

**BEST PRACTICES AWARD APPLICATION: INNOVATION IN THE PURCHASING PROCESS
CONTRACT MANAGEMENT COMMAND CENTER**

History

The Hillsborough County Aviation Authority (Authority) owns and operates Tampa International Airport (Airport), an origination-destination airport serving the greater Tampa Bay region, and three general aviation airports. The Authority currently has approximately 650 employees.

In 2011, Authority purchasing staff from three different departments and Materials Management were centralized into a single Procurement Department (Procurement). The department includes twenty-three (23) Team members. When Procurement was centralized, the Authority CEO issued the challenge to increase the use of automation and technology to become more efficient.

Procurement oversees and manages purchasing, competitive solicitations and contract negotiations for the Authority. The Authority currently has \$827MM in authorized contracts with an FY2025 annual contract budget of \$314MM. There are approximately 77 individuals who, directly or indirectly, perform contract management responsibilities on behalf of the Authority.

The Challenge

In 2022, Procurement set out to develop and implement a Supplier Relationship Management (SRM) Program that would focus on building collaborative and strategic relationships with mission critical suppliers. Research indicates SRM is a best practice however, it is not currently practiced in the Public Procurement sector. Procurement secured support from the Authority's executive leadership and gathered a pilot team of individuals responsible for managing contracts (contract managers) in the Information Technology, Maintenance, and Operations departments.

During the kickoff meeting with the pilot team, it became apparent to Procurement that the Authority lacked a standard contract management approach and that contract managers were spending the majority of their time pulling together financial data from various applications such as Hyperion for budgeting, Oracle AP Workbench for invoices, and Oracle Buyers Work Center for purchase orders and contract purchase agreements. The Maintenance Department contract managers then manually entered the various pieces of financial data into an Excel spreadsheet to track contract spend against authorized budgets. Contract managers from the other departments relied heavily on Finance and Procurement to advise when contracts were nearing maximum spend authorizations.

At this point, Procurement knew to achieve the ultimate goal of creating a proactive state of collaboration and strategic planning with suppliers, it must first address the labor-intensive challenge of monitoring contract financial performance.

How to do this was the question Procurement set out to answer. To start, Procurement held a series of meetings with the pilot team to perform process mapping, conducting a strengths, opportunities, aspirations, and results (SOAR) analysis and issuing surveys to determine the current state of contract management versus the desired future state. These activities helped ensure buy-in on process changes because the changes focused on what the contract managers said they needed to improve their abilities to work more effectively instead of it being one more new thing they were told to do.

When the pilot team disbanded, they had determined the need for a single point of access that would allow them to data mine requisitions, purchase orders, invoices, access executed contracts and related documents, and document supplier performance to include a method to provide trend analysis.

The Solution

The Authority utilizes Oracle EBS 12.2.1 as its ERP system and it contains all the financial related data the contract managers need to monitor and analyze the financial performance of every contract. The problem is the data is not located collectively in a single module and contract managers do not have access to every module. Procurement had to figure out how to extract the data and bring it all to one location accessible by all contract managers. Procurement conducted market research and scheduled product demos with several companies. The pilot team and members of the Authority’s Information Technology (IT) development team were invited to the demonstrations. None of the solutions demonstrated would enable the contract managers to do what they needed so it was agreed that Procurement would partner with the IT development team to build a customized solution. It was also agreed that the solution would be multi-phased with the first phase focusing on financial performance. Supplier performance with trend analysis would be a future enhancement.

Development of phase one of the solution started in July 2023, focusing on identifying requirements, data source locations, functionalities, and how the outputs would display to contract managers. Below is representative of the documentation created that would be used by the IT development team to build the customized solution that is now known as the Contract Management Command Center (CMCC).

Description	Requirement	Fields	Data source Location	Displayed Data
Search/Filter	I want to be able to search by entering text I want to filter the screen data by clicking on a name in Sections 3, 4, and 5 or by clicking on a specific % color block or code category name in section 5. Data in the remaining sections should refresh based on the applied filter.	Contract Manager Names Supplier Names	EBS: HCAA_Purchasing_Buyer > Buyer Work Center > Orders > FY PD > Header > Supplier	I want the data in sections 2, 3, 4, 5, 6, and 7 to refresh when searching by text I want to see the contract manager names in Word Cloud format with the contract managers with the most active, assigned contracts appearing in a larger font. Match the PCard Command Center section for Top Spenders. This will give leaders a snapshot view of workloads amongst staff. I want to see the supplier names in Word Cloud format with the suppliers with the most active, assigned contracts appearing in a larger font. Match the PCard Command Center section for Quantity.
Summary	I want to see a financial summary of all active contracts that are assigned to a contract manager.	Department Names	EBS: HCAA_Purchasing_Buyer > Buyer Work Center > Orders > FY PD > Header > Details > Department	I want to see the department names in Word Cloud format with the departments with the highest cumulative total annual budget in active, assigned contracts appearing in a larger font. Calculate from the annual budget for the current fiscal year. Match the PCard Command Center section for Annual High Sum. I want the summary data to refresh when searching by text or clicking fields in sections 3, 4, 5, and 6.
		Maximum Purchase Authorization (MPA) for the term of the contract including renewal periods Agreed	EBS: HCAA_Purchasing_Buyer > Buyer Work Center > Agreements > Agreement > Header > Amount Agreed	I want to see the cumulative total MPA amount for all active, assigned contracts until a filter is used. When filters are used, I want to see the total MPA amount for all active, assigned contracts based on the used filter.
		Annual budget for the current fiscal year Year to date spending (based on the amount paid from a contract's annual	EBS: HCAA_Purchasing_Buyer > Buyer Work Center > Orders > FY PD > Header > Total EBS: m/inquiry > Purchase Order/Inquiry > FY PD > Distributions > Amount Billed	I want to see the cumulative total for the annual POs of all active, assigned contracts until a filter is used. When filters are used, I want to see the total annual PO amount for all active, assigned contracts based on the used filter. I want to see the cumulative running total throughout the fiscal year for all active, assigned contracts until a filter is used.
		Burn % rate (calculated by YTD spending against annual budget)	Calculated by YTD spending against annual PO	I want to see % increase from 0 to 100% throughout the fiscal year, based on YTD spending compared to annual PO total. % increase should be the cumulative total for all active, assigned contracts until a filter is used.
Contract Manager Name	I would like to see an overview of all contracts assigned to a specific manager	Contract Manager Name	EBS: HCAA_Purchasing_Buyer > Buyer Work Center > Orders > FY PD > Header > Supplier	I want the data in sections 2, 3, 4, 5, 6, and 7 to refresh when clicking on a contract manager's name.
Supplier Names	I would like to see all suppliers that have an active contract with the Authority that is assigned to a contract manager	Supplier Names	EBS: HCAA_Purchasing_Buyer > Buyer Work Center > Orders > FY PD > Header > Supplier	I want the data in sections 2, 3, 5, 6, and 7 to refresh when clicking on a supplier's name.

Implementation

Testing of the CMCC started in August 2024 with a soft launch for Procurement and the pilot team in September. Procurement created testing scenarios for the testers to complete and document their findings. The testers included contract managers from the pilot team and Procurement team members who were not involved in the development of the solution and were seeing the CMCC for the first time. Below is a representation of the test scripts utilized by the testers.

Contract Management Command Center (CMCC)	Expected Outcome	Name of Tester	Test Date	% Complete	P/F	Comments
Login & Initial Setup:						
Login with valid credentials				100%	P	
Open CMCC home page	Cumulative total data for all departments, contract managers, and suppliers is displayed.			100%	P	
Total % Complete				100%		
Filtering & Default Settings:						
Select a Contract Manager name	All data in graphs and table refreshes			100%	P	Can we change the \$ amount shown next to a Contract Manager's name to the MPA amount instead of the Annual Budget amount? Filter by Christopher Michael Styles to see an example of what I mean.
Click "X" next to filtered Contract Manager name to clear filter	Name clears and all data in graphs and table refreshes to cumulative total			100%	P	
In Search field enter a department name and click on it to filter data	All data in graphs and table refreshes			100%	P	
In the filter field populated with the selected department, click the star symbol, enter the selected department name, click the "Make Default" box, click Save.	After click the star symbol a popup appears that allows you type in the department name, check a box to Make Default, and you can save the action	Christopher Styles	7/10/2024	100%	P	7/26/24: Retested, functioned as intended. No change to dashboard - retest, may be user error
Exit out of CMCC to test instance home page, reopen CMCC	All data is prefiltered to the Default department			100%	P	
Click on the star symbol, delete the saved Default filter	All data refreshes to cumulative totals	Nick Diaz	7/11/2024	100%	P	7/26/24: Retested, functioned as intended. Did not auto filter. Had to manually enter filter to set as default. Had to manually clear filter after deleting the the default option. Retest, may be user error
Total % Complete				100%		

After making some adjustments to the CMCC, Procurement prepared to implement the CMCC Authority-wide in October but was delayed by hurricanes. The official launch of the CMCC to the entire Authority leadership team was on November 19, 2024, 16 months after the project kicked off.

Contract Management Command Center

Primary Purpose:

To improve the Authority's internal administration of service contracts

Key Objectives:

- Eliminate manual processes for tracking and monitoring financial and vendor performance of service contracts
- Create a single access point for financial and vendor performance data
- Multi-phase internal development



Contract Management Command Center

Executive Sponsors

- Matt Bauer
- Ben Robins
- Marcus Session

Pilot Team

- Ana Di Domenica White
- Christopher Styles
- Kerry Duris
- Oscar Martinez

Development Team

- Dominic D’Souza
- Karen Davis
- Rekha John
- Sapna Manoharan
- Trevor Biswas
- Yusuf Akolawala

Key Business Partners

- Beth Russo, SHI International
- Chris Keller, Amadeus
- Dave Benson, Bags, Inc.
- Steven Gallette, Johnson Controls International
- Tony Parreira, Flagship

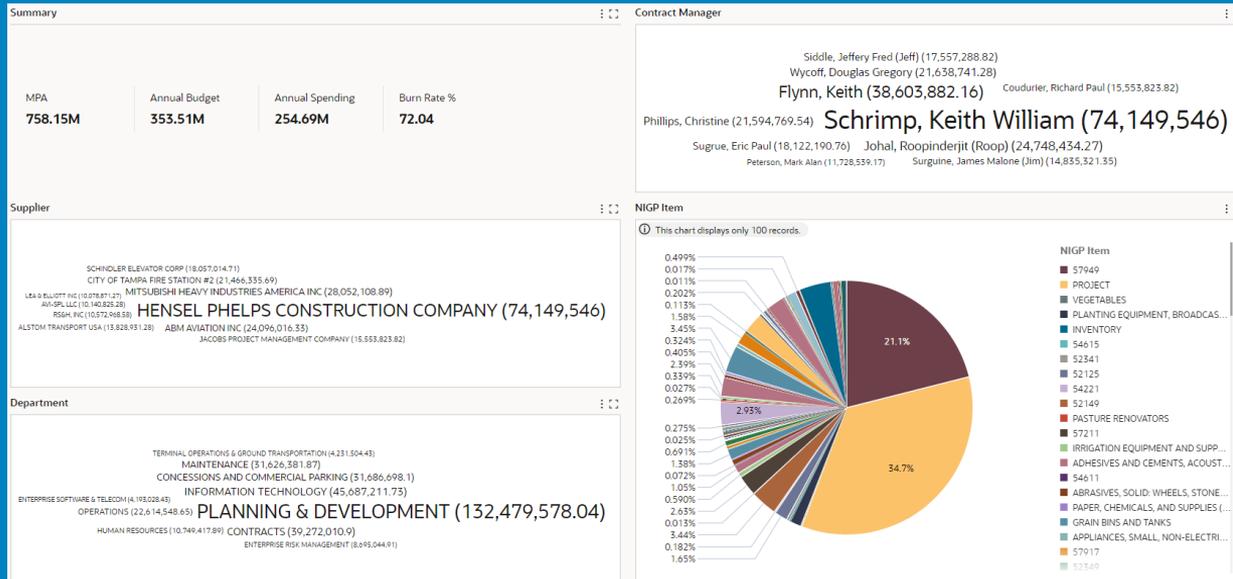


Contract Management Command Center

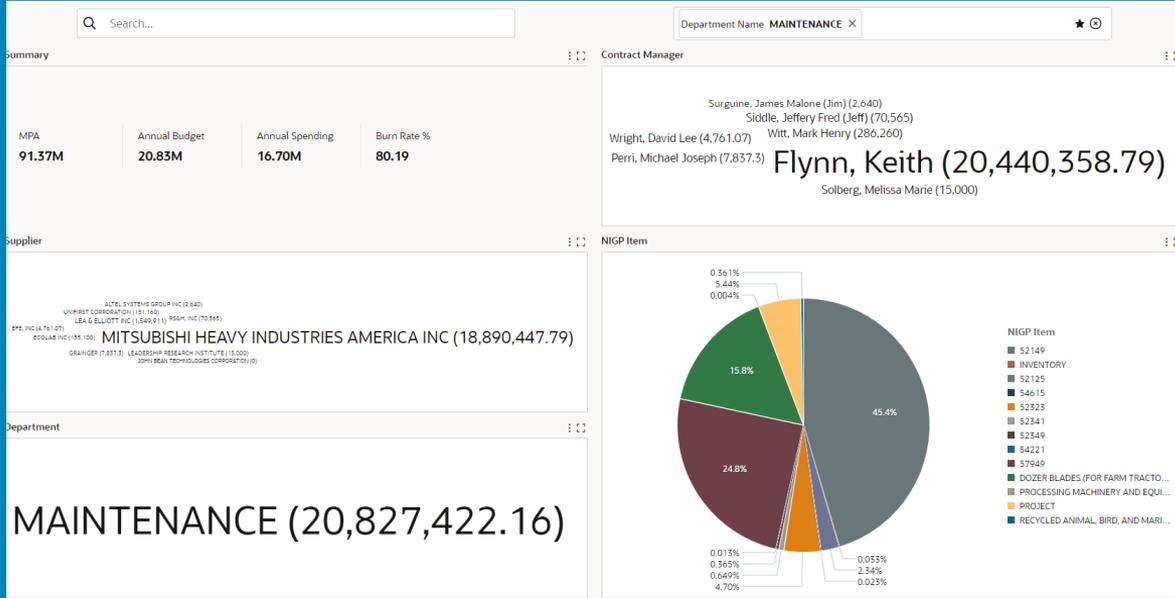
Discovery Activities

- ✓ SOAR Analysis with Pilot Team
- ✓ SOAR Analysis with Key Supplier Partners
- ✓ Pilot Team and Key Business Partners Surveys
- ✓ Calls with Public entities utilizing a Centralized Contract Administration organizational structure
 - City of Burbank
 - City of Coconut Creek
 - City of Tucson
 - Tualatin Valley Fire & Rescue
- ✓ System demonstrations





- Looks and functions exactly like the PCard Command Center
- Based on maximum purchase authorization tracked by contract purchase agreements created by Procurement
- Available now in myHub under myInquiry



- Filter by Contract Manager, Supplier, Department, NIGP Item or combination
- Use Star to set default filter or favorite searches

Contract Detail

Contract

Contracts

<input type="checkbox"/>	Supplier Name	Contract Manager	CPA	PO Number	Department Name	Contract Description
<input type="checkbox"/>	FLEETFORCE LLC DBA FLEETFORCE TRUCK DRIVER TRAINING	Phillips, Christine	71785	72004	OPERATIONS	Onsite Training f
<input type="checkbox"/>	SUFFOLK CONSTRUCTION COMPANY INC	DeLoatche, Matthew William (Matt)	69322	67766	PLANNING & DEVELOPMENT	Airsides A and E
<input type="checkbox"/>	ARTHUR J GALLAGHER & CO	Reyes, Chris Maria	70726	70210	NONE	Property Insuranc
<input type="checkbox"/>	ARTHUR J GALLAGHER & CO	Reyes, Chris Maria	70726	70933	ENTERPRISE RISK MANAGEMENT	Property Insuranc
<input type="checkbox"/>	SUFFOLK CONSTRUCTION COMPANY INC	DeLoatche, Matthew William (Matt)	69322	69327	PLANNING & DEVELOPMENT	Airsides A and E
<input type="checkbox"/>	TURBO IMAGES CORP	Edwards, Justin Khalid	69996	72160	MARKETING	Bus Decal Wraps
<input type="checkbox"/>	ARTHUR J GALLAGHER & CO	Reyes, Chris Maria	70726	70211	NONE	Property Insuranc
<input type="checkbox"/>	ARTHUR J GALLAGHER & CO	Reyes, Chris Maria	70726	70702	ENTERPRISE RISK MANAGEMENT	Property Insuranc
<input type="checkbox"/>	TURBO IMAGES CORP	Edwards, Justin Khalid	69996	70074	MARKETING	Bus Decal Wraps
<input type="checkbox"/>	BANK OF AMERICA	Grandich, Frank Tony	62255	71464	HUMAN RESOURCES	Direct Agreeemer

- Click on three dots to export table to a CSV file for further analysis
- Click on CPA or PO numbers to open documents to review contract documents (CPA) or invoice/payment details (PO)

Attachments

Attachments Table

Seq	Title	Type	Description	Category	Last Updated	Copy	Update	Delete
3	INACTIVATED PURCHASING SITE	Short Text		To Buyer	07-Feb-2019			
4	W-9	File		To Buyer	29-Oct-2019			
5	VERIFICATION	Short Text		To Buyer	29-Oct-2019			
6	REQUEST FOR PURCHASING SI...	File		To Buyer	29-Oct-2019			
10	Agenda Summary.pdf	File	Agenda Summary.pdf (Size :478556)	Documents	10-Nov-2022			
20	Executed Contract - Supplemental ...	File	Executed Contract - Supplemental ...	Documents	10-Nov-2022			
30	CEO Renewal Letter	File	Approved 12/7/2023	Documents	18-Dec-2023			
40	Contract Extension	File	Sourcwell Contract Extension	Documents	18-Dec-2023			

Notes

Note to Supplier **THIS IS NOT A PURCHASE ORDER**CPA for Internal Tracking Purposes Only**Supplemental Contract & Issuance of PO's for Public Safety Video Surveillance w/Related Equipment, Software, & Acces
 Board Approval: 11/3/2022
 Term: 11/3/2022 - 2/21/2024
 Renewal Options: 1, 1-year
 Renewal Term: 2/22/2024 - 2/21/2025

- Executed contracts and related documents are attached to CPAs
- Click on attachments to view or download documents
- PAs enter contract term details in Note to Supplier section

- Use the Actions menu to view invoices, payments, revision history and more
- Click on the Distribution tab to see billing details related to cost centers
- If PO has multiple lines, click on Lines tab to see details about each line including attachments from the original requisition

Standard Purchase Order 72701 Actions Manage Order Notes

► Search

Header Lines Schedules Distributions

<p>Operating Unit HCAA Status Approved, Reserved Supplier CARAHSOFT TECHNOLOGY CORPORATION Supplier Site HQ Supplier Contact Communication Method <input type="checkbox"/> Print <input type="checkbox"/> Fax <input checked="" type="checkbox"/> E-Mail Ashley.Schmidt@carahsoft.com</p>	<p>Creation Date 19-Jun-2024 07:55:14 Total 135,436.00 USD Buyer Torres Cordova, Damaris Description Advanced Government Edition PaymentWorks Confirming Order No</p>
--	---

Terms

<p>Bill-To Location OFFICE-HCAA Payment Terms NET 30 Pay On Receipt No Acknowledge By Required Acknowledgment None</p>	<p>Default Ship-To Location CENTRAL WAREHOUSE Ship Via Freight Terms PAID FOB DESTINATION Transportation Arranger</p>
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Details

Manage Order Notes

View Tax

View Related Contracts

View Acknowledgments

View Acquisition Cost

View Action History

View Approval Work Flow

View Change History

View Contract Terms

View Invoices

View PDF

View Payments

View Receipts

View Requisitions

View Revision History

Update with Excel

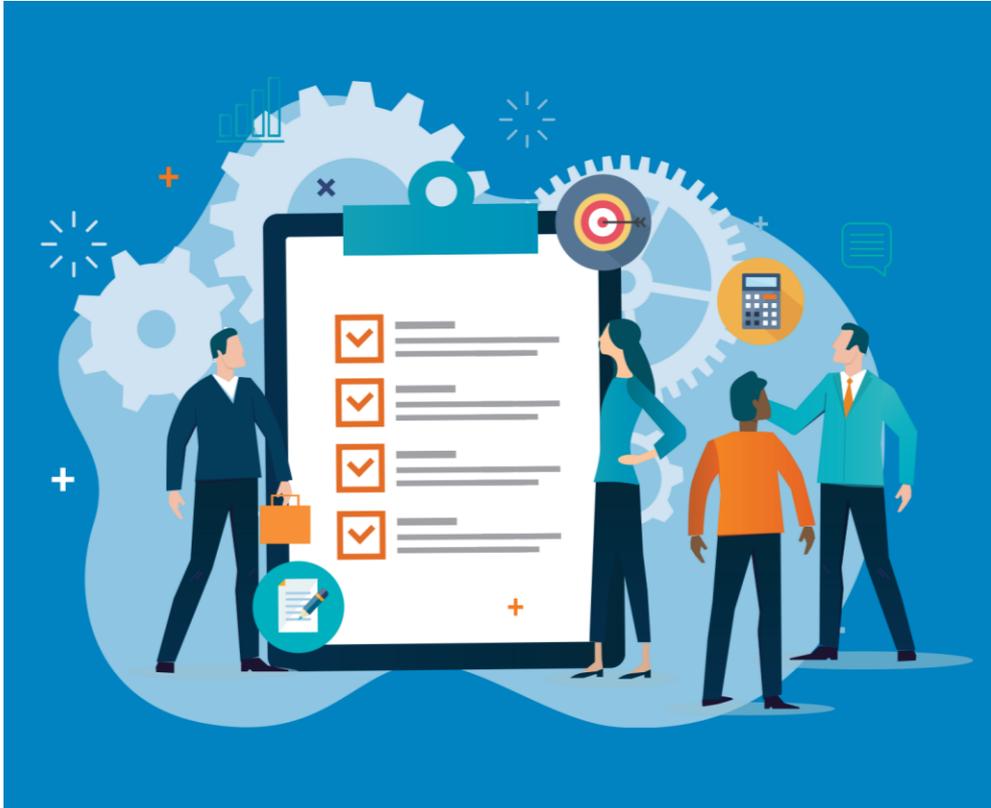
View Excel Import Status

Contract Management Command Center

Future Enhancements:

- Supplier Performance including trend analysis
- Risk Analysis
- Collaboration with Data & Analytics Initiative

For questions or a demonstration of the command center contact Kathleen Fisher

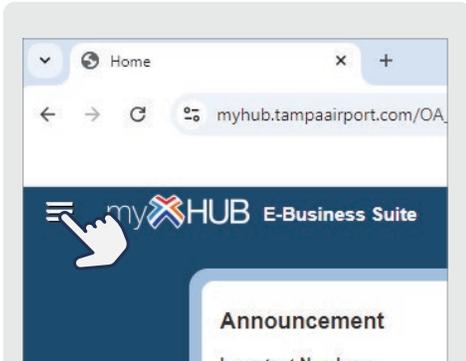


Result

The CMCC is too new to quantify success however, contract managers and their leaders have expressed positive feedback for the solution, believing it will reduce the labor associated with monitoring and analyzing the financial performance of contracts. Procurement has distributed a written use guide (see below) and is in process of producing a video recording of how to use the CMCC to further encourage adoption of the solution. The success of the CMCC will allow Procurement to refocus on its ultimate goal of implementing a SRM program in the near future.

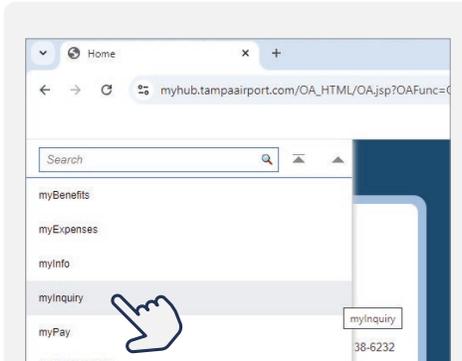
Contract Management

COMMAND CENTER NAVIGATION GUIDE



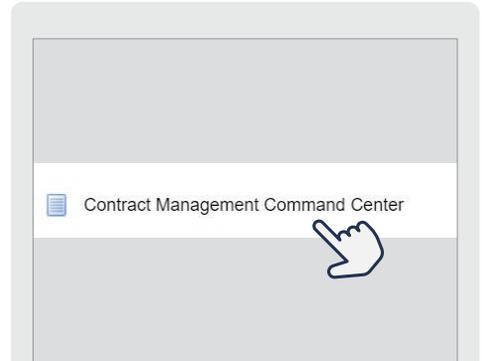
STEP 1

Start on the home page of myHub and click the Navigator to open the myHub Menu.



STEP 2

From the Menu choose myInquiry.

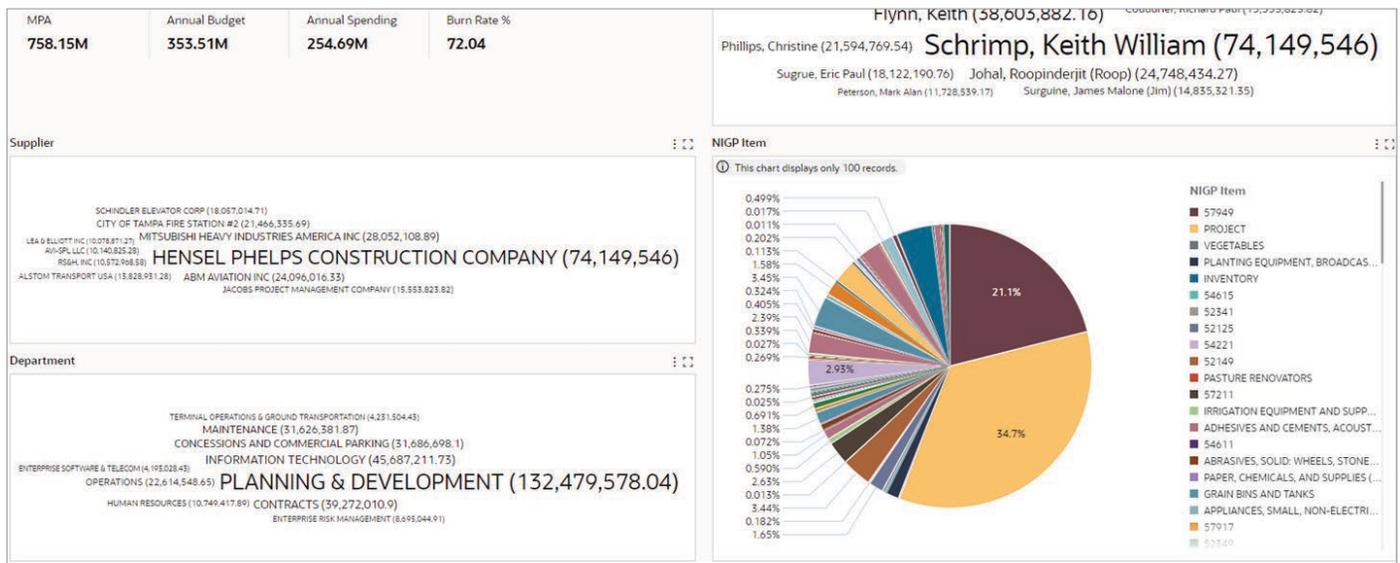


STEP 3

Click Contract Management Command Center.

STEP 4

Contract data loads based on active Contract Purchase Agreements (CPA).



HELPFUL TIPS

- Contract data refreshes daily
- Click on the chart or any data listed in blue font to filter data

Contract Management

COMMAND CENTER NAVIGATION GUIDE



STEP 5

Use the Search field or menu to apply filters (also called Refinements).

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Available Refinements

- Contract Manager
- Supplier Name
- Department Name
- NIGP Item
- Start Date
- End Date



STEP 6

All contracts, tied to active CPAs are listed in the table.

Contract Detail					
Contract					
Contracts					
<input type="checkbox"/>	Supplier Name	Contract Manager	CPA	PO Number	Department Name
<input type="checkbox"/>	FLEETFORCE LLC DBA FLEETFORCE TRUCK DRIVER TRAINING	Phillips, Christine	71785	72004	OPERATIONS
<input type="checkbox"/>	SUFFOLK CONSTRUCTION COMPANY INC	DeLoatche, Matthew William (Matt)	69322	67766	PLANNING & DEVEL
<input type="checkbox"/>	ARTHUR J GALLAGHER & CO	Reyes, Chris Maria	70726	70210	NONE
<input type="checkbox"/>	ARTHUR J GALLAGHER & CO	Reyes, Chris Maria	70726	70933	ENTERPRISE RISK M
<input type="checkbox"/>	SUFFOLK CONSTRUCTION COMPANY INC	DeLoatche, Matthew William (Matt)	69322	69327	PLANNING & DEVEL
<input type="checkbox"/>	TURBO IMAGES CORP	Edwards, Justin Khalid	69996	72160	MARKETING
<input type="checkbox"/>	ARTHUR J GALLAGHER & CO	Reyes, Chris Maria	70726	70211	NONE
<input type="checkbox"/>	ARTHUR J GALLAGHER & CO	Reyes, Chris Maria	70726	70702	ENTERPRISE RISK M
<input type="checkbox"/>	TURBO IMAGES CORP	Edwards, Justin Khalid	69996	70074	MARKETING
<input type="checkbox"/>	BANK OF AMERICA	Grandich, Frank Tony	62255	71464	HUMAN RESOURCE

STEP 7

Review and download copies of executed contracts, bid tabulations, certificates of insurance, renewal memos/letters, and other related documents by clicking on the CPA number.

Attachments Table									
Seq	Title	Type	Description	Category	Last Updated	Copy	Update	Dele	
3	INACTIVATED PURCHASING SITE	Short Text		To Buyer	07-Feb-2019				
4	W-9	File		To Buyer	29-Oct-2019				
5	VERIFICATION	Short Text		To Buyer	29-Oct-2019				
6	REQUEST FOR PURCHASING SI...	File		To Buyer	29-Oct-2019				
10	Agenda Summary.pdf	File	Agenda Summary.pdf (Size :478556)	Documents	10-Nov-2022				
20	Executed Contract - Supplemental ...	File	Executed Contract - Supplemental ...	Documents	10-Nov-2022				
30	CEO Renewal Letter	File	Approved 12/7/2023	Documents	18-Dec-2023				
40	Contract Extension	File	Sourcewell Contract Extension	Documents	18-Dec-2023				

Notes

Note to Supplier **THIS IS NOT A PURCHASE ORDER**CPA for Internal Tracking Purposes Only**Supplemental Contract & Issuance of PO's for Public Safety Video Surveillance w/Related Equipment, Software, & Acces
 Board Approval: 11/3/2022
 Term: 11/3/2022 - 2/21/2024
 Renewal Options: 1, 1-year
 Renewal Term: 2/22/2024 - 2/21/2025

HELPFUL TIP

For quick reference, Procurement Agents add the contract term and renewal periods, when exercised, to the CPA Notes section.

Contract Management

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STEP 8 Review invoices and payments by clicking on the Purchase Order (PO) number.

Standard Purchase Order 72701

Search

Header | Lines | Schedules | Distributions

Operating Unit: HCAA
 Status: Approved, Reserved
 Supplier: CARAHSOFT TECHNOLOGY CORPORATION
 Supplier Site: HQ
 Supplier Contact:
 Communication Method: Print, Fax, E-Mail: Ashley.Schmidt@carahsoft.com

Terms

Bill To Location: OFFICE-HCAA
 Payment Terms: NET 30
 Pay On Receipt: No
 Acknowledge By:
 Required Acknowledgment: None

Default Ship-To Location: CENTRAL WAREHOUSE
 Ship Via:
 Freight Terms: PAID
 FOB: DESTINATION
 Transportation Arranger:
 Creation Date: 19-Jun-2024 07:55:14
 Total: 135,436.00 USD
 Buyer: Torres Cordova, Damaris
 Description: Advanced Government Edition PaymentWorks
 Confirming Order: No

Actions: Manage Order Notes, View Tax, View Related Contracts, View Acknowledgments, View Acquisition Cost, View Action History, View Approval Work Flow, View Change History, View Contract Terms, View Invoices, View PDF, View Payments, View Receipts, View Requisitions, View Revision History, Update with Excel, View Excel Import Status

Use the Actions dropdown menu to choose View Invoices, Payments, Requisitions, and more. Make your selection then click Go.

HELPFUL TIP

Invoices, Payments, Requisitions, etc. will open in a new window, use the x close it.



Requisition Summary: Standard Purchase Order 72701

OU	Request	Line	Item/Job	Rev	Description	Category	Qty	Unit Price	Needed	Status	Currency	Total Amount
HCAA	66393	1			Year 1 - SIM Advanced Government Edition PaymentWorks, Inc. - X-Sim-Advanced-Tier16r-756	OTHER EXPENSE-MISC OTHER EXPENSE			14-Jun-2024 00:00:00	Approved	USD	45,276.00
HCAA	66393	2			Year 1 - State Onboarding Services excluding ERP integration, one-time fee	OTHER EXPENSE-MISC OTHER EXPENSE			14-Jun-2024 00:00:00	Approved	USD	14,700.00
HCAA	66393	3			Year 2 - SIM Advanced Government PaymentWorks, Inc. X-Sim-Advanced-Tier16r-756	OTHER EXPENSE-MISC OTHER EXPENSE			14-Jun-2024 00:00:00	Approved	USD	45,276.00
HCAA	66393	4			Year 3 - SIM Advanced Government (prorated for 8-month subscription) PaymentWorks, Inc. - X-Sim-Advanced-Tier16r-756	OTHER EXPENSE-MISC OTHER EXPENSE			14-Jun-2024 00:00:00	Approved	USD	30,184.00

Data in light blue font will open additional details.

Open attachments

Status: Approved
 Change History: No
 Urgent Requisition: No
 Attachment: Note to Buyer

Attachments

Seq	Title	Type	Description
10	quote	File	2024-06-04 13:40:00 Carahsoft - PaymentWork More

Requisition 66393

Description: PaymentWorks Year 1-3
 Created By: Di Domenico White, Ana Elizabeth
 Creation Date: 12-Jun-2024 12:41:59
 Deliver-To: HILLSBOROUGH CO AVIATION AUTHORITY Email: payables@tampaairport.com PO BOX 22287 Tampa, Florida, FL 33622
 Justification:
 Notify me with status updates for my Purchase Order

Status: Approved
 Change History: No
 Urgent Requisition: No
 Attachment: Note to Buyer

Details

Line	Item Number	Description	Need-By	Deliver-To	Unit Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Price	Amount (USD)	Details	Order Number	Notes
1		Year 1 - SIM Advanced Government Edition PaymentWorks, Inc. - X-Sim-Advanced-Tier16r-756	14-Jun-2024 00:00:00	OFFICE-HCAA		0.0		0		45,276.00		72701	View / Manage
2		Year 1 - State Onboarding Services excluding ERP integration, one-time fee	14-Jun-2024 00:00:00	OFFICE-HCAA		0.0		0		14,700.00		72701	View / Manage
3		Year 2 - SIM Advanced Government PaymentWorks, Inc. X-Sim-Advanced-Tier16r-756	14-Jun-2024 00:00:00	OFFICE-HCAA		0.0		0		45,276.00		72701	View / Manage
4		Year 3 - SIM Advanced Government (prorated for 8-month subscription) PaymentWorks, Inc. - X-Sim-Advanced-Tier16r-756	14-Jun-2024 00:00:00	OFFICE-HCAA		0.0		0		30,184.00		72701	View / Manage

Contract Management

COMMAND CENTER NAVIGATION GUIDE



STEP 9

For data analysis or reporting purposes, download the table by clicking on the 3 dots in the upper right corner. Table downloads in .csv format.

Contracts					
<input type="checkbox"/>	Supplier Name	Contract Manager	CPA	PO Number	Department
<input type="checkbox"/>	CARASOFT TECHNOLOGY CORPORATION	Conza, Anthony Frank	72692	72701	INFORM
<input type="checkbox"/>	PRESSPAGE INC	NOT FOUND	72948	72942	INFORMATION TECHNOLOGY
<input type="checkbox"/>	DABICO AIRPORT SOLUTIONS INC	NOT FOUND	72933	72962	PROCUREMENT
<input type="checkbox"/>	PARKING GUIDANCE SYSTEMS LLC	NOT FOUND	72916	72931	MAINTENANCE CONTINGENCY
<input type="checkbox"/>	ACOUSTI ENGINEERING CO OF FL	NOT FOUND	72901	72924	MAINTENANCE CONTINGENCY
<input type="checkbox"/>	ASSA ABLOY ENTRANCE SYSTEMS US INC	Wilson, Jesse Walter Jr	72838	72844	PLANT
<input type="checkbox"/>	CIRCUIT BREAKER SALES LLC	Wilson, Jesse Walter Jr	72792	72789	SYSTEMS
<input type="checkbox"/>	SUNSHINE ENTERPRISE USA LLC	Greif, Morgan Gray	72780	72785	PLANNING & DEVELOPMENT
<input type="checkbox"/>	SUNSHINE ENTERPRISE USA LLC	Di Domenico White, Ana Elizabeth	72783	72807	INFORMATION TECHNOLOGY

