

WebProcure™

Contract Board Instructions

(Updated July 26, 2018)



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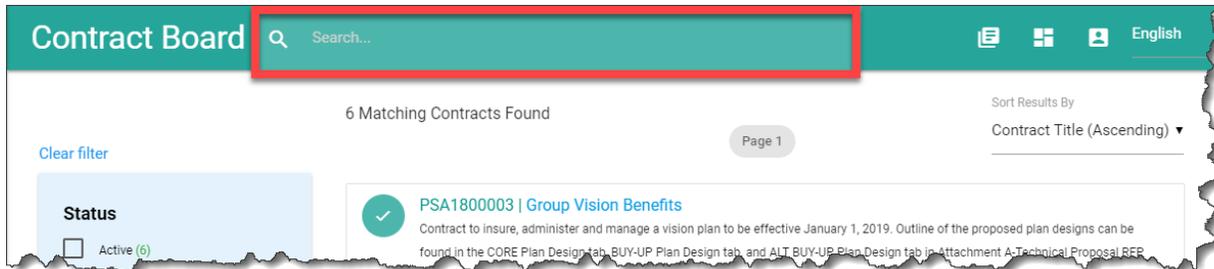
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Contracts Board

Welcome to Anne Arundel County, Maryland's Contract Board! The Contract Board enables users to easily access and view information on contracts awarded through the P.O.R.T. system.

Conducting a Search on the Contract Board

The Contract Board has a number of filters and searching capabilities, including being able to search by NIGP commodity codes or partial NIGP commodity codes.



If you know the contract number or the name of the vendor/contractor that you are searching for, enter the contract number or contractor's name in the Search field and contracts matching your search criteria will populate.

IMPORTANT

Filter mechanisms are available to narrow your search for a contract on the Contract Board including the **Status** filter, **Type** filter, **Organizations** filter, and the **Commodities** filter as described below. Once a filter is used, you may choose another filter to narrow your search even further. You can also search within the filters by bid number, commodity code, commodity name, or title of solicitation.

Status Filter

Status

Expired (1390)

Active (1975)

Choosing '**Expired**' will list contracts that have expired.

Selecting '**Active**' will only list the current active contracts.

Type Filter

Type <input type="checkbox"/> Master
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Choosing ‘**Master**’ will list Anne Arundel County contracts for prequalified contractors who are able to bid on subsequent Statements of Work (SOW) or task orders (e.g. IT Pre-Qualification or A&E Pre-Qualification).

Organizations Filter

Organizations (4) <input type="checkbox"/> Anne Arundel County <input type="checkbox"/> A & E Request <input type="checkbox"/> Capital Construction Request <input type="checkbox"/> IT Pre-Qual Request

By default, all contracts published on the Contract Board regardless of organization will be listed.

NOTE: If no contracts exist in the PORT system for a particular “organization”, that organization will not appear in the Organizations Filter selection box.

IMPORTANT

The Contract Board will only list contracts that were entered via the P.O.R.T. system. That means that in the early stages while there are still solicitations that were entered manually outside of the P.O.R.T. system, you must temporarily look in two places to view all awarded contracts. To view manually awarded contracts go to

<https://www.aacounty.org/departments/central-services/purchasing/forms->

Choosing ‘**Anne Arundel County**’ will list contracts for all Anne Arundel County agencies, departments, and bureaus except A&E, Capital Construction, and IT Pre-Qual.

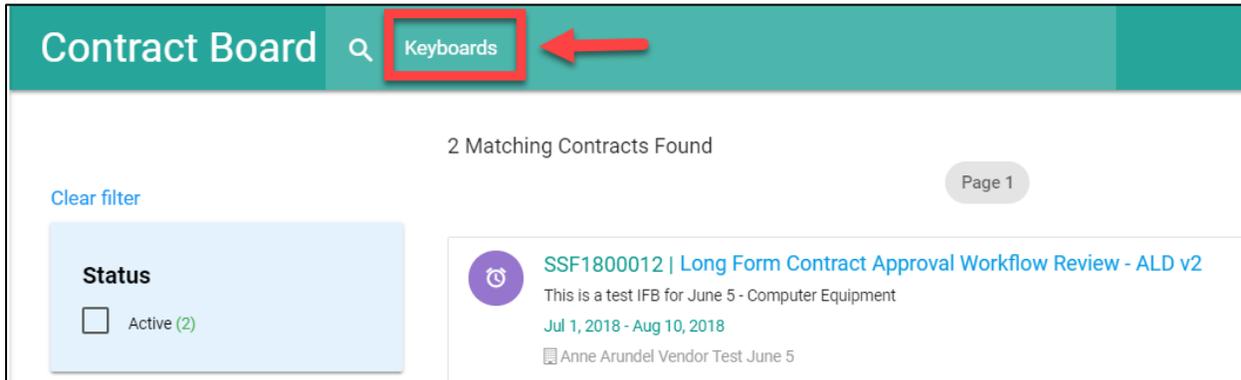
Choosing ‘**A&E Request**’ will only list contracts for Architecture & Engineering (A&E).

Choosing ‘**Capital Construction**’ will only list contracts for Capital Construction.

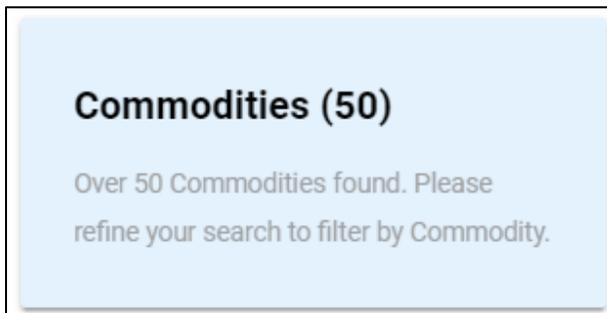
Choosing ‘**IT Pre-Qual**’ will only list contracts for IT Pre-Qualification.

Commodities Filter

To search for a contract by commodity, enter the NIGP commodity code or the commodity name in the search field. Any contracts with NIGP codes matching your search criteria will be listed.



If the number of NIGP commodity categories associated with the contracts listed (based on the search criteria and/or filters) is fifty (50) or more, the following message will be displayed in the ‘**Commodities**’ filter box. You must refine your search criteria and/or filter if you want to be able to further filter based on community code(s).

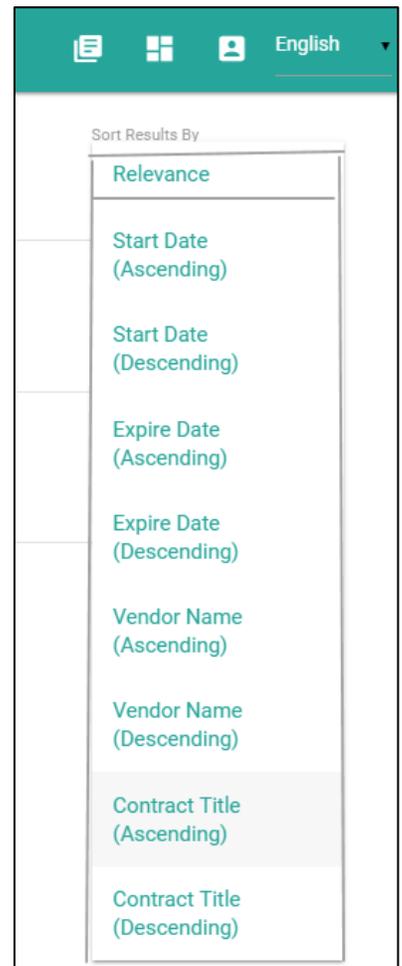
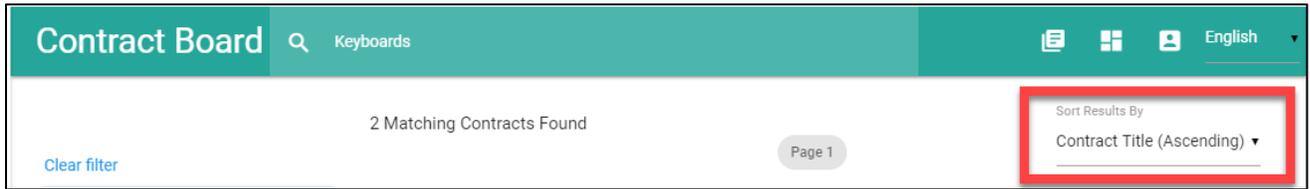


If the number of NIGP commodity categories associated with the contracts listed (based on the search criteria and/or filters) is less than fifty (50), the ‘**Commodities**’ filter box displays all of the commodity categories associated with the contracts listed. You may further filter your contract results by checking one or more boxes next to the commodity categories shown (see below).



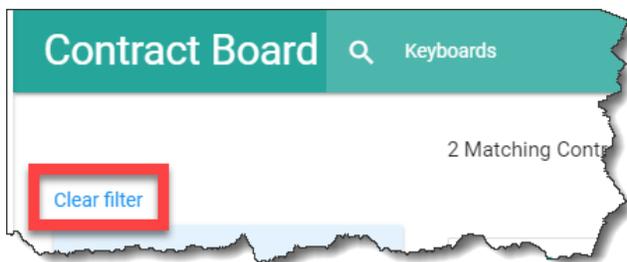
Sort Results By

There is also a ‘**Sort Results By**’ drop down feature where you can sort by Ascending or Descending: Start Date, Expiration Date, Vendor Name, or Contract Title.



Clear Filter

Click the **Clear filter** link to clear all search filters to begin a new search.



Icons associated with the Contract Board

The icon to the left of each contract listed provides information about that contract as shown below:



Active Contract



Expired Contract



Contract Expires Soon



Scheduled Amendment to the Contract



Piggyback Contract



Coop Contract

The title bar on the **Contract Board** has the following icons:



View All Public Contracts



Return to Contract Dashboard



Log into WebProcure

Information Available on the Contract Board

Once you find the contract you want, click on the **Contract Number** or **Contract Title** hyperlink to view the **Contract Summary** page.



SLF1800013 | [Long Form Contract Approval Workflow Review - ALD v2](#)
Working through workflow approval for AAC
May 18, 2018 - May 18, 2019
Anne Arundel Vendor 5

Contract Summary Page

Contract Board
Search...

Contract # [CC170595001](#)

24/7 Chair Kits - Tipton Correctional Center Chair Factory

24/7 CHAIR KITS ****MVE - MICHAEL GOBER ****CONTRACT PERIOD: MAY 6, 2017 - MAY 5, 2018 ****2, ONE YEAR RENEWAL OPTIONS
****DELIVERY: 21 CALENDAR DAYS ARO

Contract Administration

Administrator: Laurie Borchell
Administrator Email: wp.stage@perfect.com
Organization: State of Missouri

Vendor

Nightingale Corp.
Contact Name: Gerry Adam
Contact Email: wp.stage@perfect.com
Contact Telephone: 905-896-3434-216

Contract Pricing

Contract Type: Contract - Commodity
Pricing Type: Fixed Price
Value: \$999,999,999.00

Contract Period

Issue Date: 03/02/2017
Award Date: 02/23/2017
Effective Date: 05/06/2017
Expiration Date: 05/05/2018

Insurance

There is no insurance information associated with this Contract.

Catalog Items

Short Desc ^	Supplier Part	Manufacturer	Manufacturer Part	Unit
▶ Line Item 1: 24/7 Chair Kit (Minimum order quantity of 10 kits) UN6200DTI	CC170595001-1	No Manufacturer specified		EA
▶ Line Item 2: 24/7 Chair Kit (Minimum order quantity of 25 kits) UN6200DTI	CC170595001-2	No Manufacturer specified		EA
▶ Line Item 3: 24/7 Chair Kit (Minimum order quantity of 50 kits) UN6200DTI	CC170595001-3	No Manufacturer specified		EA
▶ Line Item 4: Firm, Fixed Percentage Discount of 0% off current list pricing for chair kits/components.	CC170595001-4	No Manufacturer specified		EA
4 total				

Commodity Information

Code ^	Description
56000000	Furniture and Furnishings
56100000	Accommodation furniture
56101900	General furniture parts and accessories
56101904	Furniture bases or legs or leg extensions
4 total	

Authorized Organizations

Organization Names ^

Missouri Vocational Enterprise
State of Missouri
Training Agency

3 total

Distributors

Nightingale Corp.

Attachments

[IFBC30034901700595 - 24-7 Chair Kits.doc](#)
[CC170595001.pdf](#)

From the **Contract Summary** page you can see the contact information (vendor, pricing, period, etc.), buyer information, NIGP commodity code information, any attachments, and more.