encumbering Order (CEO) pre-encumbrance.

8. Public/Private Partnership Contract (PPC)

MNDOT is the only agency authorized to use this type of contract at this time. Contracts that are a combination of professional/technical services and material goods. A Contract Release Order (CRO) or Blanket Purchase Against a Contract (BPC) purchase order is set up against these contracts to encumber the funds.

9. Roadway Construction Contract (RWC)

Used by MNDOT to construct or maintain road construction projects. Contract is a fixed price contract. Construction Contract Encumbrance Order (CEO) documents are set up against these contracts to encumber the funds.

10. Software License/Maintenance Contract (SAC)

Contracts that involve the licensing or maintenance of computer software. These contracts are a joint effort of the supplier and the Attorney General's office. It is the purchase of the rights to use that software.

- A Contract Release Order (CRO) or Blanket Purchase Against a Contract (BPC) purchase order is set up against these contracts to encumber the funds.

11. State Commodity Contract (SCC)

Contracts used for the acquisition of material goods, put in place by OSP (Office of State Procurement) for statewide or specific agency use. Agencies may set up Agency Goods Contracts (AGC) for their own use if within their ALP (Authority for Local Purchase) limits. Contracts may be set up for a fixed price or discount percentage.

- A Contract Release Order (CRO) or Blanket Purchase Against a Contract (BPC) purchase order is set up against these contracts to encumber the funds.

12. State Service Contract (SSC)

Contracts used for the acquisition of non-professional/technical services (not intellectual in nature) put in place by OSP (Office of State Procurement) for statewide or specific agency use. Agencies may set up Agency Service Contracts (ASC) for their own use if within their ALP (Authority for Local Purchase) limits. Contracts may be set up for a fixed price or discount percentage.

- A Contract Release Order (CRO) or Blanket Purchase Against a Contract (BPC) purchase order is set up against these contracts to encumber the funds.

Professional/Technical (P/T) Contract Types

Below is a description of P/T Contract Types. In many cases, they refer to specific purchase order documents that reference the contract. They also include leasing contract types.

1. Annual Plan Contract (APK)

The Annual Plan Contract (APK) is an agreement that pre-establishes authority to obtain professional/technical services on demand for specific purposes within an approved dollar limit. OSP Contract Release Number/T-Number is required for APKs. The T-Number tracks this agreement, and it is the memo agreement that is entered into SWIFT. Annual Plan Contracts (APK) are processed outside SWIFT under this Agreement. Some agencies use separate contracts instead of purchase orders to process their annual plans. At this time, the preferred option is to use purchase orders because you can track all expenditures from the annual plan on the original APK.

- Funds are encumbered using an Annual Plan Contract (APK) purchase order within a single fiscal year.

2. Agency Service Contract (ASK)

These contracts are used by state agencies for intra-agency P/T services. This contract may run for multiple years. The ASK Contract is also used for P/T services associated with construction and commodity contracts. The Professional Services portion must be related to the purchase of equipment/software from this contract.

- Funds are encumbered under a Contract Encumbering Order (KEO).

3. Easement Agreement (EAK)

Contracts that involve the acquisition of specific land rights, whether for conservation or construction purposes. Funds are encumbered under a Contract Encumbering Order (KEO).

4. Grant Contracts (GRK)

Grant contracts are a class of contracts that provide funding to an outside entity to provide services or support to a third party who is not employed by the state. The grant contract may run for multiple years.

[Minn. Stat. 16B.97 Subd. 1 \(a\)](#): A grant agreement is a written instrument or electronic document defining a legal relationship between a granting agency and a grantee when the principal purpose of the relationship is to transfer cash or something of value to the recipient to support a public purpose authorized by law instead of acquiring by professional or technical contract, purchase, lease, or barter property or services for the direct benefit or use of the granting agency.

- Funds are encumbered under a Contract Encumbering Order (KEO) to a specific supplier.

5. Interagency Agreement (IAK)

Interagency Agreements are arrangements between two or more state agencies to share resources, do work for each other, share work, or other purposes. IAKs may run for multiple years. For non-P/T services, use Interagency Contract (IAC) document type.

- Funds are encumbered under a Contract Encumbering Order (KEO) using the agency's supplier number.

6. Joint Powers Agreement (JPK)

These are arrangements between a state agency and another governmental entity to share resources, do work for each other, share work, or other purposes. They may run for multiple years.

- Funds are encumbered under a Contract Encumbering Order (KEO) to a specific supplier. For non-P/T services, use Joint Powers Contract (JPC).

7. Leasing: Departmental Real Estate Lease (LDK)

These are for office and storage space leases that involve the Department of Administration as the lessor and a state agency as the lessee. They are handled through the Department of Administration's Real Estate and Construction Services (RECS). They may run for multiple years.

- Funds are encumbered under a Contract Encumbering Order (KEO) under the agency's supplier number.

8. Leasing: Commercial Real Estate Lease (LSK)

These are for leases of square footage (e.g., office space), acreage (e.g., land), or use (e.g., radio tower) that involve the state as the lessee and an outside supplier as the lessor. They are primarily handled through the Department of Administration's Real Estate and Construction Services (RECS). They may run for multiple years.

- Funds are encumbered under a Contract Encumbering Order (KEO) to a specific supplier. They may run for multiple years.

9. Master Profession/Technical Contract (MPK)

These contracts address potential Professional/Technical needs. A T-Number tracks the agreement. They cover identifiable tasks in measurable blocks of service for definable outcomes under specified suppliers. An individual Master Contract (MPK) is entered for each supplier involved. Master Contracts do not encumber. They may run for multiple years. MPKs can be set up in several ways. The Department of Administration's Office of State Procurement (OSP) set up several Master P/T Contracts for all agencies to use. MN.IT also has set several MPKs. Agencies may also set up their own masters. Master Contract Work Order (MWK) documents are individual contracts that are placed with suppliers under the Master Contract (MPK). MWK dates need to be within the master contract dates they are written against.

- MWK contract documents are encumbered by entering a MWK purchase order.

10. Master Professional/Technical Work Order Contract (MWK)

Master Contract Work Orders (MWK) are individual contracts that are placed with suppliers under the Master Contract (MPK). They "procure work" under the Master P/T Contract (MPK). MWK purchase orders are placed against the MWK contract to encumber the funds. The T-Number assigned to the Master MPK Contract must be referenced on the MWK work order contract. The MWK contract may run for multiple years.

11. Non-Encumbering Information Record (ONK)

ONK contracts are used to track and report formal agreements between agencies that do not require funds. The ONK document does not encumber funds. The contract could encompass anything that agencies want to track that does not need an encumbrance record. Examples for usage include Memorandums of Understanding and Memorandums of Agreement, data sharing agreements and non-disclosure agreements.

12. Public/Private Partnership (PPK):

MNDOT is the only agency currently authorized to use this type of contract. These contracts that are a combination of professional/technical services and material goods.

13. Professional/Technical Services Contract (PTK)

All consultant, professional and technical service (intellectual in nature) contracts to which the state is a party. The contract may run for multiple years.

- Funds are encumbered under a Contract Encumbering Order (KEO) or a Blanket TG/ED/VO (BTG) purchase order to a specific supplier.

14. Real Estate Remodeling Contract (RMK)

They are used for remodeling of leased space. Enter the lease number in the Agency Reference field for tracking purposes. The contract may run for multiple years.

- Funds are encumbered under a Contract Encumbering Order (KEO) to a specific supplier.
- Enter improvements using the Real Estate Remodeling Order (RMO) document type instead.

15. Revenue Producing Contract (RPK)

RPKs are used to establish the record of an Income Contract in SWIFT. It allows agencies to track and report these contracts. The RPK document does not encumber funds. An Income Contract could encompass anything that produces income for the State.

16. State Loan Contract (SLK)

These are loans specifically created by statute and disbursed by a mandated formula. They are automatically disbursed by arrangements between the controlling agency and MN Management and Budget division of Minnesota Management and Budget. SLK documents are used to establish a record of the contract for reporting and tracking. The SLK does not encumber funds.