

## INSTRUCTIONS FOR COMPLETING THE VENDOR/FI-84 CONTRACT

### INFORMATION REGARDING CONTRACT NUMBERS:

1. **The Bureau of Contract Management (BCM) Numeric Logging System:** BCM initially assigns each new contract a unique BCM log number for purposes of identification and tracking through the contract process. The log number is located at the top left hand of the contract.
2. **Official State Contract Numbers for Completed Vendor Contracts:** State Finance, at the Capitol, assigns numbers for vendor (commodities) contracts. The number is the unique identifier for each contract and is required and utilized for payments through USSDS and FINET. The contract number is located on the top right side of completed contracts. Note that the FINET system is generally used vendor contracts.

**THE INSTRUCTIONS ARE FOR PREPARATION OF A DEPARTMENT OF HUMAN SERVICE (DHS) VENDOR/FI-84 CONTRACT . THE NUMBERING WILL FOLLOW THE ITEM ORDER WITHIN THE STANDARD VENDOR/FI-84 CONTRACT BOILERPLATE.**

**THE INSTRUCTIONS FOR PREPARATION OF A DEPARTMENT OF HUMAN SERVICE (DHS) VENDOR/FI-84 CONTRACT ARE ON THE FI-84 VENDOR CONTRACT FORM LOCATED AT [http://www.hsofo.utah.gov/contract\\_forms.htm](http://www.hsofo.utah.gov/contract_forms.htm).**

### **KEY THINGS TO REMEMBER FOR SERVICE CONTRACT DRAFTS TO BE ACCEPTED BY BCM.**

1. All drafts must be sent to the BCM email address ([bcm@utah.gov](mailto:bcm@utah.gov)).
2. All attachments must be received the same business day the draft is emailed or the contract draft will be returned without being processed.
3. A W-9 form must arrive in BCM with the attachments. The W-9 needs to have a signature less than 1 year old.
4. If the contract is a sole source, the sole source must arrive as an attachment to the contract.