

DAS' BizNet Document Vault and State POS Contracts

Background

The Office of Policy and Management (OPM), State health and human service agencies, and non-profit providers have been discussing ways to reduce the burdens associated with the Purchase of Service (POS) contracting process. One method that has been discussed has been to create an electronic data vault into which providers could upload standard contract documents, thereby limiting the potential need for these forms to be submitted multiple times to different or individual agencies

BizNet

The Department of Administrative Services (DAS) has recently established such an online system, called BizNet, which allows documents to be uploaded by state contractors in a PDF format and viewed by State agencies that require these forms as part of the contracting process.

As a first step, contractors need to register in BizNet as a vendor or contractor. Information and instructional videos for registering and uploading documents can be found on the [DAS website](#) and in the [Document Upload Instructions](#). While these are generally public documents, they are not accessible on BizNet to the general public. They are accessible to State agency personnel authorized to do so in the system.

Requirements for POS Contractors and State Agencies Related to BizNet Document Vault

1. For all POS contracts or amendments initiated July 1, 2012 and after, POS contractors are required to register as contractors in BizNet and upload the forms outlined in the Schedule below. Those contractors not required to submit OPM Ethics Form 1 are exempt from this requirement.
2. Contractors are required to update the posted documents in accordance with the requirements listed in the attached Schedule and on the [OPM website](#).
3. State agencies will utilize the information in the BizNet document vault, to the extent possible, in lieu of non-profit providers submitting hard copies of these documents.

SCHEDULE

FORM INFORMATION	Submittal/Update Requirements
<p>1. OPM Ethics Form 1 – Gift & Campaign Contributions <i>Reason:</i> Required by statute. Applies to contracts having a value of \$50,000 or more in a calendar or fiscal year.</p>	<ul style="list-style-type: none"> • at time of contract execution • If after the initial submission there is any change in the information contained in the most recently filed certification an updated certification must be submitted not later than 30 days after the effective date of the change or upon submittal of a new bid or proposal whichever is earlier. • must be updated within 14 days of the 12 month anniversary of the most recently filed certification
<p>2. OPM Ethics Form 5– Consulting Agreement Affidavit <i>Reason:</i> Required by statute. Applies to contracts having a value of \$50,000 or more in a calendar or fiscal year.</p>	<ul style="list-style-type: none"> • Accompanies a bid or proposal • After the initial submission if there is any change in the information contained in the most recently filed certification an updated certification must be submitted not later than 30 days after the effective date of the change or upon submittal of a new bid or proposal whichever is earlier.
<p>3. OPM Form – Nondiscrimination Certification (less than \$50,000) 4. OPM Form – Nondiscrimination Certification (\$50,000 or more) <i>Reason:</i> Required by statute. Provider must submit one or other form (not both), depending on the value of the contract award.</p>	<ul style="list-style-type: none"> • prior to the award of a contract • If after the initial submission there is any change in the information contained in the most recently filed certification an updated certification must be submitted not later than 30 days after the effective date of the change or upon submittal of a new bid or proposal whichever is earlier. • Must also certify no later than fourteen (14) days after the 12 month anniversary of the most recently filed certification that the representation on file is current and accurate.
<p>5. Board of Directors (List of Members) <i>Reason:</i> Due diligence. Agencies request this information from providers only “as needed.”</p>	If requested: <ul style="list-style-type: none"> • proposal (if competitive) <u>or</u> • original contract
<p>6. DAS R50 Workforce Analysis <i>Reason:</i> Used to collect workforce data for the Commission on Human Rights and Opportunities. Some agencies use the federal form to make it easier on their contractors, who must report to the feds using form EEO-1.</p>	<ul style="list-style-type: none"> • Submitted with requisite contract documents.