MissouriBUYS Contract Board Information  
(Updated May 25, 2018)

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

The MissouriBUYS Contract Board was activated in July 2016 and contains the Division of Purchasing’s (Purchasing) awarded contracts along with contracts awarded by many of the state agencies. Awarded contract information is available as follows:

- **AGENCY CONTRACTS:** Contracts awarded by Purchasing for state agencies are posted on the MissouriBUYS Contract Board. Contracts bid and awarded by state agencies under their delegated purchasing authority are also posted on the MissouriBUYS Contract Board.

- **STATEWIDE CONTRACTS:** All Statewide Contracts awarded by Purchasing can be found on the MissouriBUYS Contract Board contract listing along with its associated contract documents. A statewide contract notification summary document for each statewide contract is available by selecting the ‘Statewide Contract Search’ button located at the top of the Contract Board or by selecting the ‘Statewide Contract Search’ link on Purchasing’s website at [https://archive.oa.mo.gov/purch/contracts/](https://archive.oa.mo.gov/purch/contracts/).


**Conducting a Search on the Contract Board**

The Contract Board has been enhanced with improved filters and searching capabilities, including being able to search by commodity codes or partial commodity codes.

If you know the contract number or the name of the vendor/contractor for which you are searching, enter the contract number or contractor’s name in the Search field and contracts matching your search criteria will populate.
Filter mechanisms are available to narrow your search for a contract on the Contract Board including the Status Filter, Type Filter, Organizations Filter, and the Commodities Filter as described below. Once a filter is used, you may choose another filter to narrow your search further. You can also search within the filters by bid number, commodity code, commodity name or title of solicitation.

**Status Filter** – Choosing ‘Expired’ will populate contracts that have expired. Selecting ‘Active’ will only list the current active contracts. Using the ‘Issued’ filter will populate contracts established that are not yet active.

**Type Filter** – When the MissouriBUYS Contract Board went live, ‘Piggyback’ was the only available indicator to identify the State of Missouri’s statewide contracts that are open to the state’s Cooperative Procurement Program members to use. ‘Co-Op Contracts’ has subsequently been added as a selection to identify these contracts. The state is currently in the process of switching all ‘Piggyback’ contracts to ‘Co-Op Contracts’ since that terminology is more consistent with the state’s.

**Organizations Filter** – By default, all contracts published on the Contract Board will appear. Selecting ‘State of Missouri’ will populate statewide contracts issued by Purchasing as well as contracts issued by Purchasing on behalf of state agencies. To search/ filter for a contract issued by a state agency, click on the box next to the name of the applicable agency/ organization.
Please note: The transition to utilizing the Contract Board to post all state agency contracts is on-going. Therefore, users will be able to select the name of a state agency/organization; however, all contracts may not yet be posted on the Contract Board for the individual state agency.

**Commodities Filter** – To search for a contract by commodity, enter the UNSPSC commodity code or the commodity name in the search field. Any codes matching your search criteria will populate. Please note that the State of Missouri is using Version 17 of the UNSPSC commodity code set. A PDF of the Version 17 codeset is available on the MissouriBUYS website ([https://missouribuys.mo.gov/](https://missouribuys.mo.gov/)) under Resources.

When using the available filters to narrow your search, UNSPSC commodity categories will populate in the ‘Commodities’ filter box when the number of possible commodity categories associated with the contract search criteria entered is under 50 (as shown below).
Please note that there is also a ‘Sort Results By Relevance’ drop down feature where you can sort by Ascending or Descending for Start Date, Expiration Date, Vendor Name and Contract Title.

Click **Clear filter** to clear the search filters to begin a new search.

**Information Available on the Contract Board**

Once you find the contract you want, clicking on the **Contract Number** or **Contract Title** hyperlink for the contract will populate the **Contract Summary** screen.
From the Summary page you can see the contact information, contract period, buyer information, catalog items if a catalog has been created, commodity code information, authorized organizations who are able to use the contract, any distributors and any attachments.
In most cases, Purchasing attaches the awarded contracts on the MissouriBUYS Contract Board including any subsequent contract amendments.

Please note: In order for Purchasing or other state agencies to complete the migration of 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).

Icons associated with the Contract Board are:

- **Active Contract**
- **Expired Contract**
- **Contract Expires Soon**
- **Scheduled Amendment to the Contract**
- **Piggyback Contract** (the state is in the process of transitioning from this initial sole term to the newly available ‘Coop Contract’)

**Co-op**

- **Coop Contract** (generally Statewide contracts)
The title bar on the Contract Board has the following icons:

- View All Public Contracts
- Return to Contract Dashboard
- Log into WebProcure