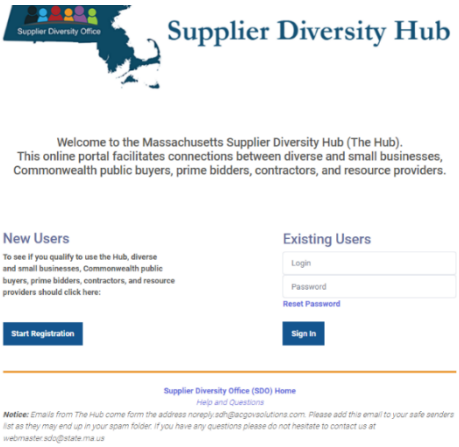
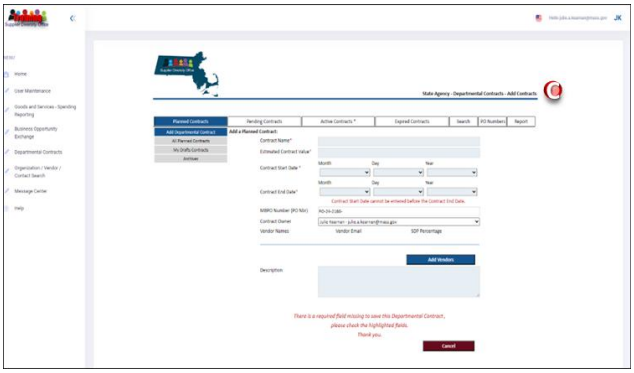
Job Aid: Hub Departmental Contracts

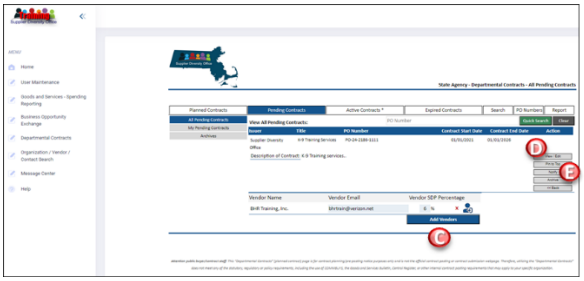
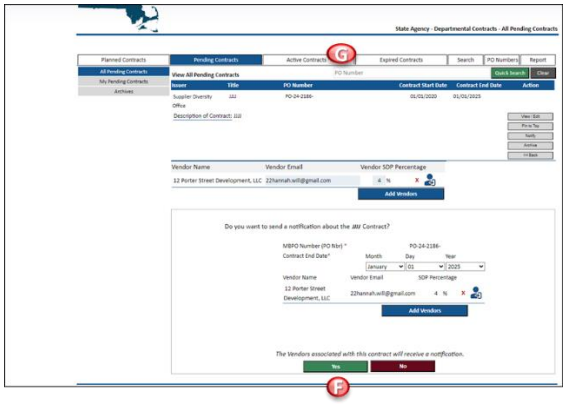
This Job Aid shows how to Find, Modify and Add Departmental Contracts in the Massachusetts Supplier Diversity Hub ("The Hub").

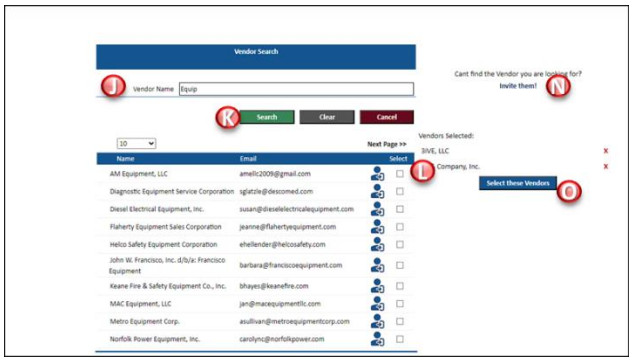
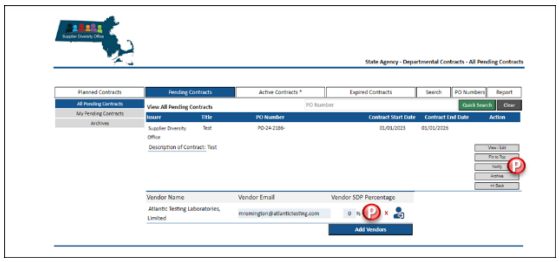
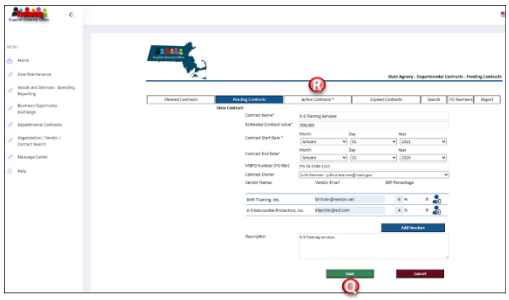
The Commonwealth of Massachusetts Diverse and Small Business Program policies and related contract language in the Commonwealth's Requests for Response (RFRs) requires agencies to activate departmental contracts in the Hub and departmental prime contractors to report their SDP spending in the Supplier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

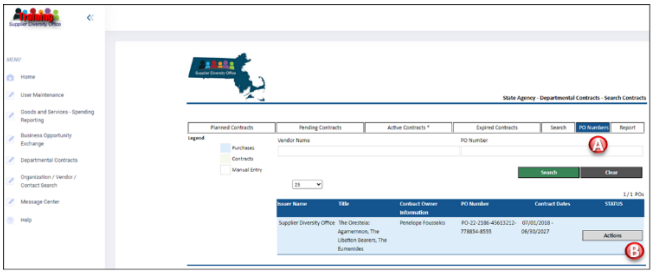
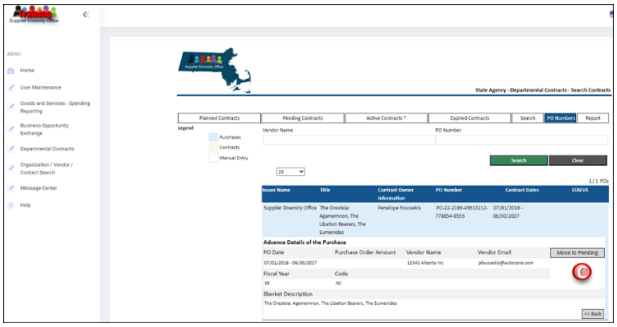
This requirement applies to contracts with an annual value of more than $250,000 and any contracts that includes SDP language in the RFR. If a contract contains SDP language, all awarded contractors are required to submit SDP reports, including primes certified by the SDO as diverse and those with spending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

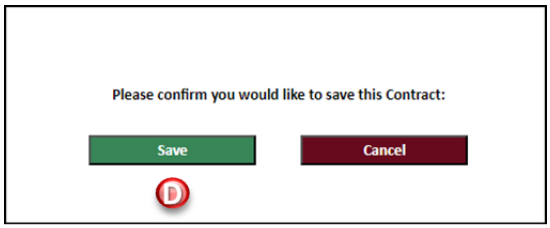
Screenshot	Directions
Hub login Screen with Sign in button 	**Step 1: Launching the Application** Go to: https://sdhdev.formverse5.com/AUTOCENESERVER/WebApp/login.aspx Enter the URL address in your browser. The **Register/Login** page displays. **OR** From the Supplier Diversity Office Landing Page: Supplier Diversity Office (SDO) | Mass.gov. Scroll down to the **SDO Hub Login/Register** Quick Links. Enter **Login** information and **Password** in the **Existing Users** section.

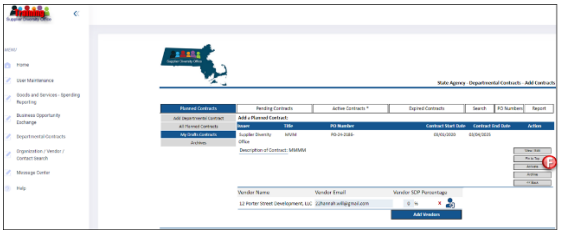
Screenshot	Directions
Hub Menu with **ACCEPT** button.  	**Step 2: Accessing Departmental Contracts** A. Click **Departmental Contracts** from the **MENU** bar in the navigation panel on the left. B. Click **ACCEPT**, after reading the message.
Hub Menu with **DEPARTMENTAL CONTRACTS SCREEN**.  	C. The **Departmental Contracts** screen is displayed. The **Planned Contracts tab** and **Add Departmental Contract tab** is the default.

Screenshot	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** 	B. Locate the contract and click the **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**.
Hub Pending Contracts Tab with **View All Pending Contracts** 	

Screenshot	Directions
Hub Departmental Contracts- **Pending Contracts**	**Step 4: Adding and Inviting Vendors**
	I. Click **Add Vendors** to add those missing from the contract.
Hub **Vendor Search.**	
	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.
Hub Departmental **Contracts Pending** tab.	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.
	
Hub Pending Contracts Tab with **View All Pending Contracts**	
	

Screenshot	Directions
Hub **Active Contracts** Tab. 	**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. 	**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. 	

Screenshot	Directions
Hub menu with **Departmental Contracts Add Departmental Contract** Screen. 	**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**
Hub Save dialog box. 	D. Click **Save,** Click **Save** again. ***NOTE:** The contract is now in **My Draft Contracts** tab.

Screenshot	Directions
Hub menu with **Departmental Contracts** **My Drafts Contracts** tab. 	E. . Click **Actions.**
Hub menu with **Departmental Contracts** **My Drafts Contracts** tab. 	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***.