

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

**If you remember the structure diagram I show earlier for the structure of SCID, we had the project level and now we have contracts underneath the project. So in order to create contracts you need to be in the particular project you're thinking about.**

**We'll go back to the NTC Test project that we created. All the data is filled out and that kind of stuff. Then if we go into the edit mode, we'll see that the roll bars come up for the various different levels of project and the contract data.**

**So now we go into -- to create a contract we go into the contract data and you can see that this says that right now in this project there's no contract. So we need to create a contract and imagine that's how we do it is you go into the Create Contract role bar on the top. Again you saw before I had the ability to do that. So what I'm going to do is expand this out a little bit. So you can see this is what comes across in our Creating the General Contract Information page.**

**The Project is NTC Test, the Product Status is this and now we're starting to enter the contracts information. So you'll see the first thing we enter is the Contract Status. These are a little bit different than what people have seen before.**

**A planned contract is just data plan contract. But you get into the later stages and you get some different terms that say Bid Opening or Offer. And what we've got here is since stewardship contracting can use both procurement contracts and timber sale contracts, the contracting terminology for each contracting type is different.**

**So at the bid opening or offer stage, the words on the left here, Bid Opening, that's for a procurement contract, in other words, on the rider for a timber sale contract.**

**The next status has Awarded or Approved. Now this is where it gets kind of really confusing because in timber sale contracts we have Awarded Contracts and we have Approved Contracts. But this is at the awarded stage for a procurement contract. This is when the contract is awarded to the contractor. For a timber sale contract, the approved stage is when the contracting officer approves a timber sale contract and is sent to the purchaser for that.**

**The next status down is the Completed or Terminated. Again for a procurement contract, terminology is Completed. For a timber sale contract the terminology is Terminated. It's the same status of the contract, they use just different terms. Where this really becomes touchy is like in procurement contracts. If they terminate a procurement contract, that's really bad because then the contractor has really messed up and they're taking the contract away from them. This is just for**

**your normal completion. When a contract is completed then you use the word Terminated, which is the same status. And then if in some point in time you decide to cancel a contract, this is the status that is selected. So for this particular one we'll start out with a planned contract that's part of the NTC Test project. And you'll see we have another page come up here.**

**This page is -- in the original SCID we only had two or three lines of contract information and we've decided we need more information on the contract. So first of all you'll see that based on the status this is a planned contract. These are the only fields that need to be filled in, is up here.**

**This page is broken up into three different places or segments. The first segment is the Bid Opening or Offers stage, and basically when a contract is offered, bids are opened when a contract is offered. Then all of this information needs to be entered.**

**As you move on, when the contract was awarded or approved, when you finally do have a contract and it's awarded to the contractor, then this particular information is filled out. Those statuses will change as we talked about before at the project level if -- say I was to go to a Bid Opening or Offering stage status, you'll see that the remainder of the bid opening information is required.**

**If you go little bit further to show that the contract is awarded or approved, again you move down here and these are the required fields that need to be filled in.**

**So going back to the top, let me go back to the Planned Status and then we're planning a contract. So this particular contract you have the choice of these different contracting types and this is going to be a Service Contract here.**

**The Contract Name we're going to call is Phoenix. The Land Classification is PD. As far as -- hopefully I'm doing it right this time. Then I want to save this information and then we want to close it.**

**Okay. Again, we're in the edit mode right here so we have the roll bars up here so this is the project page that we looked at before and entered. This is the contract information we want to look at.**

**Rather than have you sit through and watch me slowly enter this stuff, I will show you what a completed -- the way you would, as a user, would get into the contract pages.**

**You've got Approved Project -- again we'll go into the -- Colorado's the State, Dutch Gulch is the contract. Then you can see this is the project page. So the next thing -- if you're just browsing through, you want to view the contracts -- this is what you would do is you'd view the contracts.**

**This page comes up and you can see there's just one contract with the same name as the project name Dutch Gulch. You can have several different contracts tied to this particular project. Going into the Dutch Gulch Contract, you will see that this is just what we saw before. This is the Dutch Gulch project, it is approved, and the contract Dutch Gulch is awarded or approved.**

**All of this contact information is filled out now and this is what it looks like. Let me quickly go over the fields in here just to make sure that you understand the project. Again the contract Type Recovered, the Bid Opening or Offer Date is the dates the bids are opened or the offer -- the timber sale is offered for sale. You've got the Contract Name, the Contract Number, the Contract Duration.**

**The Total Service Costs, the Product Value, and the Net Amount you will not be filling in. You'll see that later on. Those are actually filled in by the system when we fill out Bid Items and we'll do that next.**

**Then you move on down. You can see that we've got the Award or Approval Date -- that's the date the contract was -- this is a service contract, so the date it was awarded to the contractor. There is no Performance Bond, there's no Payment Bond. This Contractor Type -- you have a choice here between Corporation and Individual and unfortunately I can't show you the choices right now.**

**Small Business is just "Yes" or "No" whether or not it's a small business.**

**The Footprint Acres field is a little bit different than what we've seen before. In stewardship contracts a lot of times we will be treating the same acres several times with different treatments. There may be a thinning and then a slash pile and a burning. Those kinds of things. But they're all taking place on the same acres. What we want to use for Footprint Acres is actually the actual number of acres on the ground that are being treated. They may be treated multiple times, or you might have one area treated once and several other areas treated two or three times. But this is the actual number of acres that are treated by the contract.**

**Then you put the contractors named, the street address, the city, the state and so on.**

**I think we've gone through most of the stuff. Again, if you were in the edit mode you would have -- instead of saying Read Mode over here, it would say Edit Mode over here and we go from there.**

**The next phase of the stewardship contracting, how we entered it into the SCID, would be the bid items and that's what we'll discuss next.**