

**To create a contact**

1. Open the **Create** menu, and then click **New Contract**.
2. Complete the form.

**Contract: Compose**
Help & Tools

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On this page, you can compose your contract. There are two steps to this process: (1) Composing and (2) Reviewing your contract. When you're finished composing your contract on this page, click **Review** at the bottom of the page.

**\* required entry**

**Contract Information** ?

You must enter a contract title and maximum value. The assigned department field is optional.

<b>Title *</b>	*	<input type="text"/>
<b>Contract Number</b>	*	<input type="text"/>
<b>Contract Value (\$) *</b>	*	<input type="text"/>
<b>Contract Secondary Status</b>		None selected <span style="font-size: 0.8em;">▼</span>
<b>Assigned Department *</b>	*	None selected <span style="font-size: 0.8em;">▼</span>
<b>Council Motion Number</b>		<input type="text"/>
<b>Old Contract Number</b>		<input type="text"/>
<b>CIP #/WBS #</b>		<input type="text"/>
<b>Additional Reference 1</b>		<input type="text"/>
<b>Additional Reference 2</b>		<input type="text"/>

**Contract Dates** ?

Enter a contract start date and end date. These are the dates that you want the auditing (if selected) to begin and end.

<b>Start Date *</b>	*	<input type="text"/> <span style="font-size: 0.8em;">(mm/dd/yyyy)</span>	<b>End Date *</b>	*	<input type="text"/> <span style="font-size: 0.8em;">(mm/dd/yyyy)</span>
			<input type="radio"/> Date:		<input type="text"/> <span style="font-size: 0.8em;">(mm/dd/yyyy)</span>
			<input type="radio"/> Duration:		<input type="text"/> year(s) <span style="font-size: 0.8em;">▼</span>

The following dates are optional.

<b>Notice To Proceed Date</b>	*	<input type="text"/> <span style="font-size: 0.8em;">(mm/dd/yyyy)</span>	<b>Approval Date</b>	*	<input type="text"/> <span style="font-size: 0.8em;">(mm/dd/yyyy)</span>
<b>Initiation Date</b>		<input type="text"/> <span style="font-size: 0.8em;">(mm/dd/yyyy)</span>	<b>Work Order Date</b>		<input type="text"/> <span style="font-size: 0.8em;">(mm/dd/yyyy)</span>

**Prime Contractor Information** ?

The contract must be assigned to a prime contractor. Enter the B2Gnow user number for the prime contractor, or click **Get Vendor** to search and select a user.

<b>Prime Contractor *</b>	*	Type name of prime contractor - use * before and after text for wildcard (e.g. *acme*) - not case sensitive, but punctuation and spaces are important - after selecting prime, the contact and address fields will auto-fill <input type="text"/>
		* or <a href="#">Get Vendor</a> from vendor database
<b>Prime Compliance Contact *</b>		None selected <span style="font-size: 0.8em;">▼</span> Contact not listed? <a href="#">QuickAdd</a> a new compliance contact.
<b>Prime Workforce/Prevailing Wage Contact *</b>		None selected <span style="font-size: 0.8em;">▼</span> Contact not listed? <a href="#">QuickAdd</a> a new workforce contact.
<b>Prime Address *</b>		None selected <span style="font-size: 0.8em;">▼</span> Address not listed? <a href="#">QuickAdd</a> a new address.

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**NOTE:** Some fields and options may be different based on your organization's configuration.

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### Organization Contacts

The contract must be assigned to a buyer/contract administrator; select a user from the list. Additional contacts can be designated.

Buyer/Project Manager (in-system user) \*

Additional Organization Contacts

	Name	Role	Department	Email	Phone & Fax <small>(show extensions)</small>
Contact #1:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	P: <input type="text"/> - <input type="text"/> F: <input type="text"/> - <input type="text"/>
Contact #2:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	P: <input type="text"/> - <input type="text"/> F: <input type="text"/> - <input type="text"/>
Contact #3:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	P: <input type="text"/> - <input type="text"/> F: <input type="text"/> - <input type="text"/>

### Contract Settings

Diversity Goal(s) \* [Help with goals](#)

Goal Type	Required Goal	Proposed/Committed Goal	Waiver (auto-calc)	Actual Goal
MBE:	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
WBE:	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
DBE:	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
SBE:	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %

External Funding Sources [Help with funding sources](#)

Funding source based on:

Category	\$ Value	% Proportion
Federal:	\$ <input type="text"/>	<input type="text"/> % <a href="#">Calculate</a>
State:	\$ <input type="text"/>	<input type="text"/> %
Local:	\$ <input type="text"/>	<input type="text"/> %

FHWA:  %  
FTA:  %  
FAA:  %  
FRA:  %  
HUD:  %  
Other:  %

Contract Type \*

Contract Category

Waiver \*  Yes » Attach Waiver File(s):   
 No Waiver Details:

Exempt \*  Yes » Attach Exemption File(s):   
 No Exemption Reason/Number:

Contract Process \*  Competitive  
 Sole Source » Attach Sole Source File(s):   
 Emergency Sole Source Justification:   
 Negotiated

Funding Source

Federal Funding Source

Wage Schedule

Funding Code

Compliance Audit Settings	
Compliance Audit *	<input checked="" type="radio"/> Automatically [default] - create audits every month [default] starting from award/start date [default] and ending when contract is manually closed [default]. <input type="radio"/> On Demand - create audits upon staff [default] request or financial system trigger for each month [default]. <small>(Audit period interval cannot be changed once contract is created.)</small>
Contract Compliance Officer	Houston Admin7
Payments to Prime Contractors *	<input checked="" type="radio"/> Entered by staff or from financial system [default] <input type="radio"/> Self-reported online by prime contractor (until reported by staff or financial system)
Payments to Subcontractors *	<input type="radio"/> Entered only by staff <input checked="" type="radio"/> Self-reported online by prime contractor [default] <b>Payments to Lower Tier Subcontractors</b> <input checked="" type="radio"/> Only prime can report subcontractor payments at all tiers [default] <input type="radio"/> Prime can report all tiers, lower level subcontractor can report its own subs
Confirmation by Subcontractors *	<input checked="" type="radio"/> Yes [default] - subcontractors will be contacted to confirm payment amounts. <input type="radio"/> No
Subcontractor Zero Payment Auto-Confirmation *	<input type="radio"/> Yes - zero value payments will be auto-confirmed. <input checked="" type="radio"/> No [default] - zero value payments must be confirmed by subcontractors.
Require Reporting of Sub Paid Date *	<input checked="" type="radio"/> Yes [default] - subcontractor paid date will be required. <input type="radio"/> No
Collect Retainage Information *	<input checked="" type="radio"/> Yes [default] - subcontractors will be able to report retainage information. <input type="radio"/> No
Allow Sub to Designate Final Payment *	<input checked="" type="radio"/> Yes [default] - subcontractor can designate their final payment. <input type="radio"/> No

Workforce/Prevailing Wage Settings	
Select the appropriate settings for this contract. Some settings are optional, but by selecting them you will improve the quality and detail of your reports.	
Workforce/Prevailing Wage Audit *	<input type="radio"/> No workforce/prevailing wage audits of this contract. <input type="radio"/> Automatically - create audits every quarter with per-employee summary starting [ ] (mm/dd/yyyy) and ending [ ] (mm/dd/yyyy). <input checked="" type="radio"/> On Demand [default] - create audits upon staff [default] request each quarter with per-employee summary starting [ ] (mm/dd/yyyy) and ending [ ] (mm/dd/yyyy). <small>(Audit period interval cannot be changed once contract is created.)</small>
Workforce/Prevailing Wage Compliance Officer	Houston Admin7
Workforce/Prevailing Wage Data Reporting *	<input type="radio"/> Entered by staff <input checked="" type="radio"/> Self-reported online by contractor [default] (or staff, if necessary)
Prime Can View Subcontractor Audits *	<input type="radio"/> Yes - prime will be able to view audits submitted by subcontractors. <input checked="" type="radio"/> No [default]
Prime Approves Subcontractor Audits *	<input type="radio"/> Yes - prime will be required to approve subcontractor audits before submission. <input checked="" type="radio"/> No [default]
Auto-Accept Workforce Audit Reports *	<input checked="" type="radio"/> None [default] - no workforce audit reports will be auto-accepted under any circumstance. <input type="radio"/> No Work - only no-work workforce audit reports will be auto-accepted. <input type="radio"/> All - all workforce audit reports will be auto-accepted.

**Contract Summary**

Commodity Codes Add Commodity Codes

\* No Codes Assigned

Contract Summary

Special Notes

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**Contract Files**

Contract Document	Attach File
Master Agreement	Attach File
Pricing Agreement	Attach File
Terms & Conditions	Attach File
General Attached files	Attach File

Spell Check Review Cancel

3. To verify information, click **Review**.
4. Click **Save**.

## Searching for and viewing contracts

You can complete a search for your contracts or quickly view your contract list. After locating the contract you want to work with, you can open it to view and update the contract details.

### Searching for contracts

To complete a search, enter or select search parameters on the Search: Contracts page. You can complete a search as broad or narrow as you want. For example, you can search for all contracts assigned to your department or only search for contracts assigned to you.

#### To search for a contract

1. From the **Search** menu, click **Contracts**.
2. Enter or select search parameters. For search tips, see Chapter 1 – System Overview: Tips for performing searches.