Job Aid: Hub Departmental Contracts



This Job Aid shows how to Find, Modify and Add Departmental Contracts in the Massachusetts Supplier Diversity Hub ("The Hub").

The Commonwealth of Massachusetts Diverse and Small Business Program policies and related contract language in the Commonwealth's Requests for Response (RFRs) requires agencies to activate departmental contracts in the Hub and departmental prime contractors to report their SDP spending in the Supplier Diversity Office (SDO) Hub.

This requirement applies to contracts with an annual value of more than \$250,000 and any contracts that includes SDP language in the RFR. If a contract contains SDP language, all awarded contractors are required to submit SDP reports, including primes certified by the SDO as diverse and those with spending below \$250,000 per year. The SDO recommends quarterly reporting, but SDP spending information must be reported at least annually.

Scree	nshot	Directions
Hub login Scroon with Sign in	button	Step 1: Launching the Application
Supp	lier Diversity Hub	Go to: https://sdhdev.formverse5.com/AUTOCENESERVER/WebApp/login. aspx
Welcome to the Massachusetts S	upplier Diversity Hub (The Hub)	Enter the URL address in your browser. The Register/Login page displays.
This online portal facilitates connections Commonwealth public buyers, prime bidd	between diverse and small businesses, ers, contractors, and resource providers.	OR
New View		From the Supplier Diversity Office Landing Page:
New Users To see if you qualify to use the Hub, diverse and small businesses. Commonwealth public	Login	Supplier Diversity Office (SDO) Mass.gov. Scroll down to the SDO
buyers, prime bidders, contractors, and resource providers should click here:	Password Reset Password	Hub Login/Register Quick Links.
Start Registration	Sign In	
Supplier Diversity / Holy and Metice: Emails from The Hold core from the address romply and the at they may end up in your spam. Boller: If you have any question webmaster adoptister ma us	Here (100) Herme Uvestions Responsiblems com. Please add this email to your asle senders na please do not heetste to contact us at	Enter Login information and Password in the Existing Users section.

Directions

Hub Menu with ACCEPT button.

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Business Opportunity Exchange	
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Message Center	notice purposes only and is not the official contract posting or contract submission webpage. Therefore, utilizing the "Departmental
Map	Contracts user not meet any of the intrustry regulatory or pointy requirements, innuuming the use of common rs, the useas and Services Bulletin, Central Register, or other internal contract posting requirements that may apply to your specific organization.
	Accept Cancel

Hub Menu with **DEPARTMENTAL CONTRACTS SCREEN**.

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Step 2: Accessing Departmental Contracts

- A. Click **Departmental Contracts** from the **MENU** bar in the navigation panel on the left.
- B. Click ACCEPT, after reading the message.

C. The **Departmental Contracts** screen is displayed. The **Planned Contracts tab** and **Add Departmental Contract tab** is the default.

Directions

Hub with Pending Contracts Tab

Step 3: Activating Departmental Contracts

A. Click the **Pending Contracts** tab.



Hub Pending Contracts Tab with View All Pending Contracts

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Hub Pending Contracts Tab with View All Pending Contracts



${\sf B}. \ \ {\sf Locate the \ contract \ and \ click \ the \ {\sf Actions \ button}}.$

- C. Add the Vendor SDP Percentage for each vendor.
- D. Any changes can be made by clicking on the **View/Edit** grey button.
- E. If the contract information is correct, click the gray **Notify** button.
- F. Verify the information and click the green **Yes** button. The Vendors listed will receive an email notifying them that they need to access the Hub to report SDP spending.
- G. The contract can now be found under the **Active Contracts** tab.
- H. If a vendor is missing, continue to **Step 4**.

Directions

Hub Departmental Contracts- Pending Contracts

Step 4: Adding and Inviting Vendors



I. Click Add Vendors to add those missing from the contract.





Hub Departmental Contracts Pending tab.

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Hub Pending Contracts Tab with View All Pending Contracts

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- J. Type the vendor's name in the Vendor Search Field.
- K. Click Search.
- L. Locate vendor and click the box next to the vendor's name.
- M. Repeat steps J-L to add all vendors.

N. If you do not locate the vendor. Click the **Invite them**! Hyper link **Enter:** First Name, Last Name, Email Address and click **Send Invite.** The vendor will receive an email notification inviting them to join the Hub.

- O. Once complete, click on Select these Vendors button.
- P. Add SDP percentages and click on the grey **Notify** button.
- Q. Verify the information and click the green **Yes** button. The Vendors listed will receive an email notifying them that they need to access the Hub to report SDP spending.
- R. The contract can now be found under the Active Contracts tab.

Directions

Hub Active Contracts Tab.

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Step 5: Active Contracts

- A. Click the Active Contracts* Tab.
- B. Click Actions to view/edit the contract.

*Note: All steps listed in 3 and 4 can be completed in Active Contracts.

Hub **PO Numbers** Tab.

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Step 6: PO Numbers Tab

*Note: Departmental Contracts not listed in *Pending Contracts* tab may be found in the **PO Numbers** tab.

- A. Click the PO Numbers tab.
- B. Locate contract and click Actions.
- C. Click Move to Pending.

Follow Step 3: Activating Departmental Contracts.

Hub PO Numbers Tab.



Directions

Hub menu with **Departmental Contracts Add Departmental Contract** Screen.

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Step 7: Adding a Departmental Contract

*NOTE: Add a Departmental Contract if it is not found in the **Pending** Contracts or **PO Numbers** tabs.

From the Planned Contracts Tab

- A. Enter all highlight fields with an asterisk*: Contract Name; Estimated Contract Value, Contract Start Date; Contract End Date; MBPO Number, and Description.
- B. Click Add Vendors.
- C. Follow Step 4: Add and Invite Vendors

D. Click Save, Click Save again.

*NOTE: The contract is now in My Draft Contracts tab.



Hub Save dialog box.

Directions

Hub menu with **Departmental Contracts My Drafts Contracts** tab.

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E. . Click Actions.

Hub menu with **Departmental Contracts My Drafts Contracts** tab.

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F. Click the grey **Activate** button. The Activate dialog box appears Click the green **Activate** button.

Hub menu with **Departmental Contracts My Drafts Contracts** tab.



G. Click Ok.

Note: The contract can now be found in the Pending Contracts tab. Follow Step 3: Activating Departmental Contracts.