

Adding a Contract in EPC

Contract Information

1. Click your library name under the USAC logo
2. Select Related Actions
3. Select Manage Contracts
4. Click Add New Contract
5. Choose a Nickname (ie: Library Vendor year length contract date started)
6. Enter a contract number if you contract has one
7. Note your Contract ID
8. Upload a copy of your contract if you like (recommended)
9. Describe the contract – ie: contract for service between Library and Vendor for x number of years at x speed
10. Save and Continue
11. Choose “No” for both the state and the multiple award question
12. Save and Continue
13. Choose “No” for piggybacking and you piggybacking

Establishing 470

1. Answer “yes” to establishing 470
2. FFC Form 470 before 2016 should automatically populate to “No”
3. Answer question about bids received
4. Search by your BEN or your 470 number
5. Save and Continue

Service Provider

1. Enter Service Provider account numbers or, if they did not give you an account number, enter the library telephone number.
2. Search by Vendors SPIN
3. Select provider
4. Click Save and Continue

Contract Dates

1. Choose No to
2. Choose date you awarded your contract
3. Save and Continue
4. Choose Yes or No to voluntary extensions
5. If yes, enter the contract expiration date if all extensions are exercised (probably June 30, five years from award date)
6. Enter extensions (probably 4)
7. Enter total number of months remaining (probably 60)
8. Save and Continue

Pricing Confidentiality

1. Choose "No" to the pricing question
2. Save and Continue

Confirmation

1. Save the pdf if you like
2. Click Complete