



PENNSYLVANIA  
**TREASURY**  
Earn. Learn. Invest.

## **E-CONTRACTS LIBRARY**

---

Public Contracts Database  
Right To Know Agency User's Manual

# TABLE OF CONTENTS

## **Page 1: Introduction**

- 1.1 Intended Audience
- 1.2 Background
  - 1.2.1 Redaction
  - 1.2.2 Partially Redacted Documents
  - 1.2.3 Fully Redacted Documents

## **Page 2: The Pennsylvania Treasury Department's Website**

## **Page 3: Access to e-Contracts Library Home Page**

- 3.1 e Contracts-Library Home Page

## **Page 4: Search for Public Contracts**

## **Page 5: Agency Log-In**

- 5.1 Agency Log-In
- 5.2 First Time Log-In
- 5.3 Getting Your Temporary Password

## **Page 6: How to Reset Your Password**

- 6.1 Forget Your Password?

## **Page 7: Control Panel Functionality**

- 7.1 Agency User Control Panel
  - 7.1.1 Change Password
  - 7.1.2 Log-Off Button
- 7.2 Upload Contract
- 7.3 Search for a Contract
- 7.4 Upload Contract (Add Contracts to the System)
  - 7.4.1 Contract Summary Data
  - 7.4.2 Document Number
  - 7.4.3 Subject Matter Box
  - 7.4.4 Agency Upload
  - 7.4.5 Adding Contracting Party
  - 7.4.6 Select One Checkbox
  - 7.4.7 Redaction Screening
  - 7.4.8 Contract File Upload
- 7.5 Search for a Contract
  - 7.5.1 Accessing the Search Page
  - 7.5.2 Contract Search Functionality
    - 7.5.2.1 Search Using Keyword(s) / Subject Matter Contains Box
    - 7.5.2.2 Search Using Other Terms
    - 7.5.2.3 Search by Contracting Party and/or Agency
    - 7.5.2.4 Search by Amount of Contract
- 7.6 Contracts Search Results
- 7.7 Amendment or PO Upload Procedures
  - 7.7.1 Accessing the Upload Page
  - 7.7.2 Amendment or PO Document Upload
- 7.8 Contract Upload for Previously FTP'd Summary Data (RTK - FTP Specifications)
- 7.9 Upload of Redacted Document Version

# 1 Introduction

## 1.1 Intended Audience

This document is intended as a guide for entities required to submit contracts to the Pennsylvania Treasury Department's e-Library website. The specific purpose is to clarify the steps required to access and logon onto the website, upload new documents, amend documents already existing on the website, and manage agency user rolls.

## 1.2 Background

This document is the Agency User manual for the Pennsylvania Treasury Department's e-Library. In accordance with Administrative Code Act 3, Chapter 17 newly enacted Right-to-Know law (RTKL), the Treasury Department is required to create and administer an Internet-based publicly accessible database (e-Library) that requesters can utilize to obtain information about contracts entered into on or after July 1, 2008 by state and state-related agencies subject to the provisions of RTKL.

The law requires that any "Contract involving any property, real, personal or mixed of any kind or description or any contract for personal services where the consideration involved in the contract is \$5,000 or more, a copy of the contract shall be filed with the Treasury Department within ten days after the contract is fully executed on behalf of the Commonwealth agency, legislative agency or judicial agency or otherwise becomes an obligation of the Commonwealth agency, legislative agency or judicial agency." – Senate Bill No. 1, Chapter 17; Section 1701

All Commonwealth agencies, legislative, and judicial agencies have ten days after a contract is fully executed to file the contract with the Treasury's e-library. The contract data collected will be retained and made available to the public. The requirement for submission pertains to contracts executed on or after July 1, 2008. Agencies are directed to submit contracts that have been redacted (as defined below) not only of personal identifiable information, but also in thirty areas specifically defined within the Senate bill.

### 1.2.1 Redaction

Agencies are required to submit eight specific contract summary items relating to each document. To facilitate file system management, the Treasury Department is requiring that agencies also submit unique numbers for each document uploaded to the system. Documents may be uploaded in either a partially redacted or fully redacted version.

### 1.2.2 Partially Redacted Documents

Partially redacted documents must meet all HIPAA compliance standards. If there is a public request for a document that is partially redacted, the Right-to-Know officer of the agency responsible for that document will be informed that a fully redacted version of the document must be uploaded to the website within two business days. If that fully redacted document has not been uploaded, then the system will make the partially redacted version available.

### 1.2.3 Fully Redacted Documents

When a fully redacted version is uploaded into the system, a secondary redaction screening mechanism will be employed to detect the presence of defined text patterns that may require additional redaction. This screening will be limited in scope, and will not redact or alter the document in any way.

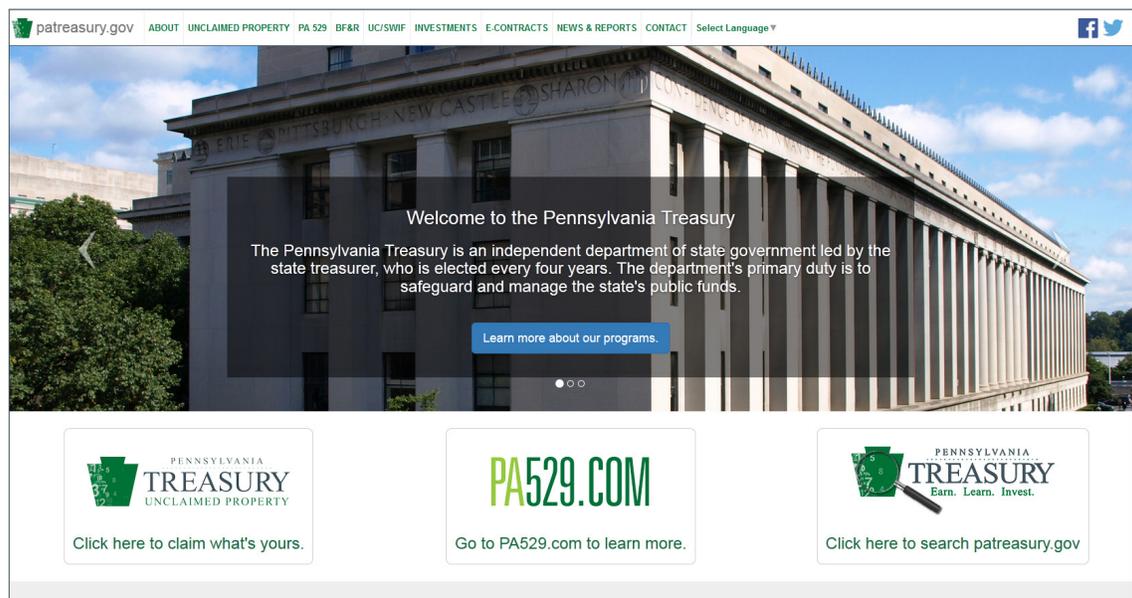
*Below are websites ready to assist.*

- Redacting and combining documents in Adobe Acrobat.  
[http://www.adobe.com/be\\_en/active-use/tuts.html](http://www.adobe.com/be_en/active-use/tuts.html)
- Create accessible PDF documents. (Please pay special attention to section 5.)  
[http://www.adobe.com/enterprise/accessibility/pdfs/acro6\\_pg\\_ue.pdf](http://www.adobe.com/enterprise/accessibility/pdfs/acro6_pg_ue.pdf)

## 2 The Pennsylvania Treasury Department's Website

You can access The Pennsylvania Treasury Department's website at [www.patreasury.gov](http://www.patreasury.gov). (Fig. 1).

Figure 1: [patreasury.gov](http://patreasury.gov)



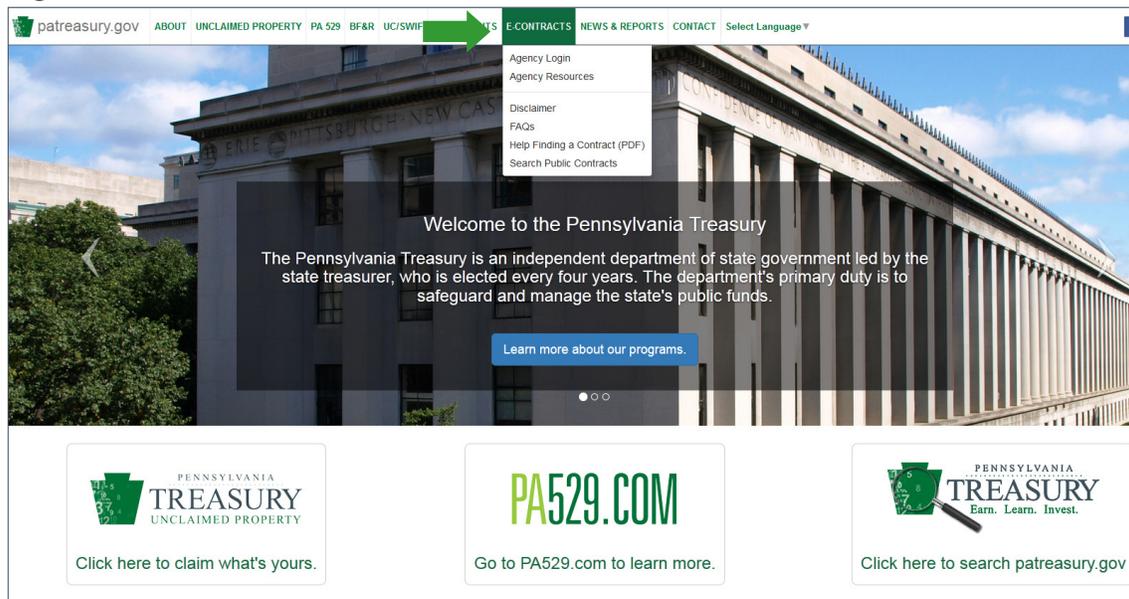
## 3 Access to e-Contracts Library Home Page

You can access PA Contracts e-Library home page through [www.patreasury.gov](http://www.patreasury.gov). To open the home page, click on MENU and select e-Contracts Library shown in figure 2.

### 3.1 e-Contracts Library Menu (Fig. 2)

- Agency Login
- Agency Resources
- Disclaimer
- FAQs
- Help Finding a Contract (PDF)
- Search Public Contracts

Figure 2: e-Contracts Menu



## 4 Search for Public Contracts

4.1 Searching for public contracts takes the public user to the contracts search page. There are no log-in requirements for the public (See figures 3 and 3a)

Figure 3:

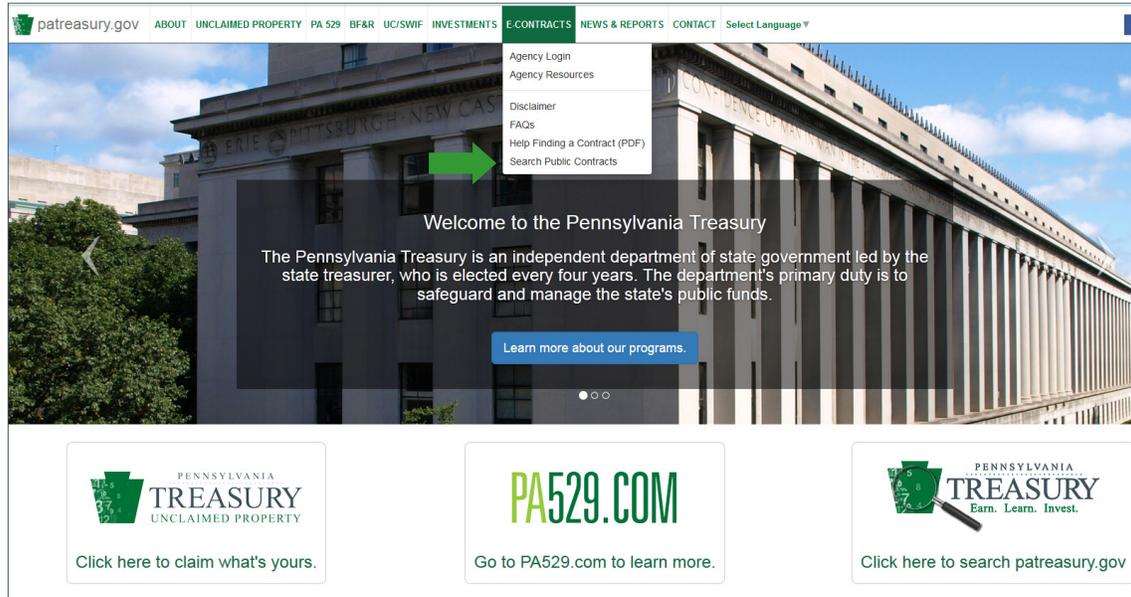
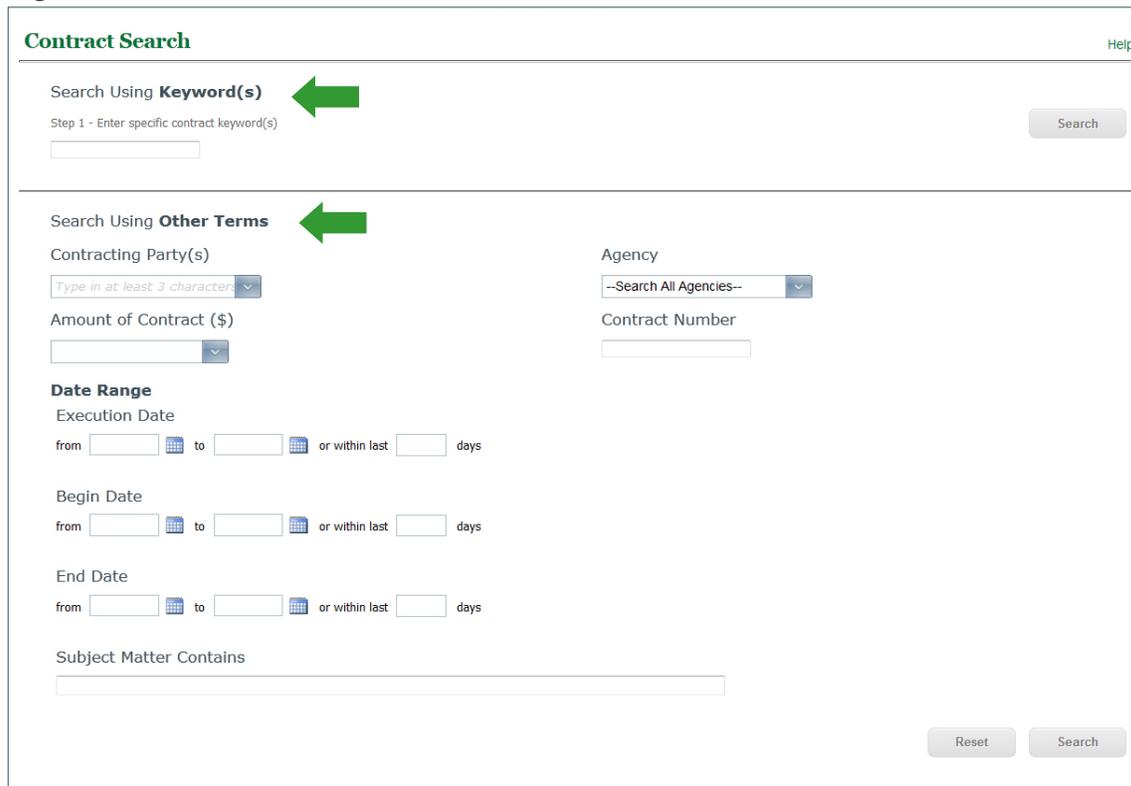


Figure 3a:



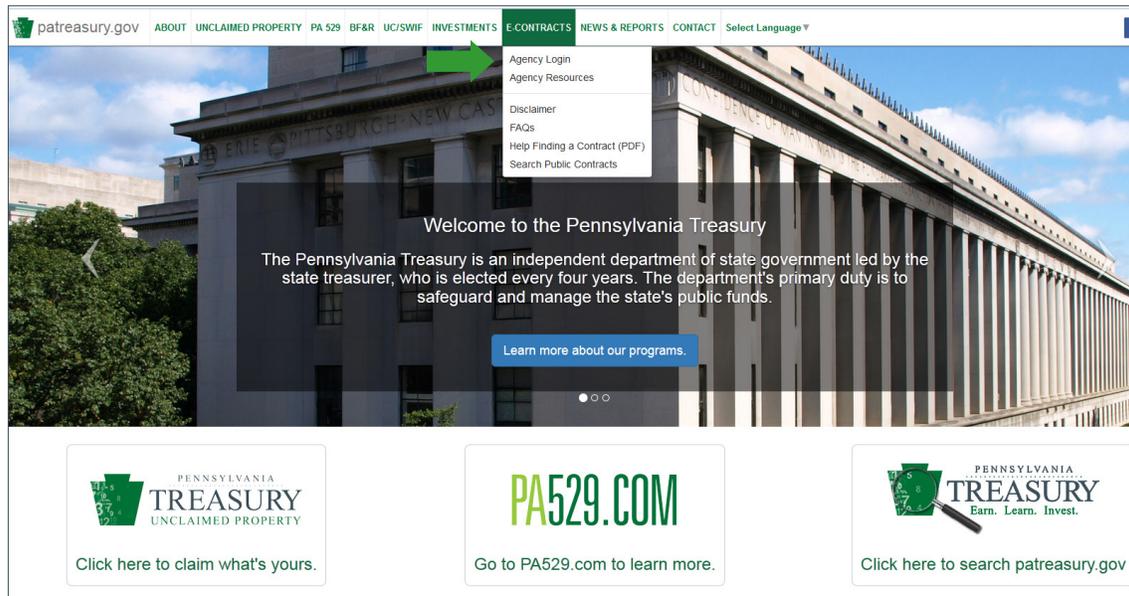
## 5 Agency Log-In

**5.1 Agency log-in** takes the agency user to the “Secure Log-In” page to access user functions (See figure 4).

### 5.2 First Time Log-In

**5.2.1** To utilize this system for the first time, your email address and a temporary password are required.

**Figure 4:**



### 5.3 Getting Your Temporary Password

**5.3.1** To add, modify or delete agency users, your agency Right-to-Know Officer must forward your first and last name, e-mail address and office phone number to Treasury Bureau of Contracts e-Library at [contractinfo@patreasury.gov](mailto:contractinfo@patreasury.gov).

**5.3.2** A temporary password will be e-mailed to each user to allow initial system access. Each forwarded password is a unique, secure, system-generated password which the agency user may copy and paste into the password textbox of the log-in page. The initial log-in by the agency user will generate a required password reset.

## 6 How to Reset Your Password

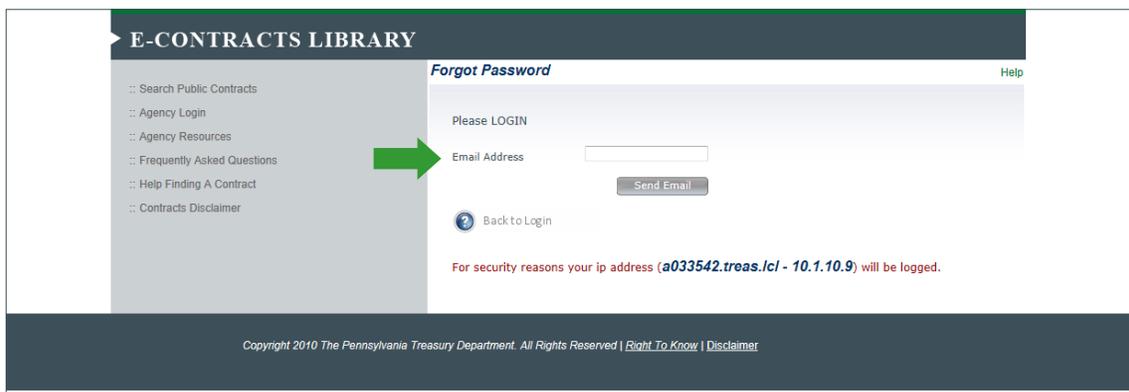
**6.1 Forgot Your Password?** (See figure 5)

**6.1.1** If you forget your password, a link exists on the log-in page titled “Forgot Your Password?” Clicking on this link will take you to a page that requires entering your e-mail address (See figure 5). Click “Send E-mail” (See figure 5a) button and the system will generate a new temporary password which must be reset at the initial log-in. Input the system generated password into the “Current Password” (See figure 5b) box before creating your new password. Your new password must be a minimum of seven characters. Then re-enter the new password into the “Confirm Password”, and click “Update”. The system will propagate a “Success! Password changed” (See figure 5c) message automatically, and your password will be reset. All subsequent log-ins will bypass the “Change Password” page, and take you directly to the Control Panel page.

**Fig 5**



**Fig 5a**



**Fig 5b**

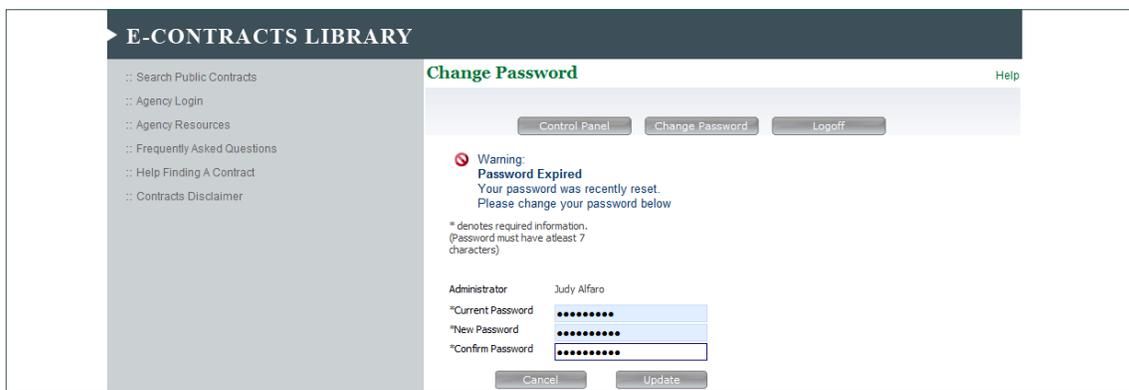
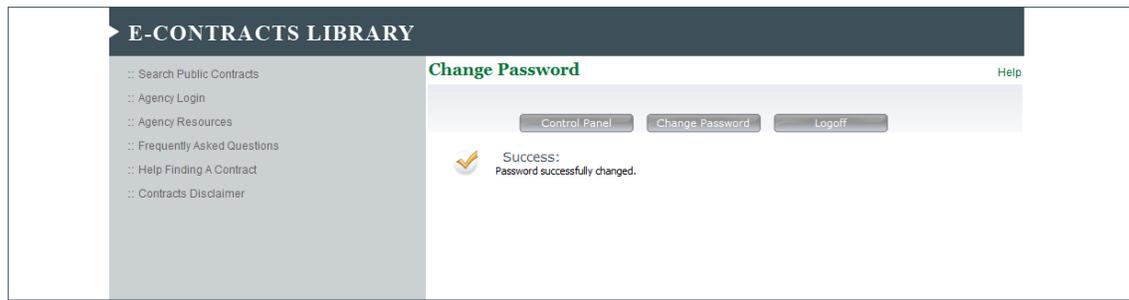


Fig 5c

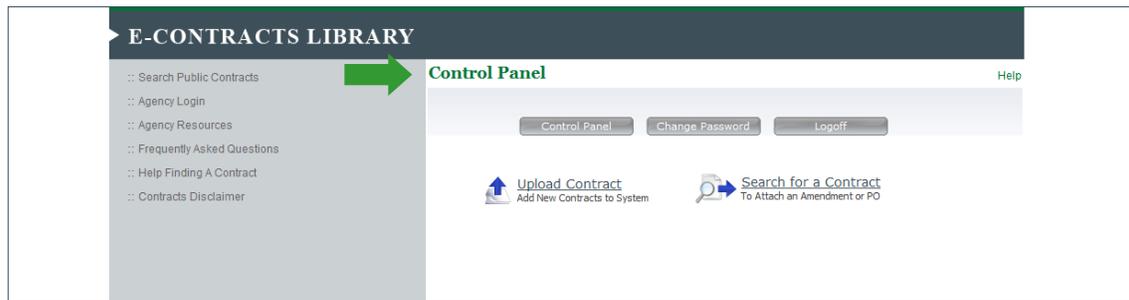


## 7 CONTROL PANEL FUNCTIONALITY

### 7.1 Agency User Control Panel

The agency user Control Panel is shown in figure 6 below. It provides links to the “Upload Contract” (Add New Contracts to the System), and “Search for a Contract” (To Attach an Amendment or PO) pages. This page is the gateway to virtually all agency user interaction with the system. Also located on this page are links to “Change Password” and “Logoff”.

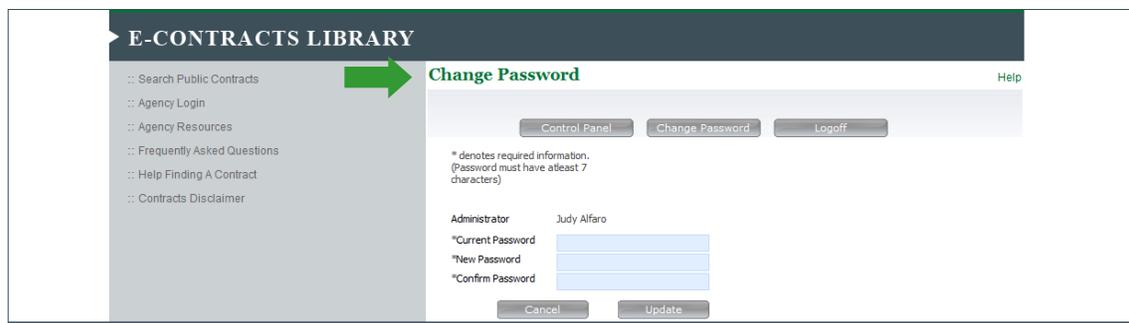
Fig 6



#### 7.1.1 Change Password

The “Change Password” link is present on all of the agency user pages. When clicked, it brings up the page shown below in figure 7.

Fig 7



This page functions similarly to the initial log-on password reset. 7.1.2 Log-Off Button  
 Clicking on the “Log-off” (See figure 8) button located on all agency users’ pages will log the user out of the system, and return the user to the log-in page.

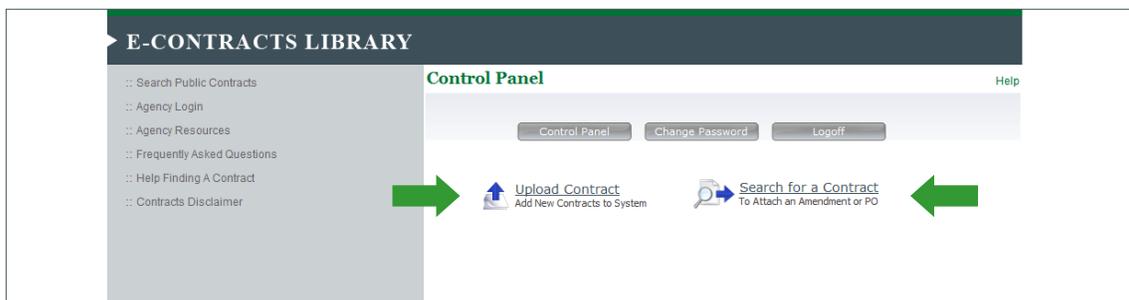
**Fig 8**



## 7.2 Upload Contract

The “Upload Contract” button (See figure 9) is used to upload new contracts to the Treasury file system. Clicking on this link takes the agency user to the contract summary page. A detailed explanation of the “Upload Contract” function is contained in section 7.4 of this manual.

**Fig 9**



## 7.3 Search for a Contract

Clicking on the “Search for a Contract” (See figure 9) button on this page takes the agency user to the Contract Search page. From the Contract Search page, the agency user may retrieve a contract, to which an amendment or purchase order may be attached. A detailed explanation of the “Search for a Contract” function is contained in section 7.5 of this manual.

## 7.4 Upload Contract (Add Contracts to the System)

The manual upload process is comprised of inputting the required document summary data in addition to uploading the actual contract files.

### 7.4.1 Contract Summary Data

To upload a new contract, the agency user will click on the “Upload Contract” link (See figure 9) on the “Control Panel” page. This will produce the “Contract Summary Data screen (See figure

10). On this screen, the agency user will input the required summary data for all uploaded documents and attach the document files. There are eight required summary data elements for upload:

- Document Number
- Amount
- Begin Date
- End Date
- Execution Date
- Subject Matter not to exceed 255 characters
- Agency
- Contracting Party (type in first three characters)

**Fig 10**

The screenshot shows a web application interface for an agency user. On the left is a navigation menu with links: Agency Login, Agency Resources, Frequently Asked Questions, Help Finding A Contract, and Contracts Disclaimer. The main content area has a top navigation bar with 'Control Panel', 'Change Password', and 'Logoff' buttons. Below this are several form fields: 'Document #' (text input), 'Amount' (text input with a '\$' symbol), 'Begin Date' (calendar icon), 'End Date' (calendar icon), and 'Execution Date' (calendar icon). A 'Subject Matter' text area is below these. The 'Agency' section has a dropdown menu 'Select an agency' and a 'Treasury Department' text area. The 'Contracting Party(s)' section has a dropdown menu 'Type in at least 3 characters' and an 'Add New Party' button. At the bottom, there is an 'Upload file(s)' section with a 'Select' button, a 'Remove' button, and an 'Add' button. A 'Following Document(s) is/are' section has a 'SELECT ONE' dropdown menu with options 'Redacted for public inspection' and 'Not Redacted'. Green arrows point to the Document #, Amount, Execution Date, Agency dropdown, Contracting Party dropdown, Treasury Department, and Not Redacted options.

### 7.4.2 Document Number

The “Document Number” (See figure 10) must be a unique contract number for the agency. The amount of the contract should be entered in the “Amount” box. You may use any format (commas, no commas); however, “if more than one decimal point is input the system will not accept the upload.”

### 7.4.3 Subject Matter Box

The “Subject Matter” (See figure 10) is a textbox requiring a description of the uploaded document. The input to the “Subject Matter” box should use the following example as a guide and may not exceed a 255 total character limit:

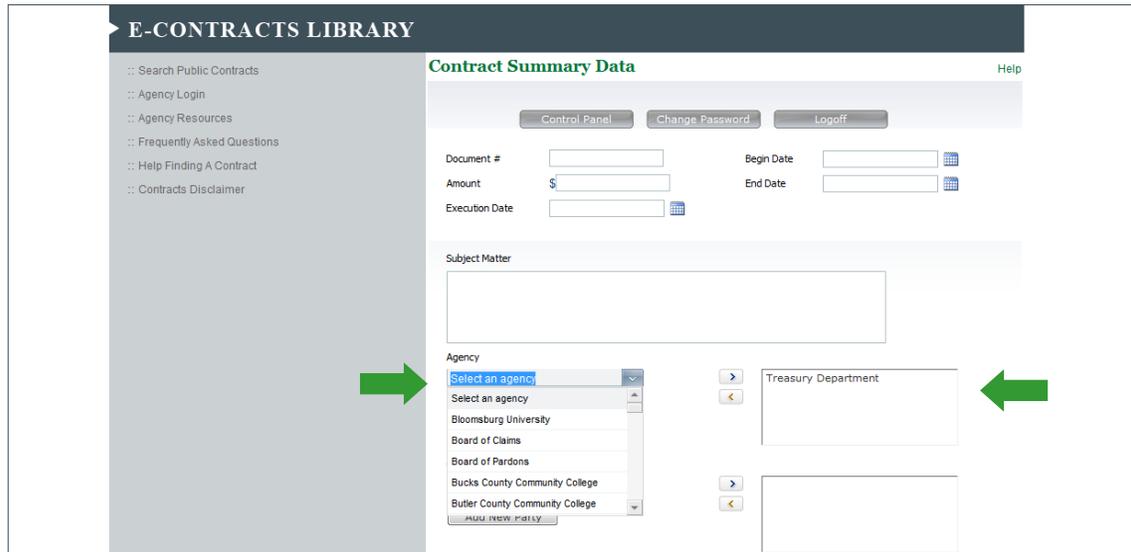
Example:

“This agreement requires that the PA Institute for the Blind & Handicapped, Inc., provide material and labor to perform janitorial and mowing services for the PA DOT sign shop.”

### 7.4.4 Agency Upload

To upload the agency or agencies associated with the document, you may use the dropdown box below the “Agency” label by clicking on the arrow on the right side of the box and scrolling down to find the appropriate agency (See figure 10). Click on the agency name in the dropdown. The dropdown should disappear and the selected agency should appear in the Agency dropdown window (See figure 11)

**Fig 11**



Finally, to enter the selected agency in the collection box on the right, click the right arrow adjacent to the agency name dropdown. The selected agency should appear in the collection box on the right (See figure 11).

If there is more than one agency associated with the contract, follow the same procedures to add the agency to the collection box. If an incorrect agency is added to the collection box, simply click on the agency name to highlight, and then click on the left arrow to remove the agency from the collection box.

You may also add agencies by typing directly into the window below the agency label. The entry will auto-fill if it is found within the dropdown.

### ***7.4.5 Adding Contracting Party***

With one important exception, the procedure for adding a contracting party to the summary data is the same as that used for adding an agency. If the contracting party for the new contract is already present in the dropdown (See figure 12), the procedures are exactly the same. Highlight the contracting party, click the “add arrow” to add the contracting party (See figure 12a).

Fig 12

**E-CONTRACTS LIBRARY**

- Search Public Contracts
- Agency Login
- Agency Resources
- Frequently Asked Questions
- Help Finding A Contract
- Contracts Disclaimer

### Contract Summary Data Help

Control Panel   Change Password   Logoff

Document #    Begin Date

Amount \$    End Date

Execution Date

Subject Matter

Agency  Treasury Department

Contracting Party(s)

- Korean Community Development Services Center
- Korean War Memorial
- Korean Com Dev Svcs Ctr

SELECTION:

Fig 12a

**E-CONTRACTS LIBRARY**

- Search Public Contracts
- Agency Login
- Agency Resources
- Frequently Asked Questions
- Help Finding A Contract
- Contracts Disclaimer

### Contract Summary Data Help

Control Panel   Change Password   Logoff

Document #    Begin Date

Amount \$    End Date

Execution Date

Subject Matter

Agency  Treasury Department

Contracting Party(s)

Following Document(s) is/are

Upload file(s):

However, if the contracting party is not present in the dropdown, the agency user must add the name to the dropdown list by clicking on the “Add New Party” button located below the contracting party dropdown (See figure 13).

**Fig 13**

The screenshot shows the 'E-CONTRACTS LIBRARY' interface. On the left is a sidebar with links: Search Public Contracts, Agency Login, Agency Resources, Frequently Asked Questions, Help Finding A Contract, and Contracts Disclaimer. The main area is titled 'Contract Summary Data' and includes a 'Help' link. At the top of the main area are buttons for 'Control Panel', 'Change Password', and 'Logoff'. Below these are input fields for 'Document #', 'Amount', 'Execution Date', 'Begin Date', and 'End Date'. A 'Subject Matter' text area is present. The 'Agency' section has a dropdown menu and a collection box containing 'Treasury Department'. The 'Contracting Party(s)' section has a dropdown menu with the placeholder 'Type in at least 3 characters' and an 'Add New Party' button. Below this is a 'Following Document(s) is/are' dropdown menu set to 'SELECT ONE'. At the bottom is an 'Upload file(s):' section with a 'Select' button, a 'Remove' button, and 'Add' and 'Delete' buttons. A green arrow points to the 'Add New Party' button.

Clicking on this button produces the new page (See figure 13). The agency user should enter the name of the new “Contracting Party” in the textbox and click the “Save” button. This action will return the user to the summary data page, with the new contracting party name already present in the collection box. Once this information is saved, the new contracting party will appear in the dropdown box. Clicking on the “Cancel” button will return the user to the summary data page with no changes made to the contract party entry. Additional contracting parties may be added to the collection box using the dropdown or “Add New Party” procedure. Contracting parties may be removed from the collection box by highlighting and clicking on the left arrow.

**Fig 13b**

This screenshot shows the 'Add New Party' form within the 'Contract Summary Data' page. It features a 'Name\*' input field and two buttons: 'Save' and 'Cancel'. Two green arrows point to the 'Name\*' field and the 'Save' button.

### 7.4.6 Select One Checkbox

The “Select One” box is located below the Contracting Party box (See figure 14). Selecting “Redacted for public inspection” will allow all public website users to instantly view the document that has been uploaded in association with this contract.

Fig 14

The screenshot displays the Agency User Interface for document upload. On the left is a navigation menu with links: Agency Login, Agency Resources, Frequently Asked Questions, Help Finding A Contract, and Contracts Disclaimer. The main content area includes a top navigation bar with 'Control Panel', 'Change Password', and 'Logoff' buttons. Below this are input fields for 'Document #', 'Amount', 'Execution Date', 'Begin Date', and 'End Date'. A 'Subject Matter' text area is present. The 'Agency' dropdown is set to 'Treasury Department'. The 'Contracting Party(s)' dropdown is empty, with an 'Add New Party' button. The 'Following Document(s) is/are' section shows an 'Upload file(s):' area with 'Select' and 'Remove' buttons. A dropdown menu is open, showing options: 'SELECT ONE', 'Redacted for public inspection', and 'Not Redacted'. Two green arrows point to the 'Not Redacted' option. At the bottom are 'Cancel' and 'Save' buttons.

If Not Redacted shown in figure 14 is selected the public website user will be given the option to request access to the document. If a request is made to view a non-redacted document, your Right to Know Officer will receive an email containing the specific document(s) numbers requested. The agency has two business days after the request to upload a redacted version of the document. If a redacted version is not uploaded within the given time, the system will automatically make the non-redacted version available for public viewing.

### 7.4.7 Redaction Screening

If the “Redacted for public inspection” (See figure 14) is selected the document upload procedure will include a cursory screening for text patterns that may indicate a need for further redaction. This screening cannot determine if further redaction is required, only that some programmed text patterns have been detected during the upload. These text patterns may or may not require redaction.

For example, if during the document upload and screening a number pattern that resembles a social security number is detected, the agency user receives the message shown in figure 15.

Fig 15

The screenshot shows the 'E-CONTRACTS LIBRARY' interface. The left navigation menu includes: Search Public Contracts, Agency Login, Agency Resources, Frequently Asked Questions, Help Finding A Contract, and Contracts Disclaimer. The main content area has a header 'Contract Summary Data' with a 'Help' link. Below the header are 'Control Panel', 'Change Password', and 'Logoff' buttons. A warning message with a yellow exclamation mark icon reads: 'The document upload process has detected content that may require further redaction. Do you want to continue the upload process and make the document(s) available for public viewing?'. Two green arrows point to the 'Yes' and 'No' buttons at the bottom of the message.

The number pattern detected may not be a social security number; the agency user must determine if all necessary redaction has been accomplished prior to upload. If the agency user clicks on “Yes”, the process will continue, and the uploaded documents will be available immediately for public viewing. If the agency user clicks “No”, no documents are uploaded, and the agency user is returned to the contract summary page to start the process again.

The process used to attach contract documents files to the summary data is covered in the next section.

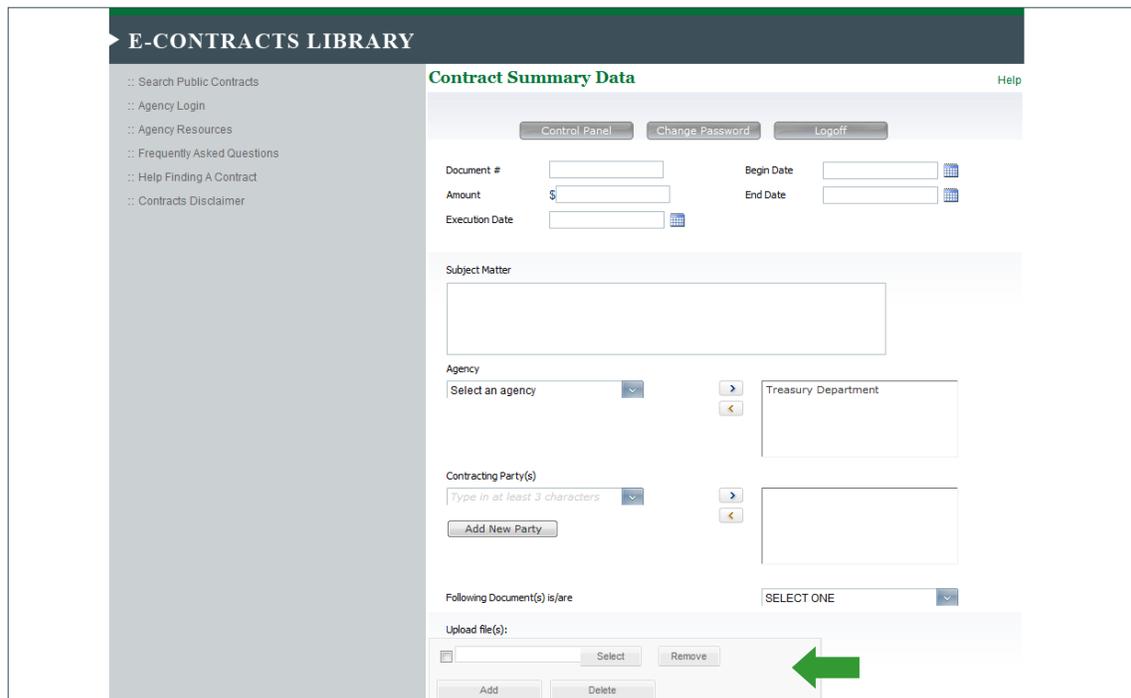
### 7.4.8 Contract File Upload

The system is designed to accept the following file types:

- o Microsoft Word
- o Microsoft Excel
- o PDF
- o TIFF

Contract documents are uploaded using the “Select” button adjacent to the contract file box, as shown in figure 16 below.

**Fig 16**



Clicking on the “Select” button brings up a “Choose File” pop up window. From this window, double-click on a file or highlight the file then click on the “Open” button associated with the pop up window, this will load the file into the “Upload File” window. The “Remove” button will delete the file selected in that window. If all required summary data is present, click on the “Save” button to load the data to the system (See figure 16).

To add additional contract files, click on the “Add” button located below the upload file window, as shown in figure 17.

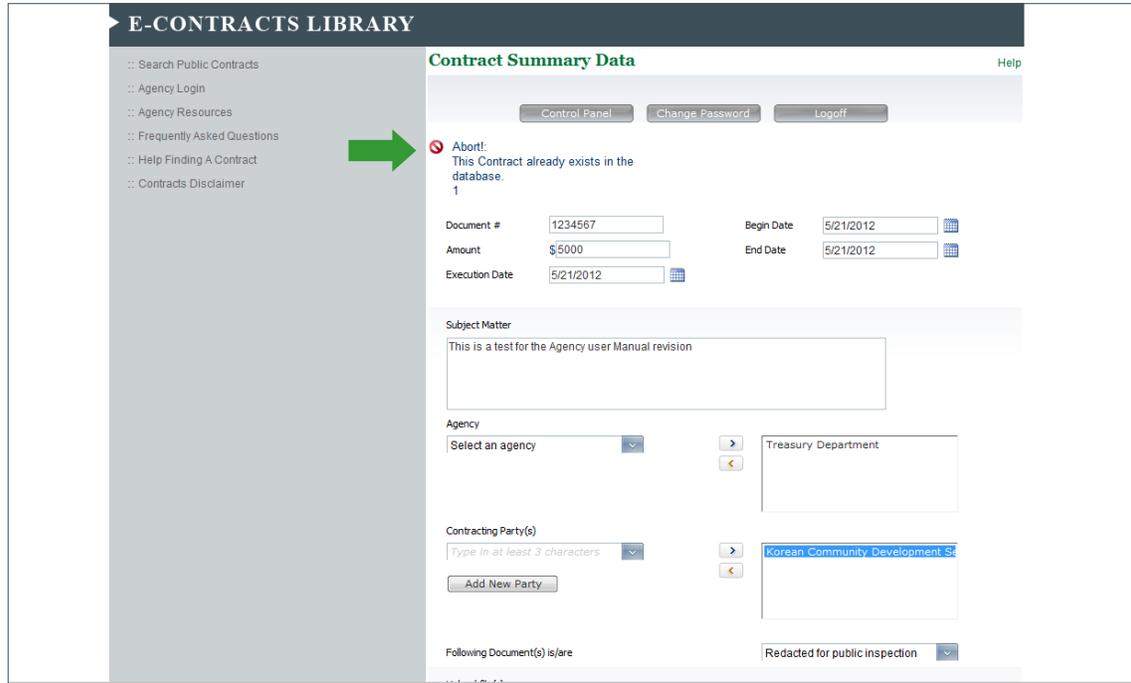
**Fig 17**

There is no limit to the number of files you may upload for a contract. Clicking on the “Save” button initiates the process to upload the contract summary data and contract files. If the upload is successful, the agency user will receive the message shown below in figure 18.

**Fig 18**

If there was an error during the upload process, the agency user will receive the message shown below in figure 19.

**Fig 19**



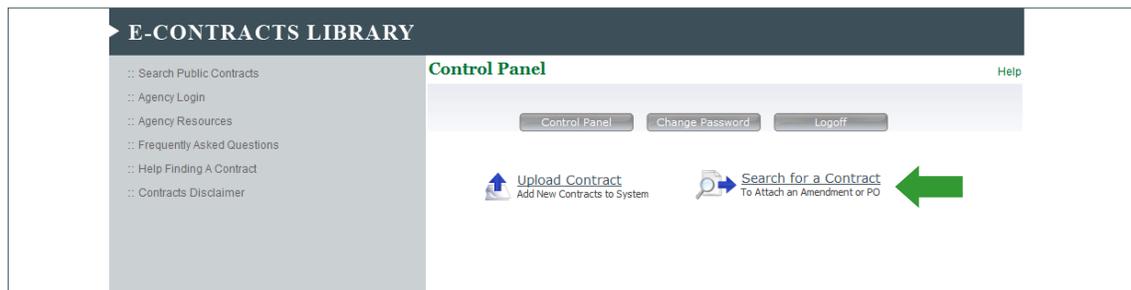
## 7.5 Search for a Contract

The agency contract search functionality is provided to facilitate adding Amendments or POs to contracts existing within e-Library’s document file system. For those agencies using the FTP upload process, contract summary data may be retrieved with the search process. After that data is retrieved, a contract file can then be attached.

### 7.5.1 Accessing the Search Page

Click on the “Search for a Contract (To Attach an Amendment or PO)” link on the Control Panel page as shown below in figure 20.

**Fig 20**



This will bring up the “Contract Search” page. The agency user has the same search functionality as the public user.

## 7.5.2 Contract Search Functionality

There are two separate searches: “Search Using Keyword(s)” and “Search Using Other Terms.” The contract search page is shown below in figure 21. We will divide the use of this page into three sections for our discussion.

**Fig 21**

The screenshot shows the 'Contract Search' page with a 'Help' link in the top right. The page is divided into two main sections. The first section, 'Search Using Keyword(s)', includes a sub-header 'Step 1 - Enter specific contract keyword(s)', a text input field, and a 'Search' button. A green arrow points to this section. The second section, 'Search Using Other Terms', includes a sub-header, a 'Contracting Party(s)' field with a dropdown menu (prompt: 'Type in at least 3 characters'), an 'Amount of Contract (\$)' field with a dropdown menu, an 'Agency' dropdown menu (prompt: '--Search All Agencies--'), and a 'Contract Number' text input field. A green arrow points to this section.

### 7.5.2.1 Search Using Keyword(s)/Subject Matter Contains Box

The agency user can enter one or more words into the keyword textbox or subject matter contains box will retrieve all documents that contain at least one of the entered words. (See figure 22)

**Fig 22**

The screenshot shows the 'Contract Search' page with a 'Help' link in the top right. It features three main search sections. The first is 'Search Using Keyword(s)', with a sub-header 'Step 1 - Enter specific contract keyword(s)', a text input field, and a 'Search' button. A green arrow points to this section. The second is 'Search Using Other Terms', which includes a 'Contracting Party(s)' field with a dropdown menu (prompt: 'Type in at least 3 characters'), an 'Amount of Contract (\$)' field with a dropdown menu, an 'Agency' dropdown menu (prompt: '--Search All Agencies--'), and a 'Contract Number' text input field. A green arrow points to this section. The third is 'Subject Matter Contains', which has a text input field. A green arrow points to this field. At the bottom right, there are 'Reset' and 'Search' buttons.

### 7.5.2.2 Search Using Other Terms

The search feature gives the agency user more search capability. The summary and date elements listed within the search section may be used individually or in combination to further narrow the results. The date ranges or “search within last x days” are available for all search capabilities (See figure 23).

Fig 23

Please use Agency login to upload contracts.

**Contract Search** Help

Search Using **Keyword(s)**  
 Step 1 - Enter specific contract keyword(s)  
 Search

---

**Search Using Other Terms**

Contracting Party(s)  
 Agency:

Amount of Contract (\$)  Contract Number

**Date Range**

Execution Date  
 from  to  or within last  days

Begin Date  
 from  to  or within last  days

End Date  
 from  to  or within last  days

Subject Matter Contains

### 7.5.2.3 Search by Contracting Party and/or Agency

These two search functionalities are dropdowns of all agencies and contracting parties listed in the database. You can search on only one agency and/or one contracting party at a time. Type the first three characters of the agency or contracting party in the textbox, the system will auto-fill the textbox with matches it finds within the list (See figure 24).

Fig 24

**E-CONTRACTS LIBRARY**

- :: Search Public Contracts
- :: Agency Login
- :: Agency Resources
- :: Frequently Asked Questions
- :: Help Finding A Contract
- :: Contracts Disclaimer

**Contract Search** Help

Control Panel Change Password Logoff

Search Using **Keyword(s)**  
 Step 1 - Enter specific contract keyword(s)  
 Search

---

**Search Using Other Terms**

Contracting Party(s)  
 Agency:

Contract Number

or within last  days

Begin Date

### 7.5.2.4 Search by Amount of Contract

The “Amount of Contract” is a dropdown of dollar value ranges you select one at a time for a search. The available ranges are shown below in figure 25.

Fig 25

**E-CONTRACTS LIBRARY**

Contract Search Help

Control Panel Change Password Logoff

Search Using **Keyword(s)**

Step 1 - Enter specific contract keyword(s) Search

Search Using **Other Terms**

Contracting Party(s)

Agency

Contract Number

**Amount of Contract (\$)**

- 0-\$50,000
- \$50,001-\$100,000
- \$100,001-\$500,000  or within last  days
- \$500,001-\$1,000,000
- \$1,000,001+  from  to  or within last  days

End Date  from  to  or within last  days

Subject Matter Contains

## 7.6 Contracts Search Results

The results include contract number, subject matter, agency, type of document, modify, and the “Upload” button. Both the contract number and modify “pencil” symbol are links to the original document summary page. The “Upload” button is utilized to link an Amendment or PO to the original contract. An example of a search results page is shown below in figure 26.

Fig 26

Agency Resources

Frequently Asked Questions

Help Finding A Contract

Contracts Disclaimer

Control Panel Change Password Logoff

Contracts Search Results Back to Search

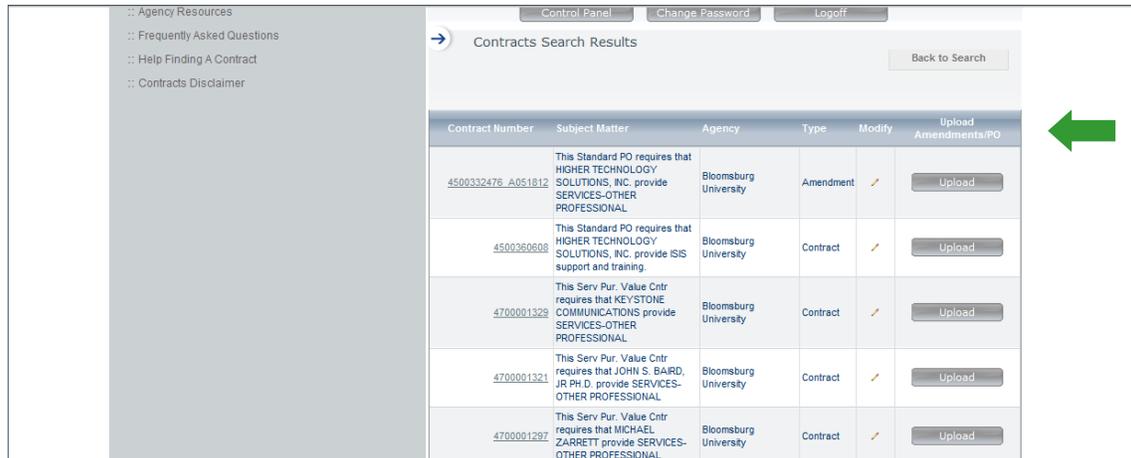
Contract Number	Subject Matter	Agency	Type	Modify	Upload Amendments/PO
4500332476_A051812	This Standard PO requires that HIGHER TECHNOLOGY SOLUTIONS, INC. provide SERVICES-OTHER PROFESSIONAL	Bloomsburg University	Amendment		<input type="button" value="Upload"/>
4500360608	This Standard PO requires that HIGHER TECHNOLOGY SOLUTIONS, INC. provide ISIS support and training.	Bloomsburg University	Contract		<input type="button" value="Upload"/>
4700001329	This Serv Pur. Value Cntr requires that KEYSTONE COMMUNICATIONS provide SERVICES-OTHER PROFESSIONAL	Bloomsburg University	Contract		<input type="button" value="Upload"/>
4700001321	This Serv Pur. Value Cntr requires that JOHN S. BARD, JR PH.D. provide SERVICES-OTHER PROFESSIONAL	Bloomsburg University	Contract		<input type="button" value="Upload"/>
4700001297	This Serv Pur. Value Cntr requires that MICHAEL ZARRETT provide SERVICES-OTHER PROFESSIONAL	Bloomsburg University	Contract		<input type="button" value="Upload"/>
4700001294	This Serv Pur. Value Cntr requires that MATHESON TRANSFER COMPANY provide SERVICES-OTHER PROFESSIONAL	Bloomsburg University	Contract		<input type="button" value="Upload"/>

## 7.7 Amendment or PO Upload Procedures

### 7.7.1 Accessing the Upload Page

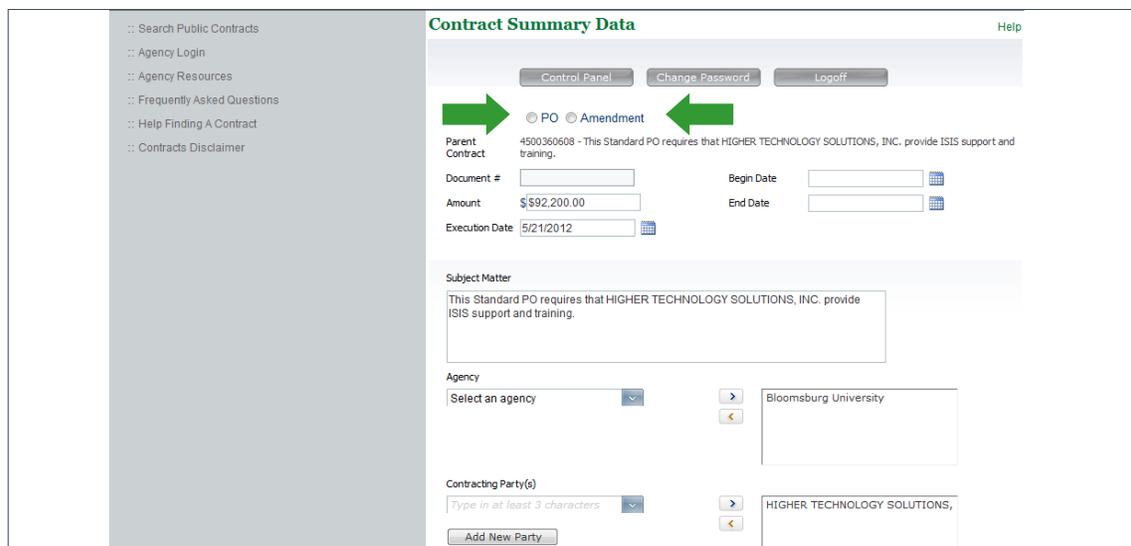
The upload process for both Amendments and POs are the same. Clicking the “Upload” button on the search results page brings up the summary page shown below in figure 27.

**Fig 27**



Notice that this summary page is very similar to a contract summary page; however, there are a few important differences. Select radio buttons for either Amendment or PO document type shown below in figure 28. The parent contract number and subject matter are displayed. The contract number is blank; the agency user must input a distinctive number for Amendments and POs in this textbox. The contract values remain the same and may be modified based on the Amendment or PO.

**Fig 28**



### 7.7.2 Amendment or PO Document Upload

The procedures for Amendment or PO document upload are the same as contract upload procedures. Once Amendments or POs are tied to a contract, the document relationship will be shown at the bottom of the document summary page as a “tree structure”, shown below in figure 29.

Fig 29

The screenshot displays a web-based form for uploading a document to a contract. The form is organized into several sections:

- Control Panel:** Includes buttons for 'Control Panel', 'Change Password', and 'Logoff'.
- Type:** Radio buttons for 'Contract' (selected), 'PO', and 'Amendment'.
- Document #:** Text input field containing '4500360608'.
- Amount:** Text input field containing '\$92,200.00'.
- Execution Date:** Text input field containing '5/21/2012'.
- Begin Date/End Date:** Calendar selection fields.
- Subject Matter:** Text area containing 'This Standard PO requires that HIGHER TECHNOLOGY SOLUTIONS, INC. provide ISIS support and training.'
- Agency:** A dropdown menu showing 'Select an agency' and a list box containing 'Bloomsburg University'.
- Contracting Party(s):** A dropdown menu showing 'Type in at least 3 characters' and a list box containing 'HIGHER TECHNOLOGY SOLUTIONS, INC.' with an 'Add New Party' button.
- Following Document(s) is/are:** A dropdown menu set to 'SELECT ONE'.
- Upload file(s):** A list showing a file named '190371\_Bloomsburg\_University\_4500360608.pdf' with 'Select' and 'Remove' buttons.
- Amendments/PO:** A tree structure at the bottom showing a contract '4500360608 - (Contract)' with a sub-entry 'TEST - (Amendment)'. A green arrow points to this sub-entry.

The document numbers within this hierarchy are links to their respective summary data pages.

### 7.8 Contract Upload for Previously FTP'd Summary Data

FTP connections are permitted only from an Internet Protocol (IP) address authorized by the Pennsylvania Treasury Department. Agencies can submit a request to add or change an IP address by sending an email to [contractinfo@patreasury.gov](mailto:contractinfo@patreasury.gov). Listed in the request must be the agency name, contact name, contact email address, phone number, and a list of one or more public IP addresses. Agencies are encouraged to use one IP address however no more than five are permitted per agency.

## RTK – FTP Specifications

Agencies can upload contract documents and associated summary information via FTP. This document outlines specifications for that process.

Agencies will upload a minimum of 2 files for each contract. One will be an ASCII flat text file containing the summary information about a contract and the other files will be actual contract documents.

### 1.0 Summary Information File Format

Summary Information File a.k.a Header file is a flat text file which will contain summary information in XML form. Please see the appendix for example header files.

#### 1.1 File Name

File name will begin with the keyword “Header” followed by the name of the agency uploading the contract followed by agency contract number. All of these three will be delimited by “\_”.

For example: “Header\_PA Treasury Department\_04543625A3.xml”

#### 1.2 XML Syntax

Here is an example XML with keywords in red and values in italics.

```
<CONTRACT
TYPE="Contract"
AGENCY_CONTRACT_NUMBER="04543625C2"
EXECUTION_DATE="07142008"
BEGIN_DATE="07142008"
END_DATE="07142012"
CONTRACT_AMOUNT="450000.99"
SUBJECT_MATTER="This Service Purchase Contract requires that the PA Institute for the Blind
& Handicapped, Inc. provide material and labor to perform janitorial and mowing services">
<AGENCY NAME="PA Treasury Department"
FAILURE_EMAIL="rtk@patreasury.gov"></AGENCY>
<CONTRACT_PARTIES>
<PARTY NAME=" PA Institute for the Blind & Handicapped, Inc."></PARTY>

<PARTY NAME="XYZ Inc."></PARTY>
</CONTRACT_PARTIES>
<CONTRACT_DOCUMENTS REDACTED="1">
<DOCUMENT NAME="PA Treasury Department_04543625C2.pdf" ></DOCUMENT> </CON-
TRACT_DOCUMENTS>
</CONTRACT>
```

##### 1.2.1 XML Tags and validation

All tags given above are case sensitive. Let us visit each tag and acceptable value associated with it.

**TYPE**

Acceptable values for this tag are “Contract”, “Amendment”, or “Purchase Order”. Purchase Orders not associated with a contract are considered contracts. If the value is “Amendment”, or “Purchase Order” then the PARENT\_CONTRACT\_NUMBER tag is required.

**AGENCY\_CONTRACT\_NUMBER**

Unique contract number within an agency. Value could be alphanumeric with a maximum length of 50 characters.

**PARENT\_CONTRACT\_NUMBER**

If type is an “Amendment” or “Purchase Order” then this tag is required. Accepted value is the original contract number that is already uploaded to this system.

**EXECUTION\_DATE**

Valid date in mmddyyyy format.

**BEGIN\_DATE**

Valid date in mmddyyyy format.

**END\_DATE**

Valid date in mmddyyyy format.

**CONTRACT\_AMOUNT**

Valid currency amount with an optional decimal point followed by 2 digits. For e.g. “450000.00”, “450000”, “0010.00” are acceptable values where as “1,000,000”, “450,000” are not.

**SUBJECT\_MATTER**

Value should be an acceptable English sentence with the following syntax.

“This [type of agreement] is with [contracting parties] for the provision of [specific description of goods and/or services to be provided]”

Agencies can plug in appropriate values for those that are within square brackets, like the following “This Service Purchase Contract requires that the PA Institute for the Blind & Handicapped, Inc. provide material and labor to perform janitorial and mowing services.”

Total text length for this should not exceed 1024 characters.

**AGENCY\_NAME**

Name of the agency entering the contract. Maximum length is 255 characters. FAILURE\_EMAIL

Valid email address. If there is a problem with this upload, an automatic process will send an email to the address listed under this tag. Maximum length is 320 characters. CONTRACT\_PARTIES

Listing of all parties (excluding the agency) that are entering this contract.

**PARTY\_NAME**

Name of the individual party. Maximum length is 255 characters.

**CONTRACT\_DOCUMENTS**

Listing of all documents that are supplied with this header file.

**REDACTED**

Accepted values are 0 and 1. Zero (0) if the document(s) require(s) agency review prior to public display and one (1) if the document(s) is/are redacted and ready for public display.

**DOCUMENT\_NAME**

Name of the document. Maximum length is 255 characters. Name should follow this syntax. Every-

thing within <> is a mandatory field and [] are optional.

<Name of the agency uploading the contract>\_<contract number>[\_][nn].<ext> Examples:

PA Treasury Department\_04543625C2.pdf

PA Treasury Department\_04543625C2\_02.pdf

PA Treasury Department\_04543625C2\_03.pdf

#### APPENDIX – A

##### 1. Example header for a contract

<CONTRACT

TYPE="Contract"

AGENCY\_CONTRACT\_NUMBER="04543625C2"

EXECUTION\_DATE="07142008"

BEGIN\_DATE="07142008"

END\_DATE="07142012"

CONTRACT\_AMOUNT="450000.99"

SUBJECT\_MATTER="This Service Purchase Contract requires that the PA Institute for the Blind & Handicapped, Inc. provide material and labor to perform janitorial and mowing services">

<AGENCY NAME="PA Treasury Department"

FAILURE\_EMAIL="rtk@patreasury.gov"></AGENCY>

<CONTRACT\_PARTIES>

<PARTY NAME=" PA Institute for the Blind & Handicapped, Inc."></PARTY> <PARTY

NAME="XYZ Inc."></PARTY>

</CONTRACT\_PARTIES>

<CONTRACT\_DOCUMENTS REDACTED="1">

<DOCUMENT NAME=" PA Treasury Department\_04543625C2.pdf"/>

<DOCUMENT NAME=" PA Treasury Department\_04543625C2\_02.pdf"/>

<DOCUMENT NAME=" PA Treasury Department\_04543625C2\_03.pdf"/>

</CONTRACT\_DOCUMENTS>

</CONTRACT>

##### 2. Example header file for an amendment.

<CONTRACT

TYPE="Amendment"

AGENCY\_CONTRACT\_NUMBER="04543625A3"

PARENT\_CONTRACT\_NUMBER="04543625C2"

EXECUTION\_DATE="07142008"

BEGIN\_DATE="07142008"

END\_DATE="07142012"

CONTRACT\_AMOUNT="950000"

SUBJECT\_MATTER="This Service Purchase Contract Amendment requires that the PA Institute for the Blind & Handicapped, Inc. provide material and labor to perform janitorial and mowing services">

<AGENCY NAME="PA Treasury Department"

FAILURE\_EMAIL="rtk@patreasury.gov"></AGENCY>

<CONTRACT\_PARTIES>

```
<PARTY NAME="PA Institute for the Blind & Handicapped, Inc."></PARTY> <PARTY
NAME="XYZ Inc."></PARTY>
</CONTRACT_PARTIES>
```

```
<CONTRACT_DOCUMENTS REDACTED="0">
<DOCUMENT NAME="PA Treasury Department_04543625A3.pdf" ></DOCUMENT> </CON-
TRACT_DOCUMENTS>
</CONTRACT>
```

### 3. Example header file for a Purchase Order

```
<CONTRACT
TYPE="Purchase Order"
AGENCY_CONTRACT_NUMBER="04543625P1"
PARENT_CONTRACT_NUMBER="04543625C2"
EXECUTION_DATE="07142008"
BEGIN_DATE="07142008"
END_DATE="07142012"
CONTRACT_AMOUNT="20000"
SUBJECT_MATTER="This Purchase Order requires that the PA Institute for the Blind &
Handicapped, Inc. provide material and labor to perform janitorial and mowing services">
<AGENCY NAME="PA Treasury Department"
FAILURE_EMAIL="rtk@patreasury.gov"></AGENCY>
<CONTRACT_PARTIES>
<PARTY NAME=" PA Institute for the Blind & Handicapped, Inc."></PARTY> <PARTY
NAME="XYZ Inc."></PARTY>
</CONTRACT_PARTIES>
<CONTRACT_DOCUMENTS REDACTED="0">
<DOCUMENT NAME="PA Treasury Department_04543625P1.pdf" ></DOCUMENT> </CON-
TRACT_DOCUMENTS>
</CONTRACT>
```

## 7.9 Upload of Redacted Document Version

If an agency receives a request to upload a redacted version of a document currently maintained with the system in a non-redacted form, the agency user may perform a search on the contract, click the modify link on the specific contract within the search results table, and upload the redacted version of the document per the description in section 8.4 of this document. This will not entail any reloading of summary data. Once a redacted version of a requested document is uploaded, a link to a PDF version of that document will be immediately available for public view.