

## MissouriBUYS Contract Board Information

Welcome to the MissouriBUYS Contract Board! The Contract Board enables users to easily view awarded contract information.

In the coming months, the Contract Board will expand significantly. Initially, the Division of Purchasing will be adding its existing base of awarded contracts to the Contract Board along with new contracts it awards after July 2016. As development of this new tool continues, contracts awarded by state agencies will also be accessible on the Contract Board.

During the Division of Purchasing's transition to the MissouriBUYS Contract Board, awarded contract information will continue to be available as follows:

- **AGENCY CONTRACTS:** The listing of all contracts awarded by Purchasing called "Agency Contracts" will continue to be posted on Purchasing's website at <http://oa.mo.gov/purchasing/agency-information> (Excel file, "Agency Contracts").
- **STATEWIDE CONTRACTS:** Statewide Contract Listing and Notifications will continue to be posted on Purchasing's website at: <http://archive.oa.mo.gov/purch/contracts/>.
- **PUBLIC RECORD INFORMATION:** Public record information regarding Division of Purchasing awarded contracts (including the solicitation documents, awarded and non-awarded solicitation responses, evaluation documents, and contract documents) is accessible by clicking on the 'Awarded Bid and Contract Document Search' on Purchasing's website at <http://oa.mo.gov/purchasing/bidding-contracts/awarded-bid-contract-document-search>.

### Conducting a Search on the Contract Board

Filter mechanisms are available to narrow your search for a contract on the Contract Board including the Department Filter, the Commodity Filter, and the Keyword Filter as described below:

**DEPARTMENT FILTER** – By default, all contracts published on the Contract Board will appear. To search for a contract issued on behalf of a specific state agency, click on the down arrow in the **Department** filter and select the name of the agency. Click **Find**.

Please note: During the state's transition to utilizing the Contract Board to post all state contracts, although users will be able to click on the name of a state agency in the drop down, contracts may not yet be posted on the Contract Board for the individual state agency.

Contract Board

Filter the Board By:

Department:

Commodity:

Keyword:

Contract Number	Contract Name	Department	Vendor	Start Date	End Date
C315066005	Advertising Services	State of Missouri - Stage	Elasticity LLC	March 01, 2015	February 27, 2017

**COMMODITY FILTER** – When utilizing the **Commodity** filter to conduct a search for a contract, click on the magnifying glass. The **Commodity Selection** screen will appear. Users can enter a **Keyword** to conduct a **Category Search** or enter an UNSPSC Commodity Code in the **Code** field and click **Search**.

Contract Board

Filter the Board By:

Department:

Commodity:

Keyword:

Commodity Selection

Category Search:

Keyword:

Code:

Using the right sidebar in the **Search Results** box, you can scroll down through the commodity descriptions and codes that match the keyword or code entered. When you find the UNSPSC commodity code/description you are searching for, clicking on the hyperlink for the code will populate the description/code in the **Commodity** filter field. Then, click **Find** and contracts associated with the applicable code(s) will populate on the Contract Board.

Contract Board

Filter the Board By:

Department:

Commodity:

Keyword:

Category Search:

Keyword:

Code:

Please click on the Commodity Category that you wish to select

**Search Results**

[Information Technology Broadcasting and Telecommunications \(43000000\)](#)

[Software \(43230000\)](#)

[Information Systems \(43000000\)](#)

To return to the main Contract Board screen, hit **Cancel** at the bottom of the **Commodity Selection** screen.

**KEYWORD FILTER** – To conduct a search using the **Keyword** filter, enter your keyword and click **Find**. Contracts matching your keyword will populate on the Contract Board.


Contract Number	Contract Name	Department	Vendor	Start Date	End Date
C315066005	Advertising Services	State of Missouri - Stage	Elasticity LLC	March 01, 2015	February 27, 2017

Click **Reset** to clear the search filters to begin a new search.

### **Information Available on the Contract Board**

Clicking on the **Contract Number** hyperlink for a specific contract will populate the **Contract Summary** screen. The **Contract Summary** screen includes the following sections: **General Information, Pricing Information, Contractor Information, Commodity Information, Contract Authorization, Contract Period** and **Contract Documents**. (Note: The Total Value field in the Pricing Information section is undergoing a revision; consequently for now the field may be reflecting both numbers and letters.)

The remaining five data fields on the Contract Board (i.e. **Contract Name, Department, Vendor, Start Date,** and **End Date**) will populate the appropriate information for each specific contract. The information in these columns does not contain a hyperlink.

Please note that the arrows  in each data field will enable you to sort the data in each column alphabetically or by date and in reverse order.

Contract Number	Contract Name	Department	Vendor	Start Date	End Date
-----------------	---------------	------------	--------	------------	----------

Please note: In order for Division of Purchasing or other state agencies to migrate their existing contracts to MissouriBUYS to show up on the Contract Board, those contractors must first be registered in MissouriBUYS. As a vendor, if you have an existing contract with the State of Missouri and you are not registered in MissouriBUYS, please take the steps now to register your organization in MissouriBUYS by going to [MissouriBUYS](#) and clicking on the **Register** button. Be sure to register the name and address that appears on your current contract(s).