



Iowa Management of Procurement and Contracts System

# Contracts

Step-by-Step Guide for Contract Creation,  
Renewals and Termination

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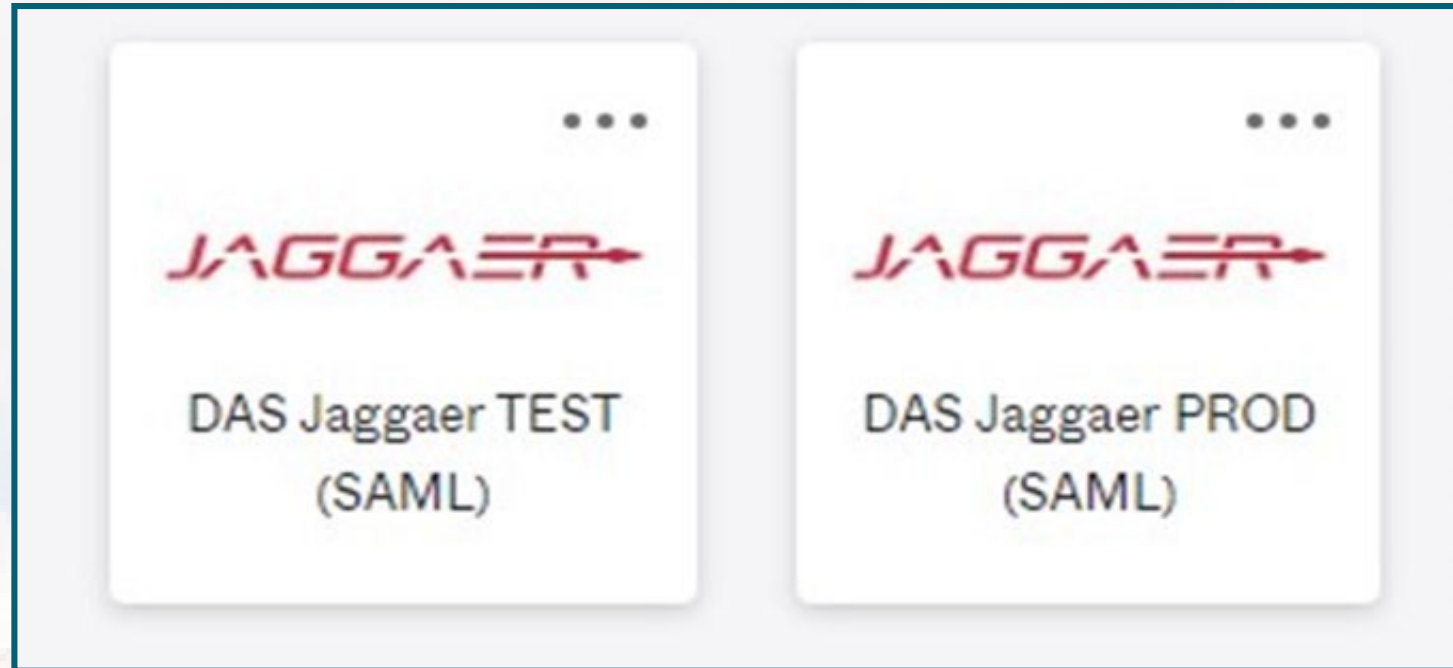
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# Sign into Okta and locate the Jaggaer stickers



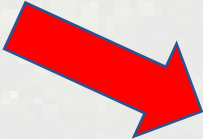
**Best practice:** Create a Contract in the IMPACS (Jaggaer) TEST UIT environment before posting in the Production (PROD) live site.

# Contracts Dashboard

Menu

- Home
- Shop
- Orders
- Contracts
- Accounts Payable
- Vendors
- Sourcing
- Reporting
- Administer
- Setup
- Menu Search
- ←

Expand to see menu icon labels by clicking the small arrow at the bottom.



Iowa Management of Procurement and Contracts System

2,674.81 USD

### Dashboards • Shop Dashboard - LS

Shop Dashboard - LS | Solicitations Dashboard - LS | Solicitations Home | Test (Unsaved)

#### Shop

Simple | Advanced

Go to: Favorites | Forms | Non-Catalog Item | Service Item | Quick Order

Browse: Vendors | Categories | Contracts

Search for products, vendors, forms, part number, etc.

#### Showcases

PunchOut Catalogs


#### My Draft Carts

Showing Results 1 - 4 of 4

NUMBER	CART	CART TYPE	DATE ↓	TOTAL
3663824	2022-12-05 laura.shannon@iowa.gov 01	My Drafts	12/5/2022	2,674.81 USD
3647507	2022-11-08 laura.shannon@iowa.gov 01	My Drafts	11/8/2022	19,456.64 USD
3647535	Copy of RFB 17 Test 001	My Drafts	11/8/2022	1,595.00 USD

Powered by JAGGAER | Privacy Policy

# Left Menu Icons

Open the Contract Dashboard or the Contracts tab on the Main Menu. From either selection, the Buyer may search for Contracts, or create a new Contract.

By copying the dashboard, you may customize the dashboard any way you like. Add and move widgets, change banner colors, and choose the widget filters. Go to your profile to set the new dashboard as your home page.

**Organization Message**

Welcome to the Iowa Management of Procurement and Contracts System (IMPACS)! Starting July 17th, 2023, IMPACS (Jaggaer) can no longer be accessed via Microsoft Internet Explorer Browser. Please use Edge or Chrome.

Please sign up for IMPACS Training on the Learning Management System (LMS) or contact [pds@iowa.gov](mailto:pds@iowa.gov). Training guides are posted here: <https://das.iowa.gov/impacs>

**The Bid Opportunities website will permanently shut down on 2/15/24.**

**The Shopping Module in IMPACS will be discontinued on 2/15/24.**

The JAGGAER maintenance release schedule can be found below. Some application downtime is anticipated, and minor service disruptions may occur.

**Contract Alerts**

Filter Contract Alerts

Contracts: All | Alert Type: Expiring | Contract Type: Type to filter... | Occurs Within: 0-30 Days

Alert	Contract Number	Version	Contract Type	Second Party (Primary)	Start Date	End Date
Expiring	18174E	Renewal 0, Amendment 0	005 DAS Master Agreement - Standard	GatesAir Inc	3/1/2023	2/29/2024
Expiring	19112D	Renewal 0, Amendment 0	005 DAS Master Agreement - Standard	San Diego State University Foundation	2/11/2023	2/10/2024
Expiring	19173D	Renewal 0, Amendment 0	005 DAS Master Agreement - Standard	Jessa May Erickson	2/27/2023	2/26/2024
Expiring	19201D	Renewal 0, Amendment 0	005 DAS Master Agreement - Standard	Kinzler Construction Services	2/8/2023	2/7/2024
Expiring	19220A	Renewal 0, Amendment 1	005 DAS Master Agreement - Cooperative	APPLIED CONCEPTS INC	2/20/2021	2/19/2024

Page 1 of 11 | 1-5 of 53 Results | 5 Per Page

**Draft Contracts**

# Create New Contract

Open the **Contract Menu**. Select the Contract Sub-menu and **Create New Contract**. You may also select the quick link on the dashboard

The screenshot shows the IOWA IMPACS interface. The left sidebar contains navigation options: Home, Shop, Orders, **Contracts** (highlighted), Vendors, Sourcing, Reporting, Administer, and Setup. The main content area is titled "Dashboards • Contracts Dashboard" and includes sub-panels for Admin Dashboard, Admin Dashboard - LS, and Approval Dashboard. A dropdown menu for "Contracts" is open, listing options such as Contracts Home, Search Contracts, View Saved Searches, Search Contract Attachments, **Create New Contract...** (highlighted), Create and Manage Export Templates, Contract Import/Export..., Search Contract Parties, Add Contract Party..., Contract Party Import/Export..., View Import/Export Results, and External Contacts. Below the menu is a table of contracts with columns for status, ID, description, and contract type.

Status	ID	Description	Contract Type
Expiring	18174E	Renewal 0, Amendment 0	005 DAS Ma
Expiring	19112D	Renewal 0, Amendment 0	005 DAS Ma
Expiring	19173D	Renewal 0, Amendment 0	005 DAS Ma
Expiring	19201D	Renewal 0, Amendment 0	005 DAS Ma
Expiring	19220A	Renewal 0, Amendment 1	005 DAS Ma

Page 1 of 11 1-5 of 53 Results

The Create Contract pop-up opens.


Name the Contract.

Select the Contract type by clicking the magnifying glass icon.

### Create Contract ×

**About the Contract** *(Step 1 of 1)* ?

Contract Name <sup>★</sup>

Contract Type <sup>★</sup>  

<sup>★</sup> Required Create Contract

**Create New Contract – Contract Name**

## Create Contract

### About the Contract (Step 1 of 1)

Contract Name \*

Test Contract 015

Contract Type \*

- In: 625 IDR - 28E Agreement
- 625 IDR - Memorandum of Understanding (MOU)  
In: 625 IDR - Memorandum of Understanding (MOU)
- 625 IDR - Standard Contract  
In: 625 IDR - Standard Contract
- Standard Contract (All Agencies except DAS)  
In: Standard Contract (All Agencies except DAS)

\* Required

Create Contract

Select the appropriate contract type. Some Agencies will have contract types assigned to them. Look for the Agency number and Acronym preceding the Contract Type.

# Create New Contract – Contract Type

The correct contract template will automatically populate the **Contract Template** field.

Please contact [laura.shannon@iowa.gov](mailto:laura.shannon@iowa.gov) if you would like a custom template.

Next, click the search (magnifying glass) icon to choose your department if using a generic contract type and template. **This field automatically populates for agency-specific templates.**

## Create Contract ✕

**About the Contract** *(Step 1 of 1)* ?

Contract Name <sup>★</sup>


Contract Type <sup>★</sup>  ✕ 🔍

Use Contract Template  Yes  No

Contract Template <sup>★</sup>  ✕ 🔍

Department <sup>★</sup>  🔍

<sup>★</sup> Required Create Contract

After clicking Search, you will see this pop-up screen 

Select the arrow next to the appropriate Department tree.

## Departments ×

- ▶  Elected Officials
- ▶  INACTIVE
- ▶  Schools
- ▶  State of Iowa Cabinet Agencies
  - ▶  State of Iowa Non-Cabinet Agencies

Selected Value

**Select the Department**

There are three sections of the department tree:

1. Elected Officials
2. State of Iowa Cabinet Agencies.
3. State of Iowa Non-Cabinet Agencies.

Select the arrow next to the appropriate department tree, and drill down until you find the correct department. Click the radio button next to the department, then **Save Changes**.

In the adjacent illustration for Elected Officials, IDALS has several sub-departments under the main department.

The screenshot shows a 'Departments' window with a search bar at the top. Below it, a list of departments is displayed. The 'Elected Officials' option is selected, indicated by a radio button and a red box. Underneath, the 'Agriculture and Land Stewardship - IDALS' sub-department is expanded, showing a list of sub-departments. A red arrow points to the radio button next to 'Agriculture and Land Stewardship - IDALS'. A red bracket highlights the list of sub-departments. At the bottom, there is a 'Selected Value' field containing 'No Value Selected', and a 'Save Changes' button highlighted with a red box, along with a 'Close' button.

The screenshot shows a 'Departments' window with a search bar at the top. Below it, a list of departments is displayed. The 'State of Iowa Cabinet Agencies' option is selected, indicated by a radio button and a red box. At the bottom, there is a 'Selected Value' field containing 'No Value Selected', and a 'Save Changes' button highlighted with a yellow box, along with a 'Close' button.

The screenshot shows a 'Departments' window with a search bar at the top. Below it, a list of departments is displayed. The 'State of Iowa Non-Cabinet Agencies' option is selected, indicated by a radio button and a red box. At the bottom, there is a 'Selected Value' field containing 'No Value Selected', and a 'Save Changes' button highlighted with a yellow box, along with a 'Close' button.

When done, click **Create Contract**.

### Create Contract ✕

**About the Contract** *(Step 1 of 1)* ?

Contract Name <sup>★</sup>

Contract Type <sup>★</sup>  ✕ 🔍

Use Contract Template  Yes  No

Contract Template <sup>★</sup>  ✕ 🔍

Department <sup>★</sup>  ✕ 🔍

<sup>★</sup> Required

**Create Contract**

**Create Contract**

# Contracts Wizard

Note the banner at the top. When returning to edit the contract after it has been approved, the contract manager must **Check Out** the contract. Be sure to check it back in when finished. When the contract is checked in- the banner is green.

Following the wizard on the left-hand side of the screen, IMPACS will walk the contract manager through contract creation.

**IOWA IMPACS**  
Iowa Management of Procurement and Contracts System

Contracts > Contracts > Search Contracts

**Draft** Once done authoring, reviewing, and negotiating this contract, submit it for approval. Contract Actions

**Lock** This Contract is currently checked out to You It is locked and cannot be edited by others until you check it in. Check In

**242381825**  
Test Contract 015

Type: Standard Contract (All Agencies except DAS)  
2nd Party: Version: Renewal 0, Amendment 0  
Open Main Document

**Summary**

**Header** ⚠

- Goods and/or Services ✓
- Commodity Codes
- Alternative Language 0
- Attachments 1
- Obligations 0
- Review Rounds 0
- Submit for Approval
- Comments 0
- Communication Center 0
- Users and Contacts
- Notifications
- Contract Family

**Contract Header** View XML History ?

Contract Number \* 242381825 ✎ Parent Contract Type to filter... 🔍

Contract Name \*  Show on Vendor Portal ?  Yes  No  Inherit From General Contract Settings -- Current  Setting: Yes

Contract Type \*  ✕ 🔍

Department \*  ✕ 🔍

Summary \* Please enter the contract summary here. Edit Summary

**Contract Parties** Add First Party Add Second Party

Name	Currently Visible	Type	Contact	Contract Address
Corrections-Central Office		Agency (Primary)		<span>✎</span> <span>🗑</span>

⚠ Your contract must have a Primary Second Party.

**Dates and Renewal**

Time Zone \*  Renewals Remaining

Start Date \*  📅 Renewal Term

Update Start Date Upon Execution ? Auto-Renew  Yes  No

End Date \*  📅  Expires On  Term

Review Date  📅

★ Required ← Previous Save Progress Next →

The contract status is located at the top left of the screen.

The Contract Actions button at the top right lists some additional actions. If you make a mistake, you can delete the contract and start over (as long as the contract has not been approved).

Once the contract has been **approved** and the changes are major (using a different template, for instance), **IMPACS will not allow a contract number to be reused. Please place a period "." behind the number if you reuse it.**

Home Shop Orders Contracts Vendors Sourcing Reporting Administer Setup

**Draft** Once done authoring, reviewing, and negotiating this contract, submit it for approval.

Contract Actions

This Contract is currently checked out to You It is locked and cannot be edited by others until...

**242381825**  
Test Contract 015

Type: Standard Contract (All Agencies except DAS)  
2nd Party: Version: Renewal 0, Amendment 0  
Open Main Document

**Contract Header**

Contract Number: 242381825  
Contract Name: Test Contract 015  
Contract Type: Standard Contract (All Agencies except DAS)  
Department: Corrections - DOC  
State of Iowa Cabinet Agencies

Parent Contract: Type to filter...  
Show on Vendor Portal: Yes No Inherit From General Setting: Yes

Summary: Please enter the contract summary here. Edit Summary

**Contract Parties**

Name	Currently Visible	Type	Contact	Contract Address
Corrections-Central Office		Agency (Primary)		

Your contract must have a Primary Second Party.

**Dates and Renewal**

Time Zone: CDT/CST - Central Standard Time (US/Cent)  
Start Date: mm/dd/yyyy hh:mm a  
End Date: mm/dd/yyyy hh:mm a  
Review Date: mm/dd/yyyy hh:mm a

Renewals Remaining:   
Renewal Term:    
Auto-Renew: Yes No

★ Required < Previous Save Progress Next >

# Contracts Wizard

## Contract Header

Under the **Contract Header** section, the auto-generated contract number may be changed by selecting the pencil icon. Agencies may have a specific number wheel.

Check that the **Contract Name**, **Type** and **Department** are correct.

**IOWA IMPACS**  
Iowa Management of Procurement and Contracts System

Home | Shop | Orders | **Contracts** | Vendors | Sourcing | Reporting | Administer | Setup

Menu Search

Contract Actions


This Contract is currently checked out to You. It is locked and cannot be edited by others until you check it in. [Check In](#)

### 242381825

Test Contract 015

Type: Standard Contract (All Agencies except DAS)  
2nd Party: Version: Renewal 0, Amendment 0  
[Open Main Document](#)

#### Contract Header

Contract Number \* 242381825 

Contract Name \* Test Contract 015

Contract Type \* Standard Contract (All Agencies except DAS)

Department \* Corrections - DOC  
State of Iowa Cabinet Agencies

Parent Contract: Type to filter...

Show on Vendor Portal  Yes  
 No  
 Inherit From General Contract Settings -- Current  
Setting: Yes

Summary \* Please enter the contract summary here. [Edit Summary](#)


#### Contract Parties


Name	Currently Visible	Type	Contact	Contract Address
Corrections-Central Office		Agency (Primary)		


[Add First Party](#) [Add Second Party](#)

**Dates and Renewal**

Time Zone \* CDT/CST - Central Standard Time (US/Cent)

Start Date \*    
mm/dd/yyyy hh:mm a  
 Update Start Date Upon Execution

End Date \*    
mm/dd/yyyy hh:mm a

Review Date  

Renewals Remaining

Renewal Term

Auto-Renew  Yes  No

★ Required

[Previous](#) [Save Progress](#) [Next](#)

Click the Edit Summary button.  
The Contract Summary window opens.

Enter information about the contract's general purpose, and any helpful information for the end user. The summary is prominent on the contract display page for the end user and will be the primary place where to find information about the contract.

Note the formatting options –text size and color, pictures, hyperlinks, may be changed or added.

Click **Done** when finished.

The screenshot displays the IOWA IMPACS interface. On the left is a navigation menu with options: Home, Shop, Orders, Contracts (highlighted), Vendors, Sourcing, Reporting, Administer, and Setup. The main content area shows the 'Contract Header' for contract 242381825, 'Test Contract 015'. The 'Summary' section is expanded, showing a list of items with status indicators: Goods and/or Services (checked), Commodity Codes (1), Alternative Language (0), Attachments (1), Obligations (0), Review Rounds (0), Submit for Approval, Comments (0), Communication Center (0), Users and Contacts, Notifications, and Contract Family. A red box highlights the 'Summary' field in the 'Contract Parties' section, which contains the text 'Please enter the contract summary here.' and an 'Edit Summary' button. A red arrow points from this box to a modal window titled 'Contract Summary'. This modal window features a rich text editor with formatting options (bold, italic, underline, text color, background color, link, unlink, list, indent, outdent, table, image, video, fullscreen, source code) and a text area containing the same text: 'Please enter the contract summary here.'. A red box highlights the 'Done' button at the bottom right of the modal window.

# Contracts Wizard

## Contract Parties

The **First Party** is the Agency creating the contract. To change the Agency, delete the Agency listed by selecting the trashcan icon.

**IOWA IMPACS**  
Iowa Management of Procurement and Contracts System

Contracts > Contracts > Search Contracts

**Draft** Once done authoring, reviewing, and negotiating this contract, submit it for approval. Contract Actions

**Lock** This Contract is currently checked out to You. It is locked and cannot be edited by others until you check it in. Check In

**242381825**  
Test Contract 015

Type: Standard Contract (All Agencies except DAS)  
2nd Party: Version: Renewal 0, Amendment 0  
Open Main Document

Summary

**Header**

- Goods and/or Services
- Commodity Codes
- Alternative Language 0
- Attachments 1
- Obligations 0
- Review Rounds 0
- Submit for Approval

Comments 0  
Communication Center 0  
Users and Contacts  
Notifications  
Contract Family

**Contract Header** View XML History ?

Contract Number \* 242381825 ✎ Parent Contract  🔍

Contract Name \*

Contract Type \*  ✕ 🔍

Department \*  ✕ 🔍

Summary \* Please enter the contract summary here. Edit Summary

**Contract Parties** Add First Party Add Second Party

Name	Currently Visible	Type	Contact	Contract Address
Corrections-Central Office		Agency (Primary)		<span>✎</span> <span>🗑️</span>

**⚠️** Your contract must have a Primary Second Party.

**Dates and Renewal**

Time Zone \*  Renewals Remaining

Start Date \*  📅 Renewal Term

Update Start Date Upon Execution ? Auto-Renew  Yes  No

End Date \*  📅

Review Date  📅

**★ Required** ← Previous Save Progress Next →

Click **Add First Party** to change the Agency. Select the search icon, and select your Agency by expanding the Department tree. Then click **Select Contract Party**.

The screenshot displays the IOWA IMPACS interface for contract management. The left sidebar contains navigation options: Home, Shop, Orders, Contracts, Vendors, Sourcing, Reporting, Administer, and Setup. The main content area shows details for contract 242381825, including its header, summary, and a table of contract parties. A modal window titled "Select Primary First Party" is open, showing a search bar with a search icon highlighted by a red box. The modal also includes a "More Options" button and a "Select Contract Party" button. A red arrow points from the "Add First Party" button in the main interface to the modal window.

Once you select your Agency, you will be prompted to add the Contract Manager's contact information. If you are not listed, create a new contact by clicking **Add Contact** and filling in your information. Click Next and choose your address or create one.

The screenshot displays the IOWA IMPACS interface. On the left is a navigation menu with options: Home, Shop, Orders, Contracts, Vendors, Sourcing, Reporting, Administer, and Setup. The main content area shows contract details for ID 242381825, including a 'Contract Header' section with fields for Contract Number, Name, Type, and Department. A 'Contract Parties' table is visible with columns for Name and Currently Visible. A 'Dates and Renewal' section includes fields for Time Zone, Start Date, and End Date. A 'Select Primary First Party' dialog box is overlaid on the right side. The dialog has a title bar, a close button, and a 'Contact Information (Optional)' section. The 'Contract Party Name' is 'Department of Administrative Services - CP'. The 'Choose a Contact' dropdown menu is open, showing 'Kundid, David (Primary Corporate)' and 'Shannon, Laura (Corporate)'. The 'Add Contact' option is highlighted with a red box. A red arrow points from this box to the 'Next' button at the bottom of the dialog, which is also highlighted with a red box. The dialog also contains a message: 'This contact will be added to the Contract Party's profile immediately.'

The **Second Party** is the Vendor. To select the Vendor, click the **Add Second Party** button.

**IOWA IMPACS**  
Iowa Management of Procurement and Contracts System

Contracts > Contracts > Search Contracts

**Draft** Once done authoring, reviewing, and negotiating this contract, submit it for approval. Contract Actions

**Lock** This Contract is currently checked out to You. It is locked and cannot be edited by others until you check it in. Check In

### 242381825

Test Contract 015

Type: Standard Contract (All Agencies except DAS)

2nd Party: Version: Renewal 0, Amendment 0

Open Main Document

#### Summary

#### Header

- Goods and/or Services ✓
- Commodity Codes 0
- Alternative Language 0
- Attachments 1
- Obligations 0
- Review Rounds 0
- Submit for Approval
- Comments 0
- Communication Center 0
- Users and Contacts
- Notifications
- Contract Family

#### Contract Header

Contract Number \* 242381825 ✎ Parent Contract  🔍

Contract Name \*  Show on Vendor Portal ?  Yes  No   
  Inherit From General Contract Settings -- Current   
  Setting: Yes

Contract Type \*  ✕ 🔍

Department \*  ✕ 🔍

Summary \* Please enter the contract summary here. Edit Summary

#### Contract Parties

Add First Party Add Second Party

Name	Currently Visible	Type	Contact	Contract Address
Corrections-Central Office		Agency (Primary)		

**⚠️ Your contract must have a Primary Second Party.**

#### Dates and Renewal

Time Zone \*  Renewals Remaining

Start Date \*  📅 Renewal Term

mm/dd/yyyy hh:mm a

Update Start Date Upon Execution ? Auto-Renew  Yes  No


End Date \*  📅

mm/dd/yyyy hh:mm a

Review Date  📅


**★ Required** ← Previous Save Progress Next →

You may search for the Vendor in the search bar.











The information icon  will give you more information about the vendor

### Select Primary Second Party

**Search for Contract Party** (Step 1 of 3)



Search   [More Options](#)

Page 1 of 112 1-10 of 1116 Results 10 Per Page

<input type="radio"/>	Contract Party Name	Contract Party Types	Primary Address
<input type="radio"/>	LLS 	Vendor	1305 W. Walnut DES MOINES, Iowa, 50319 US <a href="#">View Additional Addresses</a>
<input type="radio"/>	AVI Systems 	Vendor	-
<input type="radio"/>	Iowa Corn Promotion Bd 	Vendor	-
<input type="radio"/>	SOIJAGGAERTEST 	Vendor	1305 E. Walnut Des Moines, Iowa, 50319 US <a href="#">View Additional Addresses</a>
<input type="radio"/>	One Time Vendor 	Vendor	123 Main Street Anytown, Iowa, US
<input type="radio"/>	Laura Shannon 	Vendor	1305 East Walnut St. Level 3 Des Moines, Iowa, 50319 US <a href="#">View Additional Addresses</a>
<input type="radio"/>	A-M Systems, Inc. 23 (DBA - AMS) 	Vendor	161 ROSA L PARKS BLVD NASHVILLE, Tennessee, 37203 US <a href="#">View Additional Addresses</a>
<input type="radio"/>	Access For Special Kids 	Vendor	-
<input type="radio"/>	Wayne 23(DBA - Wayne Corp.) 	Vendor	1901 Gotham Street Franklin Hall 201 Suite 007 Gotham, Illinois, 60612 US <a href="#">View Additional Addresses</a>
<input type="radio"/>	Wayne 23(DBA - Wayne Corp.) 	Vendor	1901 Gotham Street Franklin Hall 201 Suite 007 Gotham, Illinois, 60612 US <a href="#">View Additional Addresses</a>

Page 1 of 112 1-10 of 1116 Results 10 Per Page

[Select Contract Party](#) [Close](#)



After clicking the information icon  check to see that the vendor is In-Network which is indicated by this icon: 

The Vendor *may* also have their I/3 vendor number listed to indicate this is the correct vendor to use. If in doubt, reach out to [purchasing.mailbox@iowa.gov](mailto:purchasing.mailbox@iowa.gov)


### Select Primary Second Party


Search for Contract Party (Step 1 of 3)



HP  [More Options](#)

Contract Party Name	Contract Party Types	Primary Address
<input checked="" type="radio"/> HP Inc 	Vendor	- <a href="#">View Additional Addresses</a>
<input type="radio"/> Hewlett Packard Financia 	Vendor	-

### Vendor Details

 In Network

 Active

 Non-Catalog 

#### HP Inc

Legal Name	HP Inc
DBA	HP Inc
Aliases	-
Vendor No.	00002145540
3rd Party Ref No.	-
Date of Last Order	-
Diversity	-
Registration Status	None

Once you have selected the Vendor, choose the main contact or create one. **The best practice is to have the Vendor add the contact on their Vendor Portal.**

## Select Primary Second Party

### Contact Information (Optional) *(Step 2 of 3)*

Contract Party Name

HP Inc

Choose a Contact

★ Required





Bennis, Aaron (Primary Sales)  
Bennis, Aaron (Sales)  
Lee, Debra (Primary Corporate)

Close

Add Contact

If you need to edit the contact information, select the pencil icon

**NOTE:** Once the contract is approved, you will not be able to change the Contract Parties or Department by editing the contract. **Amending** the contract is the only way to change the parties. Changing the contact information will not require an amendment.

Contract Parties					<a href="#">Add First Party</a>	<a href="#">Add Second Party</a>
Name	Currently Visible	Type	Contact	Contract Address		
<a href="#">Department of Administrative Services - CP</a>		Agency (Primary)	<a href="#">Betty Buyer</a>	1305 East Walnut St. Level 3 Des Moines, Iowa, 50319 US		
<a href="#">HP Inc</a>	✘	Vendor (Primary) ⓘ	<a href="#">Aaron Bennis</a>	14231 TANDEM BLVD AUSTIN, TX, 78728-6612		

# Contracts Wizard

Dates and Renewal  
Additional Details


The next section of the header page is **Dates and Renewal**.


Enter the contract's **Start Date** and **End Date**. Select the **Renewals Remaining** and the **Renewal Term**. Leave **Auto-Renew** set to "No". Expand the **Additional Details Section** and add additional contract details (if needed).


**Searchable Keywords** are very important. Please identify the appropriate keywords for this contract, separated by a comma.

**Dates and Renewal**

Time Zone <sup>★</sup> CDT/CST - Central Standard Time (US/Cent) ▼

Start Date <sup>★</sup>    
mm/dd/yyyy hh:mm a

End Date <sup>★</sup>    
mm/dd/yyyy hh:mm a

Update Start Date Upon Execution 

Renewals Remaining

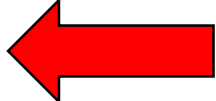
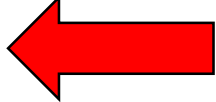
Renewal Term   ▼

Auto-Renew  Yes  No

▼ **Additional Details**

Details   
2000 characters remaining

Searchable Keywords   
2500 characters remaining

## Dates and Additional Details

# Contracts Wizard

## Contract Information

The next section is **Contract Information**. Depending on whether you are using a cooperative contract template, standard contract template, or single agency template, **you will see different fields in this section.**

In the contract **Applies To** selection box, choose the Agency the contract applies to. If the contract is a master agreement, then the contract likely applies to “All State Agencies, Governmental Entities & Political Subdivisions”.

**Contract Information**

Contract Applies To \* ⓘ Type to filter... 🔍

Contract Websites

2000 characters remaining

Renewals Remaining ⓘ

Field Validation



**Contract Applies To**

Search

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Name	
AEA Purchasing	Select
Administrative Services, Department of	Select
Agriculture and Land Stewardship	Select
All State Agencies	Select
All State Agencies, Governmental Entities & Political Subdivisions	Select
Anamosa-Farm Accounts	Select
Attorney General	Select
Auditor of State	Select
Board of Parole	Select
Board of Regents	Select

Page 1 of 11 1-10 of 103 Results 10 Per Page

Selected Value

No Value Selected

Close

If there is a website for the contract – for instance, a Cooperative website that references contract information, post the link here or enter “NONE” in the field.

Enter the Renewals remaining (again) so that the Main Signing Document shows the correct information.

### Contract Information

Contract Applies To <sup>★</sup> ⓘ

Contract Websites   
2000 characters remaining

Renewals Remaining ⓘ    
📘 Field Validation

# Contract Information

# Contracts Wizard

## Terms and Conditions

Under the **Terms & Conditions Section**, click the **Primary Terms and Conditions** drop-down menu and select the appropriate Terms and Conditions.

Click the **Additional Terms and Conditions** dropdown menu to add more terms and conditions. If there are no additional Terms and Conditions, then select **“Intentionally Left Blank”**. The field cannot be left unfilled.

Single Agency templates may be structured differently.

**Terms and Conditions**

Primary Terms and Conditions ★ ⓘ

Additional Terms and Conditions ⓘ

Terms and Conditions Website(s) ⓘ   
2000 characters remaining

Payment Terms ★ ⓘ

Shipping Terms - Free on Board ★ ⓘ

- General Terms and Conditions for Goods
- General Terms and Conditions for Services
- General Terms for Goods and Services
- Design and Construction Resources - Consensus Doc 802
- Design and Construction Resources - Consensus Doc 803
- Other - See Attached

- Federal Terms and Conditions
- Information Technology Terms and Conditions
- IT -as-a-Service (SaaS, IaaS, PaaS) Terms and Conditions
- Iowa HSEMD Terms & Conditions
- Iowa DHHS Terms and Conditions
- Iowa Department of Transportation Terms and Conditions
- Design and Construction Resources - Consensus Doc 802
- Design and Construction Resources - Consensus Doc 803
- Intentionally Left Blank**
- Other - See Attachment

Reference the website link for the Terms and Conditions you selected in the previous drop-down menus. Use the most recent updated link – for instance:

<https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20goods.pdf>

Many of the terms can be found at: <https://das.iowa.gov/procurement/terms-and-conditions>

### Terms and Conditions

Primary Terms and Conditions ★ ⓘ	<input type="text"/>
Additional Terms and Conditions ⓘ	<input type="text"/>
Terms and Conditions Website(s) ⓘ	<input type="text"/> 2000 characters remaining
Payment Terms ★ ⓘ	<input type="text"/>
Shipping Terms - Free on Board ★ ⓘ	<input type="text"/>

Select the appropriate **Payment Terms** from the drop-down box. Standard terms are 0% 0, Net 60.

Select the appropriate **Shipping Terms** from the drop-down box.

### Terms and Conditions

Primary Terms and Conditions ★ ⓘ

Additional Terms and Conditions ⓘ

Terms and Conditions Website(s) ⓘ   
2000 characters remaining

**Payment Terms** ★ ⓘ

**Shipping Terms - Free on Board** ★ ⓘ

- 0% 0, Net 10
- 0% 0 Net 15
- 0% 0, Net 30
- 0% 0, Net 45
- 0% 0, Net 60
- 1% 10, Net 60
- 1% 15, Net 60
- 2% 30, Net 60

- FOB Destination, Freight Prepaid
- FOB Origin
- FOB - Other
- Not Applicable

# Contracts Wizard

Goods and/or Services

240051837

Test Contract 015

Type: 005 DAS Single Agency Contract

2nd Party:

Version: Renewal 0, Amendment 0

Open Main Document

Summary

Header

Goods and/or Services

Commodity Codes

Alternative Language

Attachments

Obligations

Review Rounds

Submit for Approval

Comments

Communication Center

Users and Contacts

Notifications

Contract Family

## Goods and/or Services

### Goods and/or Services (0)

Add New Item

This table is currently empty. View Table Columns

The next section is **Goods and/or Services**. This is where you will list the items of the contract in a table format. Click **Add New Item**.

# Goods and Services

Add the Item Description, Quantity, Units of Measure, Unit Price, and any Notes about the item.

You may save this item and add another, or save changes and stop adding.

### Add Goods and/or Services Details ✕

Item Description <sup>★</sup>

Quantity  ▲ ▼

UOM <sup>★</sup>

Unit Price <sup>★</sup>  USD

Notes   
2000 characters remaining

Display Order  ▼

<sup>★</sup> Required

# Goods and Services

Here is an example of a completed Goods and/or Services section. You may select the **Actions** button to Edit the line item or remove the line item.

**Goods and/or Services Summary** View XML | History | ?

▼ **Goods and/or Services (10)**

Item Description *	Quantity	UOM *	Unit Price *	Notes	
Project Package per location	1	each	5,000.00 USD	per location	Actions ▼
Shipping per Tower	1	each	2,700.00 USD	shipping per tower	Actions ▼
1 Tower System	1	each	145,000.00 USD		Actions ▼
2 Tower System	1	each	290,000.00 USD		Actions ▼
3 Tower System	1	each	435,000.00 USD		Actions ▼
4 Tower System	1	each	580,000.00 USD		Actions ▼
Monthly Subscription per tower	1	each	1,200.00 USD	Monthly Service and maintenance per tower	Actions ▼
Unit Dose Printing per tower	1	each	15,000.00 USD		Actions ▼
Monthly Subscription Unit Dose Printing	1	each	200.00 USD	Unit Dose Printer per tower	Actions ▼
Monthly Subscription Printing per location	1	each	250.00 USD	Advanced Printing, Pre-pack Manager, Time Pass Printing is \$250 each add-on option	Actions ▼

# Contracts Wizard

## Commodity Codes

The next Section in the Wizard is Commodity Codes. Add one or more Commodity Codes that apply to the contract.

Click **Add Codes**.

**240051837**  
Test Contract 015

Type: 005 DAS Single Agency Contract  
2nd Party:  
Version: Renewal 0, Amendment 0  
[Open Main Document](#)

Summary

Header	▲
Goods and/or Services	✓
<b>Commodity Codes</b>	▲
Alternative Language	0

### Commodity Codes

A commodity code is required.

[Add Codes](#)

There are no commodity codes associated with this contract.

# Commodity Codes

If you do not know the Commodity Code, use the search box at the top of the Commodity Codes Menu that pops up when the Add Code button is selected.

It might be easier to search using Control F on the IMPACS Commodity Codes document. You can find it here under

**IMPACS Resources:**

<https://das.iowa.gov/iowa-management-procurement-and-contracts-system-impacs>

### Commodity Codes

×

< > Page 1 of 472 1-20 of 9422 Results 20 Per Page

Commodity Code	Description	
1000	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES	Select
10000	BARRELS, DRUMS, KEGS, AND CONTAINERS	Select
10004	Baskets, All Types (Not Otherwise Classified)	Select
10005	Boxes, Crates, Baskets (Inactive, effective January 1, 2016)	Select
10006	Containers, Plastic, All Purpose)	Select
10007	Containers, Recycling	Select
10008	Covers, Drum, All Types and Sizes	Select
10009	Casks, All Types	Select
10010	Drum Spigots, Metal or Plastic	Select
10011	Crates, Plywood	Select
10015	Drums, Miscellaneous	Select
10020	Flip-top Cap Closures	Select
10021	Freight and Cargo Containers, Shipping, (See Class 640 For Boxes)	Select
10025	Gaskets, All Types: Barrels, Drums, Kegs, and Pails	Select
10030	Hazardous Material Containment and Storage,	Select

Close


# Commodity Codes

These are the Commodity Codes that appear when “Laptop” is entered in the search box.

**Select** the Commodity Code and add as many codes that apply to the Contract. More is better.

**Save Changes** when done.

### Commodity Codes

Commodity Code	Description	
20454	*Microcomputers, Laptop, Notebook and Tablets	<input type="button" value="Select"/>
20554	*Microcomputers, Handheld, Laptop, and Notebook, Environmentally Certified Products	<input type="button" value="Select"/>
5567	Mounting Hardware: Laptops, GPS, Cameras, Electronic Devices, etc. Automotive.	<input type="button" value="Select"/>
98424	Computers, Microcomputer, Handheld, Laptop and Notebook, Rental or Lease	<input type="button" value="Select"/>

# Contracts Wizard

## Attachments

The next Section in the Wizard is **Alternative Language**. Skip that section and go to the next section: **Attachments**.

In this section, you may add the relevant and mandatory documents each contract must have per State of Iowa procurement rules. You may also add **Internal Only** documents that can be seen only by Contract Managers and Administrators.

Obligations will be covered in another section.

**240051837**  
Test Contract 015

Type: 005 DAS Single Agency Contract  
2nd Party:  
Version: Renewal 0, Amendment 0  
Open Main Document

Summary

Header ▲

Goods and/or Services ✓

Commodity Codes ▲

Alternative Language 0

**Attachments 1**

### Attachments

View XML | History | ?

General (1) Internal Only (0) Obligations (0)

Add Attachments ▼

Main Document

Print Order ▲	Attachment ▲	Print with Full Contract ▲	Show on Vendor Portal ▲	Version ▲	Size ▲	Date Uploaded ▲	Actions ▼
1	Contract Main Document DAS Contract Main Document.docx	✓	✓	1	33 KB	2/8/2024 2:25:51 PM	

IMPACS generates a populated signing document – called the **Main Document** based on the information you entered in the Header. You may download this document, edit it (as needed), and send it for signature.

Any documents you want to be included with the Main Document can be added to the Main Document by ensuring **“Print with Full Contract”** is checked.

For example: Special Terms and Conditions not listed in the Terms and Conditions website field.

**240051837**  
Test Contract 015

Type: 005 DAS Single Agency Contract  
2nd Party:  
Version: Renewal 0, Amendment 0  
[Open Main Document](#)

Summary  
Header  
Goods and/or Services ✓  
Commodity Codes ⚠  
Alternative Language 0  
Attachments 1

### Attachments

View XML | History | ?

General (1) Internal Only (0) Obligations (0)

[Add Attachments](#)

👑 Main Document

Print Order ▲	Attachment ▲	Print with Full Contract ▲	Show on Vendor Portal ▲	Version ▲	Size ▲	Date Uploaded ▲	Actions ▼
1 👑	📄 Contract Main Document DAS Contract Main Document.docx	✓	✓	1	33 KB	2/8/2024 2:25:51 PM	<a href="#">Actions</a>

IMPACS generates a populated Master Agreement (MA) document based on the information entered in the Header. You may download this document, edit it (as needed), and send it for signature. The example at the right is pages 1-3 of a master agreement signing document.

Single Agency main documents may be different and can be customized including adding the Agency Logo.

**IOWA** State of Iowa Master Agreement  
 Department of Administrative Services Contract Declaration and Execution  
 230050072

<b>Contract #</b>	230050072		
<b>Contract Name</b>	Cheese for CDC Warehouse		
<b>Start Date</b>	5/30/2023 12:00 AM		
<b>End Date</b>	5/29/2024 11:59 PM		
<b>Renewal Term</b>	1 Years		
<b>Renewals Remaining</b>	2		
<b>Vendor/Contractor</b>	Horizon Sales, Inc.		
<b>Contract Manager</b>	Eric Kellin	ekellin@horizonsalesinc.com	+1 763-315-0533
<b>Other Contact</b>			
<b>Issuer</b>	Department of Administrative Services		
<b>Contract Manager</b>	Randy Bennett	randy.bennett@iowa.gov	+1 515-322-1210
<b>Authorized Departments</b>	Department of Human Services-Woodward		
<b>Shipping Terms</b>	FOB Destination - Freight Prepaid		
<b>Payment Terms</b>	0% 0, Net 60		
<b>Overview</b>			
<p>The parties agree to comply with the terms and conditions on the following attachments which are by this reference made a part of the Agreement.</p> <p>Attachments are on file with the Department of Administrative Services - Central Procurement.</p> <p>Attachment 1: Competitive Solicitation 005-RFB-0332-2023</p> <p>Attachment 2: Contractor's Response to Solicitation Criteria (except for any contractor objection or amendment to the Competitive Solicitation Document requirements that the State has not explicitly agreed to in writing)</p> <p>Attachment 3: Bid Tabulation to competitive solicitation 005-RFB-0332-2023.</p> <p>For ordering contact the Vendor located in the header.</p> <p>1% Administrative Fee to be sent to DAS Central Services COO, Hoover Building, 3rd Floor, 1305 E Walnut Street, Des Moines, Iowa 50321.</p>			

Page | 1

**IOWA** State of Iowa Master Agreement  
 Department of Administrative Services Contract Declaration and Execution  
 230050072

<b>Contract Websites</b>				
None				
<b>Terms &amp; Conditions</b>				
<p>The parties agree to comply with the terms and conditions below, which by reference is made a part of this agreement. Please see the website(s) for more information.</p> <p>General Terms and Conditions for Goods Intentionally Left Blank</p> <p><a href="https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20goods.pdf">https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20goods.pdf</a></p>				
<b>Goods and/or Services</b>				
Item Description	Quantity	UOM	Unit Price	Notes
Cheese, American Substitute	1.00	lb	1.85 USD	
Cheese, American Slices, Loaf	1.00	lb	2.10 USD	
Cheese, Cheddar, Loaf, Variety Flavors	1.00	lb	1.20 USD	
Cheese, White Cheese	1.00	lb	2.40 USD	
Cheese, American Substitute	1.00	lb	1.17 USD	
Cheese, Parmesan, Grated	1.00	lb	2.68 USD	
Cheese, Pizza, Shredded, Variety Flavors	1.00	lb	1.30 USD	
Cheese, Mozzarella, Shredded Bag	1.00	lb	1.75 USD	
Cheese, Pepper Jack	1.00	lb	1.15 USD	

Page | 2

**IOWA** State of Iowa Master Agreement  
 Department of Administrative Services Contract Declaration and Execution  
 230050072

THIS MASTER AGREEMENT IS EFFECTIVE AS OF THE LATEST DATE SHOWN: THE "START DATE" OR THE DATE BELOW SIGNED BY THE STATE OF IOWA.

Vendor/Contractor	State of Iowa
Horizon Sales, Inc.	Administrative Services - DAS
Authorized signature:	Authorized signature:
Date:	Date:
Printed Name:	Printed Name:
Title:	Title:
Address:	Address:
Email:	Email:

Page | 3

You may attach documents or a link to a website.

**Drag and drop** an unlimited number of files at a time. Individual file size is limited to 50MB. Or click the **Select files** button to open your file explorer and select your files from there.

Best practice: Select “No” for Print with full contract if uploading many attachments. Chances are that you are only printing the Main Document, any special terms, SOW, or a price sheet as one contract document – not the supporting documents (RFx, NOIA, etc.)

**Show on Vendor Portal** allows the vendor to see the attachments from their portal.

**240051837**  
Test Contract 015

Type: 005 DAS Single Agency Contract  
2nd Party:  
Version: Renewal 0, Amendment 0  
Open Main Document

Summary  
Header  
Goods and/or Services  
Commodity Codes  
Alternative Language  
Attachments

### Attachments

General (1) Internal Only (0) Obligations (0)

Add Attachments

Print Order	Attachment	Print with Full Contract	Show on Vendor Portal	Version	Size	Date Uploaded	Actions
1	Contract Main Document DAS Contract Main Document.docx	✓	✓	1	33 KB	2/8/2024 2:25:51 PM	Actions

### Add Attachments

Attachment Type  
 Add My Own Link  
 Create a Blank Word Document for Me

You can drag and drop multiple files into the gray box below. They will be attached in the order they appear.

Files <sup>\*</sup>  
Select files... Drop files to attach, or browse.  
Maximum upload file size: 50.0 MB

Print Order: Last

Print with Full Contract:  Yes  No  
Show on Vendor Portal:  Yes  No

Contract Summary Visibility: Use the Summary Configuration Settings

\* Required

Save Changes Close

When inputting an **existing signed contract** for the first time, change the Main Document to the signed version.

Once you have uploaded the signed contract, click the **Actions** button and **Replace as the Main Document**". The crown icon indicates that the document is the Main Document 🏰

Always check **Print with Full Contract** and **Show on Vendor Portal** for the signed contract.

**IMPORTANT:** do not delete or generate a new version of the IMPACS-generated document. You will need it for the contract renewal.

- Edit Properties
- Download
- Upload New Version
- Replace as Main Document**
- Delete
- Move to Internal Only Attachments**


- Edit Properties
- Download
- Upload New Version
- Generate New Version**
- Unassign as Main Document**
- Delete

Add Attachments ▾

🏰 Main Document

Print Order ▲	Attachment ▲	Print with Full Contract ▲	Show on Vendor Portal ▲	Version ▲	Size ▲	Date Uploaded ▲	Actions ▼
1 🏰	📄 Contract Main Document DAS Contract Main Document.docx	✓	✓	1	33 KB	2/8/2024 2:25:51 PM	Actions ▼
2	📄 Special Terms and Conditions.pdf	✓	✓	1	33 KB	2/8/2024 3:53:46 PM	Actions ▼
3	📄 Price List.pdf	✓	✓	1	78 KB	2/8/2024 3:53:46 PM	Actions ▼

There are many actions available under the **Actions** button:


Replace the Main Document with a different attachment in the list. The File will move to the top of the list and the crown icon  will be next to the file name.


Generate a new version of the document (and keep all previous versions) of the document.












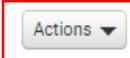



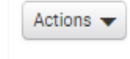



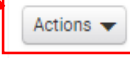
Move an attachment to the internal-only tab. The file will only be available to the Contract Managers and Administrators in your Department.

- Edit Properties
- Download
- Upload New Version
- Replace as Main Document
- Delete
- Move to Internal Only Attachments

- Edit Properties
- Download
- Upload New Version
- Generate New Version
- Unassign as Main Document
- Delete

Add Attachments 

 Main Document

Print Order 	Attachment 	Print with Full Contract 	Show on Vendor Portal 	Version 	Size 	Date Uploaded 	
1 	 Contract Main Document DAS Contract Main Document.docx			1	33 KB	2/8/2024 2:25:51 PM	
2	 Special Terms and Conditions.pdf			1	33 KB	2/8/2024 3:53:46 PM	
3	 Price List.pdf			1	78 KB	2/8/2024 3:53:46 PM	

**Actions** button continued:  
Under the **Edit Properties** selection, you may reorder attachments and change the "Print with Full Contract" and "Show on Vendor Portal" settings.

**Edit Main Document Properties** ✕

Attachment Attachment

Name \*

**Print Order** ▼

Print with Full Contract

Show on Vendor Portal

Contract Summary Visibility

\* Required Save Changes Close

**Edit Properties**

Download

Upload New Version

Generate New Version

Unassign as Main Document

Delete

Main Document

Print Order ▲	Attachment ▲	Print with Full Contract ▲	Show on Vendor Portal ▲	Version ▲	Size ▲	Date Uploaded ▲	Actions ▼
1 <span style="font-size: small;">👑</span>	<a href="#">Contract Main Document</a> DAS Contract Main Document.docx	✓	✓	1	33 KB	2/8/2024 2:25:51 PM	Actions ▼
2	<a href="#">Special Terms and Conditions.pdf</a>	✓	✓	1	33 KB	2/8/2024 3:53:46 PM	Actions ▼
3	<a href="#">Price List.pdf</a>	✓	✓	1	78 KB	2/8/2024 3:53:46 PM	Actions ▼

# Contracts Wizard

## Obligations

The next section is Obligations. The IMPACS system sets up reoccurring reminders to the Contract Manager and the Vendor for: Certificates of Insurance, reports, fees, dues, license requirements or anything that occurs on a regular basis.

Click **Add Obligation** and select **Add Obligation from Library**, or create your Obligation from scratch.

40020 Obligations View XML History ?

Test Contract 074

Type: Master Agreement - Standard - Test

2nd Party: SOJAGGAERTEST

Dates: 4/1/2023 - 3/31/2024

Version: Renewal 0, Amendment 0

▶ Lifetime Spend (USD)

Open Main Document

Summary

Header ✓

Commodity Codes ✓

Alternative Language 0

Attachments 1

**Obligations** 0

Add Obligation

Show Recurring Obligations As Occurrences

Due Date Between   More Options

mm/dd/yyyy hh:mm a mm/dd/yyyy hh:mm a

Clear Search

No results found

Occurrence in a Series

Add Obligation

Add New Obligation

**Add Obligation from Library**

Add Obligation from Library

Choose Obligation Step 1 of 3

Obligation \*

\* Required

Next Close

Select Values

Name

28E - Reporting to the SOS

625 IDR - Annual Security Training & Acknowledgement

Quarterly Sales Report

Administration Fee

**Insurance Certificate Renewal (COI)**

Selected Value

No Value Selected

Close

**Obligations**

After selecting the COI obligation, a pop-up menu appears.

The description is self-populated, but you may edit it. Depending on the obligation, you may choose if documentation is required.



### Add Obligation from Library

Properties Step 2 of 3

Name \* Insurance Certificate Renewal (COI)

Description \* Annual review of Liability Insurance Certificate (COI)  
202 characters remaining

Tags coi X

Options  Documentation Is Required  
 Prompt to Create Invoice When Marked as Complete

Frequency \* Recurring

Repeats Every \* 1 Years  
in January  
on Day 1

Start \* On Custom Date  
mm/dd/yyyy

End \* By Custom Date  
mm/dd/yyyy

Due \* 11:59 PM  
hh:mm a

Time Zone \*  Same as Contract (CST)

\* Required

Previous Next Close

Determine the term of the COI and enter the month and day that the COI renews in the “Repeats Every” field.

The Start Date should be a future date—either the start of the contract or a date closer to when the obligation is due.

There are more options in the drop-down box.



### Add Obligation from Library

Properties Step 2 of 3

Name ★ Insurance Certificate Renewal (COI)

Description ★ Annual review of Liability Insurance Certificate (COI)  
202 characters remaining

Tags coi X

Options  Documentation Is Required  
 Prompt to Create Invoice When Marked as Complete

Frequency ★ Recurring

Repeats Every ★ 1 Years  
in January  
on Day 1

Start ★ On Custom Date  
mm/dd/yyyy

End ★ By Custom Date  
mm/dd/yyyy

Due ★ 11:59 PM  
hh:mm a

Time Zone ★  Same as Contract (CST)

★ Required Previous Next Close

The End Date - there are multiple selections in the drop-down box that may be used. You may want to account for the contract renewals when determining the end date. When done, click **Next**.



### Add Obligation from Library

Properties Step 2 of 3

Name ★ Insurance Certificate Renewal (COI)

Description ★ Annual review of Liability Insurance Certificate (COI)  
202 characters remaining

Tags coi X

Options  Documentation Is Required  
 Prompt to Create Invoice When Marked as Complete

Frequency ★ Recurring

Repeats Every ★ 1 Years  
in January  
on Day 1

Start ★ On Custom Date  
mm/dd/yyyy

End ★ By Custom Date  
mm/dd/yyyy

Due ★ 11:59 PM  
hh:mm a

Time Zone ★  Same as Contract (CST)

★ Required

Previous **Next** Close

The next screen allows you to add Owners and Stakeholders to receive email reminders that the Obligation is coming due.

The First Party Owner, (the Contract Manager) is automatically added.

Click on the “Add New” button to add the Vendor contact to receive the reminders.

### Add Obligation from Library

**Owners and Stakeholders** Step 3 of 3

[Add New](#)

Role ▲	Person ▼	Task/Notes	Send Notifications	Actions ▲
First Party Owner	Contract Manager	Review COI	Advance Notice, Due Date, Past Due Notice, Completed	

#### Advance Notice Settings

Advance Notice #1 (in Days)	Advance Notice #2 (in Days)	Advance Notice #3 (in Days)
45 ▲▼	30 ▲▼	15 ▲▼

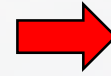
★ Required

[Previous](#) [Save Changes](#) [Close](#)

The Add Owner or Stakeholder pop-up screen appears.

Change the Role to **Second Party Stakeholder**.

Click the search icon to find the Vendor's contact name.



**Add Owner or Stakeholder**

Role ★

Person ★

Task/Notes

1000 characters remaining

Send Notifications  Advance Notice  
 Due Date  
 Past Due Notice  
 Completed

★ Required



**Add Owner or Stakeholder**

Role ★

Second Party Contact ★

Task/Notes

1000 characters remaining

Send Notifications  Advance Notice  
 Due Date  
 Past Due Notice  
 Completed

★ Required

The **Second Party Search** pop-up screen appears.

Select the second-party stakeholder contact from whom you would like to receive the obligation notifications.

In this example - one of these contacts.

### Second Party Search

Name	
JAGGAERTEST, SOI (Primary Corporate)	Select
owner (Sales)	Select
JAGGAERTEST, SOI (Sales)	Select

Selected Value

No Value Selected

Close

Once you select the Second Party Stakeholder contact, you are redirected to the **Add Owner or Stakeholder** screen.

Add email language for the vendor in the Task/Notes box. Modify the sample language in the far right box to fit your requirements.

You may select which notifications the Vendor will receive here.

Click **Save** or **Save Add Another**.

**Add Owner or Stakeholder**

Role ★

Second Party Contact ★

Task/Notes

1000 characters remaining

Send Notifications

- Advance Notice
- Due Date
- Past Due Notice
- Completed

★ Required

You are receiving this notice for review of your liability insurance for one of the following two reasons:

- (1) Your Certificate of Insurance has expired and your immediate attention is required, or
- (2) Your Certificate of Insurance will expire in 30 days or less and will need to be renewed.

Send the Certificate of Insurance (COI) to the State of Iowa Contract Manager. Please include in the COI the following additions:

**COI - Description of Operations box shall state:**  
State of Iowa and the Iowa Department of Administrative Services are named as additional insured. No insurance cancellation shall be made without at least thirty (30) days prior written notice to the State of Iowa and the Iowa Department of Administrative Services.

**COI - The Certificate Holder box shall state:**  
State of Iowa - Department of Administrative Services  
1305 East Walnut Street  
Des Moines, IA 50319

You are redirected back to the **Add Obligations from Library Screen.**

Select the number of days in advance the Vendor will receive the notifications.

Select the days that work best for you, then click **Save Changes.**

## Add Obligation from Library

### Owners and Stakeholders Step 3 of 3

Add New

Role ▲	Person ▼	Task/Notes	Send Notifications	
First Party Owner	Contract Manager	Review COI	Advance Notice, Due Date, Past Due Notice, Completed	Actions ▲
Second Party Stakeholder	JAGGAERTEST, SOI (Primary Corporate)	-	Advance Notice, Due Date, Past Due Notice	Actions ▲

### Advance Notice Settings

Advance Notice #1 (in Days)	Advance Notice #2 (in Days)	Advance Notice #3 (in Days)
45 ▲▼	30 ▲▼	15 ▲▼

★ Required

Previous

Save Changes

Close

You are redirected back to the Obligations Main Screen.

You will now see the Obligation listed. There may be multiple listings of the obligation. These are the **Occurrences** of the Obligation.

**40020**  
Test Contract 074

Type: Master Agreement - Standard - Test  
2nd Party: SOIJAGGAERTEST  
Dates: 4/1/2023 - 3/31/2024  
Version: Renewal 0, Amendment 0  
[Lifetime Spend \(USD\)](#)  
Open Main Document

Summary  
Header ✓  
Commodity Codes ✓  
Alternative Language 0  
Attachments 1  
**Obligations 1**  
Review Rounds 0  
Submit for Approval  
eProcurement Setup  
Budget and Spend  
Applies To  
Goods and Services  
PO Clauses  
Comments 0

**Obligations** View XML | History | ?

Add Obligation

Show Recurring Obligations As: Occurrences

Due Date Between:   More Options  
mm/dd/yyyy hh:mm a mm/dd/yyyy hh:mm a

Clear Search

1-1 of 1 Results Occurrence in a Series 200 Per Page

Obligation Name	Obligation Id	Status	Due Date	Complete Date	First Party Owner	Actions
Insurance Certificate Renewal (COI)	248168	Future	1/1/2024 11:59 PM CST	-	-	Actions

Previous Next

A listing of all Obligations can be found under the drop-down box. Select **Series**.

**Obligations** View XML History ?

[Add Obligation](#)

Show Recurring Obligations As Series

1-1 of 1 Results 200 Per Page

Obligation Name	Obligation Id	Status	Due Date	Complete Date	First Party Owner	
Insurance Certificate Renewal (COI)	248168	Future	Every 1 year in January on the 1st of the month at 11:59 PM Start on 4/30/2023 CDT (custom) End on 3/31/2024 CDT (contract end)		-	<a href="#">Actions</a>

You may view or edit the Obligation Properties by clicking the **Actions** button. To mark the obligation as complete and upload the COI, click the Actions drop-down box.

**40020**  
Test Contract 074

Type: Master Agreement - Standard - Test  
2nd Party: SOIJAGGAERTEST  
Dates: 4/1/2023 - 3/31/2024  
Version: Renewal 0, Amendment 0  
▶ Lifetime Spend (USD)  
Open Main Document ▾

Summary  
Header ✓  
Commodity Codes ✓  
Alternative Language 0  
Attachments 1  
**Obligations 1**  
Review Rounds 0  
Submit for Approval  
eProcurement Setup  
Budget and Spend  
Applies To  
Goods and Services  
PO Clauses  
Comments 0

### Obligations ⓘ

View XML | History | ?

Add Obligation ▾

Show Recurring Obligations As Occurrences ▾

Due Date Between   More Options  
mm/dd/yyyy hh:mm a mm/dd/yyyy hh:mm a

Clear Search

Occurrence in a Series

1-1 of 1 Results 200 Per Page ▾

Obligation Name ▾	Obligation Id ▾	Status ▾	Due Date ▾	Complete Date ▾	First Party Owner	Actions ▾
Insurance Certificate Renewal (COI) 📄	248168	Future	1/1/2024 11:59 PM CST 🕒		-	Actions ▾

Actions ▾

- Properties
- Mark as Complete
- Cancel Occurrence
- Series ▶

◀ Previous Next ▶



The Mark as Complete pop-up box appears and you may upload the COI in the Attachments section then select Mark as Complete.

### Mark as Complete ⓘ

Obligation Name Insurance Certificate Renewal (COI)

Status **Future**

Due Date 1/1/2024 11:59 PM CST

Completed Date <sup>★</sup>     
mm/dd/yyyy hh:mm a

Notes   
700 characters remaining

Attachments <sup>★</sup>  *Drop files to attach, or browse.*  
Maximum upload file size: 50.0 MB

<sup>★</sup> Required

**Mark as Complete**

Once **Marked as Complete**, the Obligation status will change to **Complete**.

The document (COI) is located in the **Attachments** tab in the Wizard under Obligations.

**Obligations** View XML History ?

[Add Obligation](#)

Show Recurring Obligations As Occurrences

Due Date Between   More Options

mm/dd/yyyy hh:mm a mm/dd/yyyy hh:mm a

[Clear](#) [Search](#)

1-1 of 1 Results Occurrence in a Series 200 Per Page

Obligation Name	Obligation Id	Status	Due Date	Complete Date	First Party Owner	Actions
Insurance Certificate Renewal (COI)	248168	Complete	1/1/2024 11:59 PM CST	4/13/2023 10:09 AM CDT	-	

**23110A**  
Rehabilitation and Independent Living Case Management System

Type: 005 DAS Master Agreement - Standard  
2nd Party: TYLER TECHNOLOGIES INC  
Dates: 1/1/2024 - 12/31/2025  
Version: Renewal 0, Amendment 0  
[View Contract](#)

**Attachments**

Contract was sent for approval on 11/27/2023.  
[Full Contract PDF \(1,252 KB\)](#)

General (11) Internal Only (6) **Obligations (2)**

Page 1 of 2 1-10 of 11 Results

Print Order	Attachment
1	<a href="#">23110A_encrypted_.pdf</a>

Summary

- Header ✓
- Commodity Codes ✓
- Alternative Language 0
- Attachments 18**

# Contracts Wizard

Review Rounds (Optional)

The next Section in the Wizard is **Review Rounds**. Send the contract for internal and external review for redlines and comments. (Optional)

Agencies can default a person(s) to always be sent the contract for review before approval.

Clicking the Create Manual Internal Round button opens the **Add Reviewer** Pop-up screen. Search for the reviewer in the Search bar, then click the select button next to the name.

**40020**  
Test Contract 074

Type: Master Agreement - Standard - Test  
2nd Party: SOIJAGGAERTEST  
Dates: 4/1/2023 - 3/31/2024  
Version: Renewal 0, Amendment 0  
[Lifetime Spend \(USD\)](#)  
Open Main Document

Summary

Header	✓
Commodity Codes	✓
Alternative Language	0
Attachments	1
Obligations	1
<b>Review Rounds</b>	<b>0</b>

### Review Rounds

This contract has 0 completed rounds of review.

Create Manual Internal Round    Create External Round

### Add Reviewer

Search bar with magnifying glass icon and More Options button.

Page 1 of 88    1-10 of 871 Results    10 Per Page

Name	Select
Alliss, Justin	Select
Winslow, Amanda	Select
Garland, Shannon	Select
Schulz, Teri	Select
Gustafson, Jean	Select
Polich, Reese	Select
Okland, Jerrod	Select
Hunter, Mallory	Select
Williams, Kyle	Select
Ahsan, Akm	Select

Page 1 of 88    1-10 of 871 Results    10 Per Page

Selected Values  
No Values Selected

Save Changes    Close

▼ Next Round (Internal - Manual)

Begin Round Delete Round

Status	Reviewer	Email	Phone Number	
Not Sent	Shannon, Laura	laura.shannon@iowa.gov	+1 515-330-7325	Delete

Add Reviewer

Click **Begin Round** when ready. Add a message to the reviewer, then click **Begin Internal Review**. The reviewer will receive an email with a link to the contract.

### Begin Internal Review ×

You selected 1 reviewer for this round. Please confirm the reviewer below.

1. Laura Shannon

Message to Reviewers

2000 characters remaining

**Begin Internal Review** Close

# Review Rounds

The contract can only be edited by the Internal Reviewer.

If the contract manager needs access to the contract for edits and the internal reviewer is unavailable, click the **End Round Now** button. The contract will return to Draft status.

**Internal Review** You are a reviewer. You can check out the contract to make changes, then [finish your review](#). Contract Actions ▾

If you would like to edit this contract please check it out. Check Out

**240051845**  
Test Contract 015

Type: 005 DAS Single Agency Contract  
2nd Party:  
Version: Renewal 0, Amendment 0

Summary

Header ▲

Goods and/or Services ✓

Commodity Codes ▲

Alternative Language 0

Attachments 1

Obligations 0

Review Rounds 1

### Review Rounds

[View XML](#) | [History](#) | ?

This contract has 0 completed rounds of review. Expand All | Collapse All

▼ **Current Round (Internal - Manual)** (2/9/2024 -) End Round Now

No message exists. Edit

Tracking	Reviewer	Comment	Actions
<b>Sent</b> ⓘ	Shannon, Laura	-	Actions ▾

# Review Rounds

When the Internal Reviewer has completed the review, they navigate to the Contracts Action button, add their comment in the pop-up screen, and click the **Done with My Review** button.

The Comments will be located in the comment section, and the status will be Marked as **Done**. The information icon is a time stamp.

The process can be repeated as necessary until the contract is ready for approval

**Draft** Once done authoring, reviewing, and negotiating this contract, submit it for approval.

Contract Actions ▾

If you would like to edit this contract please check it out.

**240051845**  
Test Contract 015

Type: 005 DAS Single Agency Contract  
2nd Party:  
Version: Renewal 0, Amendment 0

Summary  
Header  
Goods and/or Services  
Commodity Codes  
Alternative Language  
Attachments  
Obligations  
Review Rounds  
Submit for Approval

**Review Rounds**

This contract has 1 completed round of review.

Create Manual Internal Round Create External Round

▼ Round #1 (Internal - Manual) (2/9/2024 - 2/9/2024)

No message exists.

Tracking	Reviewer
<b>Done</b> ⓘ	Shannon, Laura

**Done with My Review**

Please enter a review comment for the Contract Manager \*

Test comment

988 characters remaining

\* Required Done with My Review Close

Done with My Review  
Check Out  
Open Main Document  
Download Full Contract as PDF  
Copy  
Add Internal Message  
Start External Communication  
View/Reactivate Subscribers  
Queue for Export

Comment  
Test comment

Clicking the Create External Round button opens the Add Reviewer Pop-up screen. Enter the External reviewer, then click Save.

### 40020

Test Contract 074

Type: Master Agreement - Standard - Test  
2nd Party: SOIJAGGAERTEST  
Dates: 4/1/2023 - 3/31/2024  
Version: Renewal 0, Amendment 0  
[> Lifetime Spend \(USD\)](#)

Open Main Document ▾

Summary

Header	✓
Commodity Codes	✓
Alternative Language	0
Attachments	1
Obligations	1
<b>Review Rounds</b>	<b>0</b>

### Review Rounds

[View XML](#) [History](#) [?](#)

This contract has 0 completed rounds of review.

Create Manual Internal Round   **Create External Round**

### Add Reviewer

First Name ★

Last Name ★

Email ★

Title

Phone Number  ext.

International phone numbers must begin with +

★ Required   **Save**   Close

## Review Rounds

[View XML](#) | [History](#) | [?](#)

This contract has 1 completed round of review.

[Expand All](#) | [Collapse All](#)

### ▼ Next Round (External)

[Begin Round](#)



[Delete Round](#)

Status	Reviewer	Email	Title	Phone Number	Actions
<a href="#">Not Sent</a>	Jaggaertest, SOI	SOIJAGGAERTEST@gmail.com	-	-	<a href="#">Edit Properties</a> ▼

[Add Reviewer](#)

### ▼ Round #1 (Internal - Manual) (2/9/2024 - 2/9/2024)

No message exists.

Tracking	Reviewer	Comment
<a href="#">Done</a> ⓘ	Shannon, Laura	Test comment

Click the **Begin Round** button.

# Review Rounds

The pop-up window opens with an email template pre-populated with placeholders from your contract – contract number, name, and attachment names. You may edit the email and placeholders.

All the uploaded attachments will be available to select in the Attachment Section.

When ready, click Send Email.

### Begin Round of External Review

Recipients \*  SOI Jaggaertest

#### Attachments

Indicate which attachments you would like to include in the email.

<input checked="" type="checkbox"/>	Attachment	Size	Full Contract PDF
<input checked="" type="checkbox"/>	Contract Main Document 🏆	33 KB	<input checked="" type="checkbox"/>

Include Full Contract PDF ⓘ

#### Email Content

Customize your email below:

From Name \*

From Email \*

Reply To Email \*

Subject \*

ⓘ Right click on placeholders 📄 to edit or remove them.

Body \*

Format - Size - **B** *I* U ~~S~~  $x_2$   $x^2$  A- A+

*I* **B** U ~~S~~  $x_2$   $x^2$  A- A+ Placeholders

Dear

This email is to inform you that The contract name 📄  The contract number 📄 is available for your review. For your convenience the  documentation has been attached to this email.

\* Required


This is a screenshot of the email received by the external reviewer.

The email chain is now available in the **External** tab of the **Communication Center** in the Wizard.

The contract manager will also receive an email response from the external reviewer.

End the external round by clicking the **Actions** button and selecting **Done with Review** or **End Round Now**. All communication is kept in the Communication Center.

Test Contract 015 contract has been forwarded to you Inbox x

 **Laura Shannon** <notifications@network.jaggaer.com>  
to SOI ▾ 11:51AM (1 hour ago) ☆ 😊 ↶ ⋮

**IOWA IMPACS**  
Iowa Management of Procurement and Contracts System

Dear SOI Jaggaertest

This email is to inform you that Test Contract 015, contract 240051845, is available for your review. For your convenience the contract documentation has been attached to this email.


Thank You,

Laura Shannon  
Department of Administrative Services State of Iowa

Support Team Contact Information:  
+1 515-330-7325  
[purchasing\\_mailbox@iowa.gov](mailto:purchasing_mailbox@iowa.gov)

This comment was sent to SOI Jaggaertest. Your email response will be sent to all recipients in this conversation.  
[Unsubscribe](#) | [Subscribe](#)

**One attachment** • Scanned by Gmail ⓘ



**DAS Contract Mai...**

▼ <b>Current Round (External)</b> (2/9/2024 -)			
Tracking	Reviewer	Comment	Actions
<span>Sent</span> ⓘ	Jaggaertest, SOI	-	<span>End Round Now</span> <span>Actions ▾</span>
▶ <b>Round #1 (Internal - Manual)</b> (2/9/2024 - 2/9/2024)			

# Contracts Wizard

## Comments

The Comments section of the Contract Wizard is a place for the Contract Manager to start a discussion thread, or keep notes on the contract.

The **Internal** tab in the **Communication Center** is identical and has the same functionality.

It is recommended to use the **Communication Center** instead of Comments.

The screenshot displays the Contract Wizard interface for contract 240051845. The left sidebar shows a navigation menu with the following items and counts: Summary, Header (0), Goods and/or Services (1), Commodity Codes (0), Alternative Language (0), Attachments (1), Obligations (0), Review Rounds (3), Submit for Approval, Comments (0), Communication Center (1), Users and Contacts, Notifications, and Contract Family. The main content area is titled 'Comments' and shows a 'Start New Thread' button highlighted with a red box and a red arrow pointing to the 'New Comment' modal. The modal contains a 'Subject' field, a 'Message' field with a 5000 character limit, and a 'Send Notification To' field with a search icon. The modal also includes 'Save' and 'Close' buttons and a note that asterisks indicate required fields.

240051845  
Test Contract 015

Type: 005 DAS Single Agency Contract  
2nd Party:  
Version: Renewal 0, Amendment 0  
Open Main Document

Summary

Header ▲

Goods and/or Services ✓

Commodity Codes ▲

Alternative Language 0

Attachments 1

Obligations 0

Review Rounds 3

Submit for Approval

Comments 0

Communication Center 1

Users and Contacts

Notifications

Contract Family

Comments View XML | History | ?

Start New Thread

There are no comments for this contract.

### New Comment

Subject \*

Message \*

5000 characters remaining

Send Notification To

Name, User Name, Email

★ Required

Save Close

# Contracts Wizard

Communications Center

The **Communication Center** section of the Contract Wizard is a central place to manage correspondence about a contract.

The messages and their replies are saved and recipients will receive the response via email. The entire conversation thread can be viewed in the Communication Center.

**240051845**  
Test Contract 015

Type: 005 DAS Single Agency Contract  
2nd Party:  
Version: Renewal 0, Amendment 0  
Open Main Document

**Communication Center**

Internal (0) External (1)  
Add Internal Message

There are no communications on this contract yet

Summary

- Header ▲
- Goods and/or Services ✓
- Commodity Codes ▲
- Alternative Language 0
- Attachments 1
- Obligations 0
- Review Rounds 3
- Submit for Approval

Comments 0

**Communication Center 1**

Users and Contacts

Notifications

Contract Family

The **Add Internal Message** action sends emails or keeps notes about a contract.

To create a note or comment about the contract that only the contract manager and designated users can see, Fill in the **Subject** and add the note to the **Body** field, then click **Create**.

To send an email that will be saved with the contract, add Recipients who are IMPACS Users. Use the **External** tab for Vendors or Internal Stakeholders not registered in IMPACS (Optional).

Select attachments already in the contract or add new attachments to the email or note (Optional).

240051845

Test Contract 015

Type: 005 DAS Single Agency Contract

2nd Party:

Version: Renewal 0, Amendment 0

Open Main Document

Summary

Header

Goods and/or Services

Commodity Codes

Alternative Language

Attachments

Obligations

Review Rounds

Submit for Approval

Comments

Communication Center

Users and Contacts

Notifications

Contract Family

## Communication Center

Internal (0)

External (1)

Add Internal Message

There are no communications on this contract yet

### Internal Communication

Subject \*

Body \*

Format (inherited font) (inherited size) B I U abc

Rich text editor toolbar with icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, source code, and undo/redo.

Characters remaining: 50000

> Recipients (Optional)

> Attachments (Optional)

\* Required

Create

Close

In one of the Internal Messages, an **Attachment** was added:

From the Actions button, you may **Add or Update Main Document** (Contract MA document) or **Add/Update Attachment**.

The system will keep all the attachment versions so that you can go back and compare the changes to another version.

Note that you can add to the Conversation.

The **External** communication tab operates in the same way.

**Conversation Details** View

Internal (2) External (1)

Add to Conversation

Subject: Test with Attachment

Subscribers: Laura Shannon Change Subscribers

**From:** Laura Shannon **Sent On:** 2/9/2024 2:10 PM

**Sent To:** -

**Subject:** Test with Attachment

↓ DAS Contract Main Document.docx

**IOWA IMPACS**  
Iowa Management of Procurement and Contracts System

Please red-line the Contract

Actions ▾

- Compare With
- Add/Update Main Document
- Add/Update Attachment

# Contracts Wizard

## Users and Contacts

**It is likely that you will not need to update this page and it can be skipped.**

**Contract Manager-** The field is automatically populated with the contract manager, who has full control over the contract. This typically is the Contract Creator.

**Stakeholders** – Can view the contract and receive notifications.

**Created by** – The person who created the contract.

**Users from the Department** – General Public User include all IMPACS Users and the General Public. This is used for master agreements and any contracts that need public posting.

**Make Confidential** – This will limit visibility and access to only those users who are added directly to this contract in the section above this line.

**Visibility Controls and External Contacts** are managed by the system administrator.

**240051845**  
Test Contract 015

Type: 005 DAS Single Agency Contract  
2nd Party:  
Version: Renewal 0, Amendment 0  
[Open Main Document](#)

Summary  
Header ⚠  
Goods and/or Services ✓  
Commodity Codes ⚠  
Alternative Language 0  
Attachments 1  
Obligations 0  
Review Rounds 3  
Submit for Approval

Comments 0  
Communication Center 3

**Users and Contacts**

Contract Managers \* Full control over this contract [Edit Users](#)  
Shannon, Laura

Stakeholders View this contract and receive notifications [Edit Users](#)  
None

Created by Informative: Creator of this contract not related to permissions [Edit Users](#)  
Shannon, Laura

**> Users from Department (213)** [Make Confidential](#)

**> Visibility Controls**

**External Contacts**  
You can use External Contacts to  
External Contacts Ad

**Users from Department (213)**

**Contract Administrators** Administrators have full control over this contract.  
**Role: Admin**  
Role: Central Procurement Buyer  
Role: Procurement

**Contract Managers** Contract Managers from the department can view this contract, but cannot make changes.  
Role: Central Procurement Buyer

**Stakeholders** Stakeholders from the department can view this contract, but cannot make changes.  
Role: General Public User

# Contracts Wizard

## Notifications

In the **Notifications** section of the Wizard, you may select the types of events that you will receive (optional). Recommended selections are shown in the example.

Advance Notice Settings may be set for Start Date, End Date, Renewal Date, and Review Date (if enabled).

The Department, Stakeholders, and External Contacts may be notified if you check the corresponding box(es).

Enter the number of days in advance you would like to be reminded of the upcoming event. Leave a field blank to turn off that advanced notice.

**Save Changes** when done.

**240051845**  
Test Contract 015

Type: 005 DAS Single Agency Contract  
2nd Party:  
Version: Renewal 0, Amendment 0  
[Open Main Document](#)

Summary

Header ▲

Goods and/or Services ✓

Commodity Codes ▲

Alternative Language 0

Attachments 1

Obligations 0

Review Rounds 3

Submit for Approval

Comments 0

Communication Center 3

Users and Contacts

**Notifications**

Contract Family

**Notifications** View XML | History | ?

Who should receive each notification type?

Notification Type	Contract Managers		Stakeholders		External Contacts
	Contract	Department	Contract	Department	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start Date - Advance Notice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start Date Passed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
End Date - Advance Notices	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
End Date Passed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Renewal Date - Advance Notices	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Renewal Date Passed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review Date Passed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Advance Notice Settings**

Leave a field blank to turn off that advance notice.

Advance Notice For...	Advance Notice #1 (in Days)	Advance Notice #2 (in Days)	Advance Notice #3 (in Days)
Start Date	<input type="text"/>		
End Date	120	90	60
Renewal Date	90	60	30

[Save Changes](#)

# Notifications

# Contracts Wizard

## Contract Family

The **Contract Family** screen lists all contracts connected to a contract. Related contracts are grouped into two sections:

**Parent/Child Contracts** lists all contracts -parent or child of the selected contract.

A Child contract typically is a reseller to a parent contract. The example shows “Hon” as the parent company and “All Makes Office Interiors” as the reseller of Hon, therefore the child contract.

**Contract Versions** lists all amendments and renewals of the contract. You may view **all versions** of the contract from this screen.

**23128**  
Office Furniture and Related Service and Solutions

Type: Master Agreement - Cooperative  
2nd Party: Hon Company The  
Dates: 1/22/2023 - 1/21/2028  
Version: Renewal 0, Amendment 0  
> Lifetime Spend (USD)

View Contract

Summary

Header ✓

Commodity Codes ✓

Alternative Language 0

Attachments 8

Obligations 3

Review Rounds 0

Approvals

eProcurement Setup

Budget and Spend

Applies To

Goods and Services

PO Clauses

Comments 0

Communication Center 0

Users and Contacts

Notifications

**Contract Family**

**Contract Family** View XML History ?

Link a Child to this Contract

**Parent/Child Contracts** Expand All Collapse All

Contract No.	Contract Type	Primary Second Party	Total Contract Versions	View Contract Versions
23128 <b>This Contract</b>	Master Agreement - Cooperative	Hon Company The	1	Shown Below
23149	Master Agreement - Cooperative	All Makes Office Interiors	1	<span>View Details</span>

**23128 Contract Versions (1)**  
All of the following contracts are in Central Standard Time.

Status	Version Type	Version Numbers	Primary Second Party	Start Date	End Date	Create Date
<b>Executed: In Effect</b>	Original	Renewal 0, Amendment 0	Hon Company The	1/22/2023	1/21/2028	2/8/2023

The Contract Family screen also allows you to create a child contract (in the dropdown menu at the top of the screen) or link a child contract to your contract.

Click the info icon to open the Contract Summary, and from there, you may open the contract by clicking **Go to Contract**.

**23128**  
Office Furniture and Related Service and Solutions

Type: Master Agreement - Cooperative  
2nd Party: Hon Company The  
Dates: 1/22/2023 - 1/21/2028  
Version: Renewal 0, Amendment 0  
Lifetime Spend (USD)

View Contract

Summary

- Header ✓
- Commodity Codes ✓
- Alternative Language 0
- Attachments 8
- Obligations 3
- Review Rounds 0
- Approvals

eProcurement Setup

Budget and Spend

Applies To

Goods and Services

PO Clauses

Comments 0

Communication Center 0

Users and Contacts

Notifications

**Contract Family**

Contract Family View XML History ?

Link a Child to this Contract

Parent/Child Contracts Expand All Collapse All

Contract No.	Contract Type	Primary Second Party	Total Contract Versions	View Contract Versions
23128 <b>This Contract</b>	Master Agreement - Cooperative	Hon Company The	1	Shown Below
23149	Master Agreement - Cooperative	All Makes Office Interiors	1	<span>View Details</span>

**23128 Contract Versions (1)**  
All of the following contracts are in Central Standard Time.

Status	Version Type	Version Numbers	Primary Second Party	Start Date	End Date	Create Date
<b>Executed: In Effect</b>	Original	<b>i</b> Renewal 0, Amendment 0	Hon Company The	1/22/2023	1/21/2028	2/8/2023

**Summary of Contract # 23128**

Open Main Document

**Header**

Contract Name *	Office Furniture and Related Service and Solutions	Start Date	1/22/2023 12:00 AM CST
Contract Type	Master Agreement - Cooperative	End Date	1/21/2028 11:59 PM CST
Department *	Administrative Services	Auto-Renew	✗

Agency \* Department of Administrative Services

Vendor \* Hon Company The

Summary \* [View Summary](#)

**Contract Managers**

Sara Grier	sara.grier@iowa.gov +1 515-823-9083
------------	--

**Additional Details**

- Contract Information
- Terms and Conditions
- Goods and/or Services Summary
- Attachments
- eProcurement, Budget, and Spend
- Applies To
- Visibility

\* Required

**Go to Contract** Close

# Contracts Wizard

Submit for Approval

The next step is to **Submit for Approval**.

If you have skipped a required step when creating the contract, you will see the **Progress as Incomplete**.

You may navigate to the item needing attention by clicking the item hyperlink.

**Draft** Once done authoring, reviewing, and negotiating this contract, submit it for approval. Contract Actions

**Lock** This Contract is currently checked out to You It is locked and cannot be edited by others until you check it in. Check In

**240051845**  
Test Contract 015

Type: 005 DAS Single Agency Contract  
2nd Party:  
Version: Renewal 0, Amendment 0  
Open Main Document

Summary

- Header ⚠
- Goods and/or Services ✓
- Commodity Codes ⚠
- Alternative Language 0
- Attachments 1
- Obligations 0
- Review Rounds 3
- Submit for Approval**
- Comments 0
- Communication Center 3
- Users and Contacts
- Notifications
- Contract Family

### Submit for Approval

View XML History ?

**✗** You must complete all required fields and sections to submit this contract for approval. ?

Section	Progress	Action Needed on the Following
Header	<span>⚠</span> Incomplete	<ul style="list-style-type: none"><li>✗ Payment Terms</li><li>✗ Shipping Terms - Free on Board</li><li>✗ End Date</li><li>✗ Contract Fee</li><li>✗ Primary Terms and Conditions</li><li>✗ A commodity code is required.</li><li>✗ Start Date</li><li>✗ Contract Applies To</li><li>✗ Vendor</li><li>✗ Renewals Remaining</li></ul>

Review Rounds 3 Required Fields Complete

**> View Approval Steps**

← Previous Submit for Approval

You will see a green checkmark in the Progress column when all required fields are completed.

To view the Approval Steps and to view the approvers for this contract, expand the **View Approval Steps** field.

Click **Submit for Approval**

If you self-approve your contracts, the IMPACS system administrator can set up the contract to automatically approve. Please contact [laura.shannon@iowa.gov](mailto:laura.shannon@iowa.gov) to set up an approval workflow.

### Submit for Approval

View XML | History | ?

✓ All sections are complete. You may submit your contract for approval.

Section	Progress
Header	✓ Required Fields Complete
Review Rounds	0 Required Fields Complete

View Approval Steps

Show skipped steps

Orientation: Horizontal

Submitted Future → Compile Robot Future → Contract Approval Future (View approvers) → Finish

Previous Submit for Approval

# Contracts Wizard

Search for Contracts

To search contracts, navigate to the Contracts Menu, type in the contract number or keywords in the Quick Search box, and click the magnifying glass icon or hit Enter on your keyboard.

The screenshot displays the IOWA IMPACS Solicitation Dashboard. The left sidebar contains navigation options: Home, Shop, Orders, Contracts (highlighted), Vendors, Sourcing, Reporting, Administer, and Setup. The main content area shows the 'Contracts' menu with a search box labeled 'Type to Search Contracts...' and a magnifying glass icon. Below the search box is a list of options: Contracts Home, Search Contracts, View Saved Searches, Search Contract Attachments, Create New Contract..., Create and Manage Export Templates, Contract Import/Export..., Search Contract Parties, Add Contract Party..., Contract Party Import/Export..., View Import/Export Results, and External Contacts. At the bottom of the dashboard, there are filter options for 'Date Range' (set to 'Next Seven Days') and 'Include Draft and Pending Events' (set to 'Yes'). The page number is 'Page 1 of 3' and it shows '1-5 of 13 Results'.

This is an example of a search result for the keyword "Tires". Click on the contract number to open the contract wizard.

Click **Back to Search** or **Start Over** to navigate to the Contracts Search Page.

← Back to Search | Start Over

Show associated forms and non-catalog requests

### Search Details

Search Terms  
Contract  
tires

Filtered by  
By Start/End Date: Effective

Save New Search | Export Search | Queue for Export

### Refine Search Results

Show on Vendor Portal  
Yes (6)

Contract Ended Early  
No (6)

Contract Status  
Executed: In Effect (6)

Contract Version Type  
Original (4)  
Amendment (2)

First Party  
Department of Administrative Services (6)

Second Party  
Doosan Industrial Vehicle America Corp (1)  
Goodyear Tire & Rubber Company (1)  
Bridgestone Americas Tire Operations LLC (1)  
Continental Tires of America, LLC (1)  
Genuine Parts Company / NAPA Auto Parts (1) [more]

### Contract Search Results

1-6 of 6 Results

Sort by Best Match 200 Per Page

<input type="checkbox"/>	Contract Details	<input type="button" value="Open Summary"/>
<input type="checkbox"/>	<b>19103</b> Tires, Tubes, & Services - Continental Second Party: Continental Tires of America, LLC Contract Type: 005 DAS Master Agreement - Cooperative Status: <b>Executed: In Effect</b> Start Date: 4/1/2019 End Date: 3/31/2024 Version Type: Amendment Renewal No.: 0 Amendment No.: 1 End Date Change Count: 0	<input type="button" value="Open Summary"/>
<input type="checkbox"/>	<b>19102</b> TIRES, TUBES, & SERVICES - BRIDGESTONE Second Party: Bridgestone Americas Tire Operations LLC Contract Type: 005 DAS Master Agreement - Cooperative Status: <b>Executed: In Effect</b> Start Date: 4/1/2019 End Date: 3/31/2024 Version Type: Original Renewal No.: 0 Amendment No.: 0 End Date Change Count: 0	<input type="button" value="Open Summary"/>
<input type="checkbox"/>	<b>19101</b> Tires, Tubes, & Services - Goodyear Second Party: Goodyear Tire & Rubber Company Contract Type: 005 DAS Master Agreement - Cooperative Status: <b>Executed: In Effect</b> Start Date: 4/1/2019 End Date: 3/31/2024 Version Type: Original Renewal No.: 0 Amendment No.: 0 End Date Change Count: 0	<input type="button" value="Open Summary"/>
<input type="checkbox"/>	<b>24064</b> Portable Wheel Load Scale for Vehicle Tires Second Party: Loadometer Corporation Contract Type: 005 DAS Master Agreement - Standard Status: <b>Executed: In Effect</b> Start Date: 9/19/2023 End Date: 9/18/2024 Version Type: Original Renewal No.: 0 Amendment No.: 0 End Date Change Count: 0	<input type="button" value="Open Summary"/>
<input type="checkbox"/>	<b>22033</b> Automotive Replacement Parts Second Party: ... Contract Type: ... Status: ... Start Date: 6/16/2023 Version Type: Amendment	<input type="button" value="Open Summary"/>

For a more robust search, navigate to Contracts>Search Contracts.

The screenshot displays the IOWA IMPACS interface. On the left is a dark blue sidebar with navigation options: Home, Shop, Orders, Contracts (highlighted with a red box), Vendors, Sourcing, Reporting, Administer, and Setup. The main content area is titled "Dashboards • Solicitation Dashboard - All Agencies". Below the title is a breadcrumb trail: Solicitation Dashboard - All Agencies > Solicitations Dashboard > Solicitations Dashb... A dropdown menu is open under the "Contracts" sidebar item, listing options: Contracts (highlighted with a red box), Approvals, Libraries, Reports, Requests, and Contract Administration. The "Contracts" dropdown menu is further expanded, showing a search bar "Type to Search Contracts..." and a list of actions: Contracts Home, Search Contracts (highlighted with a red box), View Saved Searches, Search Contract Attachments, Create New Contract..., Create and Manage Export Templates, Contract Import/Export..., Search Contract Parties, Add Contract Party..., Contract Party Import/Export..., View Import/Export Results, and External Contacts. Below the navigation is a "Filter Solicitations" section with a "Date Range" dropdown set to "Next Seven Days" and an "Include Draft and Pending Events" dropdown set to "Yes". At the bottom, there is a pagination bar showing "Page 1 of 3" and "1-5 of 13 Results".

The Simple Search Contracts page opens. **Click Advanced Search.**

IOWA IMPACS  
Iowa Management of Procurement and Contracts System

All ▾ Search (Alt+Q)

Contracts > Contracts > Search Contracts

### Search Contracts Advanced Search ?

Contract ⓘ

By Start/End Date

Created Date

The Advanced Search Contracts – Advanced page shows multiple search filters that will not only allow you to drill down to specific contract information but also allow you to export the data in an Excel report and save the search parameters for easy searching in the future.

Select the filters, then click Search at the bottom of the screen.

### Search Contracts - Advanced Simple Search ?

Contract Number	<input type="text"/>	Second Party	<input checked="" type="radio"/> Any of <input type="radio"/> All of
Contract Name	<input type="text"/>	Department	<input type="text" value="Type to filter..."/> <input type="button" value="Q"/>
Keywords	<input type="text"/>	By Start/End Date	Effective <input type="button" value="v"/>
Contract Type	<input type="text" value="Type to filter..."/> <input type="button" value="Q"/>	Created Date	All Dates <input type="button" value="v"/>
Contract Status	<input type="text" value="Type to filter..."/> <input type="button" value="Q"/>	Approvals Completed	All Dates <input type="button" value="v"/>
Contract Version Type	<input type="button" value="v"/>	Scheduled Termination Date	All Dates <input type="button" value="v"/>
Contract Manager	<input type="radio"/> Any <input type="radio"/> Me <input checked="" type="radio"/> Pick... <input type="text" value="Name, User Name, Email"/> <input type="button" value="Q"/>	Contract Term Extended	<input type="button" value="v"/>
Contract Stakeholder	<input type="radio"/> Any <input type="radio"/> Me <input checked="" type="radio"/> Pick... <input type="text" value="Name, User Name, Email"/> <input type="button" value="Q"/>	Include Archived	No <input type="button" value="v"/>
Summary	<input type="text"/>	Contract Ended Early	<input type="button" value="v"/>
		Reporting Commodity Code	<input type="text" value="Code, Description"/> <input type="button" value="Q"/> <input type="checkbox"/> Include Additional Commodity Codes

[Expand All](#) | [Collapse All](#)

- > Contract Value
- > Contract Party Options
- > Custom Contract Fields
- > Renewal
- > Communication Center

You may save this search for easy access in the future.

Click the Save Changes button.

**IOWA IMPACS**  
Iowa Management of Procurement and Contracts System

Contracts > Contracts > Search Contracts

Search (Alt+Q) 0.00 USD

Contracts > Contracts > Search Contracts

Back to Search Start Over Show associated forms and non-catalog requests

**Search Details**

Saved: Laura's Drafts (modified)

Search:

**Filtered by**

By Start/End Date: All [remove all]

**Contract Status**

- Executed: In Effect

**Contract Manager**

- Bennett, Randy

**Save Changes** Export Search Queue for Export

**Contract Search Results**

Page 1 of 2 1-200 of 201 Results

Sort by: Best Match 200 Per Page

<input type="checkbox"/>	Contract Details	<input type="button" value="Open Summary"/>
<input type="checkbox"/>	<b>24130</b> Concrete Burial Vaults Second Party: Wilbert Vault Start Date: 2/10/2024 Version Type: Original Contract Type: 005 DAS Master Agreement - Standard End Date: 2/9/2025 Renewal No.: 0 Status: <b>Executed: In Effect</b> Amendment No.: 0 End Date Change Count: 0	<input type="button" value="Open Summary"/>
<input type="checkbox"/>	<b>24110</b> Bread and other Related Bakery Products - DHS Eldora	<input type="button" value="Open Summary"/>

**Refine Search Results**

Create a personal folder to save the search in if you don't have one already. Click the **Add New** link to create a folder.

Then name your search in the Nickname field.

Click Save

### Add to Saved Searches ×

**Step 1: Edit Saved Document Search Details**

Nickname <sup>★</sup>

[> Add Description](#)

**Step 2: Select Destination Folder**

[Add New](#) ▾

**Personal**

- Contracts
- DAS CP PA Contracts
- IDR
- Laura's Contracts
- Reports
- Solicitations
- Test**
- Vendor Searches

**Shared**

- Contracts
- Public User Contracts

**Step 3: Select Export Template**

Action  ▾

Include Custom Fields in Export  Include Custom Fields in Export

★ Required

Navigate to Contracts>View Saved Searches to view your saved folders and the saved searches in the folders.

The screenshot displays the IOWA IMPACS Solicitation Dashboard. On the left is a dark blue navigation sidebar with icons and labels for Home, Shop, Orders, Contracts, Vendors, Sourcing, Reporting, Administer, and Setup. The 'Contracts' menu item is highlighted with a red box. A dropdown menu is open from 'Contracts', listing various options. The 'View Saved Searches' option is highlighted with a red box. Below the dropdown, there are filter controls for 'Filter Solicitations', including a 'Date Range' dropdown set to 'Next Seven Days' and an 'Include Draft and Pending Events' dropdown set to 'Yes'. At the bottom of the filter section, it shows 'Page 1 of 3' and '1-5 of 13 Results'. The main content area behind the sidebar shows the breadcrumb 'Dashboards • Solicitation Dashboard - All Agencies' and a search bar with the placeholder text 'Type to Search Contracts...'.



Shortcuts appear here in the Advanced Search Screen.

**Saved Searches Shortcuts**

Future Contracts

**Search Contracts - Advanced** Simple Search | ?

Contract Number	<input type="text"/>	Second Party	<input checked="" type="radio"/> Any of <input type="radio"/> All of <input type="text" value="Type to filter..."/>
Contract Name	<input type="text"/>	Department	<input type="text" value="Type to filter..."/>
Keywords	<input type="text"/>	By Start/End Date	All ▾
Contract Type	<input type="text" value="Type to filter..."/>	Created Date	All Dates ▾
Contract Status	<input type="text" value="Type to filter..."/>	Approvals Completed	All Dates ▾
Contract Version Type	▾	Scheduled Termination Date	All Dates ▾
Contract Manager	<input type="radio"/> Any <input type="radio"/> Me <input checked="" type="radio"/> Pick... <input type="text" value="Name, User Name, Email"/>	Contract Term Extended	▾
Contract Stakeholder	<input type="radio"/> Any <input type="radio"/> Me <input checked="" type="radio"/> Pick... <input type="text" value="Bennett, Randy X"/>	Include Archived	No ▾
Summary	<input type="text"/>	Contract Ended Early	▾
		Reporting Commodity Code	<input type="text" value="Code, Description"/> <input type="checkbox"/> Include Additional Commodity Codes

[Expand All](#) | [Collapse All](#)

- > Contract Value
- > Contract Party Options
- > Custom Contract Fields
- > Renewal
- > Communication Center

# Contracts Wizard

## Renewals

To use the IMPACS renew function. Navigate to the **Contracts Action** button in the top right of the contract screen. Select **Renew**.

**IOWA IMPACS TEST UAT**  
Iowa Management of Procurement and Contracts System

Contracts > Contracts > Search Contracts

< Back to Results 5 of 26 Results

**Executed: In Effect** This contract is in effect through the end date of 3/31/2024 at 11:59 PM CDT.

**Contract Actions**

If you would like to edit this contract please check it out.

**40033**  
Test 500

Type: 005 DAS Master Agreement COOP - TEST  
2nd Party: SOIJAGGAERTEST  
Dates: 4/1/2023 - 3/31/2024  
Version: Renewal 0, Amendment 0

View Contract

**Contract Header**

Contract Number \* 40033 Parent Contract  
Contract Name \* Test 500 Use eSignature for this contract? \*  
Contract Type \* 005 DAS Master Agreement COOP - TEST Show on Vendor Portal Inherit From General Contract Settings -- O Setting: Yes  
Contract Language \* English  
Department \* Administrative Services - DAS  
Summary \* Test Summary

**Contract Parties**

Name	Currently Visible	Type	Contact	Contract Address
Department of Administrative Services		Agency (Primary)	Laura Shannon	1305 E Walnut Street 3rd Floor Des Moines, Iowa, 50319 US
SOIJAGGAERTEST	✓	Vendor (Primary)	SOIJAGGAERTEST	1305 E. Walnut Des Moines, Iowa, 50319 US

**Contract Actions** dropdown menu:

- Check Out for Internal Edit
- End Contract Early
- Terminate
- Download Full Contract as PDF
- Amend
- Renew**
- Copy
- Add Internal Message
- Start External Communication
- View/Reactivate Subscribers
- Queue for Export

**Summary**

**Header**

- Commodity Codes ✓
- Alternative Language 0
- Attachments 6
- Obligations 1
- Review Rounds 0
- Approvals
- Comments 0
- Communication Center 0

**Dates and Renewal**

IMPACS automatically changes the contract term dates and *one* of the “renewals remaining” fields. **If there is a second renewal remaining field in the Header under “Contract Information”, it must be updated manually.**

If pricing updates are needed, update in the Goods and/or Services section.

**Dates and Renewal**

Time Zone ★ CDT/CST - Central Standard Time (US/Cent) ▼

Start Date ★ 04/01/2024 12:00 AM

mm/dd/yyyy hh:mm a  
 Update Start Date Upon Execution ⓘ

End Date ★  Expires On  Term

03/31/2025 11:59 PM

mm/dd/yyyy hh:mm a

Renewals Remaining

Renewal Term  Years ▼

Auto-Renew  Yes  No

Renewal No. 1

This field automatically updates

**> Additional Details**

**Contract Information**

Contract Applies To ★ ⓘ All State Agencies, Governmental Entities & Political Subdivisions

Cooperative Entity ⓘ NASPO ValuePoint ▼

Cooperative Contract # MNV-123

Contract Websites   
1935 characters remaining

Renewals Remaining ★ ⓘ

Field Validation

Update this field to match the renewal field above

Note the **Renewal Action** button at the top right of the screen. From here you can **delete the renewal** if you make a mistake.

The **Main Document** will also update automatically with the new information.

Download the new Main Document from the Attachments section, get your signatures, and then upload the signed main document to Attachments. Make sure it is assigned as the main document (crown icon).

When ready, **Submit for Approval**. Once approved, the contract is renewed and has the status of **Executed: Future**. The contract number stays the same – unlike 1/3, which needs a letter added to the end of the number.

To find your contract, make sure you search for the status of **Executed: Future** and save that search in your saved searches.

**Draft** Once done authoring, reviewing, and negotiating this renewal, submit it for approval. **Renewal Actions**

**Lock** This Contract is currently checked out to You It is locked and cannot be edited by others until you check it in.

**DAS-005-2024-40129**  
Test Contract 017

Type: 005 DAS Single Agency Contract- TEST  
2nd Party: SOIJAGGAERTEST  
Dates: 4/1/2024 - 3/31/2025  
Version: Renewal 1, Amendment 0

Open Main Document

Summary

- Header ✓
- Goods and/or Services ✓
- Commodity Codes ✓
- Alternative Language 0
- Attachments 3
- Obligations 0
- Review Rounds 0

Submit for Approval

### Attachments

General (3) Internal Only (0) Obligations (0)

Add Attachments

Print Order	Attachment	Print with Full		Show on		Version	Size	Date Uploaded	Actions
		Contract	Vendor	Portal	Vendor				
1 <span>👑</span>	<a href="#">Main Document</a> DAS Contract Main Document.docx	<span>✓</span>	<span>✓</span>	<span>✓</span>	<span>✓</span>	1	33 KB	2/9/2024 4:09:42 PM	Actions
2	<a href="#">Special Terms and Conditions.pdf</a>	<span>✓</span>	<span>✓</span>	<span>✓</span>	<span>✓</span>	1	33 KB	2/9/2024 4:09:42 PM	Actions
3	<a href="#">Price List.pdf</a>	<span>✗</span>	<span>✗</span>	<span>✗</span>	<span>✗</span>	1	78 KB	2/9/2024 4:09:42 PM	Actions

# Contracts Wizard

## I/3 Renewals

Inputting contracts in I/3: **After** completing the renewal process in IMPACS, change the **end date** in I/3 and **upload** the signed main document.

Update any pricing on the commodity lines as necessary.

**DO NOT** change the contract number in I/3.

# Contracts Wizard

## Termination or Ending Early

To **End the Contract Early** or **Terminate** a contract, click on **Contract Actions** and select the action from the dropdown menu.

You may reverse the **End Early** action by clicking **Contract Actions** and selecting **Return to Executed**.

When selecting **Terminate Contract**, a pop-up window opens. **Note: Terminating the contract cannot be undone.**

The screenshot displays the Iowa IMPACS contract management interface. At the top, a status bar indicates the contract is "Executed: In Effect" and "Renewal Underway". The main content area shows contract details for ID 40009, including the contract header, parties, and summary. A "Contract Actions" dropdown menu is open, with "End Contract Early" and "Terminate" options highlighted. A red arrow points from the "Terminate" option to a pop-up window titled "Terminate Contract". This window contains a warning message: "Terminating the contract cannot be undone." and "The scheduled termination was disabled because the Contract has a Renewal Underway". It also includes a question "Is the termination effective immediately?" with "Yes" selected, and a text input field for "Why are you terminating this contract?". The "Terminate Contract" button is highlighted in blue.

# Contracts Wizard

## Obligation Reports

Reporting on Obligation status is achieved by navigating to the Obligations against contracts.

The screenshot displays the IOWA IMPACS Admin Dashboard. The main navigation menu on the left includes: Home, Shop, Orders, Contracts, Vendors, Sourcing, Reporting, Administer, and Setup. The 'Contracts' menu item is highlighted with a red box. A sub-menu is open for 'Contracts', listing: Contracts, Approvals, Libraries, Reports, Requests, and Contract Administration. The 'Reports' item is highlighted with a yellow bar and a red box. A search bar is visible at the top of the sub-menu with the text 'Type to Search Contracts...'. Below the search bar, several report options are listed, with 'Obligations Across Contracts' highlighted by a red box.

IOWA IMPACS  
Iowa Management of Procurement and Contracts System

Contracts > Reports > Obligations Across Contracts

### Obligations Across Contracts

Due Date From:  Due Date To:  Obligation Status: Overdue X Upcoming X Tags:  More Options Export

Only My Obligations

Clear Run Report

For Selected Lines Actions

Select All Deselect All

Occurrence in a Series

Page 1 of 5 1-200 of 939 Results 200 Per Page

Obligation Name	Obligation Description	Obligation Status	Obligation Due Date	Obligation Completed Date	Completed By	First Party Owner	Tags	First Party Stakeholder	Second Party Stakeholder	Contract Number	Contract Name	Contract Status	Contract Type	Second Party (Primary)	Contract Manager	
Insurance Certificate Renewal (COI)	Annual review of Liability Insurance Certificate (COI)	Overdue	1/1/2024 11:59 PM CST				coi		Bedwell, Gwenna	23110A	Rehabilitation and Independent Living Case Management System	Executed: In Effect	005 DAS Master Agreement - Standard	TYLER TECHNOLOGIES INC	Laura Shannon	Mark as Complete
Quarterly Sales Report	The Vendor shall keep a record of the purchases made pursuant to the Contract and shall	Overdue	7/31/2023 11:59 PM CDT				quarterly report			MA1930 4C	Office Supply Catalog Solutions - ODP - Punchout Vendor	Expired	005 DAS Master Agreement - Cooperative	ODP Business Solutions, LLC	Julie Janssen	Mark as Complete

This screen opens. First, select **More Options**.

**Obligations**

Select the Filters that apply to the report – Contract Manager, Department, etc.

Also, select the **Obligation Status** that will be reported and include the correct tag for the obligation.

Click **Run Report**

Contracts > Reports > Obligations Across Contracts

### Obligations Across Contracts

Due Date From <input type="text"/> mm/dd/yyyy hh:mm a	Due Date To <input type="text"/> mm/dd/yyyy hh:mm a	Obligation Status Overdue X Upcoming X	Tags coi X	Hide Options
Contract Type <input type="text"/>	Department <input type="text"/>			
Contract Manager <input type="text"/>	First Party Owner <input type="text"/>	First Party Stakeholder <input type="text"/>		

Only My Obligations

Clear

The results will appear under the filter box. Sort using the column arrows. You may also complete the obligation from this page.

**Due Date From**

mm/dd/yyyy hh:mm a

**Due Date To**

mm/dd/yyyy hh:mm a

**Obligation Status** Overdue X Upcoming X

**Tags** coi X

**Contract Type**

**Department** Administrative Services - DAS X

**Contract Manager**

**First Party Owner**

**First Party Stakeholder**

Only My Obligations

Hide Options

Clear Run Report

Export

**For Selected Lines** Actions

Select All Deselect All

200 Per Page

Obligation Name	Obligation Description	Obligation Status	Obligation Due Date	Obligation Completed Date	Completed By	First Party Owner	Tags	First Party Stakeholder	Second Party Stakeholder	Contract Number	Contract Name	Contract Status	Contract Type	Second Party (Primary)	Contract Manager	
Insurance Certificate Renewal (COI)	Annual review of Liability Insurance Certificate (COI)	Overdue	1/1/2024 11:59 PM CST				coi		Bedwell, Gwenna	23110A	Rehabilitation and Independent Living Case Management System	Executed: In Effect	005 DAS Master Agreement - Standard	TYLER TECHNOLOGIES INC	Laura Shannon	<span style="border: 1px solid #ccc; padding: 2px;">Mark as Complete</span>
Insurance Certificate Renewal	Annual review of Liability	Overdue	6/12/2023 11:59 PM CDT				coi		Armantrout, Denny	21242	Data Communication	Executed: In Effect	005 DAS Master Agreement	HEARTLAND BUSINESS SYSTEMS	Sara Grier	<span style="border: 1px solid #ccc; padding: 2px;">Mark as Complete</span>

Export the report as an Excel spreadsheet by clicking the Export button.

The **Export Request** pop-up will appear. Add a short description in the box. Click the **Go to Page: Download Export Files** button. Click the refresh button until the file completes the download. Click the file name to download.

Due Date From:

Due Date To:

Obligation Status:

Tags:

Hide Options

Contract Type:

Department:

**Export Request**

Note: The time required to complete this export request depends upon the size of the request as well as the size and number of other pending requests.

100 characters remaining

**Export Request Submitted**

The export request has been successfully submitted.

Pending and completed exports are available in:  
Contracts > Contracts > View Import/Export Results

Note: The time required to complete this export request depends upon the size of the request as well as the size and number of other pending requests.



Renewal (COI)	Liability Insurance Certificate (COI)	CST			
Insurance Certificate Renewal	Annual review of Liability	<b>Overdue</b>	6/12/2023 11:59 PM CDT	coi	



Denny      Communication      Master Agreement      BUSINESS SYSTEMS      Grier

### Contract Import/Export Results

Click to filter

Import/Export Actions Refresh this Page

Start Date     
mm/dd/yyyy hh:mm a

End Date     
mm/dd/yyyy hh:mm a

Type\*

Function

Status

Show Company Requests  Yes  No

Status	File	Details	Requested By	Requested At	Expires In	Delete Selected
Pending	Getting Ready... <input type="button" value="Refresh File"/>	Excel Export of Obligations Across Contracts Export	Laura Shannon	2/13/2024 2:50 PM	6 Days	<input type="checkbox"/>
Completed	 Obligations_Across_Contracts_Report_Export_65172_6588417090561551641019.xlsx	Excel Export of Obligations Across Contracts Export Total records 242	Laura Shannon	2/13/2024 2:46 PM	6 Days	<input type="checkbox"/>
Completed	 Obligations_Across_Contracts_Report_Export_65056_12416976302819546461046.xlsx	Excel Export of Obligations Across Contracts Export Notes Test Total records 231	Laura Shannon	2/9/2024 10:51 AM	2 Days	<input type="checkbox"/>

Click the refresh button until the file completes the download.

Click the file name to download.

# Contracts Wizard

## Expiration and Renewal Reports

By navigating to Contracts>Reports>Contracts that Require Attention, you can run a report on contracts that will expire soon or need to be renewed.

The screenshot shows the IOWA IMPACS Admin Dashboard. The left sidebar contains navigation options: Home, Shop, Orders, Contracts, Vendors, Sourcing, Reporting, Administer, and Setup. The 'Contracts' menu item is highlighted with a red box. A dropdown menu is open from 'Contracts', showing options: Contracts, Approvals, Libraries, Reports, Requests, and Contract Administration. The 'Reports' option is highlighted with a red box. A secondary dropdown menu is open from 'Reports', showing a search bar and several report options. The option 'Contracts that Require Attention: Expiring...' is highlighted with a red box. The top of the dashboard shows 'Dashboards • Admin Dashboard - LS' and three tabs: 'Admin Dashboard', 'Admin Dashboard - LS', and 'Approval Dashboard'.

This screen opens first, but by clicking **More Options**, there will be more filter options.

### Contracts that Require Attention: Expiring Contracts

List of "expired" or "expiring" contracts, with a specified end date range, that do not have an executed renewal or amendment in place.

Contracts Ending Within: ★ 0-30 Days ▼ Renewal/Amendment Status: ▼ **More Options**

Only My Contracts Renewals Remaining: One or more ▼

Clear **Run Report**



Select the filters for the report and click **Run Report**.

### Contracts that Require Attention: Expiring Contracts

List of "expired" or "expiring" contracts, with a specified end date range, that do not have an executed renewal or amendment in place.

Contracts Ending Within: ★ 0-30 Days ▼ Contract Type Type to filter... Q Hide Options

Contract Manager Name, User Name, Email Q Renewal Status Type to filter... Q

Renewals Remaining: One or more ▼ Amendment Status Type to filter... Q

Clear **Run Report**

The example on the right is the top section of the reporting page. You may save the filters you choose for future reports and the **Export** button will export the report as an Excel spreadsheet.

## Contracts that Require Attention: Expiring Contracts

List of "expired" or "expiring" contracts, with a specified end date range, that do not have an executed renewal or amendment in place.

Save Filters Export

Contracts Ending Within: \* 0-30 Days Contract Type Type to filter... Hide Options

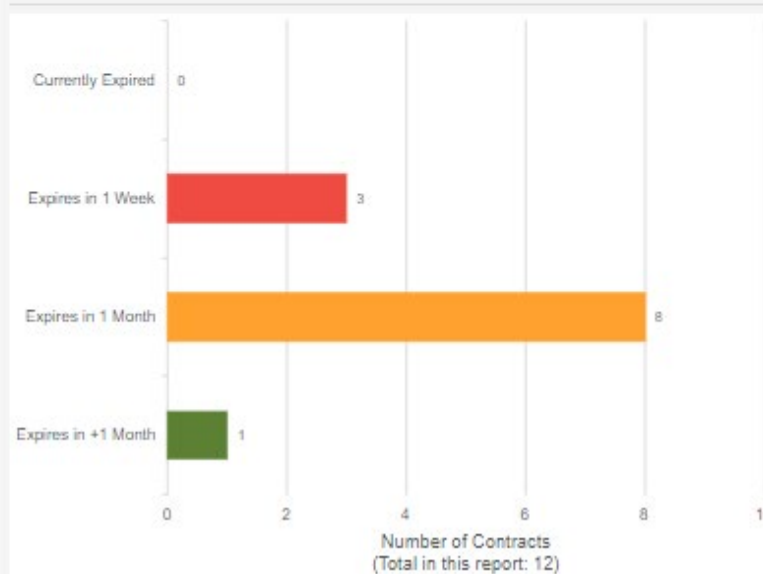
Contract Manager Bennett, Randy x Renewal Status Type to filter...

Renewals Remaining: One or more Amendment Status Type to filter...

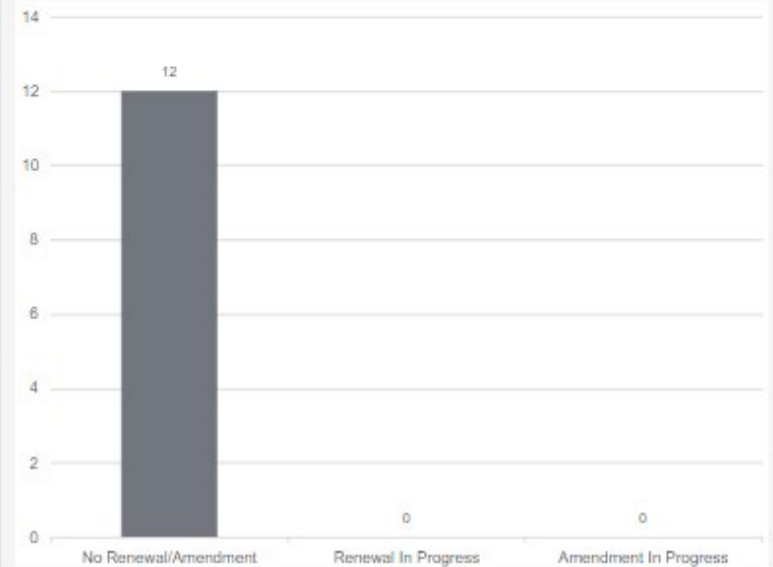
Clear Run Report

### Graphs

#### By Expiration



#### Renewal and Amendment Status



The example on the right is the bottom section of the reporting page. The list icon and the calendar icon are located at the top.

▼ Details

Today February 2024

Month Day

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	01	02

▼ Details

1-12 of 12 Results

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Timeline ▲	Contract Number ▼	End Date ▼	Contract Managers	Renewal Status ▼	Renewal Start ▼	Amendment Status ▼	Amendment Start ▼	Primary Second Party ▼
In 5 Days	22153A	2/19/2024	Bennett, Randy	-	-	-	-	Inpro Corporation
In 5 Days	21260B	2/19/2024	Bennett, Randy	-	-	-	-	STAR CREATIONS INC
In 5 Days	23139A	2/19/2024	Bennett, Randy	-	-	-	-	RJ Kool Midwest
In 10 Days	20233C	2/24/2024	Bennett, Randy	-	-	-	-	Northern Dewatering Inc
In 10 Days	20234C	2/24/2024	Bennett, Randy	-	-	-	-	Central Service & Supply, Inc.
In 10 Days	20235C	2/24/2024	Bennett, Randy	-	-	-	-	Central Service & Supply, Inc.
In 12 Days	19173D	2/26/2024	Bennett, Randy	-	-	-	-	Jessa May Erickson
In 16 Days	22152A	3/1/2024	Bennett, Randy	-	-	-	-	Central Service & Supply, Inc.
In 16 Days	22151A	3/1/2024	Bennett, Randy	-	-	-	-	AMCO Pump Manufacturing
In 23 Days	22226	3/8/2024	Bennett, Randy	-	-	-	-	Innovasea Marine Systems Canada Inc.
In 23 Days	22226A	3/8/2024	Bennett, Randy	-	-	-	-	Innovasea Marine Systems Canada Inc.
In 29 Days	22239A	3/14/2024	Bennett, Randy	-	-	-	-	Disability Consultants, LLC

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Calendar view

Questions?

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