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## **E-CONTRACTS LIBRARY**

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Public Contracts Database: User's Manual

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# Introduction

The contracts search function enables you to locate contract summaries, contracts, and other documents (such as purchase orders and amendments) in the Pennsylvania Contracts e-Library

The search function can be found by clicking the “Search for Public Contracts” link on the Welcome page.

# Search Contracts

Clicking on the “Search for Public Contracts” link will bring up the “Contract Search” page (Fig. 1). Documents may then be retrieved using either the “Keyword(s)” search feature or by using the “Search Using Other Terms” feature. The “Keyword(s)” feature and the “Search Using Other Terms” features cannot both be used for the same search at this time. The search function will be enhanced in the future to allow keywords and other terms to be used in combination on searches, allowing users to refine their requests in order to better identify the contracts they are interested in reviewing.

Figure 1: Contract Search Page

The screenshot shows the 'Contract Search' page with the following elements:

- Contract Search** header with a **Help** link.
- Search Using Keyword(s)** section: 'Step 1 - Enter specific contract keyword(s)' with a text input field and a **Search** button.
- Search Using Other Terms** section: Includes 'Contracting Party(s)' with a dropdown menu (placeholder: 'Type in at least 3 characters...'), 'Agency' with a dropdown menu (placeholder: '--Search All Agencies--'), 'Amount of Contract (\$)' with a dropdown menu, and 'Contract Number' with a text input field.
- Date Range** section: 'Execution Date' with 'from' and 'to' date pickers and 'or within last' days input; 'Begin Date' with similar pickers; 'End Date' with similar pickers.
- Subject Matter Contains** section: A text input field.
- Reset** and **Search** buttons at the bottom right.

## Keyword(s) Search

You can enter one or more words into the “Keywords” textbox (Fig. 2) to search for contracts. Words that are likely to appear in desired contracts or words that otherwise describe the goods or services to be provided through those contracts are likely to be the most successful as keywords.

You also have several options to further refine the keyword search request and increase the likelihood of a helpful result. Generally, all the words you put in the query will be used. There are some exceptions. Words that are commonly used, like “the”, “a”, “for” are usually ignored. You can also utilize any of the features below:

### PHRASE SEARCH (“”)

By putting double quotes around a set of words, you are telling the search engine to consider the exact words in that exact order without any change. For example, a search for “KORYAK Consulting” (with quotes) will bring in all pages containing that phrase but won’t bring in documents that may have “KORYAK, a consulting company from Pittsburgh”.

### TERMS YOU WANT TO EXCLUDE (-)

Attaching a minus sign immediately before a word indicates that you do not want pages that contain this word to appear in your results. The minus sign should appear immediately before the word and should be preceded with a space. For example, anti-virus -software will search for the words “anti-virus” but exclude references to software. You can exclude as many words as you want by using the - sign in front of each of them.

### FILL IN THE BLANKS (\*)

The \*, or wildcard, is a little-known feature that can be very powerful. If you include \* within a query, it tells the search engine to try to treat the star as a placeholder for any unknown term(s) and then find the best matches. For example, the search maintain \* standards will bring in documents that may have “maintain the highest standards” or “maintain the lowest standards” or “maintain no standards”. Note that the \* operator works only on whole words, not parts of words.

### SEARCH EXACTLY AS IS (+)

The search engine employs synonyms automatically, so that it finds pages that mention, for example, childcare for the query child care, or Pennsylvania history for the query pa history. But sometimes the search engine helps out a little too much and gives you a synonym when you don’t really want it. By attaching a + immediately before a word (remember, don’t add a space after the +), you are telling the search engine to match that word precisely as you typed it. Putting double quotes around the word will do the same thing.

### THE OR OPERATOR

The search engine’s default behavior is to consider all the words in a search. If you want to specifically allow either one of several words, you can use the OR operator (note that you have to type ‘OR’ in ALL CAPS). For example, Department of Treasury 2004 OR 2005 will give you results about either one of these years, whereas Department of Treasury 2004 2005 (without the OR) will show pages that include both years on the same page. The symbol | can be substituted for OR. (The AND operator, by the way, is the default, so it is not needed.)

**Figure 2: Keyword Search**



The screenshot shows a search interface with the following elements:

- Title: Search Using **Keyword(s)**
- Step 1 - Enter specific contract keyword(s)
- A text input field for entering keywords.
- A "Search" button on the right side.

## Search Using Other Terms

The “Search Using Other Terms” features (Fig. 3) give you additional search capability by focusing on certain specific aspects of contracts. The “Contracting Party(s),” “Agency,” “Amount of Contract,” “Contract Number” and “Date Range” features may be used individually or in any combination to locate contracts. The more options chosen, the more refined the search will be.

“Contracting Party(s),” “Agency” and “Amount of Contract ” features provide drop-down lists. These lists present all of the contracting parties, all of the agencies, and a set of ranges for contract amounts that are in the Contracts e-Library. Only one term may be selected from each of these lists. “Date Ranges” or searches “within last x days” are available for all three kinds of date information (execution date, begin date and end date) that agencies provide when they file contracts with the Treasury Department. You can enter dates either manually or by selecting them using the Calendar option. Note, however, that some contracts may not contain begin dates or end dates and therefore cannot be searched for using these terms. “Contract Number” is a textbox in which specific text must be entered. (An expanded description for each of these options is provided below.)

Clicking on the “Search” button initiates the search function. Clicking on “Reset” will delete all entries, allowing the user to enter terms for a new or edited search.

**Figure 3: “Search Using Other Terms” Options**

The screenshot shows a web form titled "Search Using Other Terms". It contains several input fields and buttons:

- Contracting Party(s):** A dropdown menu with the placeholder text "Type in at least 3 character".
- Agency:** A dropdown menu with the placeholder text "--Search All Agencies--".
- Amount of Contract (\$):** A dropdown menu.
- Contract Number:** A text input field.
- Date Range:** A section with three sub-sections:
  - Execution Date:** "from" [calendar icon] "to" [calendar icon] "or within last" [input] "days"
  - Begin Date:** "from" [calendar icon] "to" [calendar icon] "or within last" [input] "days"
  - End Date:** "from" [calendar icon] "to" [calendar icon] "or within last" [input] "days"
- Subject Matter Contains:** A text input field.
- Buttons:** "Reset" and "Search" buttons at the bottom right.

## Search by Contracting Party(s) and/or Agency

These two search features (Fig. 4) offer dropdown lists of all agencies and contracting parties in the e-Library. You may search for only one agency and/or one contracting party at a time.

**Figure 4: Search Close-up**

Search Using **Other Terms**

Contracting Party(s) Agency

Clicking on either of the drop-down arrows will provide an alphabetical listing of all entries available to search (Fig 5.). When you begin to type the name of a specific agency or contracting party, the textbox will auto-fill with any matches it finds within the lists. In the example shown, typing in the letter “J” in the Agency textbox brings up the list of all agencies who have submitted contracts and whose name begins with the letter “J.”

**Figures 5: Auto-Fill Example**

Search Using **Other Terms**

Contracting Party(s) Agency

Joint Conservation Committee

Amount of Contract (\$) Joint Conservation Committee

Joint State Government Commission

**Date Range** Juvenile Court Judges' Commission

Execution Date Kutztown University

from   to   or within last  days Legislative Budget and

## Search by Amount of Contract (\$)

The “Amount of Contract (\$)” search feature (Fig. 6) is also a textbox that provides a drop-down list, in this instance with contract dollar value ranges. You may only select one range at a time for a search. The available ranges are shown in the example.

**Figure 6: Amount of Contract (\$) close-up**

Amount of Contract (\$) Contract Number

- 0-\$50,000
- \$50,001-\$100,000
- \$100,001-\$500,000
- \$500,001-\$1,000,000
- \$1,000,001+

or within last  days

## Search by Contract Number

The “Search by Contract Number” feature (Fig. 7) can be used to locate a contract with the exact contract number that has been entered in this textbox. After the number is entered, clicking on the search button will retrieve only the specified contract. It is important to note that there is no universal numbering system for Commonwealth contracts utilized by agencies whose contracts are available from the Contracts e-Library. Thus, it is very possible that different contracts, entered into by different agencies, can bear the same number. Users can avoid having to review search results that contain multiple contracts from different agencies with the same number by using both the “Contract Number” and “Agency” search features when possible to narrow the search results.

Figure 7: Contract Number close-up

The screenshot shows a search interface with the following elements:

- Search Using Other Terms**
- Contracting Party(s)**: A text input field with a dropdown arrow and the placeholder text "Type in at least 3 characters".
- Agency**: A dropdown menu with the option "--Search All Agencies--".
- Amount of Contract (\$)**: A text input field with a dropdown arrow.
- Contract Number**: A text input field with a green arrow pointing to it from the left.

## Search by Date Range

The date ranges or searches “within last x days” (Fig. 8) are available for all three kinds of contract date searches that can be performed (Execution Date, Begin Date or End Date). As with searches employing other contract terms, users can combine any of the three date ranges to narrow their searches.

Figure 8: Date Range Search

The screenshot shows the "Date Range" search interface with three sections:

- Execution Date**: "from" [text input] [calendar icon] "to" [text input] [calendar icon] "or within last" [text input] "days"
- Begin Date**: "from" [text input] [calendar icon] "to" [text input] [calendar icon] "or within last" [text input] "days"
- End Date**: "from" [text input] [calendar icon] "to" [text input] [calendar icon] "or within last" [text input] "days"

You may enter dates manually using either standard date format (mm/dd/yy or mm/dd/yyyy) (Fig. 9). Using the Date Range feature will only retrieve documents that fall within the specified date range(s).

Figure 9: Search by Execution Date example

**Date Range**  
**Execution Date**  
from   to   or within last  days  
↑ ↑  
**Begin Date**  
from   to   or within last  days  
**End Date**  
from   to   or within last  days

You can also enter dates using the Calendar box shown to the right of each date's textbox (Fig. 10). Clicking on any date on the calendar popup will place that date in the selected textbox.

Figure 10: Execution Date Search with calendar popup

**Date Range**  
**Execution Date**  
from   to   or within last  days  
→ 

«	<	May 2015	>	»									
	S	M	T	W	T	F	S						
Beg	18	26	27	28	29	30	1	2					
from	19	3	4	5	6	7	8	9	<input type="text"/>		or within last	<input type="text"/>	days
	20	10	11	12	13	14	15	16					
	21	17	18	19	20	21	22	23					
End	22	24	25	26	27	28	29	30					
from	23	31	1	2	3	4	5	6	<input type="text"/>		or within last	<input type="text"/>	days

  
**Begin Date**  
from   to   or within last  days  
**End Date**  
from   to   or within last  days

Documents may also be searched using the “within the last x days” feature (Fig. 11). Entering an amount in this box will retrieve documents with dates that fall within this range. Again, after filling in the desired information, clicking on the “Search” button will initiate the search function.

Figure 11: Execution Date Search “within last x days” close-up

**Date Range**

Execution Date

from   to   or within last  days



### Contract Search Results

Results from either a “Keyword” search or a “Search Using Other Terms” will provide the “Contract Number,” “Agency,” and a brief description of the subject matter of all contracts fitting the search terms (Fig.12) Clicking on either the “Contract Number” or the “View” button on the “Contracts Search Results” page for a specific document will bring up the full “Contract Summary” related to the contract provided to the Treasury Department by the agency.

Figure 12: Example of Search Results

Contract Search Results <span style="float: right;">Help</span>			
<a href="#">Back to Search</a>			
Contract Number	Subject Matter	Agency	View
<a href="#">4500462559</a>	This Standard PO requires that AT&T provide SERVICES-OTHER PROFESSIONAL	Bloomsburg University	<a href="#">View</a>
<a href="#">4500462401</a>	This Standard PO requires that HEWLETT-PACKARD CORPORATION provide computers	Bloomsburg University	<a href="#">View</a>
<a href="#">4500462239</a>	This Standard PO requires that SAGE CORPORATION provide SERVICES-OTHER PROFESSIONAL	Bloomsburg University	<a href="#">View</a>
<a href="#">4000039944</a>	This Service Purchase requires that CATAWESE COACH LINES INC provide SERVICES-OTHER PROFESSIONAL	Bloomsburg University	<a href="#">View</a>
<a href="#">4000039905</a>	This Service Purchase requires that EMERSON NETWORK POWER LIEBERT provide SERVICES-OTHER EQUIPMENT REPAIR	Bloomsburg University	<a href="#">View</a>
<a href="#">4000039638</a>	This Service Purchase requires that BLOOM GLASS & MIRROR INC. provide SERVICES-JANITORIAL	Bloomsburg University	<a href="#">View</a>
<a href="#">4500461979</a>	This Standard PO requires that DEPT. OF ENVIRONMENTAL PROTECTION provide FEES_PERMITS	Bloomsburg University	<a href="#">View</a>
<a href="#">4500461939</a>	This Standard PO requires that HEWLETT-PACKARD CORPORATION provide computers	Bloomsburg University	<a href="#">View</a>
<a href="#">4500461936</a>	This Standard PO requires that HEWLETT-PACKARD CORPORATION provide computers	Bloomsburg University	<a href="#">View</a>
<a href="#">4500461934</a>	This Standard PO requires that HEWLETT-PACKARD CORPORATION provide computers	Bloomsburg University	<a href="#">View</a>
<a href="#">4500461645</a>	This Standard PO requires that HEWLETT-PACKARD CORPORATION provide computers	Bloomsburg University	<a href="#">View</a>
<a href="#">4500461355</a>	This Standard PO requires that PROQUEST INFORMATION & LEARNING provide LIBRARY MATERIALS_SUPPLIES	Bloomsburg University	<a href="#">View</a>
<a href="#">4500461354</a>	This Standard PO requires that MARCIVE INC provide LIBRARY MATERIALS_SUPPLIES	Bloomsburg University	<a href="#">View</a>
<a href="#">4500461352</a>	This Standard PO requires that PALCI INC provide LIBRARY MATERIALS_SUPPLIES	Bloomsburg University	<a href="#">View</a>

## Contract Summary

The “Contract Summary” page lists important information regarding each contract (Fig. 13). The information includes the “Contract File(s),” which are links to one or more files that contain the contract and any appendices, exhibits, tables or other attachments. The “Contract Summary” page also includes links to “Related Documents” to the contract, which are amendments, purchase orders, and other documents that relate to or have been issued against the contract.

**Figure 13: Contract Summary page**

The screenshot shows a web page titled "Contract Summary" with a "Help" link in the top right corner. The page contains the following information:

- Agency Name:** Bloomsburg University
- Contract Number:** 4000037562\_A042215
- Date of Execution:** Wednesday, September 03, 2014
- Amount:** \$83,125.00
- Beginning Date:** (blank)
- End Date:** Sunday, December 31, 2017
- Contracting Party(s):** EDUCATION ADVISORY BOARD
- Subject Matter:** This Service Purchase requires that EDUCATION ADVISORY BOARD provide Student Success Collaborative
- Contract File(s):** Two links are listed:
  - [309638\\_Bloomsburg\\_University\\_4000037562\\_A042215.pdf](#)
  - [309638\\_RTK-4000037562EAB.pdf](#)
 A green arrow points to these links. Below the links is the instruction: "If multiple links are displayed, click individually on each link to view the entire contract."
- Related Document Summaries:** A tree view shows:
  - [-] Contract Number: 4000037562
    - [-] Number: 4000037562\_A042215 (Amendment)
 A green arrow points to this section.

At the bottom of the page, there are two buttons: "Search Page" and "Results Page".

## Viewing Documents

You can click on the link in “Contract File(s)” to view the contract (Fig.14).” If multiple links are displayed, click individually on each link to view the entire contract.

**Figure 14: Document Link close-up**

This close-up view highlights the "Contract File(s)" and "Related Document Summaries" sections. A green arrow points to the two PDF links in the "Contract File(s)" section. The "Related Document Summaries" section shows a tree view with a highlighted amendment link.

Clicking on this link (Fig.14) will bring up a copy of the contract (Fig.15). As the example shows, some documents may have had sensitive or non-public information removed by the agency prior to submitting it to the Treasury Department. A description of redaction, or removing sensitive or non-public information, can be found in the FAQs section of the Contracts e-Library.

Figure 15: Copy of document

ISSUING OFFICE		CONTRACTOR'S NAME & ADDRESS		SHOW THIS CONTRACT INQUIRY NUMBER ON INVOICE	
COMMONWEALTH OF PENNSYLVANIA STD-275P Rev:01/17/02 <b>Service Purchase Contract</b>		EDUCATION ADVISORY BOARD A DIV OF THE ADVISORY BOARD CO 2445 M STREET NW WASHINGTON, DC 20037  Vendor: 1083870 Erik Candy E-Mail: Contractor's Federal Id or Soc. Sec. No		PAGE 1 OF 2 ICS: <input type="checkbox"/> 210 <input type="checkbox"/> 320 <b>SP 4000037562</b> PROVIDE SERVICE AND BILL TO: Bloomsburg University of PA Accounts Payable Department 400 East Second Street Bloomsburg, PA 17815  Pymt terms: Net Due Immediately	
Bloomsburg University of Pennsylvania Contract Administration 400 East Second Street Waller Administration Building, Room 38 Bloomsburg, PA 17815  Issuing Officer: Brandi Yagle Phone: Reference Number : SP T.FLETCHER Fax: Effective Date: Expiration Date: 12/31/2017		Contractor's License or Registration No.		Contact Person: AP Department Fax: CONTRACT NOT TO EXCEED \$ 323,654.60	
SPECIFIED		QUANTITY	UNIT PRICE	TOTAL PRICE	
Year 1 Initiation Fee 8/31/14 - 6/30/15				\$ 33,333.30	
Year 1 Service Fee 8/31/14 - 6/30/15				\$ 79,166.60	
Year 1 Initiation Fee 7/1/15 - 8/30/15				\$ 6,666.70	
Year 2 & 3 Service Fee 7/1/16 - 6/30/17				\$ 103,906.60	
Year 3 Service Fee 7/1/17 - 8/30/17				\$ 17,456.40	
Three (3) year agreement for Student Success Collaborative, to assist Bloomsburg University with student retention and timely graduation. Services beginning on August 31, 2014 and expiring on August 30, 2017. One-time Project Initiation Fee of \$40,000 (year one only). Annual Service Fee and up to \$7,500 travel expense reimbursement annually. In the event that the Education Advisory Board (EAB) provides on-site services, Bloomsburg University will reimburse EAB of this portion of the travel reimbursement in accordance with PASSHE Travel Policy as referenced on the EAB Letter of Agreement.  Upon start of membership term, initial payment equal to project initiation fee (\$40,000) and first half of first year annual service fees (\$47,500) - total of \$87,500. Annual Service Fee to be billed in advance in six-month increments. Year 1 & 2 Service Fee 7/1/15 -6/30/2016		Cont...		\$ 83,125.00	
SERVICE CODE:			TOTAL ▶	-----	
In compliance with the contract terms, conditions and specifications, the undersigned, on behalf of the Contractor, which intends to be legally bound hereby, offers and agrees to provide the specified services at the price(s) set forth above at the time(s) and point(s) specified. In addition to this document, the following contract terms, conditions and specifications are a part of the contract : 1. PASSHE STD 274 located at <a href="http://www.passhe.edu/partners/Documents/PASSHE_STD274_02-10-15.pdf">http://www.passhe.edu/partners/Documents/PASSHE_STD274_02-10-15.pdf</a> 2. Also includes the Education Advisory Board Letter of Agreement ("LOA") dated July 24, 2014. 3. Also includes Attachment A - Gramm, Leach Bliley Act Agreement.					

Clicking on any "Related Documents" (Fig.16), will bring up the "Contract Summary" page for that related document. A copy of the related document can then be viewed by clicking on the link in "Contract File(s)" on the Contract Summary page for that related document.

Figure 16: Related Documents Link on Contract Summary page

Contracting Party(s)	EDUCATION ADVISORY BOARD
Subject Matter	This Service Purchase requires that EDUCATION ADVISORY BOARD provide Student Success Collaborative
Contract File(s)	<ul style="list-style-type: none"> <li><a href="#">309638_Bloomsburg_University_4000037562_A042215.pdf</a></li> <li><a href="#">309638_RTK-4000037562EAB.pdf</a></li> </ul> If multiple links are displayed, click individually on each link to view the entire contract.
Related Document Summaries	<input type="checkbox"/> Contract Number: 4000037562 <input type="checkbox"/> Number: 4000037562_A042215 (Amendment)
<input type="button" value="Search Page"/> <input type="button" value="Results Page"/>	

## Documents Not Available For Immediate Viewing

If a contract or related document is not currently available to be viewed, the system will display the “No files found” message (Fig.17). You can request that a copy of the contract or related document be added to the Contracts e-Library by clicking on the “Request contract” button.

**Figure 17: Request Documents Button**

Contract Summary		Help
Agency Name	Edinboro University	
Contract Number	4500462669	
Date of Execution	Tuesday, May 05, 2015	
Amount	\$5,000.00	
Beginning Date		
End Date		
Contracting Party(s)	CHARLES E WELLMAN TRUCKING	
Subject Matter	This Standard PO requires that CHARLES E WELLMAN TRUCKING provide EQUIPMENT_SUPPLIES-LANDSCAPING	
Contract File(s)	No files found.	
	 <input type="button" value="Request Contract"/>	
		
<input type="button" value="Search Page"/> <input type="button" value="Results Page"/>		

The system will then display a message advising that the document will be available for Public Viewing within five days (Fig.18).

**Figure 18: Document Request Response**

Contract Summary		Help
Agency Name	Edinboro University	
Contract Number	4500462669	
Date of Execution	Tuesday, May 05, 2015	
Amount	\$5,000.00	
Beginning Date		
End Date		
Contracting Party(s)	CHARLES E WELLMAN TRUCKING	
Subject Matter	This Standard PO requires that CHARLES E WELLMAN TRUCKING provide EQUIPMENT_SUPPLIES-LANDSCAPING	
Contract File(s)	No files found.	
		
	 <b>Request Sent:</b> The document will be available on the Contracts e-Library within 5 days in most cases.	
<input type="button" value="Search Page"/> <input type="button" value="Results Page"/>		