**ITT72-Related Contract Module Data Points – FY 2024**

After the library signs the vendor contract, a Contract Record must be created in EPC to list all of the bidding and contract details, as well as a copy of the signed contract. To locate the Contract Module, log into EPC, and click on the library name at the top of the Landing Page. Then select “Contracts” on the top row task bar:



Next, select “Manage Contracts” in the top right corner of the page, then “Add a New Contract”:



**Reminder**: Except for the ITT72 Form 470 #, all of the data in your EPC Contract Module will be derived from your Mini-Bid procurement and contract information.

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| **Field Name:** | **Comments/Answers:** |
| **Contract Nickname** | This is a nickname the applicant assigns to their vendor contract - Make it a good one! For example, 2024-VendorName-Data Transmission [FY-Vendor Name-Service Type] |
| **Contract Number - Optional** | Many contracts wouldn't have a contract number, but if yours does, you can insert it here. |
| **Contract ID Number** | Assigned by EPC |
| **Do you wish to upload your contract?** | Upload a copy of your signed vendor contract, because if you don’t, PIA will ask for it during their review. This will be the contract resulting from your ITT72 mini-bid procurement. |
| **Is this contract based on a State Master Contract?** | Select **YES** if using ITT72 |
| **Is this contract based on a Multiple Award Schedule?** | Select **YES** if using ITT72 |
| **Can other applicants piggy-back off this contract?** | Select **NO** if using ITT72 |
| **Was a Form 470 posted for the product/services you are requesting?** | Select **YES**. A 470 was posted when the main IT772 contract was bid. |
| **How many bids were received?** | List the **# of bids** you received from vendors during your IT772-mini-bid procurement. |
| **Was the 470 posted prior to FY 2016?** | Select **NO**. The current ITT72 Form 470 was posted in 2020. |
| **Form 470 #** | To search, first clear your BEN number. Then enter **200018855** in the Search by FCC Form 470 box. |
| **Account Number - Optional** | Optional |
| **SPIN** | List the **SPIN number** of the vendor with whom you signed a contract. (9-digits, starts with 143XXXXXX) |
| **Is this a multi-year contract?** | This can be **YES** or **NO**, depending on the term you specified.  |
| **What was the date you awarded your contract?** | List the date you signed your vendor contract resulting from the ITT72 mini-bid procurement. |
| ***Contract Expiration Date - not in Contract Module*** | Note: The Contract Module does not ask for the Contract Expiration Date. Instead, you must enter it when you create your FRN in the Form 471. The expiration date will vary based on whether you signed a multiyear contract or not, and when the initial term of the contract expires if you did sign a multiyear contract. For example, a contract with a 3 year initial term would have a contract expiration date of 6/30/2027 if services start 7/1/2024. |
| **Does this contract include voluntary extensions?** | This can be **YES** or **NO**, depending on the term you specified and whether you asked for voluntary extensions. |
| **Is there a statute, rule, or other restriction which prohibits publication of the specific pricing information for this contract?** | Select **NO.** There is no such statute or rule in MA that prohibit the release of your contract prices. |