



Division of Purchases

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INTERNAL GUIDANCE DOCUMENT: ESTABLISHMENT OF NEW AGENCY CODES AND LINE SEQUENCES IN RIFANS THAT REQUIRE UPDATES TO AND/OR TRANSITION OF EXISTING BLANKET/CONTRACT PURCHASE AGREEMENTS¹

- Agency to work with Accounts & Control to establish correct RIFANS workflow hierarchies, establish requisitioner responsibilities with access to new accounts, and establish invoice approver workflows for new accounts as required.
- Agency must notify Division of Purchases that a new agency code and line sequences are being established in RIFANS that will impact existing Blanket/Contract Purchase Agreements (i.e., require existing Agreements to be transitioned over to new codes/LIS).
 - o Agency must confirm new agency name, new agency code, and LIS via written notification to Purchases.
 - o Purchases to submit an IT ticket requesting establishment of realm codes in RIFANS that align with new agency name, agency code, and line sequences.
- Agency compiles a list of impacted Blanket/Contract Purchase Agreements.
 - o List must include Purchase Agreement Number, Vendor Name, Original Award Amount, Current Term Dates.
 - o Agency must work with agency legal counsel to determine whether any contract documentation is required to update contract party names (due to agency name change) and execute the same.
 - o Agency must notify any external contract partners of impending changes whereby new Purchase Orders/Agreements may be issued.
- Agency must close out any open Blanket/Contract Releases and enter new releases once new agency codes and LIS are available in RIFANS (including MPA releases).
 - o Prior to closing out releases, agencies must ensure that the billed amount equals the received amount. Failure to do so may result in the remaining closed balance not being added back to the agreed amount.

¹ For purposes of this guidance document only, it is assumed that all steps relating to request, review, and issuance of new agency code and associated LIS creation have already been completed in partnership with OMB, Accounts & Control, etc.

- Agency must close out any open Standard POs issued to prior agency and enter new requisitions for remaining PO balance once new agency codes/LIS are available in RIFANS. Agency must reference old PO Number in requisition and attach all original backup documentation and copy of old PO to new requisition.
 - o NOTE: Agency must collaborate and coordinate with Accounts & Control if there are any pending invoice payments for impacted Purchase Agreements and/or Purchase Orders (may not close out until payments are issued).

- Purchases opens an IT ticket with the agency list of Purchase Agreements attached requesting that DoIT update the agency code, realm code, and LIS for all awards.
 - o TIMELINE FOR COMPLETION: Allow 10 business days.

- If substantive change orders are required (i.e., date extensions, control value changes, etc.), agency must submit paper change order form and backup documentation detailing all applicable updates for each impacted Purchase Agreement.
 - o Purchases will process paper change orders once agency/realm code and LIS updates are completed by DoIT in accordance with standard processing procedures/timelines.