CT Annual Renewals

Process and Procedures

(screenshots)

CT Renewals Fiscal Year 2026

The following screenshots are to be used to ensure all edits/changes are completed prior to submission of CT renewals. CT Renewals are made monthly throughout the year. Procurement or the VCFMS helpdesk can be contacted with questions regarding the CT renewal process.

During the transition from one fiscal (FY) to another, the following are added edits that must be done on the header of the renewing CT document. This ensures that the system can place the encumbrance in the correct FY budget.

June through July (additional edits)

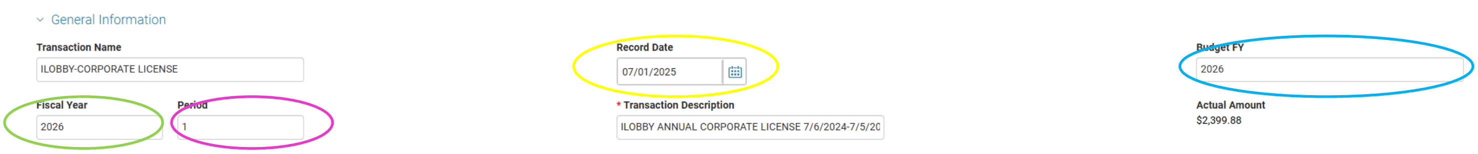
The following edits should be done during the transition of one FY to another. This normally happens mid-June through mid-July. Notifications will be sent out as to when to use these edits:

Record Date: this is the date this procurement document starts.

Budget Year: this is the year of budget approval.

Fiscal Year: this is the approved fiscal year.

Period: this is the period of the fiscal year – normally 1 indicates the first month of the FY



Continue with the following instructions for the remainder of CT Renewal edits.

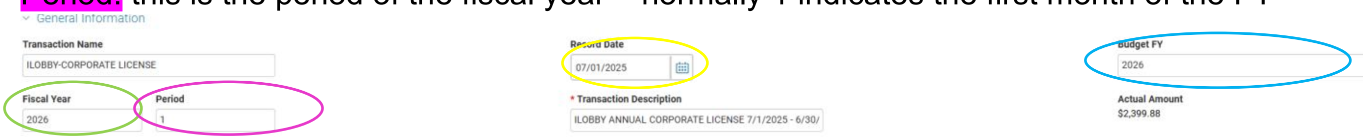
<u>**The following CT edits are done on all CT renewals – both at FY crossover and during the fiscal year.**</u>

Header

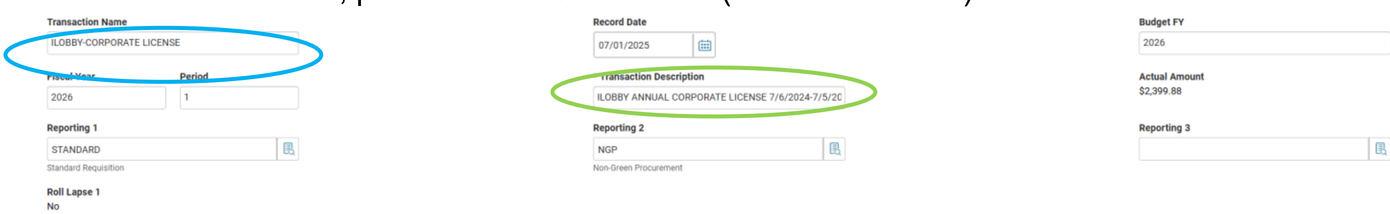
Areas that should be reviewed and/or updated. Start with the Header, noted on the far left of the top of your screen.

Header - General Information Tab –

Record Date: this is the date this procurement document starts.
Budget Year: this is the year of budget approval.
Fiscal Year: this is the approved fiscal year.
Period: this is the period of the fiscal year – normally 1 indicates the first month of the FY

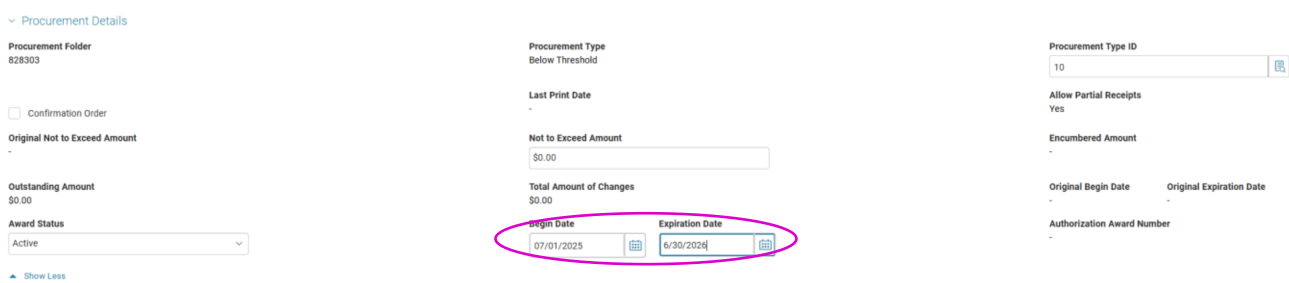


Transaction Name - this can be the name of the vendor and the service being provided.
Transaction Description – this can be the name of the vendor and the service being provided. If there is a contract involved, please add – COV XXXX (contract number)



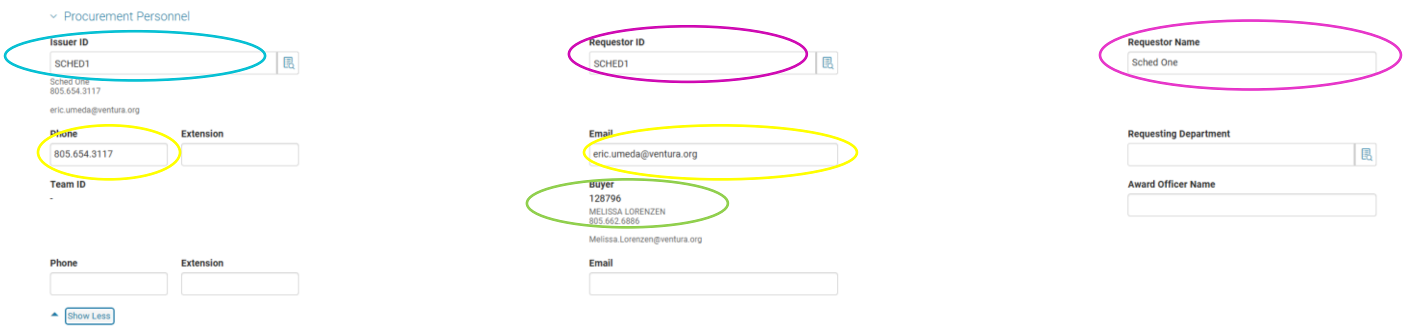
Header – Procurement Details

Begin Date and Expiration Date – This should be the full term of the agreement/renewal.

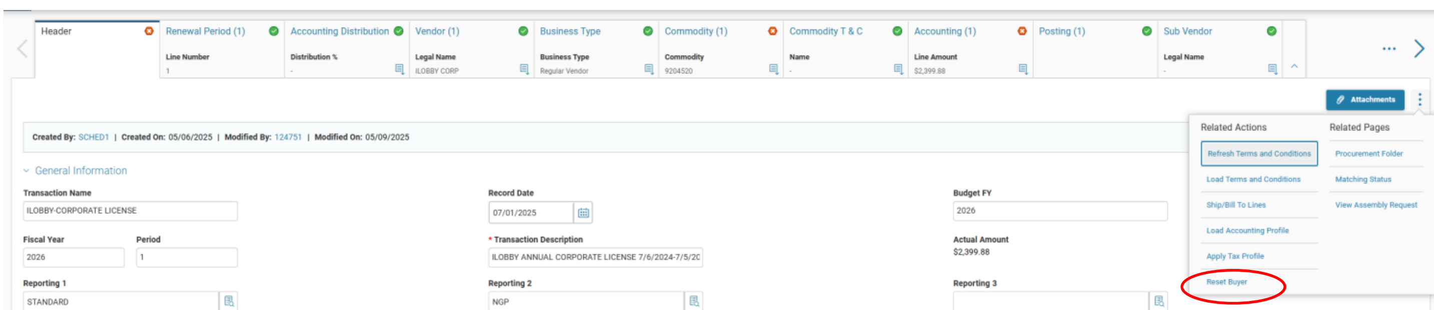


Header – Procurement Personnel

Issuer Id – Replace SCHED1 with the employee ID of the person 'updating' this CT renewal
Requestor ID/Requestor Name – Replace SCHED1 with the employee ID of the person using/responsible for this CT. If the requestor does not have access to VCFMS you will get an error. If this happens, please replace Sched One with their name as the Requestor Name.
If you need to type in their name you will need to update the Phone and Email address.
Phone: Add the contact number for the Requestor Name.
Email: Add the email address for the Requestor Name.
Buyer: This is the Buyer for this CT – Please reach out to your buyer if this does not populate correctly. Noted below are instructions on how to Reset Buyer.



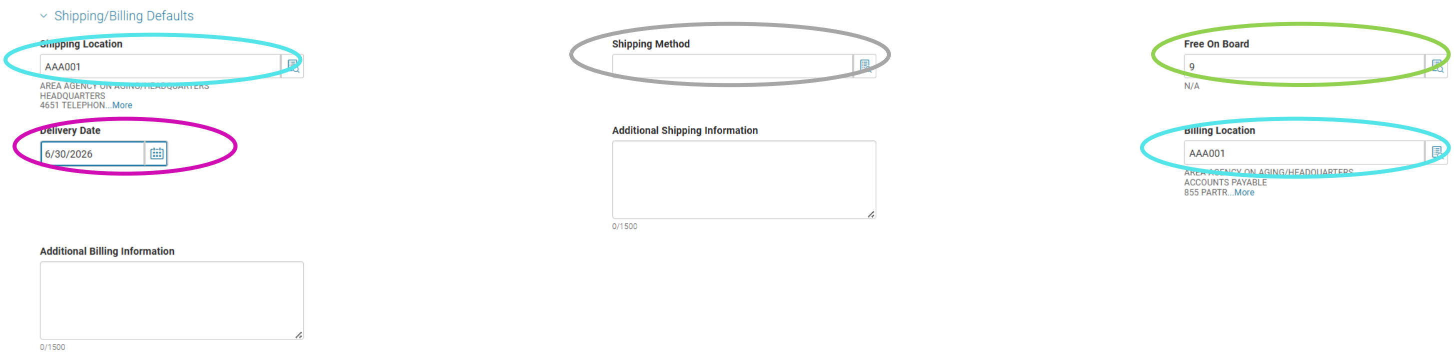
You may need to 'Reset Buyer'. To do so, in the upper right hand corner click on the three buttons located next to attachments. Scroll down and click on Reset Buyer.



Click on Reset Buyer and the buyer should change to the buyer assigned to your Agency

Shipping/Billing Defaults

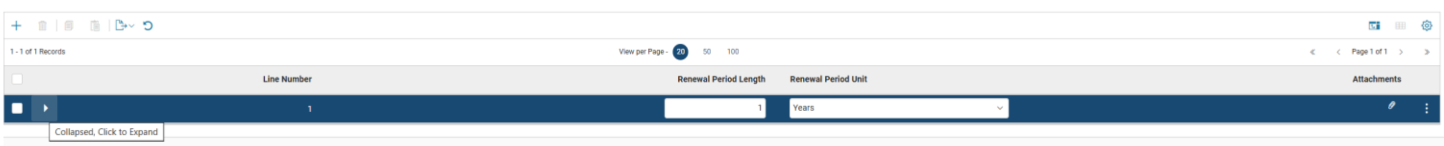
Make sure the correct code for both the Shipping Location and the Billing Location are correct.
Shipping Method – this is always blank.
Free On Board – make sure this is 9 (for services)
Delivery Date – This should be the end date of the CT (Use the expiration date you used on the General Information Tab)



<u>Renewal Period</u>

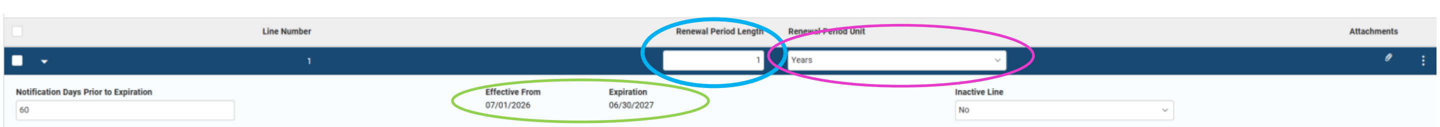
The Renewal Period is the second tab noted on the top of your screen:

On the blue bar you will see a white arrow. Click on this arrow to expand your options.



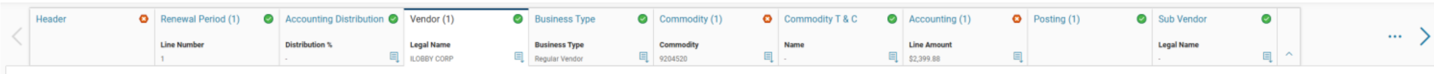
If this CT is going to be renewed for an additional year – there should be information populated. These dates use the Begin Date / Expiration Date noted on the General Information tab and then adds one year.

If you need to change the Renewal Period. You will need to change the Renewal Period Length and the Renewal Period Unit. The example below shows us that we want the Renewal Period will be for one year, hence, Effective From is 07/01/2026 and the Expiration is 06/30/2027.

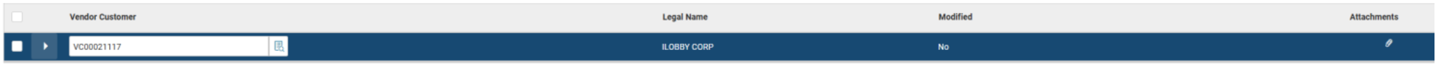


Vendor

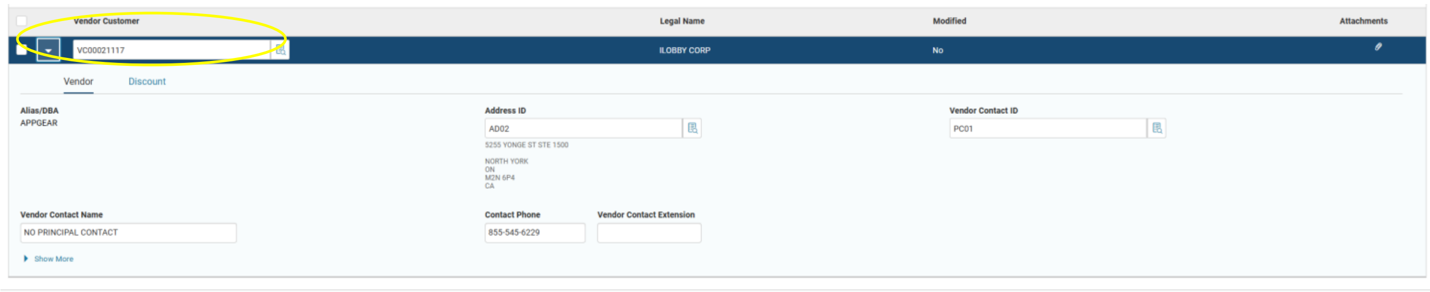
The Vendor tab is the fourth tab noted on the top of your screen.



On the blue bar you will see a white arrow. Click on this arrow to expand your options.

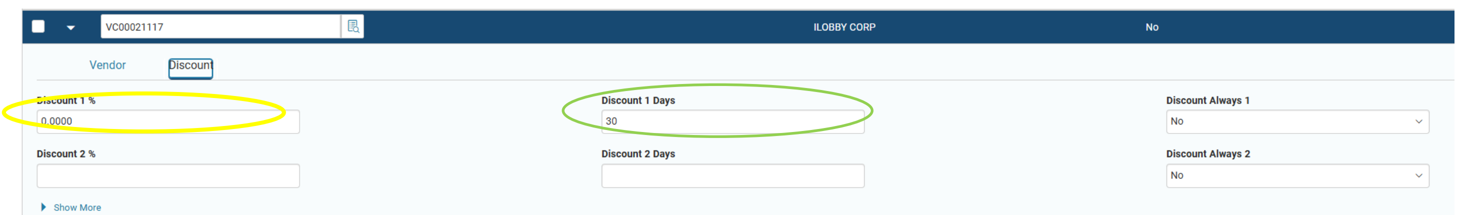


Vendor – ensure the correct vendor id is being used.



Discount

This is where we convey our payment terms. County terms are normally NET 30.

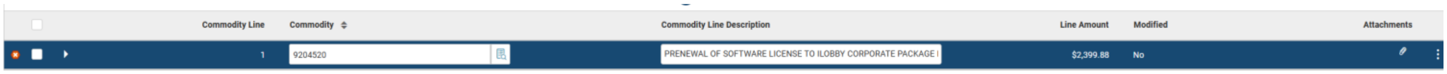


Discount 1% = 0 Days = 30

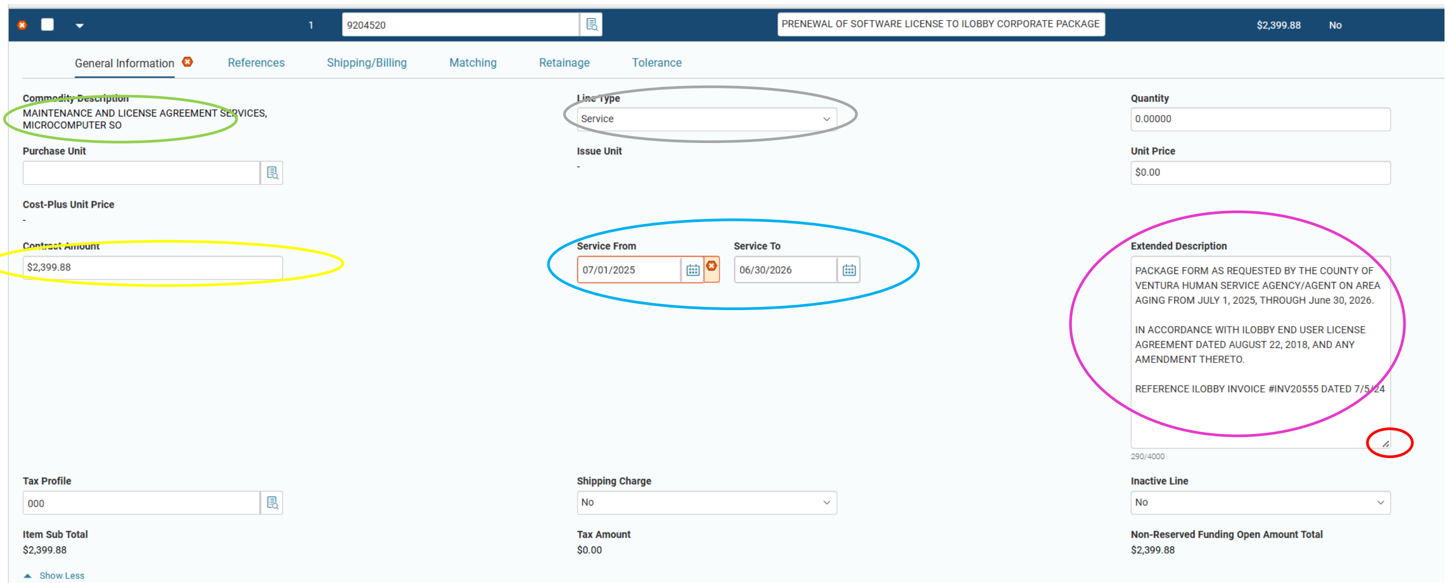
Commodity

Commodity is the next (sixth) tab as noted on the top of your screen.

On the blue bar you will see a white arrow. Click on this arrow to expand your options.



CL Description – normally there are no changes to this area, however, if there are dates noted here then update accordingly. If you need additional space to describe what is being order/requested, please use the extended description field.
Line Type – should always equal SERVICE
Contract Amount – update this to the amount required for this renewal.
Service From and Service To dates – update this according to the timeframe that will be needed for this renewal – these dates should match the dates noted on the header>General Information Tab.

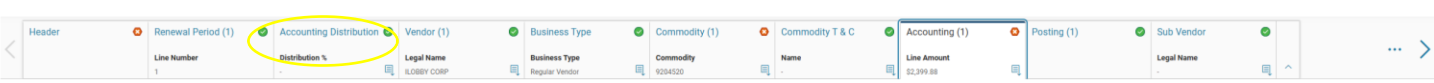


You will notice two lines on the bottom right side of the Extended Description. You can expand the Extended Description to see all information by dragging this arrow down. When reviewing the Extended Description, be sure to update the dates of service appropriately.

Information that should be included: reference to price lists, agreements, contracts, enclosures and prior year procurement document ID.

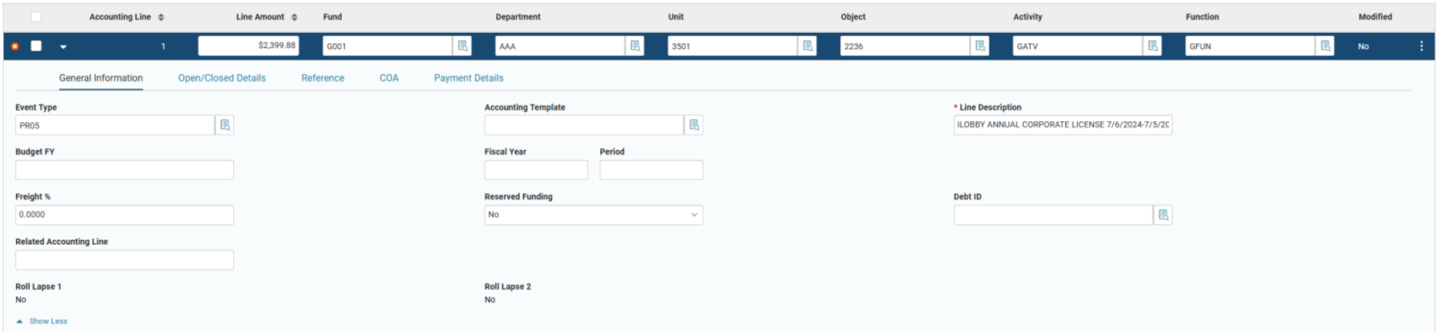
Accounting

The next tab, Accounting, is the 8th (eighth) tab as noted on the top of your screen.



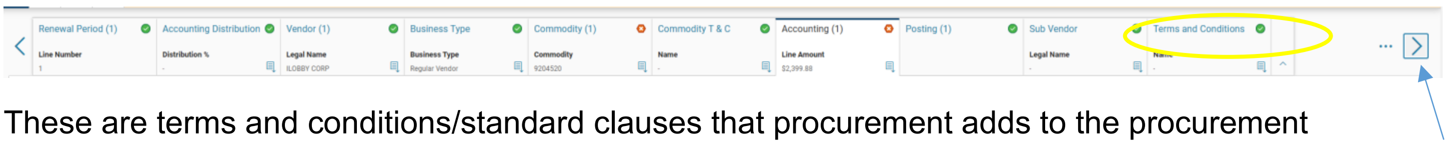
On the blue bar you will see a white arrow. Click on this arrow to expand your options.

Update as necessary.



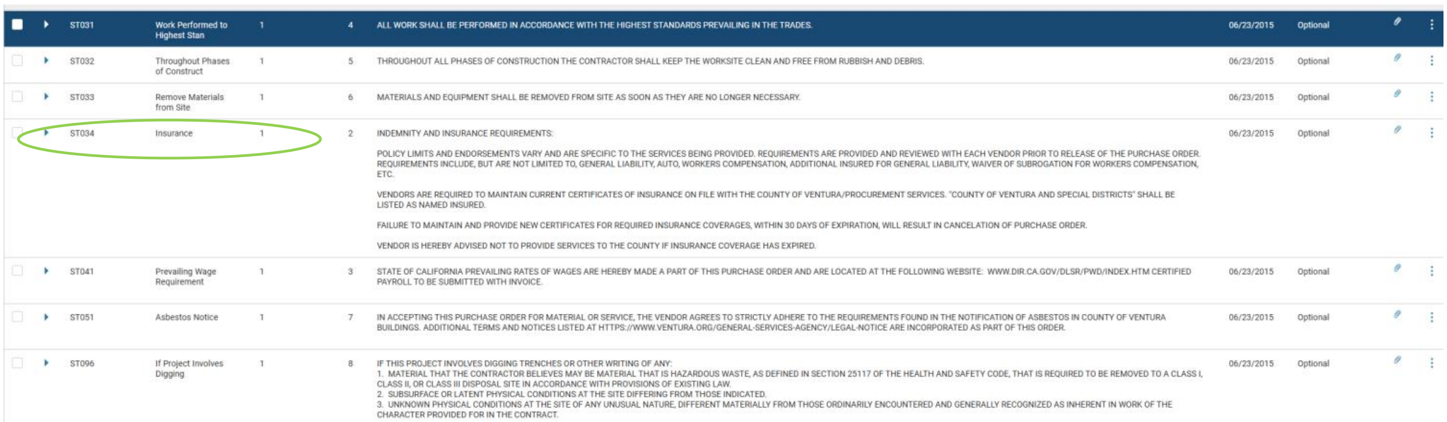
Terms and Conditions

The next tab to review will be the Terms and Conditions. You will need to click on the blue arrow on the far right of the top of your screen. Terms and Conditions is the 11th (eleventh) tab on the header.



These are terms and conditions/standard clauses that procurement adds to the procurement document to protect the County. These terms and conditions will vary depending on the services the vendor is performing for the County.

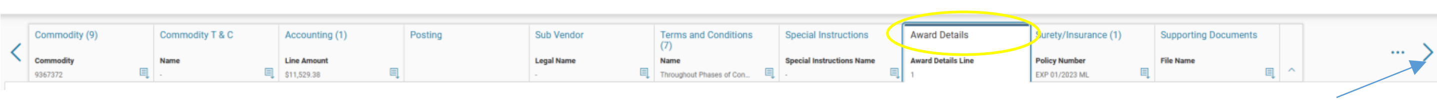
If there is ST034 noted on this page, insurance is required. The Surety tab will need to be updated accordingly.



ST031	Work Performed to Highest Stan	1	4	ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE HIGHEST STANDARDS PREVAILING IN THE TRADES.	06/23/2015	Optional
ST032	Throughout Phases of Construct	1	5	THROUGHOUT ALL PHASES OF CONSTRUCTION THE CONTRACTOR SHALL KEEP THE WORKSITE CLEAN AND FREE FROM RUBBISH AND DEBRIS.	06/23/2015	Optional
ST033	Remove Materials from Site	1	6	MATERIALS AND EQUIPMENT SHALL BE REMOVED FROM SITE AS SOON AS THEY ARE NO LONGER NECESSARY.	06/23/2015	Optional
ST034	Insurance	1	2	INDEMNITY AND INSURANCE REQUIREMENTS: POLICY LIMITS AND ENDORSEMENTS VARY AND ARE SPECIFIC TO THE SERVICES BEING PROVIDED. REQUIREMENTS ARE PROVIDED AND REVIEWED WITH EACH VENDOR PRIOR TO RELEASE OF THE PURCHASE ORDER. REQUIREMENTS INCLUDE, BUT ARE NOT LIMITED TO, GENERAL LIABILITY, AUTO, WORKERS COMPENSATION, ADDITIONAL INSURED FOR GENERAL LIABILITY, WAIVER OF SUBROGATION FOR WORKERS COMPENSATION, ETC. VENDORS ARE REQUIRED TO MAINTAIN CURRENT CERTIFICATES OF INSURANCE ON FILE WITH THE COUNTY OF VENTURA/PROCUREMENT SERVICES. "COUNTY OF VENTURA AND SPECIAL DISTRICTS" SHALL BE LISTED AS NAMED INSURED. FAILURE TO MAINTAIN AND PROVIDE NEW CERTIFICATES FOR REQUIRED INSURANCE COVERAGES, WITHIN 30 DAYS OF EXPIRATION, WILL RESULT IN CANCELATION OF PURCHASE ORDER. VENDOR IS HEREBY ADVISED NOT TO PROVIDE SERVICES TO THE COUNTY IF INSURANCE COVERAGE HAS EXPIRED.	06/23/2015	Optional
ST041	Prevailing Wage Requirement	1	3	STATE OF CALIFORNIA PREVAILING RATES OF WAGES ARE HEREBY MADE A PART OF THIS PURCHASE ORDER AND ARE LOCATED AT THE FOLLOWING WEBSITE: WWW.DIR.CA.GOV/DLSR/PWD/INDEX.HTM CERTIFIED PAYROLL TO BE SUBMITTED WITH INVOICE.	06/23/2015	Optional
ST051	Asbestos Notice	1	7	IN ACCEPTING THIS PURCHASE ORDER FOR MATERIAL OR SERVICE, THE VENDOR AGREES TO STRICTLY ADHERE TO THE REQUIREMENTS FOUND IN THE NOTIFICATION OF ASBESTOS IN COUNTY OF VENTURA BUILDINGS. ADDITIONAL TERMS AND NOTICES LISTED AT HTTPS://WWW.VENTURA.ORG/GENERAL-SERVICES-AGENCY/LEGAL-NOTICE ARE INCORPORATED AS PART OF THIS ORDER.	06/23/2015	Optional
ST096	If Project Involves Digging	1	8	IF THIS PROJECT INVOLVES DIGGING TRENCHES OR OTHER WRITING OF ANY: 1. MATERIAL THAT THE CONTRACTOR BELIEVES MAY BE MATERIAL THAT IS HAZARDOUS WASTE, AS DEFINED IN SECTION 25117 OF THE HEALTH AND SAFETY CODE, THAT IS REQUIRED TO BE REMOVED TO A CLASS I, CLASS II, OR CLASS III DISPOSAL SITE IN ACCORDANCE WITH PROVISIONS OF EXISTING LAW. 2. SUBSURFACE OR LATENT PHYSICAL CONDITIONS AT THE SITE DIFFERING FROM THOSE INDICATED. 3. UNKNOWN PHYSICAL CONDITIONS AT THE SITE OF ANY UNUSUAL NATURE, DIFFERENT MATERIALLY FROM THOSE ORDINARILY ENCOUNTERED AND GENERALLY RECOGNIZED AS INHERENT IN WORK OF THE CHARACTER PROVIDED FOR IN THE CONTRACT.	06/23/2015	Optional

Award Details

The next tab will be the Award Details tab. This is the 13th (thirteenth) tab as noted on the top of your screen. You will need to click on the blue arrow noted on the far right of the tabs located at the top of your screen.



On the blue bar you will see a white arrow. Click on this arrow to expand your options

This tab provides information on how procurement awarded this procurement document. In this case, the Award Method is AM5, which means this under threshold as noted on our Threshold Guide.

Surety/Insurance

The next tab is the Surety/Insurance tab. This is the 14th (fourteenth) tab as noted at the top of your screen.

If ST034 is noted in the Terms and Conditions, please check the vendors insurance. You can request the insurance from the vendor, or you can check our third-party insurance provider.

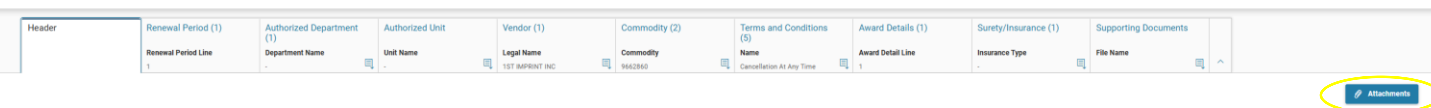
In the Policy Number field – please add when the insurance will expire the date and your initials.

EXP 3/26/2024 JM

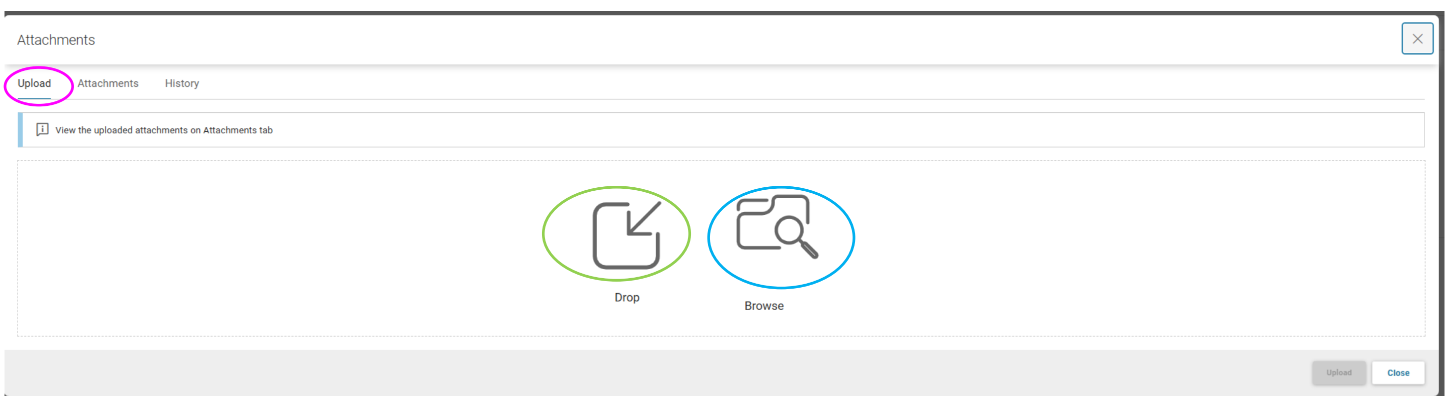
Once all information has been updated, return to the header and upload any supporting documents. Validate and submit into workflow for approvals.

ATTACHMENTS

If you need to attach supporting documentation. Scroll back to the top and go to the HEADER tab.



In the upper right-hand corner – click on Attachments



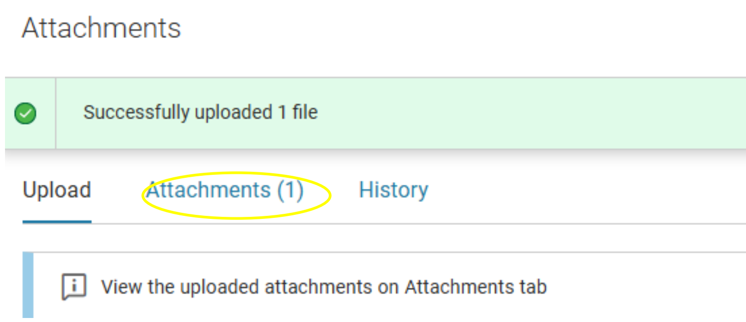
Click on you can either 'drop' your attachment in or you can 'browse' to locate your attachment.

If you click on Drop - you will be able to drag and drop your document onto the area that says Drop.

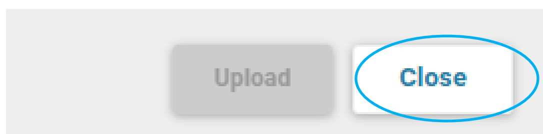
If you click on Browse – you will be taken to your computer to choose the file you want to attach.

Click on Upload located in the lower right-hand corner of your screen.

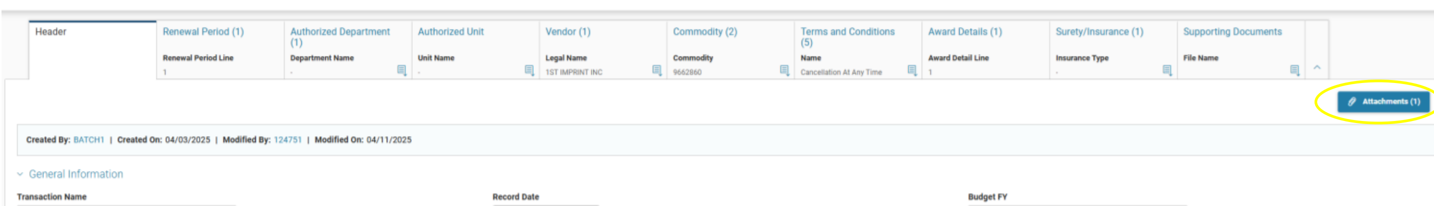
You can now see your attachment has been attached. Continue this process if there are multiple files to upload.



Click on Close to return to the main screen.



The top of the main screen will look as follows:



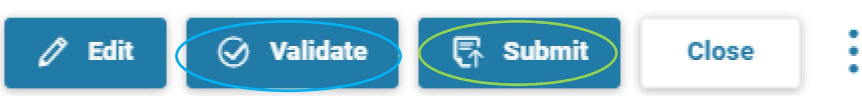
You will now see a paperclip located where Attachments are noted.

You can now validate and submit this CT into workflow, if you have reviewed all the tabs as noted throughout this manual and have attached necessary supporting documents.

<u>Validate and Submit</u>

In the upper right corner of your screen, you will see the following:

Click on Validate. The computer will do a quick scan of your document to ensure all necessary fields are complete.



If all updates are appropriately done, you will get a message on the upper portion of the screen with the following:

If there are errors – you will have to locate and correct. Once all errors are fixed, Validate again. If no errors, Submit into workflow.