

**Stewardship Contracting Information Database
Version 2
Introduction**

Welcome to the training center presentation for SCID 2.0. SCID is the Bureau of Land Management Stewardship Contracting Information database. This presentation will focus on the recent update to the SCID database, Version 2.0.

My name is Dick Watson. I'm a Forrester at the National Operations Center located in Denver, Colorado. I'm the National User Rep for SCID.

Now that you know who I am, let's take a look at some of the key changes to the SCID database.

Changes from SCID 1.0 are -- the major change is the projects and contracts have been separated within the database. In addition, activity and financial records can be entered off of the opening page. Project and contract status titles have been changed to reflect actual contracting language. The required fields within each of the contracts and projects will change as the status changes, and several new reports have been added.

Now that we have reviewed some of the key changes, let's look at the new database structure. If you remember the old database from SCID 1.0, the project data went straight into the bid items. In 2.0 we've separated out the contracts from the projects to create a layer in between that will allow us to have multiple contracts underneath a project. This is particularly helpful to Oregon where they have the IDIQ contracts where they can have several contracts under a project. As we continue to use stewardship contracting, people may choose to put actually just individual contracts. They don't have to be contractually tied under there. Otherwise the database structure is the same as the SCID 1.0. The contracts lead into the bid items which lead into the activity records and the payment records.

Now that you've looked at the new database structure, let's look at the user authorization levels. At the national level the National User Rep, that would be me or in my position, and I can enter and edit data at all levels within the database. The State Stewardship Leads can create new projects within their states. They can edit all the projects and contracts within their state. Most of you taking the course will be the Point of Contact People and you are assigned to a particular contract by the State Lead. After the project and contract are created, the POC will have the ability to enter and edit all data for that particular contract. At the Browse Level, that is all members of the SCID user group, they can view all projects and contract data and run reports in the database. But they do not have the ability to edit any of the contracts and projects.

Now that we've reviewed the user authorization levels, let's take a look at why we should use SCID.

The main reason is SCID is the only database in the BLM that attracts stewardship contracts. You can use SCID to track project implementation work, the service and product completion. It provides the financial tracking of the contracts. One of the things that SCID does that's unique is it tracks the service work in the products independently and they are combined in the reporting process. In addition, it provides us an effective tool for reporting to the department and Congress when they ask. And this does result in fewer data calls to the field.

Now that you know why you should use SCID, let's take a look at our training objective for this presentation.

At the completion of the session you should be able to navigate through SCID, you should be able to enter data related to your contract, and you should be able to edit and update all the data.

Now that you know what the objectives of this training presentation are, let's take a look at what we will be covering to get you to those objectives.

We're going to be discussing things, SCID, in this particular order. How to open up SCID, how to use the main menu, how to view project data, how to create a project, how to edit general project information, and then creating and editing contract information, creating and editing bid information, creating and editing activity and financial records and finally we'll take a look at the reports from SCID.

Now that you know what we will be covering, let me review some of the general requirements before we get into the meat and potatoes of the training.

To be able to use this stewardship SCID database, you need to be a member of the user group. Requests are made through the state stewardship leads to become members. You also have to have an internet password within your Lotus Notes account. SCID is a Lotus Notes database. It's not really a part of our e-mail system but it's still a Lotus Notes database and you have to have this Internet password. Probably the easiest way for you to make sure you've got a password is talk to the IT people in your office and they'll know what you're talking about.

The way SCID works is you're going to have to have your State Stewardship Lead create a project for you in the SCID training database.

Now that you're aware of some of the general requirements to be able to use the SCID database, let's review who the State Leads are for the SCID program.

These are the State Leads and all of the states in the west for the BLM and these are the people that you're going to need to contact to get user authorizations to use the SCID database.

Now that you know who the State Leads are, let's begin the training session by looking at how to open the SCID database.