IOWA IMPACS
Iowa Management of Procurement and Contracts System

Quick Reference Guide

Navigation Menu - The Home icon brings you back to your default (Home) Dashboard. Take note of the **Organization Message.** It often has alerts and important dates listed.

You may copy a Dashboard and customize it

Action Items

Notifications

Profile Settings

Navigation Menu

Links to frequently used actions

Solicitation Search Bar

Key Event Dates

Expand the navigation menu to see the icon labels.

The Solicitation Dashboard above is the default screen for many Users. You may navigate to other Dashboards or create your own. Once you copy the Dashboard on the screen, it becomes your own personal Dashboard with any name you choose. You will be able to add different Widgets or change the placement of the Widgets. Set your personal Dashboard in your Profile as your home page. You may make multiple personal Dashboards. The search screen on Page 2 can be used for Solicitations, Contracts and Vendors. This is the new user interface, the screen may look different until the full update.

Please see the IMPACS User Guides for detailed information about Creating & Evaluating Solicitations and Creating & Managing Contracts. The guides are located at the Department of Administrative Services Website: https://das.iowa.gov/state-employees/procurement/iowa-management-procurement-and-contracts-system-impacs

Filter the Search using Add Filter or Quick Filter

View saved searches and export to Excel as a report

Save the search

Customize the columns then pin them for future searches

IOWA IMPACS TEST UIT
Iowa Management of Procurement and Contracts System

All ▼   Search (Alt+Q)   0.00 USD 🛒   ♡   31   319

Contracts › Contracts › Search Contracts

beta

Search Contracts

🖺 Save As ▼   ✈ Pin Filters ▼   ❶ What's beta?   ♡ Got Feedback?   ⬇ Export All ▼

Quick Filters | My Searches

Quick search 🔍 ⑦   Add Filter ▼   ☐ Include Archived   Clear All Filters

⚙ 20 Per Page ▼

< >   Page 1 of 14   1-20 of 266 Results

Status ▼

Draft 142
Expired 59
Executed: In Effect 30
Out for Signature 9
Superseded 6

✔ See More   ▢ Show More

Active Internal Reviewer ▼

Shannon, Laura 1
Hillers, Angi 1
Skadeland, Tami 1
Stamas, Alana 1
Friedlander, Rachel 1

▢ Show More

Approved By ▼

Shannon, Laura 16
Wendt, Karl 13
Gulick, Michael 9
Paldino, Danielle 4
Bennett, Randy 1

✔ See More   ▢ Show More

Budget and Spend Flags ▼

Do Not Use Notification Tiers 266
Do Not Apply Purchases Automatically 238

	Contract Number ▲	Contract Name ▼	Second Party	Status ▼	Contract Type	Version Numbers	Start Date ▼	End Date ▼	Last Modified ⬤
⋯	0003-2020	Test eSig	Good Greens Foods ⓘ	Pending Signature	Master Agreement	Renewal 0 Amendment 0	10/30/2020 11:00:00 PM	10/30/2022 11:00:59 PM	2/7/2024 10:04:51 AM
⋯	DAS-005-2024-40123	TESTING	MBradburyTEST Vendor1 ⓘ	Draft	005 DAS Master Agreement COOP - TEST	Renewal 0 Amendment 0	1/31/2024 12:00:00 AM	1/30/2025 11:59:59 PM	2/2/2024 1:44:44 PM
⋯	DAS-005-2024-40122	Tucker Test - Construction Equipment	laurashannon795 ⓘ	Draft	005 DAS Master Agreement COOP - TEST	Renewal 0 Amendment 0	3/1/2024 12:00:00 AM	2/29/2028 11:59:59 PM	2/2/2024 1:43:00 PM
⋯	40009	Test Items List Goods and Service Summary	SOIJAGGAERTEST ⓘ 🖝	Executed: In Effect	005 DAS Master Agreement - Standard - TEST	Renewal 1 Amendment 0	2/1/2024 12:00:00 AM	1/31/2025 12:00:00 AM	2/1/2024 12:02:17 AM
⋯	40009	Test Items List Goods and Service Summary	SOIJAGGAERTEST ⓘ 🖝	Expired	005 DAS Master Agreement - Standard - TEST	Renewal 0 Amendment 0	2/1/2023 12:00:00 AM	1/31/2024 11:59:59 PM	2/1/2024 12:01:59 AM
⋯	DAS-005-2024-40125	Test Contract Renewal	SOIJAGGAERTEST ⓘ 🖝	Executed: In Effect	005 DAS Master Agreement COOP - TEST	Renewal 0 Amendment 0	1/20/2024 12:00:00 AM	1/19/2025 11:59:59 PM	1/30/2024 2:25:10 PM
⋯ 🔒	DAS-005-2024-40126	Test Contract 019		Draft	005 DAS Single Agency Contract- TEST	Renewal 0 Amendment 0			1/30/2024 11:12:59 AM
⋯	40055	Test contract 503	SOIJAGGAERTEST ⓘ 🖝	Executed: Future	005 DAS Master Agreement - Standard - TEST	Renewal 1 Amendment 0	4/1/2024 12:00:00 AM	3/31/2025 11:59:59 PM	1/29/2024 2:55:10 PM
⋯	40055	Test contract 503	SOIJAGGAERTEST ⓘ 🖝	Executed: In Effect	005 DAS Master Agreement - Standard - TEST	Renewal 0 Amendment 0	4/1/2023 12:00:00 AM	3/31/2024 11:59:59 PM	1/29/2024 2:55:10 PM
⋯ 🔒	0114-2023	Test Contract 020	SOIJAGGAERTEST ⓘ 🖝	Executed: In Effect	005 DAS Master Agreement COOP - TEST	Renewal 0 Amendment 0	10/1/2022 12:00:00 AM	9/30/2026 11:59:59 PM	1/29/2024 2:55:10 PM
⋯ 🔒	40033	Test 500	SOIJAGGAERTEST ⓘ 🖝	Executed: In Effect	005 DAS Master Agreement COOP - TEST	Renewal 0 Amendment 0	4/1/2023 12:00:00 AM	3/31/2024 11:59:59 PM	1/29/2024 2:54:...

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Log into IMPACS through Okta

Log onto IMPACS (Jaggaer) https://login.iowa.gov/app/UserHome

Select either the DAS Jaggaer TEST sticker (sandbox) or the DAS Jaggaer PROD (live site) sticker.

JAGGAER   JAGGAER
DAS Jaggaer TEST (SAML)   DAS Jaggaer PROD (SAML)

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Approvals

Approvers are assigned to the approval workflow based on the Agencies business rules.
Approvers can approve in the following ways:
1. From the Approval Dashboard and select **Solicitations or Contracts to Approve**
2. View your action items (flag icon) and select **Solicitations or Contracts to Approve**
3. Click on the link at the bottom of the notification email that you receive.
To Approve...
1. **Navigate to the RFx or Contract** using one of the three methods above.
2. **Click on the RFx or Contract number** to view the details
3. **Click Workflow Actions** on top right of the screen and select **Approve/Complete** or **Assign to Myself** for other actions.
4. Other actions include: rejecting, returning to draft and placing on hold. The **three dots** next to the button lists more options.

Assign Substitute Approver

Steps for when it is necessary to assign a substitute to approve for you.
1. Navigate to the Approvals Dashboard.
2. Find the Quick Link Widget called **Assign Substitute Approver** (see Widget below).
3. Select the Approval Type (i.e. Requisitions, Contracts, etc.)
4. Select the button for **All Folders** or only selected folders by clicking the **Substitute Actions** button.
5. Assign the Substitute Approver by searching for their name. You may specify the date and time range by checking that box when selecting the substitute's name.
6. You may end the substitution at any time by returning to the widget and clicking the **End Substitute for Folders** button.

Quick Links - Assign Substitute Approver ❓
Assign Substitute Approvers-Requisitions
Assign Substitute Approvers-Purchase Orders
Assign Substitute Approvers-Contracts
Assign Substitute Approvers-ContractRequests
Assign Substitute Approvers-Solicitations
Assign Substitute Approvers-Solicitation Evaluations
Assign Substitute Approvers-Solicitation Requests