# Standard Operating Procedure

##  Purpose

The purpose of storing contracts on the Contract Management Tool is to comply with LB429.

## Introduction

Nebraska LB429 requires all state agencies to provide the Nebraska Department of Administrative Services a copy of “each contract or subcontract that is a basis for an expenditure of state funds, including any documents incorporated by reference in the contract or subcontract” as of January 1, 2014. The Department of Administrative Services is required to “publish such contracts and subcontracts on the department’s web site in a format that is searchable by vendor, by agency, board commission or department and by dollar amount.” (Neb.Rev.Stat sec 84-602.02 (3) (2013 Supp))

A contract for purposes of LB429 is any document, accepted by both parties with 2 signatures, creating obligations enforceable by law, including amendments and documents incorporated by reference that will lead to the expenditure of state funds. State funds include expenditures funded from revolving, auxiliary, federal, private and trust funds.

## Procedure

1. Determine who will be uploading contract into the Nebraska Contract System

A contract that is:

1. For 1 year or less and
2. Less than $5,000 and
3. Signed by the department head and supplier

Uploaded by the department

Go to step #2

A contract that is:

1. Greater than 1 year and
2. Greater than $5,000

Uploaded by Procurement Services

Give to Assistant Dean for Business & Fiscal Affairs for review prior to purchase

2. Go to the Procurement website: <http://procurement.unl.edu>

3. Click on NE Contract System tab, System Login

1. Click on Access Nebraska Contract System and login
2. Click on Add Contract
3. Enter Vendor Name, Amount and Contract Begin Date
4. Enter Contract End Date if known
5. Click Create
6. Scan and save documents
7. Click Documents and Add New to upload papers.
8. Create a Document Identifier (Vendor name and Contract is appropriate)
9. Upload file you saved by Browsing.
10. Click Create
11. You should be able to view your contract by opening the Contract List