



CT Annual Renewals
Process and Procedures
(screenshots)

The following screenshots are to be used to ensure all edits/changes are completed prior to submission of CT renewals. CT Renewals are done monthly throughout the year. Procurement or the VCFMS helpdesk can be contacted with questions regarding the CT renewal process.

During the transition from one fiscal (FY) to another the following are added edits that must be done on the header of the renewing CT document. This ensures that the system can place the encumbrance in the correct FY budget.

June through July (additional edits)

The following edits should be done during the transition of one FY to another. This normally happens mid-June through mid-July. Notifications will be sent out as to when to use these edits:

Record Date: this is the date this procurement document starts.

Budget Year: this is the year of budget approval.

Fiscal Year: this is the approved fiscal year.

Period: this is the period of the fiscal year – normally 1 indicates the first month of the FY

The screenshot shows a form with the following fields and values:

- Document Name:** AMERICAN INSURANCE ADMINISTRATOR - COV 8542
- Record Date:** 07/01/2023
- Budget FY:** 2024
- Fiscal Year:** 2024
- Period:** 1

The fields for Record Date, Budget FY, Fiscal Year, and Period are highlighted with colored ovals (yellow, blue, green, and purple respectively).

Continue with the following instructions for the remainder of CT Renewal edits.

The following CT edits are done on all CT renewals – both at FY crossover and during the fiscal year.

Header

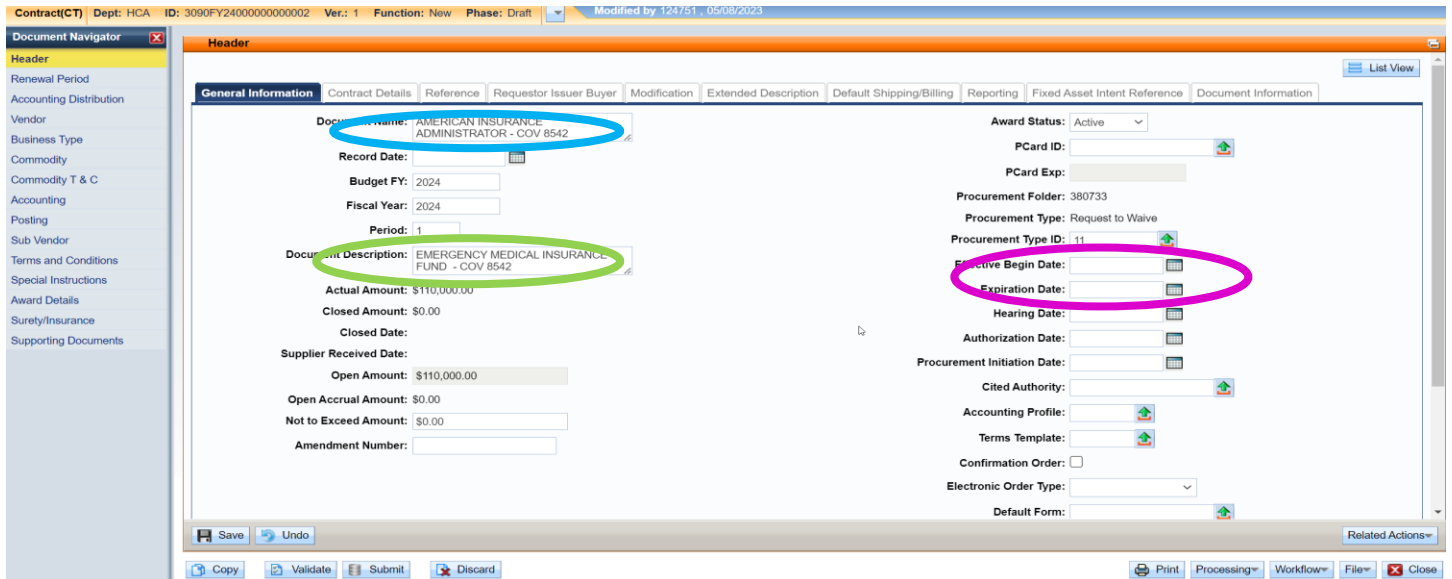
Areas that should be reviewed and/or updated:

General Information Tab –

Document Name - this can be the name of the vendor and the service being provided.

Document Description – this can be the name of the vendor and the service being provided. If there is a contract involved, please add – COV XXXX (contract number)

Effective Date and Expiration Date – This should be the full term of the agreement/renewal.

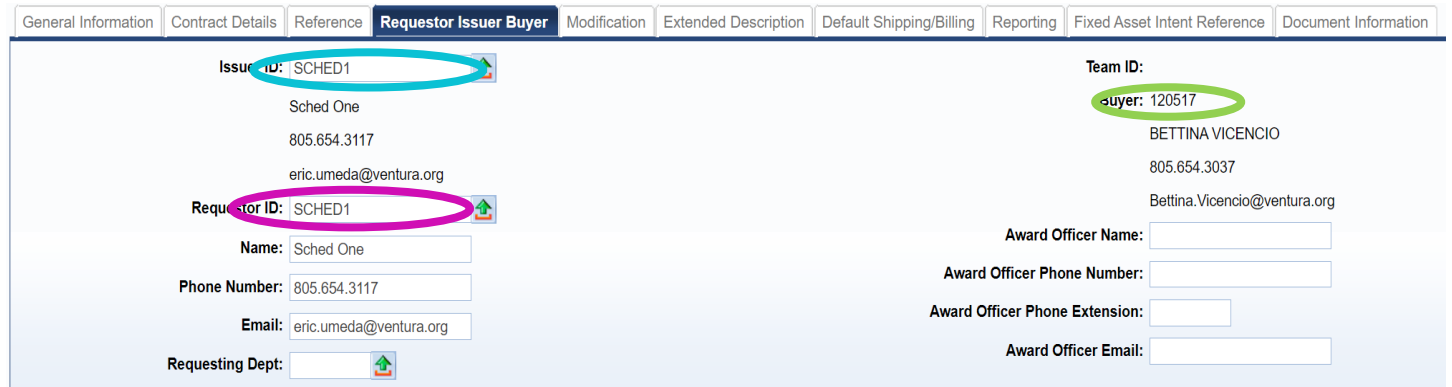


Requestor Issuer Buyer - Tab

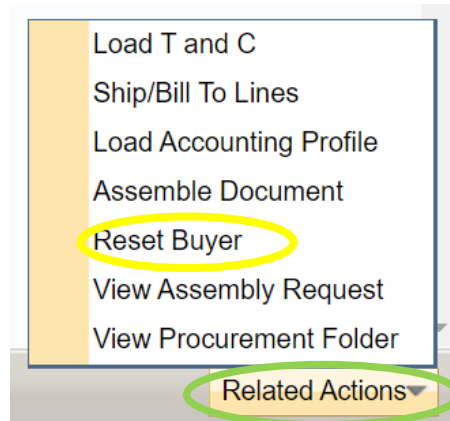
Issuer Id – This should be the person ‘updating’ this CT renewal

Requestor ID – This should be the person who is using/responsible for this CT

Buyer: This is the Buyer for this CT – Please reach out to your buyer if this does not populate correctly.



You will need to 'Reset Buyer'. To do so, in the lower right hand corner click on the button noted as "Related Actions"



Click on **Reset Buyer** and the buyer should change to the buyer assigned to your Agency

Default Shipping/Billing Tab

Make sure the correct code for both the **Shipping Location** and the **Billing Location** are correct.

Shipping Method – this is always blank.


Free On Board – make sure this is 9 (for services)

Delivery Date – This should be the end date of the CT (Use the expiration date you used on the General Information Tab)


A screenshot of a software application's 'Default Shipping/Billing' tab. The interface includes several input fields and text areas. The 'Shipping Location' field is set to 'HCA135' and is circled in blue. Below it, the address 'VCPH - EMERGENCY MEDICAL SERVICES' is listed. The 'Billing Location' field is set to 'HCA002' and is also circled in blue. Below it, the address 'VCPH FISCAL - PUBLIC HEALTH AP' is listed. The 'Shipping Method' field is empty and circled in grey. The 'Free On Board' field is set to '9' and circled in green. The 'Delivery Date' field is set to '06/30/2023' and circled in pink. The 'Delivery Type' field is a dropdown menu. The 'Shipping Additional Info' field contains the text 'now in suite 200'. The 'Billing Additional Info' field is empty. The top navigation bar includes tabs for 'General Information', 'Contract Details', 'Reference', 'Requestor Issuer Buyer', 'Modification', 'Extended Description', 'Default Shipping/Billing', 'Reporting', 'Fixed Asset Intent Reference', and 'Docume'.

Reporting


General Information | Contract Details | Reference | Requestor Issuer Buyer | Modification | Extended Description | Default Shipping/Billing | **Reporting** | Fixed

Reporting 1: STANDARD 

Standard Requisition

Reporting 2: NGP 

Non-Green Procurement

Reporting 3: 

Reporting 1 - click on the arrow and choose one of the following options:

Reporting Code	Description
CEO/ITS	CEO and ITS Approval Required
HR	HR Approval Required
HR/ITS	HR and ITS Approval Required
ITS	ITS Approval Required
STANDARD	Standard Requisition

Reporting 2 – this will be either NGP (non-green procurement) or GPP (green procurement policy). This should copy over from previous year – please leave as is.

Renewal Period

If this CT is going to be renewed for an additional program year – there should be information populated. These dates use the Effective / Expirations dates noted on the General Information tab and then adds one year.

Header

Renewal Period

Accounting Distribution

Vendor

Business Type

Commodity

Commodity T & C

Accounting

Posting

Sub Vendor

Terms and Conditions

Special Instructions

Award Details

Line Number	Renewal Period Length	Renewal Period Unit
1	1	Years

From 1 to 1 Total: 1

First Previous Next Last

Go to line: Go

General Information

Renewal Period Length:

Renewal Period Unit:

Notification Days Prior to Expiration:

Effective Date: 05/04/2023

Expiration Date: 05/03/2024

Vendor

Vendor Customer – ensure the correct vendor id is being used.

Header

Renewal Period

Accounting Distribution

Vendor

Business Type

Commodity

Commodity T & C

Accounting

Posting

Sub Vendor

Terms and Conditions

Special Instructions

Award Details

Surety/Insurance


Supporting Documents

Vendor Line	Vendor Customer	Legal Name	Line Amount
1	VC00026287	MANAGEMENT APPLIED PROGRAMMING LLC	\$110,000.00

From 1 to 1 Total: 1


First Previous Next Last

Vendor Discount

Vendor Customer: VC00026287 

Legal Name: MANAGEMENT APPLIED PROGRAMMING LLC

Alias/DBA: AMERICAN INSURANCE ADMINISTRATORS

Address Code: AD08 


1200 WILSHIRE BLVD FL 5

LOS ANGELES

CA

90017-1906

US

Vendor Contact ID: PC08 

Vendor Contact Name: MARTA CONTRERAS

Vendor Contact Phone: 213-406-2298

Vendor Contact Phone Ext.:

Vendor Contact Email: marta@mapinc.com

Fax:

Fax Extension:

Secondary Reason:

Discount

This is where we convey our payment terms. County terms are normally NET 30.

Discount 1% = 0

Days = 30

Discount 1 %:	0.0000	Days:	30
Discount 2 %:		Days:	
Discount 3 %:		Days:	
Discount 4 %:		Days:	

Commodity

CL Description – normally there are no changes to this area, however, if there are dates noted here then update accordingly. If you need additional space to describe what is being order/requested, please use the extended description field.

Line Type – should always equal SERVICE

Contract Amount – update this to the amount required for this renewal.

Service From and To dates – update this according to the timeframe that will be needed for this renewal – these dates should match the dates noted on the header>General Information Tab..

Extended Description – in order to modify and/or see the fully extended description – click on Related Actions located in the lower right hand of the screen.

- Load T and C
- Ship/Bill From Header
- Recalculate Accounting Line Amount
- Extended Description
- Related Actions

The Extended Description will 'open' so that you can see all information. Be sure to update the **dates of service** appropriately.

[Save](#) [Cancel](#) [Return to Line Item](#) Vendor Line Number : 1 Commodity Line Item: 1

PROVIDE DISTRIBUTION OF THE PHYSICIANS SHARE OF THE MADDY FUND FROM **JULY 1, 2022 THROUGH JUNE 30, 2023**

AIA SHALL BE COMPENSATED WITH AN AMOUNT EQUAL TO EIGHTEEN THOUSAND (\$18,000) PER QUARTER. IF CLAIMS ADJUDICATION FEES EXCEED A TOTAL OF \$18,000 PER QUARTER, WHEN CALCULATED AT \$6.00 PER EACH MANUAL CLAIM OR \$5.00 PER EACH ELECTRONIC CLAIM, THEN, AIA WILL BE PAID FOR THE ACTUAL CALCULATED AMOUNT.

Information that should be included: reference to price lists, agreements, contracts, enclosures and prior year procurement document ID.

Accounting

Update accordingly.

The screenshot shows the 'Accounting' section of a software interface. On the left is a 'Document Navigator' with 'Accounting' highlighted in yellow. The main area shows a table with columns 'Line', 'Line Amount', and 'Line Closed Amount'. Row 1 has a line amount of \$110,000.00. Below the table are tabs for 'General Information', 'Reference', 'Fund Accounting', 'Detail Accounting', 'Fixed Asset Intent Reference', and 'Payment Data'. The 'General Information' tab is active, showing 'Event Type: PR05' and an empty 'Accounting Template' field.

Terms and Conditions

If there is **ST034** noted on this page, insurance is required.

The screenshot shows the 'Terms and Conditions' section of a software interface. On the left is a 'Document Navigator' with 'Terms and Conditions' highlighted in yellow. The main area shows a table with columns 'Section', 'T & C', 'Name', 'Date', 'Inc by', and 'Mod'. Row 1 has T & C 'ST034' (circled in green) and Name 'Insurance'. Row 2 has T & C 'ST118' and Name 'HIPAA already in contract'. Below the table are tabs for 'General Information' and 'Details'. The 'General Information' tab is active, showing 'T & C: ST034', 'Name: Insurance', 'Section: 1', 'Sequence: 3', and a dropdown menu for 'Details' with the text 'INDEMNITY AND INSURANCE REQUIREMENTS: POLICY LIMITS AND ENDORSEMENTS VARY, AND ARE'.

Surety/Insurance

If ST034 is noted in the Terms and Conditions, please check the vendors insurance. You can request the insurance from the vendor or you can check Ebix (see information on Ebix on our website link: [Ebix RCS Certificate of Insurance Login Page \(ebixcerts.com\)](#))

In the **Policy Number** field – please add when the insurance will expire the date and your initials. EXP 3/26/2024 JM

The screenshot shows a software interface for managing surety/insurance. On the left is a 'Document Navigator' with a list of menu items: Header, Renewal Period, Accounting Distribution, Vendor, Business Type, Commodity, Commodity T & C, Accounting, Posting, Sub Vendor, Terms and Conditions, Special Instructions, Award Details, **Surety/Insurance** (highlighted), and Supporting Documents. The main area is titled 'Surety/Insurance' and shows 'Total Lines: 1', 'Line Number: 1', and 'Policy Number: EXP 1/2022 ML'. Below this is a table with columns 'Line Number' and 'NAIC Code'. The table contains one row with '1' in the 'Line Number' column and 'EXP 1/2022 ML' in the 'NAIC Code' column. Below the table are several tabs: 'General Information' (selected), 'Defaulted/Terminated Award Information', 'Insurance Provider Information', and 'Broker Inform'. The 'General Information' tab contains the following fields: 'Certificate Received:' with a checked checkbox, 'Surety Honored Bond:' with an unchecked checkbox, 'Reason for Previous Agreement End:' with a dropdown menu set to 'Not Applicable', 'Insurance Type:' with a dropdown menu and an upload icon, 'Closure Date:' with a date picker icon, 'Policy Number:' with a text input field containing 'EXP 1/2022 ML' (circled in green), and 'Value of Policy/ Bond:' with a text input field.

Once all information has been updated return to the header and upload any supporting documents. Validate and submit into workflow for approvals.