

## Searching DGS Statewide Contracts in SRM

Use this procedure to search for **materials** and **services** available on DGS Statewide Contracts in SRM (Supplier Relationship Management) system. Locating items on statewide contract allows Procurement Professionals:

- The direct purchase of materials and services from supplier(s) on contract at a negotiated price to the Commonwealth.
- With practical and convenient ordering methods

Some examples of materials and services on **DGS Statewide Contracts**:

- Catering Services
- Office Supplies – W.B. Mason
- IT Peripherals & Hardware
- VWR Lab Supplies

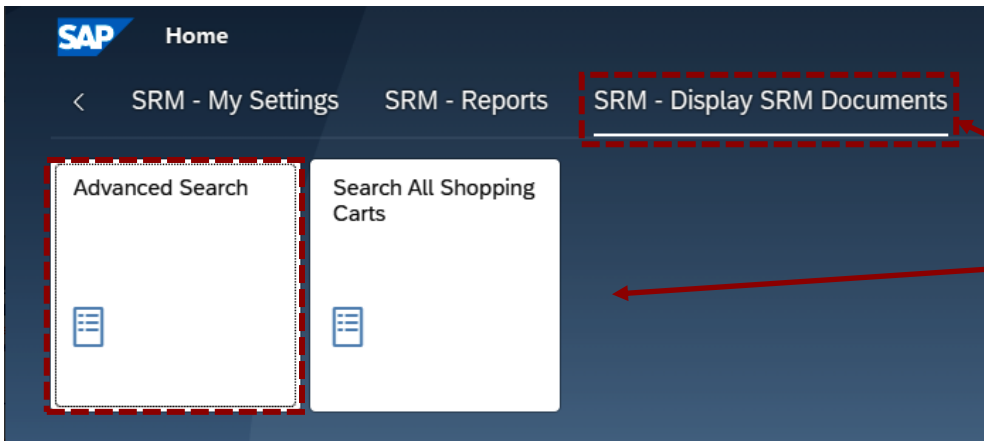
***Disclaimer:*** All screenshots used in this procedure are for example purposes only.

### To Access SRM:

**1.** Select the **Microsoft Window** and scroll down to select **Microsoft Edge**.  
a. In the web address field, type <https://www.myworkplace.pa.gov> and select the **enter** button.

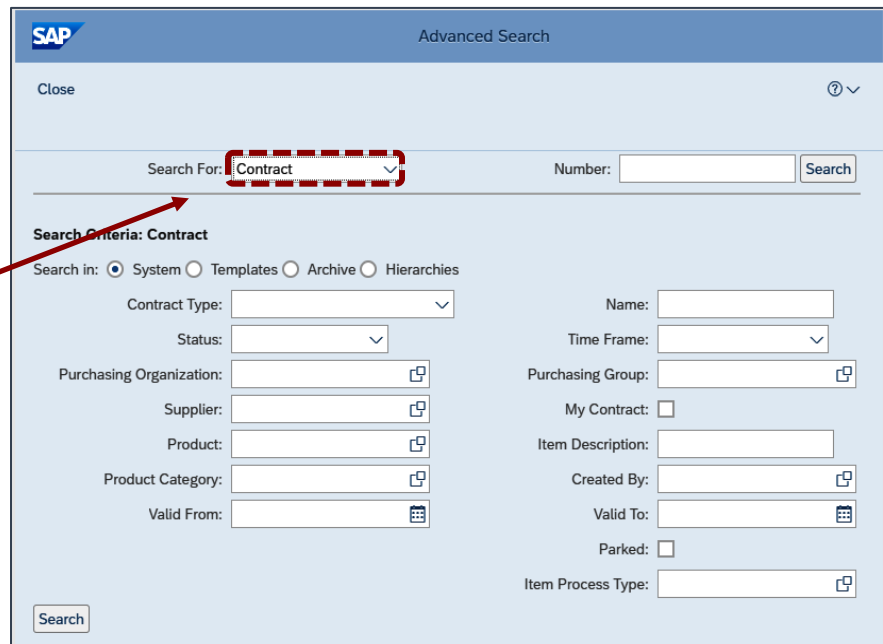
**2.** On the SAP Home screen, select the **SRM** link.

**3.** Select the **SRM**



4. Scroll down to **SRM – Display SRM Documents** section.
5. Select the **Advanced Search** Tile to search and locate itmes on **contract**.

6. On the **Advanced Search** screen, select the downward arrow next to the **'Search For'** field and select **Contract**.



**7. In the Search Criteria:**

**Contract section**, search by any of the search criteria, (e.g., Contract #, Contract Name, etc.).

a. Enter keyword **\*guard\*** in **Name search field** with an asterisk before and after,

b. Select the downward arrow next to the **Status field** and select **Released**.

*(Released means when a contract is fully executed and available for agencies to procure from.)*

c. Select the **SEARCH** button.

e. Searched results displays with available contracts to choose from.

• Select the hyperlinked **Contract Number** to view contract details.

Search Results: 29 Contracts						
Number	Name	Purchasing Organization	Valid From	Valid To	Supplier	Status
<a href="#">4400024560</a>	Security Guard Services	COPA Purchasing Organization	08/09/2021	08/03/2022	SECUREUS TECHNOLOGY APPLICATION INC	Released
<a href="#">4400024331</a>	Security Guard Services	COPA Purchasing Organization	04/12/2021	08/03/2022	AMERICANSECURITYANDASSETPROTECTIONGROUP	Released
<a href="#">4400023171</a>	Security Guard Services	COPA Purchasing Organization	01/12/2021	08/03/2022	P&M BRENNEMAN SERVICES LLC	Released
<a href="#">4400022590</a>	Security Guard Services	COPA Purchasing Organization	03/06/2020	08/03/2022	SECURITY RESOURCES OF PA LLC	Released
<a href="#">4400022267</a>	Security Guard Services	COPA Purchasing Organization	12/10/2019	08/03/2022	CLEARVIEW ASSET PROTECTION LLC	Released
<a href="#">4400022266</a>	Security Guard Services	COPA Purchasing Organization	12/10/2019	08/03/2022	SHEEPDOG PROTECTIVE SERVICES LLC	Released
<a href="#">4400021969</a>	Security Guard Services	COPA Purchasing Organization	10/05/2018	08/03/2022	ARMADA GLOBAL INC	Released
<a href="#">4400020779</a>	Guardian Forensic - Cross	COPA Purchasing Organization	01/22/2019	06/30/2023	GUARDIAN FORENSIC SCIENCES	Released
<a href="#">4400019619</a>	Security Guard Services	COPA Purchasing Organization	06/12/2018	08/03/2022	COSTA SECURITY SERVICES LLC	Released
<a href="#">4400019618</a>	Security Guard Services	COPA Purchasing Organization	06/12/2018	08/03/2022	TITANIUM SECURITY AND SURVEILLANCE	Released

f. Contract opens to defaulted **Overview** tab, displaying contract details,

- e.g.,
- Contract Number
- Contract Type
- Contract Description
- Supplier Number and Name
- Validity From/To period

g. The **Items** section contains **line-item** details:

- Product Category,
- Description
- Unit of Measure
- Price if available

The screenshot displays the SAP interface for an ITQ DGS Contract. The top navigation bar includes 'Close', 'Release', 'Edit', 'Copy', 'Check', 'Refresh', 'Renew', 'Print Preview', and 'Related Links'. The contract details are as follows:

- Contract Number: 4400019619
- Smart Number: Security Guard Services
- Contract Type: ITQ DGS Contract
- Status: Released
- Supplier: 475372 COSTA SECURITY SERVICES LLC
- Contract Owner: 701323 Sonya Schurtz

The **Overview** tab is selected, showing the following data:

- Contract Number: 4400019619
- Contract Type: ITQ DGS Contract
- Contract Description: Security Guard Services
- Smart Number: Security Guard Services
- Contract Owner: 701323 Sonya Schurtz
- Target Value/ Currency: 15,000,000.00 USD
- Release Value: 1,507,454.68 USD
- Basic Contract:
- Status: Released
- \* Supplier: 475372 COSTA SECURITY SERVICES LLC
- \* Valid From / To: 06/12/2018 - 08/03/2022
- \* Purchasing Organization: COPA Purchasing Organization
- \* Purchasing Group: YO3-1504-DGS BOP MAT

The **Items** section is expanded, showing a table of line items:

Line Number	Item Category	Item Number	Product ID	Description	Target Quantity	Option Status	Unit	Target Value	Price	Currency	Price Per	Price Unit	Reference Item Number	Product Category
<input checked="" type="checkbox"/>	1	Product Ca...	1	Level 1: U...	0.000			15,000,0...	0.00	USD	1	0		92120000
<input type="checkbox"/>	2	Product Ca...	2	Level 2: A...	0.000			15,000,0...	0.00	USD	1	0		92120000
<input type="checkbox"/>	3	Product Ca...	3	Level 3: A...	0.000			15,000,0...	0.00	USD	1	0		92120000
<input type="checkbox"/>	4	Product Ca...	4	Level 4: K...	0.000			15,000,0...	0.00	USD	1	0		92120000
<input type="checkbox"/>	5	Product Ca...	5	Level 5: S...	0.000			15,000,0...	0.00	USD	1	0		92120000



Write down the **Product Category, Unit of Measure (UOM), Price, Contract Number and Supplier** information. This information will be needed when a shopping cart must be created (e.g., **Describe Requirement Free Text Shopping Cart**).

SAP Display ITQ DGS Contract 4400019619

Close Release Edit Copy Check Refresh Renew Print Preview Related Links

Contract Number: 4400019619 Smart Number: Security Guard Services Contract Type: ITQ DGS Contract Status: Released Supplier: 475372 COSTA SECURITY SERVICES LLC

Contract Owner: 701323 Sonya Schurtz

Overview **Header** Items Notes and Attachments Conditions Approval Tracking

Basic Data Condition Hierarchy Notes and Attachments Output Document Totals Account Assignment Payment User-Specified Status

Basic

**Identification**

Smart Number: Security Guard Services  
 Smart Number is External  
 Contract Number: 4400019619  
 Contract Type: ITQ DGS Contract  
 Basic Contract:

**Currency, Values and Pricing**

\* Currency: USD  
 Display Currency/ Exchange Rate Date:    
 Target Value: 15,000,000.00 USD  
 Alert Release Value: 80 %  
 Release Value: 1,626,709.25 USD

**Organization**

\* Purchasing Organization: COPA Purchasing Organization  
 \* Purchasing Group: Y03-1504-DGS BOP MAT [Show Members](#)

**Service and Delivery**

Under/ Overdelivery Tolerance: 0.00 % / 0.00 %

**Dates**

\* Valid From / To: 06/12/2018 - 08/03/2022  
 Alert Expiration: 120 Day(s)  
 Non Standard Terms & Conditions:

**Status and Statistics**

Created On: 06/11/2018  
 Created By: P00458605  
 Closeout Status: None  
 Contract Name: Security Guard Services  
 Purchase Order Date:  
 \* Small Business Reserve: No  
 \* SDB/VBE Contract Compliance:

**Partner**

Details Add Send E-Mail Call Clear Filter Settings

Function	Exclude	Number	Name	Phone Number
<input type="radio"/> Vendor	<input type="checkbox"/>	475372	COSTA SECURITY SERVICES LLC	888-406-6661
<input type="radio"/> Responsible Employee	<input type="checkbox"/>	701323	Sonya Schurtz	
<input type="radio"/> Purch. Org. Auth. For Release	<input type="checkbox"/>	300697	DMVA P-Org	
<input type="radio"/> Purch. Org. Auth. For Release	<input type="checkbox"/>	300337	COPA P-Org	
<input type="radio"/> Purch. Org. Auth. For Release	<input type="checkbox"/>	300340	COR P-Org	
<input type="radio"/> Purch. Org. Auth. For Release	<input type="checkbox"/>	300342	DHS P-Org	
<input type="radio"/> Purch. Org. Auth. For Release	<input type="checkbox"/>	300343	LCB P-Org	
<input type="radio"/> Purch. Org. Auth. For Release	<input type="checkbox"/>	300345	PDT P-Org	

8. Select the **Header** tab, **Basic** sub-tab to find the **Partner** information.

- a. The **Partner** section shows the following:
- Vendor Info.,
  - DGS Commodity Specialist (managing the contract) and,
  - Purchasing Organizations that are permitted to issue Pos against the contract, (e.g., **DMVA, COPA, Corrections, DHS, LCB, PENNDOT**)

**9. Select the **Notes and Attachments** tab.**

**a. The **Notes** area contains all relevant information in the text fields.**

Contract Number: 4400019619 Smart Number: Security Guard Services Contract Type: ITQ DGS Contract Status: Released Supplier: 475372 COSTA SECURITY SERVICES LLC  
Contract Owner: 701323 Sonya Schurtz

Overview Header Items **Notes and Attachments** Conditions Approval Tracking

**Notes**

Add Clear

Assigned To	Category	Text Preview
Documen...	Header Text	Security Guard Services Invitation to Qualify (ITQ)New contract for 4 service categories:Level 1: Un...
Item01"L...	Item Text	Shall provide basic security guard duties and responsibilities which include, but are not limited to...
Item02"L...	Item Text	This category includes all duties and responsibilities identified for the Level 1 Guard, plus the ad...
Item03"L...	Item Text	This category includes all duties and responsibilities identified for the Level 2 Guard, plus the ad...
Item04"L...	Item Text	includes all duties and responsibilities identified for the Level 2 Guard, plus the ad...
Item05"L...	Item Text	is primarily responsible for oversight and management of security guard staff, respons...

**Attachments**

Add Attachment Edit Descrip

Assigned To	Category	Description	File Name	Version	Processor	Visible Internally only	Checked Out	Type
Document Header	Standard Attachment	CRP Costa Security Services LLC	CRP Costa Security Services LLC.pdf	1		<input type="checkbox"/>	<input type="checkbox"/>	pd
Document Header	Standard Attachment	Elec sign Costa Security Services 05	Elec sign Costa Security Services 05.03.18.docx	1		<input type="checkbox"/>	<input type="checkbox"/>	do
Document Header	Standard Attachment	Security Guard Terms and Conditions	Security Guard Terms and Conditions.pdf	1		<input type="checkbox"/>	<input type="checkbox"/>	pd

**b. Additional information may be contained in the Attachments section, (e.g., Terms and Conditions, CRP)**

This completes searching for material and services on DGS Statewide Contract in SRM.