

EXECUTIVE DOCUMENT SUMMARY (EDS)

The Executive Document Summary was last revised effective July, 2006. The following information/instructions pertain to that form. The form is now available through Peoplesoft Financials. A link and other helpful information are available at <http://www.in.gov/idoa/2525.htm> .

All contracts submitted for signature approvals must be accompanied by a fully completed Executive Document Summary (EDS) form. It is an essential part of the approval process. It is used by the Indiana Office of Technology (when applicable), IDOA, Budget, the OAG, and agency staff to track necessary contract information and to assure appropriate policies are followed.

It is essential that the information on the EDS be accurate. This information will be used in the development of reports such as the annual Professional Services Report and Minority and Women's Business Enterprises reports. Inaccurate information may reflect poorly on your agency, contribute to inaccurate reporting of contract information, and possibly lead to enhanced scrutiny on State Board of Accounts audits.

The EDS is not part of the legally binding contract, so do not rely on box 37 of the EDS sheet alone to describe the contractor's duties. Those duties need to be described fully within the contract itself. All too frequently a contract is rejected (particularly amendments) because the agency has explained the duties on the EDS sheet, but has failed to include them in the amendment.

Instructions for the EDS Form

REVIEW THE EDS ONLINE TRAINING BEFORE FILLING IT OUT. The following is a more detailed description of the information that should be placed in the boxes on the EDS.

Electronic EDS (*log-in required*) Once there you'll need to navigate to Purchasing>Procurement Contracts>EDS>EDS Employee Entry.

EDS Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

EDS Number: begins with

Contract number: =

Sequence Number: =

Business Unit: begins with 

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Under the 'Find an Existing Value' tab type in the EDS number you wish to use in the box provided. Each EDS number must begin with the agency Automated Purchasing System (APS) number followed by the last digit of the fiscal year and ending with an agency assigned contract number. *Example:* D20-7-1389. **THE EDS# FOR AMENDMENTS AND RENEWALS MUST BE THE SAME EDS NUMBER THAT WAS USED ON THE ORIGINAL CONTRACT.** If doing an amendment/renewal, when your contract EDS document number is found, open the last document and click the AMEND or RENEW button. If

this is an original contract and the search comes back with no matches, click on the 'Add a New Value' tab.

EDS Entry

[Find an Existing Value](#) **Add a New Value**

EDS Number:

[Find an Existing Value](#) | [Add a New Value](#)

Click the Yellow Add button to create a new EDS sheet. A new screen will pop up with the information below already generated. This will fill in Boxes #1 and 2 on the printed EDS.

EDS Number	CONTRACT-TRAINING	Entered on	02/08/2007
Contract number	17588	Sequence Number	0

Action type New
Confidential ?

Please check the 'Confidential' box if the contract contains sensitive information not viewable by the public. This should only be used for certain Homeland Security contracts, contract documents containing information about minors or domestic violence victims or other sensitive information.

▼ **Contracts & Leases (Box 3)**

<input type="checkbox"/> Professional/Personal Services	<input type="checkbox"/> Contracts for procured service
<input type="checkbox"/> Grant	<input type="checkbox"/> Maintenance
<input type="checkbox"/> Lease	<input type="checkbox"/> License Agreement
<input type="checkbox"/> Attorney	<input type="checkbox"/> Other
<input type="checkbox"/> MOU	
<input type="checkbox"/> QPA	

?

Place a mark next to the type of document being submitted for approval. If the document does not fit one of the given descriptions, mark 'Other' and specify the type of document in the box that appears. This will fill in Box #3 on the printed EDS.

Agency Information (Box 14-16)

Business Unit **Requisition ID**

Location

IDOA/Commissioner Office

Address Line 1 Indiana Dept of Administration

Address Line 2 Commissioner Office

Address Line 3 402 W WASHINGTON ST RM W479

City INDIANAPOLIS **State** IN

Fill in the 'Business Unit' by clicking on the search tool and selecting the appropriate agency number. Fill in the 'Location' by clicking on the search tool next to the box and selecting the correct address line. Line #1 is the most recently updated address. If you can not find the correct address, contact GMIS. On renewals and/or amendments, a new requisition number should be listed if the new fiscal year was not included on the original purchase order. This section will fill in Boxes # 14-16 on the printed EDS.

Agency Information (Box 14-16)

Business Unit **Requisition ID**

Location

Address Line 1

Address Line 2

Address Line 3

City **State**

Fiscal Information (Box 4-10)

No Financial Impact	Year	Business Unit	Fund Code	Account	Program	Department Id	Project Id	Total Amount This Action	New Contract Total	Revenue Generated This Action	Revenue Generated Total Contract
<input type="checkbox"/>	<input type="text"/>	0.000	0.000	0.000	0.000						

Period Covered In This EDS (Box 11-13)

Start Date **End Date** **?**

In the 'Fiscal Information' section; enter the 'Year' in which there will be financial impact. If this contract spans more than one year, click on the plus button located to the right of the information in this section to add another row. Fill in the 'Business Unit' in which the money will be coming out of. Then add the 'Fund Code', 'Account', and 'Program' by using the search tools to the right of each box. Select the correct numbers from the list. 'Total Amount This Action' is the amount to be expended as a result of

this contract/amendment/renewal. 'New Contract Total' on original contracts will be the same amount shown in the 'Total Amount This Action' box. On amendments/renewals it will be the total of the original agreement plus the amount being added by the amendment/renewal. 'Revenue Generated This Action' and 'Revenue Generated Total Contract' are used ONLY when the contractor is paying the State. Enter the total dollar value to be collected under the agreement in 'Revenue Generated This Action' and 'Revenue Generated Total Contract' will be the total of the original amount plus (or minus) the amount of the amendment or renewal. If the contract document does not include financial consideration, please click the 'No Financial Impact' box. This will fill in Boxes #4-9 on the printed EDS.

▼ Time Period Covered In This EDS (Box 11-13)

Start Date  End Date  ?

Method of source selection  ?

In the 'Time Period Covered In This EDS' fill in the 'Start Date' and the 'End Date' of the contract. If you do not know the start or end date, estimate to the best of your ability. These fields are required. The 'Method of source selection' needs to be chosen from the drop down box. If an RFP was used, indicate the RFP number in the box that pops up. **If a "Special Procurement" was used, include a copy of the authorization letter.** (See IC 5-22-10 for further information.) This will fill in Boxes #11-13 on the printed EDS.

▼ Agency Contact Information (Box 17-19)

Name ?

Telephone

Email ID

In the 'Agency Contact Information' section you will need to fill out the Name, Telephone, and Email ID of the person in your agency most familiar with the contract in case of an approving agency's need to contact someone with questions. This will fill in Boxes #17-19 on the printed EDS.

▼ Courier Information (Box 20-22)

Name ?

Telephone

Email ID

The 'Courier Information' is the Name, Telephone, and Email ID the approving agencies will use to contact someone to pick up the contract when it has been approved (or rejected). This will fill in Boxes #20-22 on the printed EDS.

Vendor Information (Box 23-28)

Vendor ID ? Addr Seq Num

Address Line 1
Address Line 2
Address Line 3
City
State Zip

Contract Supervisor

Vendor Email

Vendor Telephone

Industry Type ?

Certified Types

Is the vendor registered with the Secretary of State? (Out of State Corporations, must be registered) Yes No ?

The Vendor ID can be obtained by clicking on the search tool and searching for the Vendor by the Company Name. Choose the Address Sequence Number by clicking on the search tool next to the box and select the correct address line. Line #1 is the most recently updated address. If you can not find the Vendor or the correct address, please refer to the link labeled [Adding A Vendor](http://www.in.gov/idoa/2525.htm) located at <http://www.in.gov/idoa/2525.htm>.

Indicate the Vendor's 'Contract Supervisor', 'Email' and 'Telephone' in the boxes provided. From the drop down box below please select the 'Industry Type' for your Vendor. Next select 'Yes' or 'No' to indicate whether the Vendor is registered with the Secretary of State. (Note: If the Contractor/Grantee is other than a sole proprietorship or a general partnership, it must be registered with the Secretary of State's Office to do business with or in the State of Indiana. Confirm by checking the Secretary of State's website at https://secure.in.gov/sos/bus_service/online_corps/name_search.aspx.) This will fill in Boxes #23-28 on the printed EDS.

M/WBE Sub-Vendors (Box 29-32)

M/WBE Distribution Detail Customize | Find | View All | First 1 of 1 Last

Help	Type	Business Registration Number	Vendor Name	Industry Type	Percent	Anticipated Date of Utilization
1 ?	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

Select the type of M/WBE Sub-contractor from the drop down box. Your choices are Women, Minority, or None. Next fill out the Business Registration Number by clicking on the search tool and finding your vendor by searching the business name. Once you have selected the correct number the vendor name will automatically generate. Select the Industry Type and fill out the percentage of the minority or women's business participation. Finally fill in the Anticipated Date of Utilization. If you do not have an exact date, estimate to the best of your ability. In cases of the contract not having a M/WBE Sub-contractor participating please select "NONE". This section is mandatory. This will fill in Boxes #29-32 on the printed EDS.

Additional Information (Box 33-36)

Is there Renewal Language in the document? Yes No

Is there a Termination for Convenience clause in the document? Yes No

Will the attached document involve information technology or telecommunications systems(s)? ? Yes: IOT or Delegate has signed off on contract

Statutory Authority ?

If there is Renewal and/or Termination Language, please select the 'YES' or 'NO' box for each question. IC 4-23-16-8 requires IOT approval on agreements for computer equipment/software over a certain dollar value. Check the Yes box if IOT has signed off on the contract. Give the statutory cite that authorizes your agency to enter into this contract or grant in the box provided. This will fill in Boxes #33-36 on the printed EDS.

Additional Comments (Box 37-39)

Description of work and justification for spending money. (Please give a brief description of the scope of work included in this agreement.) ?

Justification of vendor selection and determination of price reasonableness: ?

If this contract is submitted late, please explain why: (Required if more than 30 days late.) ?

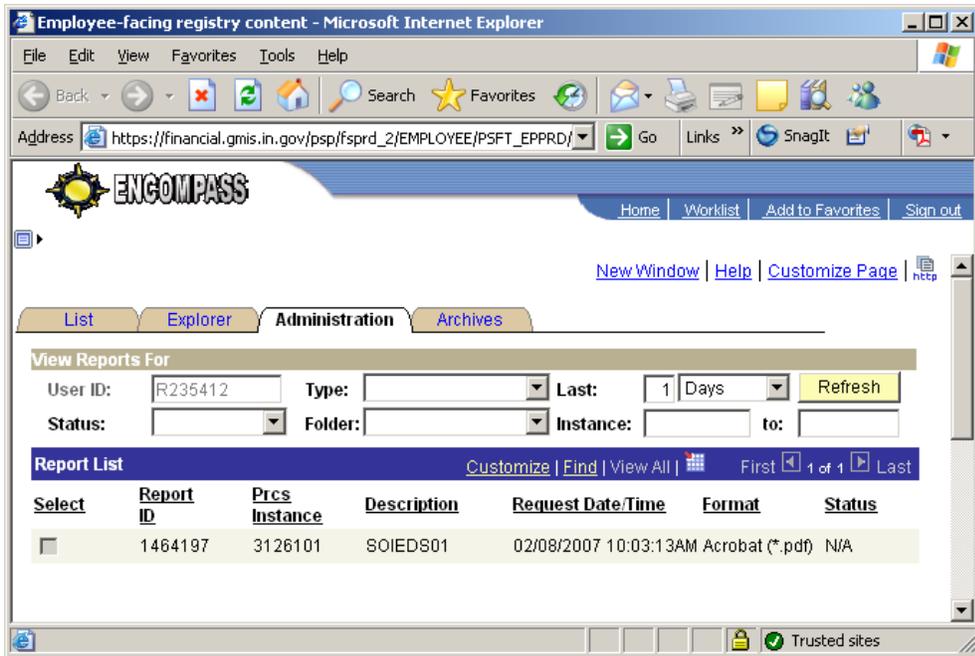
In the 'Additional Comments' describe the work to be accomplished by the Contractor/Grantee in the first box. Also, include a brief reason why it is in the best interest of the State to expend the funds. **Do NOT use the explanation provided in this Box as a substitute for a description of the services to be provided in the contract document. This is a frequent problem in amendments. (Note: Only the first 700 characters will be printed. Put your most important information first.)**

Then describe how/why the Contractor/Grantee was chosen in the second box. If an RFP was used, merely make reference to box #13. It is the expectation of IDOA that all agreements of \$75,000 and above will be solicited through a formal process. But for all contracts, if no formal process was used to select the recipient then you **MUST** explain how they were chosen and how you determined their price to be reasonable. **(Note: Only the first 700 characters will be printed. Put your most important information first.)**

If the document is being placed into the signature cycle 30 days after the date indicated in box #11; you must explain why.



When you are finished filling in your information; click the ‘Save’ button at the bottom of the screen and then the ‘Print’ button. This will generate a pop up screen that looks like the picture below.



To generate a report so you can print the EDS sheet click the Yellow ‘Refresh’ button about every 8 seconds. The ‘Status’ column will gradually change to “Posted” as shown below.

Report List							
Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1465398	3128626	SOIEDS01	02/08/2007 1:53:06PM	Acrobat (*.pdf)	Posted	Details

Click on the blue Details link in the ‘Description’ column. This will pull up a PDF of your EDS sheet.

**** Be sure the Agency fiscal officer approval block (box #40) is signed or it will be returned.****

If you need to have an EDS deleted, renamed or have other issues/questions, then send an email to the EDS help account at edshelp@idoa.in.gov.



EXECUTIVE DOCUMENT SUMMARY

State Form 41221 (R10/4-06)

Instructions for completing the EDS and the Contract process.

1. Please read the guidelines on the back of this form.
2. Please type all information.
3. Check all boxes that apply.
4. For amendments / renewals, attach original contract.
5. Attach additional pages if necessary.

1. EDS Number: EDS-EXAMPLE	2. Date prepared: 2/28/2007
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3. CONTRACTS & LEASES

<input type="checkbox"/> Professional/Personal Services	<input type="checkbox"/> Contract for procured Services
<input type="checkbox"/> Grant	<input type="checkbox"/> Maintenance
<input type="checkbox"/> Lease	<input type="checkbox"/> License Agreement
<input type="checkbox"/> Attorney	<input type="checkbox"/> Amendment# _____
<input type="checkbox"/> MOU	<input type="checkbox"/> Renewal # _____
<input type="checkbox"/> QPA _____	<input checked="" type="checkbox"/> Other <input type="checkbox"/> IBM BOA

FISCAL INFORMATION

4. Account Number: 5220-10650.537000	5. Account Name: Information Services
6. Total amount this action: \$102,312.00	7. New contract total: \$102,312.00
8. Revenue generated this action: \$0.00	9. Revenue generated total contract: \$0.00
10. New total amount for each fiscal year :	
Year <u>2007</u> \$ <u>102,312.00</u>	
Year _____ \$ _____	
Year _____ \$ _____	
Year _____ \$ _____	

TIME PERIOD COVERED IN THIS EDS

11. From (month, day, year): 7/1/2006	12. To (month, day, year): 6/30/2007
13. Method of source selection:	
<input type="checkbox"/> Bid/Quotation	<input type="checkbox"/> Emergency
<input type="checkbox"/> RFP# _____	<input checked="" type="checkbox"/> Other (specify) _____
	<input type="checkbox"/> Negotiated
	<input type="checkbox"/> Special Procurement
	<input type="checkbox"/> BOA

AGENCY INFORMATION

14. Name of agency: Office of Technology	15. Requisition Number: 067-7-1389
16. Address: Indiana Office of Technology Receiving-Input Output Window 100 N SENATE AVE RM N551 INDIANAPOLIS, IN 46204	

AGENCY CONTACT INFORMATION

17. Name: John Doe	18. Telephone #: 317/232-3150
19. E-mail address: jdoe@idoa.in.gov	

COURIER INFORMATION

20. Name: Jane Doe	21. Telephone #: 317-232-3150
22. E-mail address: janedoe@idoa.in.gov	

VENDOR INFORMATION

23. Vendor ID # 0000004215	
24. Name: IBM CORP	25. Telephone #: (317) 201-7008
26. Address: 9229 DELEGATES ROW INDIANAPOLIS, IN 46240	
27. E-mail address: smiesto@us.ibm.com	

28. Is the vendor registered with the Secretary of State? (Out of State Corporations must be registered) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
29. Primary Vendor: M/WBE	30. If yes, list the %:
Minority: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Minority: _____ %
Women: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Women: _____ %

31. Sub Vendor: M/WBE	32. If yes, list the %:
Minority: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Minority: <u>10.0</u> %
Women: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Women: _____ %

33. Is there Renewal Language in _____ <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	34. Is there a "Termination for Convenience" clause in the document? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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35. Will the attached document involve data processing or telecommunications systems	<input checked="" type="checkbox"/> Yes: IOT or Delegate has signed off on contract
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36. Statutory Authority (Cite applicable Indiana or Federal Codes): INDIANA CODE 5-22-6-1ET SEQ

37. Description of work and justification for spending money. (Please give a brief description of the scope of work included in this agreement.) To add the following products to the IBM Ordering Agreement: PSF for z/OS, S/390 Resolve, Virtual Consulting Services for the ISDH, IMS v9 Mainframe Software Upgrade and CICS v2 Mainframe Software Upgrade. The Virtual Consulting Services part will be billed back to ISDH.

38. Justification of vendor selection and determination of price reasonableness: This mainframe software is proprietary to the Licensor, IBM Corporation and can only be distributed by the Licensor. The software listed in the attached Supplements is already installed on the mainframe.

39. If this contract is submitted late, please explain why: (Required if more than 30 days late.)

40. Agency fiscal officer or representative approval	41. Date Approved	42. Budget agency approval	43. Date Approved
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44. Attorney General's Office approval	45. Date Approved	46. Agency representative receiving from AG	47. Date Approved
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