

**Stewardship Contracting Information Database**  
**Version 2**  
**Creating and Editing Bid Information**

Up until now we've talked about general project and contract information as it's stored in SCID. As most of you know, the nuts and bolts of most contracts deals with the bid items, about what's to be done, where it's to be done, those kinds of stuff. And then stewardship contracting, this is kept at the bid item level. If you remember the diagram we had before, we started out with projects and that was on top and then we had contracts underneath that. Now we're going to be entering the bid items in there.

To enter new bid items you do as we did before. You start with your project. You select out your project. We're dealing with the NTC Test project in Arizona. At this point in time since were going to be entering new information, we want to go into the Edit mode.

The roll bars come up and we've got the project data. That's what you see here. Then the next one is going to be the contract data. It's asking you which contract because there may be several contracts in here. This was the Phoenix contract.

This is what we had entered earlier. I started it and then I finished off entering. I changed the status to Awarded or an Awarded Contract. We've got the bid opening or offer information has been entered. The Contract Award or Approval information has been entered.

Now we want to enter bid item information that goes into there. To do that you would hit the bid information roll bar button and you'll see it says there is no documents found. That's because we haven't created any bid items yet. So the first thing we'll want to do is – well we have to move this down so you guys can see it. Sorry about that. The first thing we'll want to do is to create a bid item.

So this is the – we'll move it down again. And then we'll move this down. This is the blank screen for bid items. Again we look at it from the top. The Project Name is NTC Test, the Contract is Phoenix, the Activity Type. Now this – you have Service or you have Product Bid Items. And we're going to start by entering a Service Bid Item. So that will be what we do, start with first.

As you can see here you have a choice. All the bid items are going to – you're either going to have Service Bid Items, and those are the bid items that we generally use to pay people for. We also have Product Bid Items that people use to pay us for. So in stewardship contracting you combine the two, but as I talked about in the introduction SCID tracks the service works separately from the product work all the way through and we'll go into that and you'll see it. And then it's combined later on. So this is why it's very important initially when you create your bid item to indicate whether it's a Service or Product Bid Item.

**This particular one is, like I said, it's going to be a Service Bid Item.**

**We'll just quickly enter it -- again this goes pretty quick. Let's just call this one Bid Item Number 001S, and the description we'll just put as thinning. The Number of Units -- so we're going to do some thinning and we're going to do 100 acres and the Unit of Measure is going to be acres that we select out of there. The Value Per Unit -- so we're just going to say the cost to do this will be \$125 an acre. Now you can see those are the required fields.**

**If you want to you can input the County Information, Sub Activity, or Program Elements. You can see that this was done before FBMS days so we don't have the letters in front and all the zeros in the back for the Sub Activity or the Program Element but we all know that they're the same.**

**Again the Total Bid Item Value is going to be calculated when you do that so you don't enter this. The stuff below the line here will be calculated as well as we progress through.**

**So we filled in the required fields for the Service Bid Item, the Number, the Description, the Units, the Measure and the Value. So we can push the Recalculate button at this time. You can see that the system has calculated the Bid Item Value is going to be \$12,500. There are zero acres completed so there's 100 acres remaining. There is zero value completed and it shows \$12,500 remaining. That's been done so far.**

**We want to save and close that. It takes a while to think and some other things.**

**You can see that now we are in the Bid Item List and there is a Service Bid Item that has been entered. It's Bid Item 001S, Thinning. Acres, Number of Units, the Value Per Acre, the Total Value, and then this'll be filled in as we do later on the activity and financial records.**

**As with all stewardship contracts you have to have Service Work and Product Value so this is going to be a simple, simple contract to keep it simple so we want to create another bid item.**

**This one is going to be the product side of the stewardship contract. I have to move it down so you guys can see, then I'll move this down here.**

**We're entering a new bid item. This is going to be a Product Bid Item, again the project and contract. We'll call this number 002P. This is just going to be biomass.**

**Now the previous, I forget what it was -- I think it was a 100 acres. So we're going to measure this as they complete the number of units. So the number of units we're**

going to call this biomass is going to be 100 acres. And again we pick Acres. So that's shown that way. And say that the value of the biomass is going to be -- you will calculate it out, I haven't got any numbers in front of me, let's just pick \$10. The value per unit is \$10. So we'll go through with that.

There's some additional information that needs to be entered for the Product Bid Items. You need to enter whether this is going to be a Lump Sum Disposal or if we're going to measure as it comes off. In this particular contract it's supposed to be disposed of as lump sum so we just checked the Lump Sum radio button.

And also you can see, as we talked about before, we've got the Number of Units as Acres, and usually when we talk about biomass and some other things we want to convert it into something other than acres. It's reported in terms of different units. So this particular section of the Bid Item entry for products is you're converting products for performance measure reporting from which you've got up above into something that can be reported. And of course biomass is reported in terms of green tons.

You've got acres listed up here and then your biomass. You've done some calculations and you say you've got 10 tons to the acre. 10 green tons to the acre. So you have a volume conversion factor of 10 in there.

So we've got a bunch of thingies in there. The gross date has been entered. And if we push the Recalculate button we will see that we've got -- again this is a Product Bid Item, the Bid Item Number, the Description, 100 Units, the Unit of Measure is Acres, the Value Per Unit is 10. So the total bid item value is \$1000. Again we didn't fill out the County or the Sub Activity -- those are not required fields. And then the biomass, when we want to convert it we want to convert the biomass into green tons and the volume conversion factor -- what this shows us is the reportable units that will be reported out of here is going to be 1000 green tons for this particular bid item. And then you go down to the bottom and you see the current status of bid item. You've got zero acres completed and there's no value has been removed yet. Save and close that particular bid item.

The way SCID displays the bid items, you can see we have a Service Bid Item and a Product Bid Item. There are two different ways you can look at that information. As I showed you before, you can look at the Service --if you click on that triangle you can see the service -- just the service units. But another thing you can do if you choose to click on this expand button here, then it displays all of the bid items for this particular contract that we've got.

The Service is thinning and we're going to be paying them \$125 per acre or \$12,500. The product to be removed from this contract is 100 acres of biomass. And that's how we will be reporting the units in this is acres.

**The reports later on will convert it into the volume units that we report. You can see that our total service cost is \$12,500, the total product value is \$1000.**

**Let me go back into -- I want to make sure I've covered everything as far as the Service Bid Item and the fields the Bid Item Number, the Bid Item Description, the Number of Units, the Unit of Measure the Value Per Unit -- those are all taken out of your contract. The County, the Sub Activity, the Program Element are nonrequired fields but those are pretty self-explanatory.**

**We want to close out of that. Again, SCID has to think a little bit when it does these things.**

**We will look at the products -- down here -- I probably made that mistake on the other one, hopefully you'll forgive me for that.**

**Again we've got our Bid Item Number for a product bid item. The Bid Item Number, the Bid Description, the Number of Units. The Bid Item Value we did not enter. The County, Sub Activity or Program Element -- this is disposed of on a lump sum basis and for converting the products into reportable units we're going to be converting acres into green tons and the volume conversion factor is a 10, which would give us 1000 green tons for this particular unit.**

**This was a simple demonstration of the bid items but it's enough for you guys to get an idea of what we're talking about. So after we've created all the bid items the next item we will be talking about is Activity Records.**