

## **IDPH SharePoint Service Contract System Overview**

### Purpose:

The Iowa Department of Public Health (IDPH) utilizes a SharePoint Web-based document library system for the electronic management of most IDPH contracts and related documents. The intent of an electronic system is to reduce barriers, processing delays, costs, and increase timeliness for competitive selection application and service contracting with IDPH. The SharePoint system also meets IDPH requirements of information security, document movement and user access permission levels.

This SharePoint system provides multiple benefits to our contractors which include:

- Electronic distribution of contractual documents to contractors by IDPH.
- Electronic signature on legal and financial documents by contractor and IDPH.
- Single posting of business requirement documents for future IDPH funding applications.
- Shared electronic expenditure reports with the contractor, IDPH program staff and financial staff.

### Contract Management in SharePoint:

The IDPH SharePoint Service Contract system is used for service contracts that are awarded to contractors following a competitive selection process. This system provides for real-time management of documents by IDPH and contractor staff. Examples of available functions include the execution and maintenance of IDPH service contracts, associated amendments, expenditure reports, contractually required reports as well as contractor related documents such as the business organization information.

A contractor's site may contain multiple contracts. For each contract the contractor has with IDPH, a contract library will be created within the site. All reporting and management activities pertaining to a specific contract such as submitting progress reports and expenditures will occur within that specific contract library.

### Establishment of Contractor Sites:

IDPH establishes a single and unique SharePoint Service Contract site for each contractor (agency or entity) which is awarded funding following a competitive selection process. A single distinct URL is created for each legal contractor as identified on the IDPH contract face page.

Each agency must complete a "SharePoint User Memorandum of Understanding (MOU)". This MOU will establish access and the level of user authorization for individuals designated by the contractor to the contractor's SharePoint site.

The MOU will provide access authorizations to specific individuals to legal, contractual and financial documents associated with IDPH service contracts. One MOU is to be completed per contractor, identifying specific individuals and their level of authorization within the SharePoint system for access to each contract the contractor holds with IDPH.

Contractor Access:

Individuals that have been identified as Authorized User(s) in the SharePoint User MOU from the contractor will receive the URL address specific for the contractor site they are authorized to access in a letter from IDPH sent via US Postal Service delivery. Contained in this same letter will be that individual's unique username for the system which will be used to log-in. Very soon after you receive this letter in the mail, a unique password will be emailed to the user's email address from [sharepoint@idph.iowa.gov](mailto:sharepoint@idph.iowa.gov). This authorized user will now be able to log-in the IDPH SharePoint Service Contract System and access to the contractor site and any contracts that have been uploaded.

If you have any questions, please contact Stacey Hewitt at [stacey.hewitt@idph.iowa.gov](mailto:stacey.hewitt@idph.iowa.gov) or John McMullen @ [john.mcmullen@idph.iowa.gov](mailto:john.mcmullen@idph.iowa.gov). Thank you.