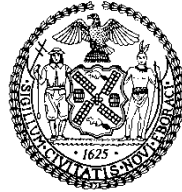


CITY OF NEW YORK
OFFICE OF THE COMPTROLLER



BUREAU OF CONTRACT ADMINISTRATION

A GUIDE TO THE CONTRACT REGISTRATION PROCESS

(updated July 2016)

Contents

- ▶ Contract Registration Submission
 - Physical Hand-Delivery
 - APT Comptroller Interface
- ▶ FMS Crosswalk
- ▶ FMS Contract Codes
 - Award Method
 - Contract Type
 - Contract Category
 - Award Level
- ▶ FISA Call Center
- ▶ Unlocking a Contract
- ▶ Useful Links

Contract Registration Submission

There are two ways for agency personnel to submit contract actions to the comptroller for registration.

Physical Hand-Delivery

Comptroller APT Interface

Contract Registration Submission

Physical Hand-Delivery

Unless otherwise stated, With the exception of those contracts submitted through the *Comptroller APT Interface*, agency personnel are required to hand-deliver individual contract registration packages to the Comptroller's Central Imaging Facility (CIF). Contact information for CIF is listed below:

Address: 1 Centre, Street, Room No. 1225, New York, NY 10007

Phone: (212) 669-3741

Fax: (212) 815-8780

Each Contract Package must include the following documents:

Completed CIF Cover Sheet

Final Advice of Award

All Other Appropriate and Required Documentation

Note: CIF will not accept any Contract Package without a completed CIF Cover Sheet and a Final Advice of Award.

Contract Registration Submission

Comptroller APT Interface

As of 2013, City Agencies are required to submit certain contracts packages for registration through the APT Comptroller Interface. However, agencies that use the APT Comptroller Interface are still required to hand-deliver the following documents to the CIF:

Completed CIF Cover Sheet

Final Signed Advice of Award

Original (“Wet”) signatures for the Agreement / Contract Action

Partial Registration Memo, if applicable

Late Registration Memo, if applicable

STANDARD REGISTRATION SUBMISSIONS TO CIF

- ▶ What you need to submit to the Comptroller's Office:
 - Completed CIF Cover Sheet. The CIF Cover Sheet (Central Imaging Facility) is submitted along with the contract registration package as part of the registration process. BCA will contact the agency if it determines that the agency has supplied incorrect information or is missing documentation.
 - Note: There are two CIF Cover Sheet Versions
 - (1) Standard
 - (2) Electronic
 - FINAL Signed Advice of Award. Note that registration submission packages submitted with Draft Advice of Awards will not be accepted by CIF).
 - Appropriate Supporting Documentation. Supporting documentation includes, but is not limited to: contracts, agreements, change orders, amendments, justifications, approvals, determinations, solicitations, bids, proposals, etc

Electronic CIF Cover Sheet

ELECTRONIC SUBMISSION - NO

**COMPTROLLER'S OFFICE
CONTRACT REGISTRATION COVER SHEET**

EPIN: _____

DATE: __/__/__

SUBMITTING AGENCY CODE: _____

MOD NUMBER EXT* (5 digits): 0

CONTRACT NUMBER*: _____

VENDOR No. (10 digits): _____

OCA NUMBER*: _____

AGENCY CONTACT PERSON: _____

AGENCY CONTACT EMAIL: _____

TELEPHONE: _____

FAX: _____

*These fields will be read-only (grayed-out) when a contract is sent to the Comptroller. If you need to change one of these fields, recall the package or withdraw the package from the Comptroller.

Please indicate your reason for submitting the attached documents by filling out the form below:

A. NEW SUBMISSION: (check off only one Box each for FMS Contract Code and Contract Class)

FMS/3 CONTRACT CODE		FMS/3 CONTRACT CLASS	
<input type="checkbox"/>	CT1 GENERAL CONTRACT	<input type="checkbox"/>	G1 EXPENSE ENCUMBRANCES (CT1, CTA1)
<input type="checkbox"/>	RCT1 REVENUE CONTRACT	<input type="checkbox"/>	C CAPITAL ENCUMBRANCES (CT1, CTA1)
<input type="checkbox"/>	CTR CONTRACT REVISION (INCREASES/DECREASES/ /DATA CHANGES)	<input type="checkbox"/>	X MIXED/SPLIT FUNDING ENCUMBRANCES (CT1, CTA1)
<input type="checkbox"/>	MA1 MASTER AGREEMENT	<input type="checkbox"/>	Y REVENUE (RCT1)
<input type="checkbox"/>	MAR MASTER AGREEMENT REVISION (INCREASES/DECREASES/DATA CHANGES)	<input type="checkbox"/>	RA MASTER AGREEMENTS MA1 ACCELERATED PROCUREMENT (*ONLY FOR DCAS USE)
<input type="checkbox"/>	MMA1 MULTIPLE AWARD MASTER AGREEMENT (FORMERLY CONSORTIUM PARENT)	<input type="checkbox"/>	RN MASTER AGREEMENTS (ALL OTHER MA1, MMA1, MAR)
<input type="checkbox"/>	CTA1 MULTIPLE AWARD CONTRACT (FORMERLY CONSORTIUM CHILD)	<input type="checkbox"/>	RB REQUIREMENTS/TASK ORDER DRIVEN EXPENSE (CT1 and CTA1)
<input type="checkbox"/>		<input type="checkbox"/>	RC REQUIREMENT CAPITAL/TASK ORDER DRIVEN (CT1, CTA1)
<input type="checkbox"/>		<input type="checkbox"/>	RB REQUIREMENTS MIXED FUNDS/TASK ORDER DRIVEN (CT1, CTA1)

B. IS THIS A SUBMISSION OF A CONTRACT PACKAGE WHICH HAS BEEN PREVIOUSLY REJECTED OR WITHDRAWN? YES NO

OR:

C. ADDITIONAL ITEM FOR A CONTRACT PACKAGE STILL UNDER REVIEW BY THE COMPTROLLER (CIF fax # (212) 815-8788).
Was item requested by Comptroller staff? YES NO
If yes, indicate requestor's name: _____

OR:

D. ADDITIONAL DOCUMENT(S) TO A REGISTERED CONTRACT FOR FILING PURPOSES ONLY.
REGISTRATION IS NOT NECESSARY.

OR:

E. DOCUMENT(S) SUPPORTING THE REGISTRATION OF MULTIPLE CONTRACTS.

CIF Cover sheet /January 4, 2010
Deliver to Central Imaging Facility
1 Center Street, Municipal Building Room 1225
Tel: 1 212 669 3741

FMS CROSSWALK

Contracts			
FMS 2 Document Code	FMS Accounting (FMS 3) Document Code	FMS Accounting Name	Description
CT/CTC	CT1	General Contract	Used for both expense contracts capital contracts.
CT	CTR	Contract Revision	Contract Revision (CT1 and CTA1 documents can only be modified with a CTR document)
Master Agreements/Release Orders			
CT	RCT1	Revenue Contract	Revenue Contract
CE	MA1	Master Agreement	Master Agreement (MA1) documents are referenced by DO1 documents.
CE	MAR	Master Agreement Revision	Master Agreement Revision (MA1, MMA1, and RCT1 documents can only be modified with an MAR document)
PG / PGC	DO1	Delivery Order	Delivery Order
Multiple Award			
--	MMA1	Multiple Award Master Agreement	Used for master agreements where more than one contract will be awarded to a vendor
--	CTA1	Multiple Award Contract	Awards a contract to a vendor by referencing an MMA1 document
Consortium			
--	MAC1	Consortium Master Agreement	Consortium Master Agreement documents are referenced by a CTA2 documents
--	CTA2	Consortium Contract	Awards a consortium contract to a vendor by referencing an MAC1 document

FMS DATA CODES AND DESCRIPTIONS

There are a number of fields in FMS in which agencies input vital details about the contract relating to the procurement method, contract purpose, etc. The primary fields include:

- ▶ Contract “Award Method” Codes
- ▶ Contract “Type” Codes
- ▶ Contract “Category” Codes
- ▶ “Award Level” Codes

FMS DATA CODES AND DESCRIPTIONS

“Award Method” indicates the type of procurement used in selecting the contractor or vendor. The City uses over 70 award method codes to identify the manner in which a vendor was solicited. The New York City Charter and Procurement Policy Board Rules ("PPB Rules") note that there is a preference for awarding contracts by competitive sealed bidding. As a general matter, there are two types of competitively awarded contracts: (1) competitive bids and (2) request for proposals ("RFPs").

Despite these preferences, agencies may elect to make a "special case" determination by stating that it is not practicable or advantageous to the City to use competitive sealed bidding or proposals.

[Award Method Code List \(Hyperlink\)](#)

FMS DATA CODES AND DESCRIPTIONS

“Contract Type” indicates the purpose or nature of a contract. When submitting contracts for registration, agencies are required to specifically identify the type/purpose of the contract in FMS, in order to better track expenses and revenues.

[Contract Type Code List \(Hyperlink\)](#)

FMS DATA CODES AND DESCRIPTIONS

Contract “Category” Codes

Contracts awarded by the City are identified in a list of Contract Type Codes in FMS that includes detailed information on agreements, contracts for goods and services, leases, franchises and concessions.

[Category Codes List \(Hyperlink\)](#)

FMS DATA CODES AND DESCRIPTIONS

Contract “Award Level” codes provide additional detail relating to the method used to award the agreement submitted for registration (e.g. Award Level 7 used on an 01, Competitive Sealed Bid, would indicate that it was a Best Value Bid). The City uses 8 Award Level Codes.

[Award Level Code List \(Hyperlink\)](#)

FISA CALL CENTER

FISA Call Center: Call the FISA Call Center

@ (212) 857-1700 or email them at callcntr@fisa.nyc.gov for assistance with FMS. The Call Center can help you with the following:

- Identifying your agency's Security Officer contact
- Assisting with all FMS related issues and notifies users of changes to FMS by issuing FMS Bulletins

Your FMS Security Officer will:

- Provide users with an FMS ID & temporary passwords
- Report security issues to the FISA Call Center
- Enroll you or your staff in FMS courses
- Arrange equipment setup to print FMS documents

UNLOCKING A CONTRACT

Unlocking a Contract

When an agency submits a contract to BCA for registration, it manually applies their Level 3 approval in FMS. After concluding its review, BCA will apply its Level 5 approval in FMS. After the Level 5 approval is finalized, no further changes to the contract action can be made by the agency in FMS.

Any contract documents locked under Level 3 approval that require corrections and are awaiting final approval from BCA can only be unlocked by BCA staff. Once the corrections have been made, the agency must submit a new Advice of Award (“AoA”) to the CIF as an addition to their contract package.

To request that a contract be unlocked, agencies must send an email to OCAMailbox@comptroller.nyc.gov.

USEFUL LINKS

To learn more about New York City, New York State, and Federal Procurement Regulations, visit the following links:

New York City

[New York City – Doing Business With NYC Agencies – Vendor Disclosure Questionnaires](#)

[New York City Procurement Policy Board \[PPB\] Rules](#)

[New York City Procurement Notices](#)

[New York City Support for Business](#)

[New York City General Information for New Vendors](#)

State and Local Procurement

[New York State Office of General Services \(OGS\)](#)

Federal Government Focus

[Federal Acquisition Regulations \(Federal Procurement Rules\)](#)

[Federal Small Business Administration – Procurement and Contracting Links](#)

[Federal Small business Administration](#)

[Fedworld](#)