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DEPT. OF ADMINISTRATIVE SERVICES

To: All State Agencies
From: Department of Administrative Services, Materiel Administrator
Application: State Contracts Database (LB429) Policies & Procedures
Effective Date: 07-01-2014

Per Neb. Rev. Stat. § 84-602.04, the Department of Administrative Services (DAS) created an online database for all State of Nebraska contracts. This database is searchable by the public and contains all State of Nebraska contracts, which are the basis of any expenditure of state funds. The legislation made DAS responsible for creating and adopting policies and procedures regarding the database.

As required by said legislation:

- This database website must be available to the public by July 1, 2014.
- The contract database must include all contracts that are active on or after January 1, 2014.
- Contracts shall include amendments and any document incorporated by reference.
- The database shall be searchable by vendor, agency, board, commission, or department, and by dollar amount.
- All agencies, boards, commissions, and departments shall provide electronic form copies of such contracts.
- Specific information must be redacted from some contracts.

Meeting the requirements of 84-602.04 requires a three-part technical solution. The first component is a public-facing website with search criteria for initiating queries against contract data. The second component is a simple database with summary information on state agency contracts entered into EnterpriseOne (E1) and higher education contracts entered into a single system, including information on purchase orders against statewide contracts and stand-alone purchase orders. The third component is the actual repository of copies of contracts and related documents, which will use the state's Enterprise Content Management (ECM) System.

STATUTORY DEFINITIONS:

- Contract for services means any written contract that directly engages the time or effort of an independent contractor whose purpose is to perform an identifiable task, study, or report rather than to furnish an end item of supply, goods, equipment, or material.

Michelle Potts, Materiel Administrator

Department of Administrative Services | MATERIEL DIVISION

1526 K Street, Ste. 130
Lincoln, Nebraska 68508

OFFICE 402-471-6500
FAX 402-471-2089

das.nebraska.gov

- A contract for personal property means any written lease or contract, excluding individual purchase orders cut against an existing contract for personal property, entered into by the state with another party whereby, for a stated consideration, the state is to receive the personal property or use thereof furnished by the other party.
- Personal property shall include all materials, software, supplies, furniture, equipment, printing, stationery, automotive and road equipment, and other chattels, goods, wares, and any merchandise whatsoever.
- State of Nebraska shall mean and include all officers of the state, departments, bureaus, boards, commissions, councils, State colleges, the University of Nebraska, and state institutions receiving legislative appropriations.

PROCEDURES:

1. A contract will be considered the basis for an expenditure of state funds if any portion of the funds expended by the contract passes through the State Treasury. This includes federal grants.
2. It is up to the agency holding the contract to determine whether the contract is a contract that falls under 84-602.04 and the applicable requirements and guidelines. DAS cannot give legal opinions as to the nature of a contract held by agencies.
3. If an agency determines the contract falls under 84-602.04, the agency must then determine if a statutory exception applies that would exclude the contract from posting and/or whether any information within the contract must be redacted. These are agency-level determinations that require legal opinion. DAS cannot give legal opinions as to the nature of a contract held by agencies and cannot authorize exclusions or exceptions.
4. All contracts (with any redactions pursuant to § 84- 602.04) should be uploaded into ECM.
 - a. There is a two-step confirmation process. The same individual can approve both steps. The contract will not be available to the public until both steps have been approved.
5. Purchase orders in E1 and the database used by higher education, that are not tied to a contract, shall act as a contract, and the purchase order number will be the contract/document number. This information will be included in the ECM contract database.
6. All contracts/documents entered into ECM shall have a matching contract/document number in E1 or the database used by higher education.
7. Each agency, board, and commission must designate a point of contact for all contract database issues and provide that name and contact information to das.statecontracts@nebraska.gov. Any change to the point of contact must be reported immediately.
8. Each agency may want to obtain copyright waivers from each vendor for each separate contract.

ECM ROLES DETERMINATION AND SECURITY:

LB429 Indexers have permission just to upload documents. Specifically, indexers will only have access to



the upload and indexing functions in OnBase, the ability to put documents into the system, and link them to specific keywords. Indexers are unable to view the LB429 workflow or edit a document in any way after it has been uploaded to OnBase. However, indexers are allowed to view previously uploaded documents and enact the Redaction and Approval Bypasses.

LB429 Approvers have permission to upload documents, redact documents, and provide first and final approvals for documents. Approvers have access to view and interact with the entire LB429 Workflow. Approvers can also view and edit the keywords of previously uploaded documents and enact the Redaction and Approval Bypasses. Approvers can reject items back to the redaction queue in the workflow.

LB429 Admins (Administrators) have permission to upload documents, redact and approve documents, submit LB429 Agency Contact forms, edit and delete documents, and (if the agency's Active Directory is managed by the OCIO) request users be moved into or out of other groups. Administrators can view, edit, and delete documents that were previously uploaded, as well as enact the Redaction and Approval Bypasses.

The LB429 Document Import group is supplemental to the others and allows for duplicate membership. It only provides access to the SFTP directories of ECM, and permission to run the Document Import Process.

