



**encouraging  
diversity  
growth & equity**

## Contract Tracking System Construction

**Step-by-Step Guide...**

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## If You Need Assistance...

If at any point in the process you need assistance, become unsure of what to do next, or have any questions, please contact:

**Todd McGonigle, Program Manager**  
Equal Opportunity Division  
30 E. Broad, 18<sup>th</sup> Floor  
Columbus, OH 43215  
614-466-8380  
todd.mcgonigle@das.state.oh.us (email)

## **A Word About the EDGE Program**

As its name suggests, the State of Ohio's EDGE program provides an EDGE to small businesses by **Encouraging Diversity, Growth and Equity** in public contracting. EDGE is an assistance program for economically and socially disadvantaged business enterprises.

The State of Ohio developed the program because it is committed to making all state contracts, services, benefits and opportunities available without discriminating on the basis of race, color, religion, sex, national origin, disability, age or ancestry.

The state recognizes the need to encourage, nurture and support the growth of economically and socially underutilized businesses to foster their development and increase the number of qualified competitors in the marketplace.

EDGE establishes goals for state agencies, boards and commissions in awarding contracts to certified EDGE eligible businesses. EDGE applies to procurements of supplies and services, professional services, information technology services, construction and architectural and engineering services.

**All state agencies are required to submit contract information in accordance with O.A.C. 123:2-16-13.**

# How to Obtain a Log-on Password

## Steps:

1. Send an email to Todd McGonigle ([todd.mcgonigle@das.state.oh.us](mailto:todd.mcgonigle@das.state.oh.us)). Include in the email the following information: first & last name, email address, agency name, person authorizing log-on access.
2. After submitting password request, an email letter will be sent to the email address submitted with the request within 24 hours. The email will include: sign-on name, password, and links to both the test/training database and the production database.
3. You are now authorized to enter data into CTS.

### QUICK TIPS

#### (Obtain Log-On Password Screen View)

1. Request a “User Name” and “Password” at least 24 hours in advance of need.
2. “User Name” is always the first and last name.
3. “User Name” is NOT case sensitive.
4. “Password” IS case sensitive.

# How to Log-on to CTS

(Log-on Screen)



**OhioDAS**  
Equal Opportunity

Welcome to the CTS Application!

**Log In Portal**

User Name:

Password:

Remember me next time.

[Forgot Password?](#)

## Steps

1. Enter assigned user name into the “User Name” field.
2. Enter assigned password into the “Password” field.
3. Click on the “Log In” button.

### QUICK TIPS (Log-On Screen View)

1. Before logging-on you must request a user name and password from the Equal Opportunity Division. Refer to “How to Obtain a Log-on Password” instructions.
2. Selecting the “Remember me next time” box will input your information on next log-on.
3. Forgot Password? Click on “Forgot Password?” button. A pop-up box will appear on the screen. Enter your user name and select “Submit.” A new password will be sent via email immediately.

# Automatic Data Upload (Process)

## (Project Screen View)

State of Ohio

# Contract Tracking System

Viewing 4 Years Construction Projects

[Add New Project](#) [Logout](#) [Archive View](#) [Project Upload](#) [Contract Upload](#) [Bid Upload](#)

User Name: Todd 4 Year McGonigle  
Agency: Department of Administrative Services (10)

Search Listing for which Project Number:



		Project #	Project Name	Owner	Admin	Edge Exempt	Goal %	Revised %	Estimated Cost	Status
<a href="#">View Contracts</a>	<a href="#">Edit Project</a>	1002001100	North High Street Complex Renov. 246 N. High St./35 E. Chestnut St. Columbus, OH	DAS	DAS	<input type="checkbox"/>	0	5.00000	\$52,505,945.07	Active
<a href="#">View Contracts</a>	<a href="#">Edit Project</a>	1002007013	New Facility Support Addition Ohio Governor's Residence Columbus, Ohio	DAS	DAS	<input type="checkbox"/>	0	5.00000	\$766,177.64	Active
<a href="#">View Contracts</a>	<a href="#">Edit Project</a>	1002007054	Exterior Window Replacement Project Dept. of Administrative Services 25 S. Front Street Columbus, Oh	DAS	DAS	<input type="checkbox"/>	0	5.00000	\$452,919.75	Active
<a href="#">View Contracts</a>	<a href="#">Edit Project</a>	2262005058	Classroom Greenhouse and Kitchen HVAC Renovation Ohio State School for the Blind Columbus, Ohio	OSB	DAS	<input type="checkbox"/>	0	5.00000	\$285,852.86	Active
<a href="#">View Contracts</a>	<a href="#">Edit Project</a>	3002005096	Lausche Htg Plant Renov - Ph 3 Athens Campus Ohio University Athens, Ohio	OHU	DAS	<input type="checkbox"/>	0		\$8,275,000.00	Active
<a href="#">View Contracts</a>	<a href="#">Edit Project</a>	3002007004	Porter Hall Addition (& Demolition of Anderson Hall) Ohio University Athens, Ohio	OHU	DAS	<input type="checkbox"/>	0	5.00000	\$6,259,899.00	Active

2 3 4 5 6 7 8 9 10 ...

**Note:** After logging in the “Project Screen” will be the current view.

### QUICK TIPS (Project Screen View) (Automatic Process)

1. The “Project Screen” will display all current “Active” projects; administrated and owned.
2. Current “User Name” will be displayed in the upper right hand corner of the “Project Screen.”
3. Agency associated with your “User Name” will be displayed under the “User Name” in the upper right hand corner of the “Project Screen.”
4. Upload **REQUIRES** that the upload files be submitted in the following order: 1. Project File; 2. Contract File; 3. Bid File.

## (Project Upload Screen)

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State of Ohio

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# Contract Tracking System

[View Projects](#) [Logout](#) [Project Upload](#) [Contract Upload](#) [Bid Upload](#)

User Name: Todd 4 Year McGonigle

\*\*\* If there are errors in the uploaded file, a detailed report will be downloaded to your computer.  
Please click on Save so you can keep this report for your records.  
Then, fix the errors and re-submit the file.  
It takes approximately 4 seconds for every 1000 records. \*\*\*

---

### Steps:

1. Click "Project Upload" option at the top of the screen.
2. "Screen View" will now be the current view.
3. Click the "Browse" button.
4. Locate the "Project File" to upload.
5. After locating the "Project File", click "Submit."
6. "Project File" will begin uploading.

#### **QUICK TIPS** **(Upload Screen View #1)**

1. Upload errors will be placed into a file on the desktop of the computer. Upload will be cancelled. Click "Save" to retain report for your records.
2. Fix errors and upload "Project File" again.
3. File upload will require four seconds for every 1,000 records.

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(Contract Upload Screen)

State of Ohio

# Contract Tracking System

[View Projects](#) [Logout](#) [Project Upload](#) [Contract Upload](#) [Bid Upload](#)

User Name: Todd 4 Year McGonigle

\*\*\* If there are errors in the uploaded file, a detailed report will be downloaded to your computer.  
Please click on Save so you can keep this report for your records.  
Then, fix the errors and re-submit the file.  
It takes approximately 4 seconds for every 1000 records. \*\*\*

## Steps:

1. Click "Contract Upload" option at the top of the screen.
2. Click the "Browse" button.
3. Locate the "Contract File" to upload.
4. After locating the "Contract File", click "Submit."
5. "Contract File" will begin uploading.

### QUICK TIPS (Upload Screen View #2)

1. Upload errors will be placed into a file on the desktop of the computer. Upload will be cancelled. Click "Save" to retain report for your records.
2. Fix errors and upload "Contract File" again.
3. File upload will require four seconds for every 1,000 records.

(Bid Upload Screen)

State of Ohio  
**Contract Tracking System**

[View Projects](#) [Logout](#) [Project Upload](#) [Contract Upload](#) [Bid Upload](#)

User Name: Todd 4 Year McGonigle

\*\*\* If there are errors in the uploaded file, a detailed report will be downloaded to your computer.  
Please click on Save so you can keep this report for your records.  
Then, fix the errors and re-submit the file.  
It takes approximately 4 seconds for every 1000 records. \*\*\*

**Steps:**

1. Click "Bid Upload" option at the top of the screen.
2. Click the "Browse" button.
3. Locate the "Bid File" to upload.
4. After locating the "Bid File", click "Submit."
5. "Bid File" will begin uploading.

**QUICK TIPS**  
**(Upload Screen View #3)**

1. Upload errors will be placed into a file on the desktop of the computer. Upload will be cancelled. Click "Save" to retain report for your records.
2. Fix errors and upload "Bid File" again.
3. File upload will require four seconds for every 1,000 records.

**Manual Data Input (Process)**

Add a Ne Page 8

(Project Screen View)

# Contract Tracking System

[Add New Project](#) [Logout](#) [Archive View](#) [Project Upload](#) [Contract Upload](#) [Bid Upload](#)

User Name: Todd 4 Year McGonigle

Agency: Department of Administrative Services(100)

Search Listing for which Project Number:



		Project #	Project Name	Owner	Admin	Edge Exempt	Goal %	Revised %	Estimated Cost	Status
<a href="#">View Contracts</a>	<a href="#">Edit Project</a>	1002001100	North High Street Complex Renov. 246 N. High St./35 E. Chestnut St. Columbus, OH	DAS	DAS	<input type="checkbox"/>	0	5.00000	\$52,505,945.07	Active
<a href="#">View Contracts</a>	<a href="#">Edit Project</a>	1002007013	New Facility Support Addition Ohio Governor's Residence Columbus, Ohio	DAS	DAS	<input type="checkbox"/>	0	5.00000	\$766,177.64	Active
<a href="#">View Contracts</a>	<a href="#">Edit Project</a>	1002007054	Exterior Window Replacement Project Dept. of Administrative Services 25 S. Front Street Columbus, Oh	DAS	DAS	<input type="checkbox"/>	0	5.00000	\$452,919.75	Active
<a href="#">View Contracts</a>	<a href="#">Edit Project</a>	2262005058	Classroom Greenhouse and Kitchen HVAC Renovation Ohio State School for the Blind Columbus, Ohio	OSB	DAS	<input type="checkbox"/>	0	5.00000	\$285,852.86	Active
<a href="#">View Contracts</a>	<a href="#">Edit Project</a>	3002005096	Lausche Htg Plant Renov - Ph 3 Athens Campus Ohio University Athens, Ohio	OHU	DAS	<input type="checkbox"/>	0		\$8,275,000.00	Active
<a href="#">View Contracts</a>	<a href="#">Edit Project</a>	3002007004	Porter Hall Addition (& Demolition of Anderson Hall) Ohio University Athens, Ohio	OHU	DAS	<input type="checkbox"/>	0	5.00000	\$6,259,899.00	Active

1 2 3 4 5 6 7 8 9 10 ...

**Note:** After logging in, the “Project Screen” will be the current view. Selection options for manual input are “Add New Project”, “View Contracts”, and “Edit Project.”

## Steps:

1. Select “Add a New Project.”

**QUICK TIPS**  
**(Project Screen View)**  
Add A New Project

1. If no projects have been entered, “There are currently no projects on file for you to view at this time.” will be displayed.
2. If projects have been entered, you may edit the “Projects”, “Contracts”, and “Bids” for any project that has a status of “Active.”
3. Project Screen displays a quick view of the following table headers: Project #, Project Name, Agency, Waiver, Payments to Date, Estimated Cost, and Status.

(Project Enter Screen)

Current User: Todd 4 Year McGonigle



Cancel  
Submit Project

Project Information

Administering Agency: DAS  
Administering Agency CAS Code: 100  
Project Number:  \*  
Project Name:  \*  
Address:   
City:  State: Ohio  
Zipcode:  County:   
Bid Date:   
Projected Start Date:  Projected Completion Date:   
Actual Start Date:  Actual End Date:   
Estimated Total Cost:  \*  
Original Award Amt: 0.00 Actual Final Cost: 0.00  
Prime Payments to Date: 0.00 Sub Payments to Date: 0.00  
% Payments to Date: 0%  
Edge Exempted:  Yes  No  
Original Edge Goal %:  \* Revised Edge Goal %:   
Edge Payments to Date: 0.00 % Edge Payment to Date: 0%  
Comments:

**Steps:**

2. Enter known data:

- **Project Owner** – Enter the three letter code of the agency that owns the Project. **Note:** If your agency is the Administrating Agency and Project Owner, enter your agency’s three letter code. If you are the Administrating Agency but NOT the owner, enter the three letter code of the agency that owns the Project.
- **Project Number** – Enter the Administrating Agency’s “Project Number.” This number must be a unique number. “Project Number” can be a combination of alpha and numeric characters.
- **Name** – Enter name.
- **Address** – Enter the street address. **Note:** If project has more than one address, use the most common address associated to the Project.
- **City** – Enter the city. **Note:** If project has more than one city, use the most common city associated to the Project.
- **Zipcode** – Enter the Zip code. **Note:** If project has more than one Zip code, use the most common Zip code associated to the Project.
- **County** – Enter the county. **Note:** If project has more than one county, use the most common address associated to the Project.
- **Bid Date** – Enter bid opening date.
- **Project Start Date** – Enter projected start date.
- **Project Completion Date** – Enter projected completion date.
- **Actual Start Date** – Enter actual start date.
- **Actual End Date** – Enter actual end date.
- **Estimated Total Cost** – Enter estimated cost.
- **EDGE Exempted** – Enter Yes or No. Defaults to “No.”
- **Original EDGE Goal %** – Enter 5%.
- **Revised EDGE Goal %** – Enter new “EDGE Goal” if “Good Faith Effort Wavier” is granted on a contract.
- **Comments** – Enter any comments. A record of all comments is retained and available for review by anyone with proper access.

**QUICK TIPS**  
**(Project Screen View)**  
Add a New Project

1. All fields with an asterisk are **REQUIRED** fields.
2. All date fields and dollar fields are preformatted. If data is entered incorrectly, an error message will be displayed. If possible, field formatting will attempt to correct the entered data’s format.
3. “Original Award Amt”, “Actual Final Cost”, “Prime Payments to Date”, “Sub Payments to Date”, and “EDGE Payments to Date” fields are populated automatically from the “Original Award Amt” field from the “Contract Screen” fields.
4. If “EDGE Exempted” field is selected, “Original EDGE Goal %” and “EDGE Revise Goal %” fields are locked out.

(Contract Screen View)

State of Ohio  
**Contract Tracking System**

Viewing 4 Years Construction Project

[Add New Project](#) [Logout](#) [Archive View](#) [Project Upload](#) [Contract Upload](#) [Bid Upload](#)

User Name: Todd 4 Year McGonigle

Agency: Department of Administrative Services(100

Search Listing for which Project Number:



		Project #	Project Name	Owner	Admin	Edge Exempt	Goal %	Revised %	Estimated Cost	Status
<a href="#">View Contracts</a>	<a href="#">Edit Project</a>	1002001100	North High Street Complex Renov. 246 N. High St./35 E. Chestnut St. Columbus, OH	DAS	DAS	<input type="checkbox"/>	0	5.00000	\$52,505,945.07	Active
<a href="#">View Contracts</a>	<a href="#">Edit Project</a>	1002007013	New Facility Support Addition Ohio Governor's Residence Columbus, Ohio	DAS	DAS	<input type="checkbox"/>	0	5.00000	\$766,177.64	Active
<a href="#">View Contracts</a>	<a href="#">Edit Project</a>	1002007054	Exterior Window Replacement Project Dept. of Administrative Services 25 S. Front Street Columbus, Oh	DAS	DAS	<input type="checkbox"/>	0	5.00000	\$452,919.75	Active
<a href="#">View Contracts</a>	<a href="#">Edit Project</a>	2262005058	Classroom Greenhouse and Kitchen HVAC Renovation Ohio State School for the Blind Columbus, Ohio	OSB	DAS	<input type="checkbox"/>	0	5.00000	\$285,852.86	Active
<a href="#">View Contracts</a>	<a href="#">Edit Project</a>	3002005096	Lausche Htg Plant Renov - Ph 3 Athens Campus Ohio University Athens, Ohio	OHU	DAS	<input type="checkbox"/>	0		\$8,275,000.00	Active
<a href="#">View Contracts</a>	<a href="#">Edit Project</a>	3002007004	Porter Hall Addition (& Demolition of Anderson Hall) Ohio University Athens, Ohio	OHU	DAS	<input type="checkbox"/>	0	5.00000	\$6,259,899.00	Active

1 2 3 4 5 6 7 8 9 10 ...

**Contract(s) View for:**

Project Number: 1002001100

Project Name: North High Street Complex Renov. 246 N. High St./35 E. Chestnut St. Columbus, OH

[Add New Contract](#)

		Contract #	Contract Name	Waiver	Estimated Cost	Goal %	Revised %	Prime/Sub	Prime Name
<a href="#">View Bids</a>	<a href="#">Edit</a>	10020011000301	North High Street Complex Renov.Phase 3246 N. High St./35 E. Chestnut St.Columbus, OH	<input type="checkbox"/>	\$5,011,070.00	5.0000000000000000	5.0000000000000000	P	

**Note:** Select “View Contracts”. An additional table is displayed of current “Active” status contracts. Above the contract table is the “Project Number” and “Project Name” of the contract associated with the project. Selection options are “Add New Contract”, “View Bids”, and “Edit.”

**Steps:**

1. Select “Add a New Contract.”

**QUICK TIPS**  
**(Contract Screen View)**  
Add a New Contract

1. If no contracts have been entered, “There are currently no contracts on file for you to view at this time.” will be displayed.
2. If contacts have been entered, you may edit the “Contracts”, and “Bids” for any project that has a status of “Active.”
3. Contract Screen displays a quick view of “Active” contracts with the following table headers: Contact #, Contract Name, Waiver, Payments to Date, Estimated Cost, Status and a “P” or “S” based on if the contract is Prime or Sub awarded.

## (Contract Enter Screen)

Current User: Todd 4 Year McGonigle



## Project Information

Administering Agency: DAS  
 Project Owner: DAS  
 Project Number: 1002001100  
 Project Name: North High Street Complex Renov. 246 N. High St./35 E. Chestnut St. Columbus, OH

Administering CAS Code: 100

Project Owner's CAS Code: 100

## Contract Information

Contractor Type:  Prime  Sub \*

Status: Active

Type: Number:  \*Contract Name:  \*Method: Joint Venture: Award Date: Completion Date: Procurement: Work Code(s): Original Award Amount:  \*Estimated Total Cost:  \*Actual Final Cost: Payments to Date: 

% Payments to Date : 0.0%

Payment As of Date: Edge Waiver:  Yes  No \*

Edge Payments to Date: 0.00

Edge % Payment to Date: 0.0%

Original Edge Goal %:  \*Revised Edge Goal %: Comments: 

## Steps:

2. Enter known data:

- **Contract Type** - Enter if the contract is a Prime of Sub contract.
- **Type** – Select type of contract.
- **Number** – Enter the Administrating Agency’s “Contract Number”. This number must be a unique number. “Contract Number” can be a combination of alpha and numeric characters.
- **Name** – Enter name.
- **Method** – Enter Bid method. **Note:** There are only three options: RFP, Negotiated and Bid.
- **Joint Venture** – Enter if a Joint Venture. **Note:** Options are ‘Yes or “No”. This field is selected

if the contract is preformed by a joint venture company.

- **Award Date** – Enter the date contract was awarded.
- **Completion Date** – Enter completion date.
- **Procurement** – Enter category of contract. **Note:** Defaults to Construction.
- **Work Code(s)** – Enter the work codes assigned.
- **Original Award Amount** – Enter award amount.
- **Estimated Total Cost** – Enter total cost.
- **Actual Final Cost** – Enter final cost.
- **Payments to Date** – Enter payments to date for the contract. **Note:** This is an accumulative total.
- **Payments As of Date** – Date of last change in Payment to Date.
- **EDGE Wavier** – Enter Yes or No. Defaults to “No.”
- **EDGE Payments to Date** – If EDGE awarded, enter the total payments to date. **Note:** This is an accumulative total.
- **Original EDGE Goal %** – Enter new original “EDGE Goal.”
- **Revised EDGE Goal %** – Enter new “EDGE Goal” if “Good Faith Effort Wavier” is granted on a contract.
- **Comments** – Enter any comments. Records of all comments are retained and available for review by anyone with proper access.

#### **QUICK TIPS**

**(Contract Screen View)**

##### Add A New Contract

1. Project Information is located at the top of the view. Project headers displayed are: “Agency”, “Project Number”, and “Project name.”
2. All fields with an Asterisk are **REQUIRED** fields.
3. All date fields and dollar fields are preformatted. If data is entered incorrectly, an error message will be displayed. If possible, field formatting will attempt to correct the entered data’s format.
4. “% Payments to Date” and “EDGE % Payments to Date” fields are populated automatically.
5. If “EDGE Wavier” field is selected, “Original EDGE Goal %” and “Revised EDGE Goal %” fields are locked out.

**(Bid Screen View)**

**Contract(s) View for:**

**Project Number:** 1002001100

**Project Name:** North High Street Complex Renov. 246 N. High St./35 E. Chestnut St. Columbus, OH

[Add New Contract](#)

		Contract #	Contract Name	Waiver	Estimated Cost	Goal %	Revised %	Prime/Sub	Prime Name
<a href="#">View Bids</a>	<a href="#">Edit</a>	10020011000301	North High Street Complex Renov.Phase 3246 N. High St./35 E. Chestnut St.Columbus, OH	<input type="checkbox"/>	\$5,011,070.00	5.0000000000000000	5.0000000000000000	P	
<a href="#">View Bids</a>	<a href="#">Edit</a>	10020011000302	North High Street Complex Renov.Phase 3246 N. High St./35 E. Chestnut St.Columbus, OH	<input type="checkbox"/>	\$3,182,500.00	5.0000000000000000	5.0000000000000000	P	
<a href="#">View Bids</a>	<a href="#">Edit</a>	10020011000303	North High Street Complex Renov.Phase 3246 N. High St./35 E. Chestnut St.Columbus, OH	<input type="checkbox"/>	\$387,942.00	5.0000000000000000	5.0000000000000000	P	
<a href="#">View Bids</a>	<a href="#">Edit</a>	10020011000305	North High Street Complex Renov.Phase 3246 N. High St./35 E. Chestnut St.Columbus, OH	<input type="checkbox"/>	\$1,595,000.00	5.0000000000000000	5.0000000000000000	P	
<a href="#">View Bids</a>	<a href="#">Edit</a>	10020011000306	North High Street Complex Renov.Phase 3246 N. High St./35 E. Chestnut St.Columbus, OH	<input type="checkbox"/>	\$355,381.08	5.0000000000000000	5.0000000000000000	P	

Hide Contract View

**Bid View for:**

**Contract Number:** 10020011000302

**Contract Name:** North High Street Complex Renov.Phase 3246 N. High St./35 E. Chestnut St.Columbus, OH

[Add New Bid](#)

**Prime/Sub:** P

[Add New Company](#)

		FTID #	Company Name	Awardee	Bid Amount	Edge Status	COC Date
<a href="#">Company Detail</a>	<a href="#">Edit Bid</a>	111111111	Todds Construction	<input type="checkbox"/>	\$1.00	N/A	01/01/1900

Hide Bid View

**Note:** Select “View Bids.” An additional table is displayed of current bids. Above the Bid table is the “Contract Number” and “Contract Name” for the contract associated with the bid. Selection options are “Add New Bid” and “Add New Company.”

**Steps:**

1. Select “Add a New Bid”.

**QUICK TIPS**  
**(Bid Screen View)**  
Add a BID Contract

1. If no Bids have been entered, “There are currently no bids on file for you to view at this time.” will be displayed.
2. If contacts have been entered, you may edit the “Contracts”, and “Bids” for any project that has a status of “Active.”

[Add a New Bid](#)

## (Bid Enter Screen)

UserName: Todd 4 Year McGoigle

Contract  
Tracking  
System

Cancel

Submit Bid

### Project Information

Agency: DAS  
Project Number: 1002001100  
Project Name: North High Street Complex Renov. 246 N. High St./35 E. Chestnut St. Columbus, OH  
Owner CAS Code: 100

### Contract Information

Contract Number: 10020011000302  
Contract Name: North High Street Complex Renov.Phase 3246 N. High St./35 E. Chestnut St.Columbus, OH

### Bid Information

Add a new company

FTID Number:  Find (Ex. 123456789)

Company Name:  Find

Edge Status:

COC Expiration Date:

Bid Amount:

Awardee:

Comments:

## Steps:

2. Enter known data:

- **FTID Number** - Enter FTID Number. **Note:** Dropdown box will show all FTID numbers in the database to select.
- **Company Name** – Enter Company Name. **Note:** Dropdown box will show all companies in the database to select.
- **Bid Amount** – Enter total bid amount.
- **Awardee** – Select if the bidder was awarded the contract. **Note:** See critical information in the QUICK TIPS section.
- **Comments** – Enter any comments. Records of all comments are retained and available for review by anyone with proper access.

### QUICK TIPS (Bid Screen View) Add a New Bid

1. Contract Information is located at the top of the view. Contract headers display: “Contract Number” and “Contract Name.”
2. **DO NOT** select awardee until the last bid has been entered.
3. Select “Can’t Find Company” if a search does not locate the bid company.

(Company Enter Screen)

Contract Tracking System

Company Information

FTID Number:  (Ex. 123456789)

Company Name:

Address:

City:  State:

Zip:  County:

Email:

Phone:  (Ex. (999) 999-9999)

Cancel

Add Company

User Name: Todd 2 Year McGonigle

**Steps:**

1. After selecting “Can’t Find Company” the company enter screen is displayed.
2. Enter known data:
  - **FTID Number** – Enter FTID Number.
  - **Company Name** – Enter Company Name.
  - **Address** – Enter address.
  - **City** – Enter city.
  - **State** – Enter state.
  - **Zip** – Enter zipcode.
  - **Email** – Enter email address.
  - **Phone** – Enter phone number.
  - **Comments** – Enter any comments. Records of all comments are retained and available for review by anyone with proper access.

**QUICK TIPS**

Add New Company

1. FTID number must be entered in this format ##-#####.
2. After entering information you may select the entered company on the bid screen.
3. “Certification Status” field will be updated on next date.
4. Select “Can’t Find Company” if a search does not locate the bid company.