

# QRF Contract Amendment w/Price Adjustments

<b>Table of Contents</b> .....	Page 1
<b>Log in Process</b> .....	Pages 2 - 3
<b>QRF Contract Amendment Process</b> .....	Pages 4 - 21
Find the Contract.....	Page 4
Data entry for an Amendment document.....	Pages 5 - 10
Create the Amendment/Revision document.....	Pages 11 - 12
Process AG Review/Approval step.....	Page 13
Send to SPO for Price Determination step if necessary.....	Pages 14 - 17
SPO processing request.....	Page 18
Issue of Amendment/Revision.....	Pages 19 - 21

## Log in Process

1. Open your computer to the ORPIN Web site as usual
2. Check to see if there have been any updates to the ORPIN system since the last time you logged in
3. Click on the underlined "Login to ORPIN" in the left hand menu to access ORPIN

The screenshot shows the ORPIN website with a dark green sidebar menu on the left and a white main content area. The menu items are: ORPIN Home, Login to ORPIN, Supplier Registration, Browse, Registration of a Public (tax supported) Entity, FAQ, Subscription Levels, and How to disable your popup blocker. The main content area has the heading "ORPIN" and a welcome message. Below the welcome message are three paragraphs of text. At the bottom of the main content area, there is a link for "Last ORPIN Update 09/20/2006". The footer contains a "Help for ORPIN" link, "Contact Us | Disclaimer | Privacy Statement" links, and the version number "Version (O&PEN 2.24.29)". The browser's address bar shows "Internet".

**Click here** (arrow pointing to Login to ORPIN)

**Click here for update** (arrow pointing to Last ORPIN Update 09/20/2006)

A similar screen will display

4. Login as usual
5. If you have trouble logging in click on the red instruction line “Having trouble logging in? Click here” and follow the instructions

The screenshot shows the e-Procurement ORPIN login page. On the left is a dark green sidebar with a 'menu' section containing links: ORPIN Home, Login to ORPIN, Supplier Registration, Browse, Registration of a Public (tax supported) Entity, FAQ, and Subscription Levels. The main content area has the title 'e-Procurement ORPIN (Test)' and the tagline 'Access, Browse and Compete on Opportunities at any time.' Below this is the 'Login to ORPIN' section with a help icon. It contains two input fields: 'User Name:' with 'User ID' entered, and 'Password (case sensitive):'. Below the fields are 'Submit' and 'Reset' buttons. A red arrow points to the 'User ID' field with the text 'Enter User ID here'. Another red arrow points to the password field with the text 'Enter your Password here'. A third red arrow points to the 'Submit' button with the text 'Click here'. A red underlined link 'Having trouble logging in? Click here' is located below the password field. At the bottom of the page, there is a 'Help for ORPIN' link, 'Contact Us | Disclaimer | Privacy Statement' links, and the version number 'Version (O&PEN 2.24.29)'. The browser's address bar and status bar are visible at the very bottom.

A similar screen will display

6. Find the contract by using “My Documents” and “Document Search”
7. Open the Award document

The screenshot shows a web application interface for document search. On the left is a dark green sidebar menu with various navigation options. The main content area is titled "Document Search" and contains several search filters. Red arrows point to the "Find by Document Number" dropdown, the "Document Number" input field containing "102-1066-06", and the "Search" button. A text box on the right says "Enter the QRF Contract number, click on the Search button". Below the search filters is a "Show Details" button and a table of search results. A red arrow points to the first result, which is a document with ID 102-1066-06. At the bottom of the page, there are links for "Help for ORPIN", "Contact Us | Disclaimer | Privacy Statement", and the version number "Version (O&PEN 2.24.26)".

Document Search

Search By: Find by Document Number

Document Type: Award Qualified Rehabilitation Facility (QRF)

Document Number: 102-1066-06

Product: Find Item Reset

Date Range: (mm/dd/yyyy)

Document Status:  Draft  Issued  In Progress  All

Search

Enter the QRF Contract number, click on the Search button

Click on the open book

Document No	Document Type	Organization Issued By	Status
1  102-1066-06	Award	State Procurement Office	Complete

Help for ORPIN Contact Us | Disclaimer | Privacy Statement Version (O&PEN 2.24.26)

A similar document will display

8. Start an "Amendment/Revision" draft

**Document Summary - Microsoft Internet Explorer provided by DAS**

**menu**

- Close
- Print (HTML)
- View PDF
- Document
- Data
- Comments & Clauses
- Supplier Insurance
- Secondary Suppliers
- Actions
- Amendments/Revisions
  - Amend / Revise Document
- Permitted Users
- Document Events
- Progressions
- Process History
- Withdraw
- Clone
- View Summary
- Create PDF
- Email Agent List
- Refresh

**Award Summary**  
Qualified Rehabilitation Facility (QRF)  
Janitorial Services for DAS Salem Complex (Test)

**ORPIN**  
Oregon Procurement Information Network

**Supplier Address**  
Garten Services, Inc. (QRF)  
3334 Industrial Way NE  
PO Box 7310  
Salem, Oregon  
97303

**Contract #**  
102-1066-06

**Contract Start Date**  
12/15/2006

**Expiration Date**  
12/14/2007

**Supplier Number**  
1316

All dates are mm/dd/yyyy

**Contact:** Best, Pamela  
**Phone:** 1 (999) 581-4472 3105  
**Fax:** 1 (999) 581-4497  
**Email:** pbest@garten.a

Attachments Exist  
Secondary Suppliers Do Not Exist

**Contract Administrator**  
State Procurement Office  
1234 Agency Street  
Agency Place, Oregon  
97303

**Receiving Address**  
Administrative Services,  
Department of  
1234 Agency Street  
Agency Place, Oregon  
97303

**Contract Filed At**  
Agency

**Contact:** Delegated Buyer - Agency  
**Phone:** 1 (503) 555-5555  
**Fax:**  
**Email:** AgencyUser@abc.com

**Contact:** - Agency, Delegated Buyer  
**Phone:** 1 (503) 555-5555  
**Fax:**  
**Email:** AgencyUser@abc.com

**Delivery Requirements**  
Daily

**Payment Terms**  
Net 30

**FOB**  
FOB Destination

Click on Amendments/Revisions and then click on Amend/Revise Document

A similar page will display

9. Choose “**Amendment**” and click on submit?

**OREGON** Close

## Amend / Revise Document

(Test)

Amendments are to be used when there is a change that will affect the Terms and Conditions to a Contract. Revisions are to be used when there is a change that does not affect the Terms and Conditions to a Contract (i.e. updating supplier insurance, changing a supplier contact name or phone number, etc.)

Document #: 102-1066-06 12/18/2006 9:28 AM

Amendment or Revision:  Amendment  Revision

Do you wish to use the address as it is on this document, or to use the most current version of the Supplier's address?

**Address:**  
3334 Industrial Way NE  
PO Box 7310  
Salem, Oregon  
97303

**Submit**

Select Amendment and click on submit

When you have changes to make either through Revision or Amendment that do not include pricing follow the normal Amendment Revision process that you do on all Contract changes and see page 17.

When you have a price change you choose Amendment and follow the following process.

A similar page will display

10. The following items will display on the screen

The screenshot shows the ORPIN (Oregon Procurement Information Network) interface. The main content area displays an **Award Summary** for a contract amendment. The contract details include:

- Contract #:** 102-1066-06
- Amendment #:** 1
- Revision Date:** 12/14/2007
- Contract Start Date:** 12/15/2006
- Expiration Date:** 12/14/2007
- Supplier Number:** 1316

A red arrow points from the text "The Amendment number is now displaying and the ability to create the document is now available" to the "Amendment # 1" field. Another red arrow points from the "Creation" link in the left sidebar to the "Amendment # 1" field.

The page also includes contact information for the Supplier (Garten Services, Inc.) and the Contract Administrator (State Procurement Office). The State of Oregon seal is visible on the left. The ORPIN logo is in the top right corner.

**Supplier Address:**  
Garten Services, Inc. (QRF)  
3334 Industrial Way NE  
PO Box 7310  
Salem, Oregon  
97303

**Contact:** Best, Pamela  
**Phone:** 1 (999) 581-4472 3105  
**Fax:** 1 (999) 581-4497  
**Email:** pbest@garten.a

**Contract Administrator:**  
State Procurement Office  
1234 Agency Street  
Agency Place, Oregon  
97303

**Receiving Address:**  
Administrative Services,  
Department of  
1234 Agency Street  
Agency Place, Oregon  
97303

**Contact:** Delegated Buyer - Agency  
**Phone:** 1 (503) 555-5555  
**Fax:** AgencyUser@abc.com  
**Email:** AgencyUser@abc.com

**Contact:** - Agency, Delegated Buyer  
**Phone:** 1 (503) 555-5555  
**Fax:** AgencyUser@abc.com  
**Email:** AgencyUser@abc.com

**Delivery Requirements:**  
Daily

**Payment Terms:**

**Draft**

**Contract #**  
**102-1066-06**  
**Amendment # 1**  
**Revision Date**

**Contract Start Date**  
12/15/2006  
**Expiration Date**  
12/14/2007  
**Supplier Number**  
1316

All dates are mm/dd/yyyy

Attachments Exist  
Secondary Suppliers Do Not Exist

Contract Filed At Agency

PDF Not Available  
Document  
Data  
Contact Information  
Comments & Clauses  
Supplier Insurance  
Secondary Suppliers  
Actions  
Amendments / Revisions  
Amendment Reason  
Permitted Users  
Progressions  
Check Integrity  
Process History  
Delete  
Clone  
View Summary  
Create PDF  
Forward  
Email Agent List  
Refresh  
Creation  
Help Desk

ORPIN  
Oregon Procurement Information Network

STATE OF OREGON  
1859

A similar page will display

11. Under "Data" in the left hand menu and under Document Information all the fields may be modified through a "Amendment"

**menu**

- Close
- Print (HTML)
- PDF Not Available
- Document
- Data**
  - Document Information
  - More Info
  - Financial Data
  - Add Item
  - Edit Items
  - Import/Export Items
  - Attachments
  - Supplier Identification
  - Supplier Certification
- Contact Information
- Comments & Clauses
- Supplier Insurance
- Secondary Suppliers
- Actions
- Amendments / Revisions
- Amendment Reason
- Permitted Users
- Progressions
- Check Integrity

**Award Summary**  
Qualified Rehabilitation Facility (QRF)  
**Janitorial Services for DAS Salem Complex**  
(Test)



**Supplier Address**

Garten Services, Inc. (QRF)  
3334 Industrial Way NE  
PO Box 7310  
Salem, Oregon  
97303

**Contact:** Best, Pamela  
**Phone:** 1 (999) 581-4472 3105  
**Fax:** 1 (999) 581-4497  
**Email:** pbest@garten.a

Draft

<b>Contract #</b> 102-1066-06 <b>Amendment # 1</b> <b>Revision Date</b>
<b>Contract Start Date</b> 12/15/2006 <b>Expiration Date</b> 12/14/2007 <b>Supplier Number</b> 1316

All dates are mm/dd/yyyy

Attachments Exist  
Secondary Suppliers Do Not Exist

**Contract Administrator**

State Procurement Office  
1234 Agency Street  
Agency Place, Oregon  
97303

**Receiving Address**

Administrative Services,  
Department of  
1234 Agency Street  
Agency Place, Oregon  
97303

**Contract Filed At**

Agency

**Contact:** Delegated Buyer - Agency  
**Phone:** 1 (503) 555-5555  
**Fax:**  
**Email:** AgencyUser@abc.com

**Contact:** - Agency, Delegated Buyer  
**Phone:** 1 (503) 555-5555  
**Fax:**  
**Email:** AgencyUser@abc.com

All fields can be modified through the "Amendment" process

**Delivery Requirements**

Daily

**Payment Terms**

A similar page is displaying

12. Attach copies of all your documents that were used outside of ORPIN to support your process in awarding this QRF contract

**menu**

- Close
- Print (HTML)
- PDF Not Available
- Document
- Data
  - Document Number
  - Document Information
  - More Info
  - Financial Data
  - Add Item
  - Edit Items
  - Import/Export Items
  - Attachment
  - Supplier Identification
  - Supplier Certification
- Contact Information
- Comments & Clauses
- Supplier Insurance
- Secondary Suppliers
- Actions
  - Permitted Use
  - Check Integrity
  - Process History
  - Delete
  - Clone

## Award Summary

Qualified Rehabilitation Facility (QRF)  
Janitorial Services for DAS Salem Complex  
(Test)

**Supplier Address**

Garten Services, Inc. (QRF)  
3334 Industrial Way NE  
PO Box 7310  
Salem, Oregon  
97303

**Contact:** Best, Pamela  
**Phone:** 1 (999) 581-4472 3105  
**Fax:** 1 (999) 581-4497  
**Email:** pbest@garten.a

**Draft**

<b>Contract #</b> 102-1066-06
<b>Contract Start Date</b> 12/15/2006
<b>Expiration Date</b> 12/14/2007
<b>Supplier Number</b> 1316

All dates are mm/dd/yyyy

Attachments Do Not Exist  
Secondary Suppliers Do Not Exist

Contract Administrator	Receiving Address	Contract Filed At
State Procurement Office 1234 Agency Street Agency Place, Oregon 97303	Administrative Services, Department of 1234 Agency Street Agency Place, Oregon 97303	
<b>Contact:</b> <b>Phone:</b> <b>Fax:</b> <b>Email:</b>	<b>Contact:</b> <b>Phone:</b> <b>Fax:</b> <b>Email:</b>	

**Attach all your supporting documents here**

**Delivery Requirements**

**Payment Terms**

FOB

A similar page will display

13. Title each file you attach so it can be easily identified when done click on “Submit/Return”

OREGON Close

## Attachments

The maximum total file upload size per Submit is 18.59 MB

Submit/Return

Attachment title  File  Browse...

\* indicates a required field

Done Internet

A similar screen will display

14. Once you have made all the changes to the document and provided the “Amendment” reason click on “Creation”.

**Document Summary - Microsoft Internet Explorer provided by DAS**

**Award Summary**  
Qualified Rehabilitation Facility (QRF)  
Janitorial Services for DAS Salem Complex  
(Test)

**ORPIN**  
Oregon Procurement Information Network

**Supplier Address**

Garten Services, Inc. (QRF)  
3334 Industrial Way NE  
PO Box 7310  
Salem, Oregon  
97303

**Contact:** Best, Pamela  
**Phone:** 1 (999) 581-4472 3105  
**Fax:** 1 (999) 581-4497  
**Email:** pbest@garten.a

**Draft**

**Contract #**  
102-1066-06  
**Amendment # 1**  
**Revision Date**

**Contract Start Date**  
12/15/2006  
**Expiration Date**  
12/14/2007  
**Supplier Number**  
1316

All dates are mm/dd/yyyy

Attachments Exist  
Secondary Suppliers Do Not Exist

**Contract Administrator**  
State Procurement Office  
1234 Agency Street  
Agency Place, Oregon  
97303

**Receiving Address**  
Administrative Services,  
Department of  
1234 Agency Street  
Agency Place, Oregon  
97303

**Contract Filed At**  
Agency

**Contact:** Delegated Buyer - Agency  
**Phone:** 1 (503) 555-5555  
**Fax:** AgencyUser@abc.com  
**Email:** AgencyUser@abc.com

**Contact:** Agency, Delegated Buyer  
**Phone:** 1 (503) 555-5555  
**Fax:** AgencyUser@abc.com  
**Email:** AgencyUser@abc.com

Amendment # 1, to display pages for the instruction manual on how to amend/revise a QRF contract.

**Delivery Requirements**

**Creation**

Click on "Creation" to move to the next step

State Procurement Office

Calendar - Microsoft Out... | How to process a QRF A... | ORPIN - Microsoft Intern... | Document Summary ...

9:43 AM

The step you are approving is the current step and you are moving the document to the Next Step for approval

15. If only one choice shows up for the next step it is a mandatory step which you may or may not have authority to process. Look for your name or the name of the person within your organization responsible for the Next Step by clicking on the down arrow
16. Select the individual who will perform the next step. Usually the individual doing the amendment unless agency policy dictates someone else. Once selected click on “Submit/Return”.

**OREGON** Close

## Review/Approve

(Test)

**Submit/Return**

Document #: 102-1066-06 12/18/2006 11:35 AM

Amendment: 1

Current Step: Creation

Next Step: \*AG Proposed Contract Review/Approval

Person Responsible for Next Step: \* - Agency, Delegated Buyer

Send email to person responsible for the document?

\* Indicates a required field

Find the person responsible for the Next step by clicking on the drop down and selecting the individual so they show up in the box

Internet

A similar screen will display

17. Click on AG Proposed Contract Review/Approval. By doing this step you are stating you have processed the AG review/approval off line (if it was required)

**Award Summary**  
Qualified Rehabilitation Facility (QRF)  
Janitorial Services for DAS Salem Complex  
(Test)

**ORPIN**  
Oregon Procurement Information Network

**Supplier Address**

 Garten Services, Inc. (QRF)  
3334 Industrial Way NE  
PO Box 7310  
Salem, Oregon  
97303

**Contact:** Best, Pamela  
**Phone:** 1 (999) 581-4472 3105  
**Fax:** 1 (999) 581-4497  
**Email:** pbest@garten.a

**Draft**

<b>Contract #</b> 102-1066-06 <b>Amendment # 1</b> <b>Revision Date</b>
<b>Contract Start Date</b> 12/15/2006 <b>Expiration Date</b> 12/14/2007 <b>Supplier Number</b> 1316

All dates are mm/dd/yyyy

Attachments Exist  
Secondary Suppliers Do Not Exist

<b>Contract Administrator</b>	<b>Receiving Address</b>	<b>Contract Filed At</b>
State Procurement Office 1234 Agency Street Agency Place, Oregon 97303	Administrative Services, Department of 1234 Agency Street Agency Place, Oregon 97303	Agency

**Contact:** Delegated Buyer - Agency  
**Phone:** 1 (503) 555-5555  
**Fax:**  
**Email:** AgencyUser@abc.com

**Contact:** - Agency, Delegated Buyer  
**Phone:** 1 (503) 555-5555  
**Fax:**  
**Email:** AgencyUser@abc.com

Amendment # 1, to display pages for the instruction manual on how to amend/revise a QRF contract.

**Delivery Requirements**

**AG Proposed Contract Review/Approval**

Click on AG Proposed Contract Review/Approval to approve this step and move the document on to the next step

A similar screen will display

## Review/Approve

(Test)

**Submit/Return**

Document #: 102-1066-06 01/04/2007 1:54 PM

Amendment: 1.1

Current Step: AG Proposed Contract Review/Approval

Next Step: \* Issue

Person Responsible for Next Step: \* Send to SPO for Price Determination  
Price Determination Approval

Send email to person responsible for the document:

\* Indicates a required field

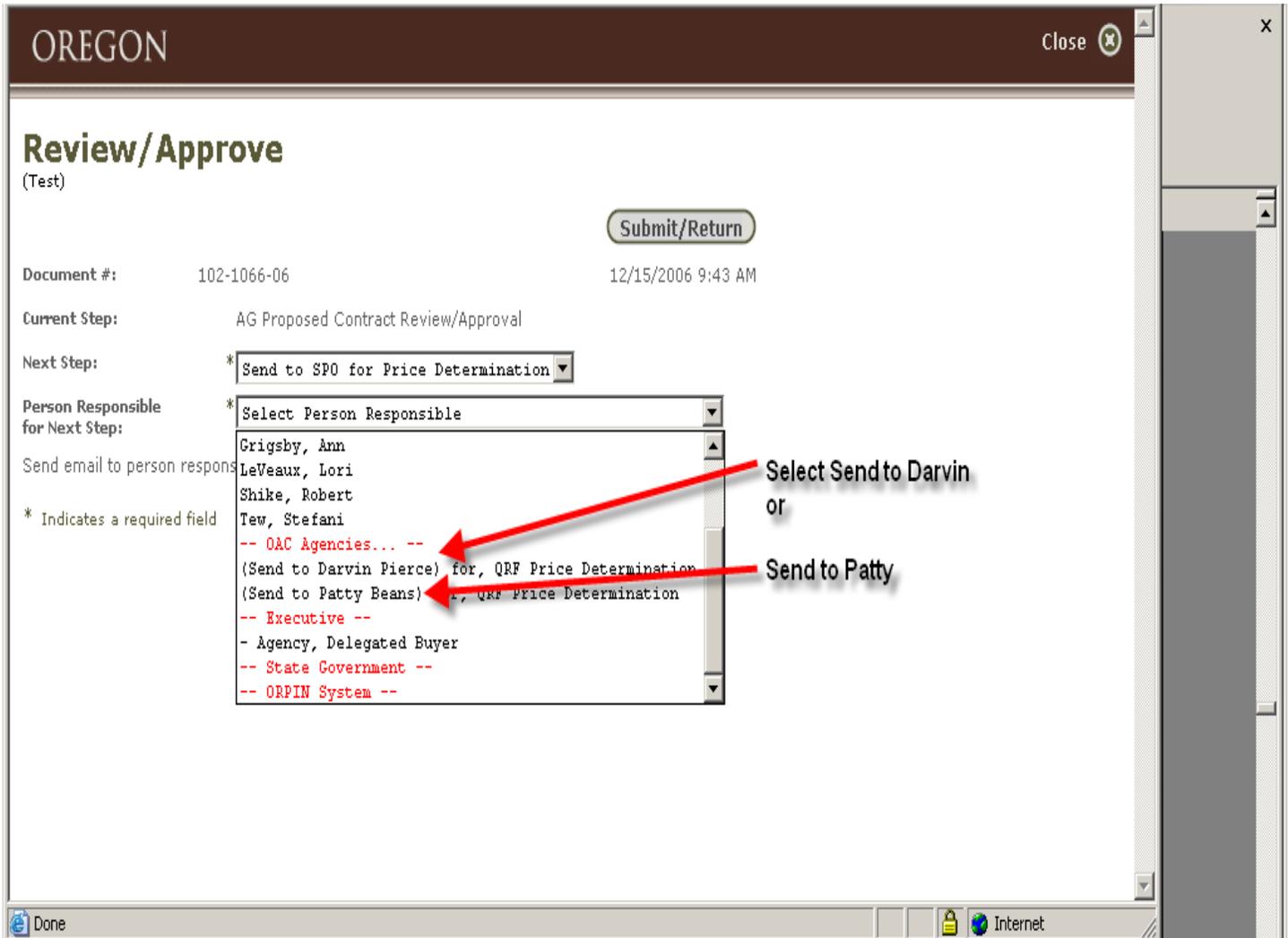
*You are at the AG Proposed Contract Review/Approval step and are choosing the next step. If doing an Revision to the document choose Issue from the Drop down. If you are doing a Price Change through an Amendment choose "Send to SPO for Price Determination"*

Done Internet

A similar screen will display

18. Leave the “Next Step” on “Send to SPO for Price Determination”

19. Select Darwin or Patty in the Person Responsible drop down box to send the document to SPO for the Price Determination



20. Check the box for “Send email” and send it to the selected party you choose for the next step requesting a Price Determination and any other information they may need to know that was not in the document or its attachments
21. Click on “Submit/Return” to finish step
22. You will no longer have control of the document once it has transferred to SPO

**OREGON** Close

## Review/Approve

(Test)

**Submit/Return**

Document #: 102-1066-06 12/15/2006 9:43 AM

Current Step: AG Proposed Contract Review/Approval

Next Step: \* Send to SPO for Price Determination

Person Responsible for Next Step: \* (Send to Patty Beans) for, QRF Price Determination

Send email to person responsible for the document?

\* Indicates a required field

Check the box to send an email to the person that is responsible for the next step

Internet

A similar page will display

Example of email that is generated



23. SPO representative reviews the award document and attachments. If there are any questions, they can resolved through email, offline, or by providing a comment under the “Comments & Clauses” section and reverting the document back to the agency
24. Once SPO representative is finished with the Price Determination, the document is sent back to agency representative’s control along with an email notice. Document is no longer in SPO control, it is now in the agency representatives “To Do List” for processing
25. After receiving the email the agency representative goes to “My Documents”, “To Do List”, finds the document and opens it by clicking on the open book under the title “Document”.

**My Documents**  
(Test)

**To Do List** ?

Responsible Person: - Agency, Delegated Buyer

"Issued By" Organization:

"Issued For" Organization:

Use Organization Hierarchy for "Issued For" Organization?  Yes  No

Search Method:

Document Type:

5 matching record(s)

Show Search Details :::

Document	Amend	Document Type	Document SubType	Created Date	Status
1		Award	Qualified Rehabilitation Facility (QRF)	12/11/2006	Draft Awards/Work Orders
2 <u>730-QRF PROGRESSION-</u>	0.1	Award	Qualified Rehabilitation Facility (QRF)	12/14/2006	Draft Awards/Work Orders
<b>Supplies Non-IT, Toilet Paper</b>					
3 <u>730-QRF PROGRESSION-</u>	0.1	Award	Qualified Rehabilitation Facility (QRF)	12/14/2006	Draft Awards/Work Orders
<b>QRF Amendment</b>					
4	0.1	Award	Qualified Rehabilitation Facility (QRF)	12/14/2006	Draft Awards/Work Orders
5 <u>102-1066-06</u>	0.1	Award	Qualified Rehabilitation Facility (QRF)	12/15/2006	Draft Awards/Work Orders
<b>Janitorial Services for DAS Salem Complex</b>					

**Selects document from "To Do List"**

**Clicks on document**

A similar screen will display

26. Agency representative starts the award issue process by clicking on "Issue" in the left hand menu

**Award Summary**  
Qualified Rehabilitation Facility (QRF)  
Janitorial Services for DAS Salem Complex  
(Test)

**ORPIN**  
Oregon Procurement Information Network

**Supplier Address**

 Garten Services, Inc. (QRF)  
3334 Industrial Way NE  
PO Box 7310  
Salem, Oregon  
97303

**Contact:** Best, Pamela  
**Phone:** 1 (999) 581-4472 3105  
**Fax:** 1 (999) 581-4497  
**Email:** pbest@garten.a

**Draft**

<b>Contract #</b> 102-1066-06
<b>Contract Start Date</b> 12/15/2006
<b>Expiration Date</b> 12/14/2007
<b>Supplier Number</b> 1316

All dates are mm/dd/yyyy

Attachments Exist  
Secondary Suppliers Do Not Exist

Contract Administrator	Receiving Address	Contract Filed At
State Procurement Office 1234 Agency Street Agency Place, Oregon 97303	Administrative Services, Department of 1234 Agency Street Agency Place, Oregon 97303	Agency

<b>Contact:</b> Delegated Buyer - Agency	<b>Contact:</b> - Agency, Delegated Buyer
<b>Phone:</b> 1 (503) 555-5555	<b>Phone:</b> 1 (503) 555-5555
<b>Fax:</b>	<b>Fax:</b>
<b>Email:</b> AgencyUser@abc.com	<b>Email:</b> AgencyUser@abc.com

**Delivery Requirements**

**Payment Terms**  
Net 30

**FOB**  
FOB Destination

**Issue** ← Agency representative clicks on "Issue" to finish the award

Close  
Print (HTML)  
PDF Not Available  
Document  
Data  
Contact Information  
Comments & Clauses  
Supplier Insurance  
Secondary Suppliers  
Actions  
Permitted Users  
Check Integrity  
Revert  
Process History  
Clone  
View Summary  
Create PDF  
Forward  
Email Agent List  
Refresh  
Help Desk

A similar screen will display

27. Agency representative selects the responsible Organization for the Award document and clicks on “Submit/Return”.

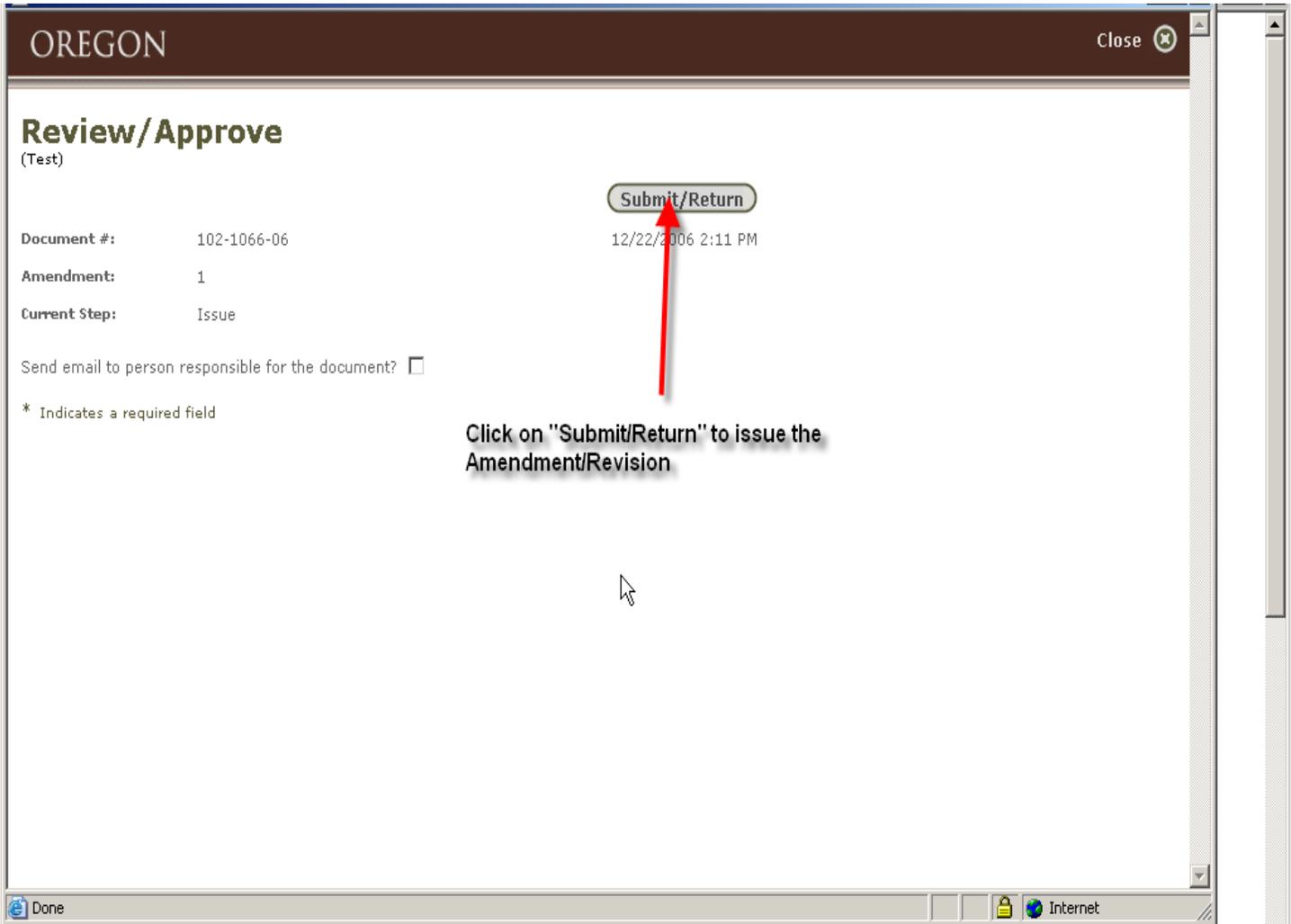
28. QRF contract is now awarded and can be found under awarded contracts

The screenshot shows a web application window titled "OREGON" with a "Close" button in the top right corner. The main heading is "Review/Approve (Test)". A "Submit/Return" button is located in the upper right area. The form contains the following fields:

- Document #: 102-1066-06
- 12/15/2006 11:19 AM
- Current Step: Issue
- Select Organization responsible for file: \* State Procurement Office (dropdown menu)
- Send email to person responsible for the document?
- \* Indicates a required field

A red arrow points to the dropdown arrow of the "Select Organization" field. Below the arrow, the text "Select the organization responsible for the Awarded QRF contract" is displayed.

At the bottom of the window, the taskbar shows "Done" and "Internet".



You can now find the Contract under My Documents