

CT Annual Renewals

Process and Procedures

(screenshots)

CT Renewals Fiscal Year 2026

The following screenshots are to be used to ensure all edits/changes are completed prior to submission of CT renewals. CT Renewals are made monthly throughout the year. Procurement or the VCFMS helpdesk can be contacted with questions regarding the CT renewal process.

During the transition from one fiscal (FY) to another, the following are added edits that must be done on the header of the renewing CT document. This ensures that the system can place the encumbrance in the correct FY budget.

June through July (additional edits)

The following edits should be done during the transition of one FY to another. This normally happens mid-June through mid-July. Notifications will be sent out as to when to use these edits:

Record Date: this is the date this procurement document starts.

Budget Year: this is the year of budget approval.

Fiscal Year: this is the approved fiscal year.

Period: this is the period of the fiscal year – normally 1 indicates the first month of the FY

	 General Information 		
	Transaction Name	Record Date	Budget FY
	ILOBBY-CORPORATE LICENSE	07/01/2025	2026
	Fiscal Year Period	* Transaction Description	Actual Amount
$\left(\right)$	2026	ILOBBY ANNUAL CORPORATE LICENSE 7/6/2024-7/5/20	\$2,399.88

Continue with the following instructions for the remainder of CT Renewal edits.

The following CT edits are done on all CT renewals – both at FY crossover and during the fiscal year.

<u>Header</u>

Areas that should be reviewed and/or updated. Start with the Header, noted on the far left of the top of your screen.

2	Header O	Renewal Period (1)	0	Accounting Distribution @	Vendor (1)	۲	Business Type	0	Commodity (1)	0	Commodity T & C	0	Accounting (1)	0	Posting (1)	Sub Vendor G	•	
		Line Number		Distribution %	Legal Name ILOBBY CORP	ą	Business Type Regular Vendor	Q	Commodity 9204520	ą	Name .	ą	Line Amount \$2,399.88	ą		Legal Name	1 ^	 >

Header - General Information Tab -

Record Date: this is the date this procurement document starts. Budget Year: this is the year of budget approval. Fiscal Year: this is the approved fiscal year. Period: this is the period of the fiscal year – normally 1 indicates the first month of the FY Budget Fi Transaction Name ILOBBY-CORPORATE LICENSE **=** 2026 07/01/2025 * Transaction Description Fiscal Year Period Actual Amount 32,399.88 ILOBBY ANNUAL CORPORATE LICENSE 7/1/2025 - 6/30/ Transaction Name - this can be the name of the vendor and the service being provided. Transaction Description – this can be the name of the vendor and the service being provided. If there

is a contract involved, please add – COV XXXX (contract number)

	Transaction Name	Record Date	Budget FY
0	ILOBBY-CORPORATE LICENSE	07/01/2025	2026
	2026 1	Transaction Description ILOBBY ANNUAL CORPORATE LICENSE 7/6/2024-7/5/20	Actual Amount \$2,399.88
	Reporting 1	Reporting 2	Reporting 3
	STANDARD	NGP	民
	Standard Requisition	Non-Green Procurement	
	Roll Lapse 1		

Header – Procurement Details

Begin Date and Expiration Date – This should be the full term of the agreement/renewal.

Procurement Folder Procurement Type	Procurement Type ID
828303 Below Threshold	10
Confirmation Order -	Allow Partial Receipts Yes
Original Not to Exceed Amount Not to Exceed Amount \$0.00	Encumbered Amount
Outstanding Amount Total Amount of Changes \$0.00 \$0.00	Original Begin Date Original Expiration Date
Award Status Expiration Date Active 07/01/2025	Authorization Award Number -

Header – Procurement Personnel

Issuer Id – Replace SCHED1 with the employee ID of the person 'updating' this CT renewal Requestor ID/Requestor Name – Replace SCHED1 with the employee ID of the person using/responsible for this CT. If the requestor does not have access to VCFMS you will get an error. If this happens, please replace Sched One with their name as the Requestor Name. If you need to type in their name you will need to update the Phone and Email address.

Phone: Add the contact number for the Requestor Name.

Email: Add the email address for the Requestor Name.

Buyer: This is the Buyer for this CT – Please reach out to your buyer if this does not populate correctly. Noted below are instructions on how to Reset Buyer.

 Procurement Person 	nnel					
 Issuer ID		(Requestor ID	(Requestor Name Sched One	
Sched One 805.654.3117	u.,					
eric.umeda@ventura.org						
805.654.3117	Extension		eric.umeda@ventura.org		Requesting Department	B
Team ID			Buyer		Award Officer Name	
-		\subseteq	MELISSA LORENZEN 805.662.6886			
Dhana	Estantia		Melissa.Lorenzen@ventura.org			
Phone	Extension		Email			
A Show Less						

You may need to 'Reset Buyer'. To do so, in the upper right hand corner click on the three buttons located next to attachments. Scroll down and click on Reset Buyer.

<	Header	Renewal Period Line Number 1	(1)	Accounting Distribution Distribution .	Vendor (1) Legal Name ILOBBY CORP	0	Business Type Business Type Regular Vendor	•	Commodity (1) Commodity 9204520	0 1	Commodity T & C Name	•	Accounting (1)	Posting (1)	Su Leg	b Vendor gal Name	●■	~ >
																		Attachments
	reated By: SCHED1 Cre	ated On: 05/06/2025 M	lodified By: 12	4751 Modified On: 05/09/202	1											Related Ad	tions	Related Pages
	,															Refresh Te	rms and Conditions	Procurement Folder
~ 1	General Information															Load Term	and Conditions	Matching Status
Tra	nsaction Name					Record Date	,						Budget FY					
ILC	BBY-CORPORATE LICENSE					07/01/202	5 🗰						2026			Ship/Bill 1	Lines	View Assembly Request
Fisc	al Year	Period				Transactio	n Description						Actual Amount			Load Acco	unting Profile	
20	26	1				ILOBBY AN	NUAL CORPORATE LICENSE	7/6/2	2024-7/5/20				\$2,399.88			Apply Tax	rofile	
Rep	orting 1					Reporting 2							Reporting 3			Reset Buye		
ST	ANDARD	E	1			NGP			B						民	\sim		

Click on **Reset Buyer** and the buyer should change to the buyer assigned to your Agency

Shipping/Billing Defaults

Make sure the correct code for both the Shipping Location and the Billing Location are correct. Shipping Method – this is always blank.

Free On Board – make sure this is 9 (for services)

Delivery Date – This should be the end date of the CT (Use the expiration date you used on the General Information Tab)

 Shipping/Billing Defaults 		
Cimpping Location	Shipping Method	Free On Board
AAA001	R	9
AREA AGENCI FUR ADINOVIEXED QUINTERS HEADQUARTERS 4651 TELEPHONMore		NA
Delivery Date	Additional Shipping Information	Billing Location
6/30/2026		AAA001
		ARCOUNTS PAYABLE
		BIOW TARTER CCS
	0/1500	
Additional Billing Information		

Renewal Period

The Renewal Period is the second tab noted on the top of your screen:

Header O	Renewal Period (1)	Accounting Distribution 🕥	Vendor (1)	Business Type	Commodity (1)	O Commodity T & C	Accounting (1)	Posting (1)	Sub Vendor	0	
	Line Number	Distribution %	Legal Name	Business Type Regular Vendor	Commodity 9204520	Name	Line Amount \$2,399.88	1	Legal Name	■ ^	>

On the blue bar you will see a white arrow. Click on this arrow to expand your options.

+ 8	C ~41 ■ ■		Ci
1 - 1 of 1 Re	cords	View per Page 20 50 100	< < Pagelof1 > >
	Line Number	Renewal Period Length Renewal Period Unit	Attachments
	1	1 Years 🗸	ø :
	Collapsed, Click to Expand		

If this CT is going to be renewed for an additional year – there should be information populated. These dates use the Begin Date / Expiration Date noted on the General Information tab and then adds one year.

If you need to change the Renewal Period. You will need to change the Renewal Period Length and the Renewal Period Unit. The example below shows us that we want the Renewal Period will be for one year, hence, Effective From is 07/01/2026 and the Expiration is 06/30/2027.

	Line Number		Renewal Period Length	Renewal Period Unit		Attachments
•				Years ~		
Notification Days Prior to Expiration		Effective From Expiration	n	Inactive Line		
60		07/01/2026 06/30/2	027	No	~	

<u>Vendor</u>

The Vendor tab is the fourth tab noted on the top of your screen.

Line Number Disbibilion 1: Legal Name Business Type Commodity Name Line Amount Legal Name	Header O	Renewal Period (1)	Accounting Distribution	Vendor (1)	Business Type 🥥	Commodity (1)	Commodity T & C	Accounting (1)	Posting (1)	Sub Vendor	
1 000V CODD 000V		Line Number	Distribution %	Legal Name	Business Type	Commodity	Name	Line Amount		Legal Name	>

On the blue bar you will see a white arrow. Click on this arrow to expand your options.

Vendor Customer	Legal Name	Modified	Attachments
VC00021117	ILOBBY CORP	No	0

Vendor – ensure the correct vendor id is being used.

Vendor Customer	Legal Name	Modified	Attachments
VC00021117	ILOBBY CORP	No	0
Vendor Discount			
Allan/DBA APPGEAR	Address ID Address ID E235 Yorket ST 1500 NOTEN YORK ON NOTEN YORK CA	Vendor Contact ID PC01 EL	
Vendor Contact Name ND PRINCIPAL CONTACT Show More	Contact Phone Vendor Contact Extension 855 545 6229		

Discount

This is where we convey our payment terms. County terms are normally NET 30.

	▼ VC00021117 🖳	ILOBBY CORP	No
	Vendor Discount		
2	Discount 1 %	Discount 1 Days	Discount Always 1
	0.0000	30	No
	Discount 2 %	Discount 2 Days	Discount Always 2
	Show More		
L	Discount 1% = 0	Days = 30	

Commodity

Commodity is the next (sixth) tab as noted on the top of your screen.

Header O	Renewal Period (1)	Accounting Distribution 🥥	Vendor (1)	Business Type	Commodity (1)	O Commodity T & C	Accounting (1)	Posting (1)	Sub Vendor		
	Line Number	Distribution %	Legal Name ILOBBY CORP	Business Type Regular Vendor	Commodity 9204520	Name	Line Amount \$2,399.88	ı	Legal Name	~	

On the blue bar you will see a white arrow. Click on this arrow to expand your options.

	Commodity Line	Commodity \$		Commodity Line Description	Line Amount	Modified	Attachments
• • •		9204520	B	PRENEWAL OF SOFTWARE LICENSE TO ILOBBY CORPORATE PACKAGE I	\$2,399.88	No	e :

CL Description – normally there are no changes to this area, however, if there are dates noted here then update accordingly. If you need additional space to describe what is being order/requested, please use the **extended description** field.

Line Type – should always equal SERVICE

Contract Amount – update this to the amount required for this renewal.

Service From and Service To dates – update this according to the timeframe that will be needed for this renewal – these dates should match the dates noted on the header>General Information Tab.

 ■ - 1 9204520 	民	PRENEWAL OF SOFTWARE LICENSE TO ILOBE	BY CORPORATE PACKAGE	\$2,399.88 No
General Information O References Shipping/Bil	ing Matching Retainage Tolerance			
Commedity Description MAINTENANCE AND LICENSE AGREEMENT SERVICES,	Service		Quantity 0.00000	
Purchase Unit	Issue Unit		Unit Price	
Cost-Plus Unit Price			\$0.00	
- Contract Amount	Service From	Service To	Extended Descri	iption
\$2,399.88	07/01/2025	06/30/2026	PACKAGE FORI VENTURA HUM AGING FROM J	A AS REQUESTED BY THE COUNTY OF IAN SERVICE AGENCY/AGENT ON AREA IULY 1, 2025, THROUGH June 30, 2026.
			IN ACCORDANC AGREEMENT D AMENDMENT T	2E WITH ILOBBY END USER LICENSE ATED AUGUST 22, 2018, AND ANY FHERETO.
			REFERENCE IL	DBBY INVOICE #INV20555 DATED 7/5/24
			290/4000	
Tax Profile	Shipping Charge		Inactive Line	
000	No	~	No	~
Item Sub Total \$2,399.88	Tax Amount \$0.00		Non-Reserved F \$2,399.88	unding Open Amount Total
 Show Less 				

You will notice two lines on the bottom right side of the Extended Description. You can expand the Extended Description to see all information by dragging this arrow down. When reviewing the Extended Description, be sure to update the dates of service appropriately.

Information that should be included: reference to price lists, agreements, contracts, enclosures and prior year procurement document ID.

Accounting

The next tab, Accounting, is the 8th (eighth) tab as noted on the top of your screen.

Header	O Ren	enewal Period (1)	Accounting Distribution	Vendor (1)	Business Type	Ocommodity (1)	O Commodity T & C	Accounting (1)	Posting (1)	Sub Vendor	
	Line 1	ne Number	Distribution %	Legal Name	Business Type Regular Vendor	Commodity 9204520	Name	Line Amount \$2,399.88		Legal Name	

On the blue bar you will see a white arrow. Click on this arrow to expand your options.

Image: 1	\$2,399.88 G001	R AAA	民 3501	民 2236	₿ GATV	E GFUN	🕄 No

Update as necessary.

Accounting Line φ Line Amount φ Fund	Department	Unit	Object	Activity	Function	Modified
 ■ ■ ■ 1 \$2,399.88 G001 	AAA 🖳	3501	2236	民 GATV 民	GFUN 民	No i
General Information Open/Closed Details Reference COA Payment I	Details					
Event Type PR05 DB	Accounting Template			* Line Description		
Budget FY	Fiscal Year Period					
Freight %	Reserved Funding			Debt ID		
0.0000	No	~				
Related Accounting Line						
Roll Lapse 1 No	Roll Lapse 2 No					
A Show Less						

Terms and Conditions

The next tab to review will be the Terms and Conditions. You will need to click on the blue arrow on the far right of the top of your screen. Terms and Conditions is the 11th (eleventh) tab on the header.

,	Renewal Period (1)	Accounting Distribution 🥥	Vendor (1)	Business Type	Commodity (1)	Commodity T & C	Accounting (1)	Posting (1)	Sub Vendor	Terms and Conditions
<	Line Number	Distribution %	Legal Name	Business Type	Commodity	Name	Line Amount	3	Legal Name	Name ···· >
				Regular Vendur	9204320	-	92,379.00	*	-	

These are terms and conditions/standard clauses that procurement adds to the procurement document to protect the County. These terms and conditions will vary depending on the services the vendor is performing for the County.

If there is **ST034** noted on this page, insurance is required. The Surety tab will need to be updated accordingly.

		ST031	Work Performed to Highest Stan	1	4	ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE HIGHEST STANDARDS PREVAILING IN THE TRADES.	06/23/2015	Optional	0	1
	•	ST032	Throughout Phases of Construct	1	5	THROUGHOUT ALL PHASES OF CONSTRUCTION THE CONTRACTOR SHALL KEEP THE WORKSITE CLEAN AND FREE FROM RUBBISH AND DEBRIS.	06/23/2015	Optional	0	:
	•	ST033	Remove Materials from Site	1	6	MATERIALS AND EQUIPMENT SHALL BE REMOVED FROM SITE AS SOON AS THEY ARE NO LONGER NECESSARY.	06/23/2015	Optional	0	:
2		ST034	Insurance	1	2	INDEMNITY AND INSURANCE REQUIREMENTS. POLICY LIMITS AND ENDORSEMENTS VARY AND ARE SPECIFIC TO THE SERVICES BEING PROVIDED. REQUIREMENTS ARE PROVIDED AND REVIEWED WITH EACH VENDOR PRIOR TO RELEASE OF THE PURCHASE ORDER. REQUIREMENTS INCLUDE, BUT ARE NOT LIMITED TO, GENERAL LABILITY, AUTO, WORKERS COMPENSATION, ADDITIONAL INSURED FOR GENERAL LABILITY, WAIVER OF SUBROGATION FOR WORKERS COMPENSATION, ETC.	06/23/2015	Optional	0	1
						VENDORS ARE REQUIRED TO MAINTAIN CURRENT CERTIFICATES OF INSURANCE ON FILE WITH THE COUNTY OF VENTURA, PROCUREMENT SURACE. 'COUNTY OF VENTURA AND SPECIAL DISTRICTS' SHALL BE LISTED AS INAMED INSURED. HAULIRE TO MAINTAIN AND PROVIDE NEW CERTIFICATES FOR REQUIRED INSURANCE COVERAGES, WITHIN 30 DAYS OF EXPIRATION, WILL RESULT IN CANCELATION OF PURCHASE ORDER. VENDOR IS HEREBY ADVISED NOT TO PROVIDE SERVICES TO THE COUNTY IF INSURANCE COVERAGE HAS EXPIRED.				
	•	ST041	Prevailing Wage Requirement	1	3	STATE OF CALIFORMA PREVAILING RATES OF WAGES ARE HEREBY MADE A PART OF THIS PURCHASE ORDER AND ARE LOCATED AT THE FOLLOWING WEBSITE. WWW.DIR.CA.GOV/DLSR/PWD/INDEX.HTM.CERTIFIED RVMOLL TO BE SUBMITTED WITH INVOICE.	06/23/2015	Optional	0	:
	•	ST051	Asbestos Notice	1	7	IN ACCEPTING THIS PURCHASE ORDER FOR MATERIAL OR SERVICE, THE VENDOR AGREES TO STRICTLY ADHERE TO THE REQUIREMENTS FOUND IN THE NOTIFICATION OF ASBESTOS IN COUNTY OF VENTURA BUILDINGS, ACOTTONIAL TERMS AND NOTICES LISTED AT HTTPS://WWW.VENTURA.ORD/GENERAL-SERVICES-AGENCY/LEGAL-NOTICE ARE INCORPORATED AS FRAIT OF THIS ORDER.	06/23/2015	Optional	0	:
	•	ST096	If Project Involves Digging	.1	8	IF THE PROJECT INSCISES DUCINES TREMENTS OF OTHER WRITING OF ANY I. MATERIAL THE CONTRECTOR DUCINE REVENDS MAY EAST OF ANY I. MATERIAL THE CONTRECTOR DUCINE REVENDS MAY EAST OF ANY I. MATERIAL THE CONTRECTOR DUCINE REVENDS MAY EAST OF ANY I. SUBSIGNATE OF LATTER THYRSICS, CONTINUES AT THE STER DUFFERENT MATERIALLY FROM THOSE ORDINARILY ENCOUNTERED AND GENERALLY RECOONIZED AS INFERENT IN WORK OF THE GUARACTER PROVIDED FOR IN THE CONTRACT.	06/23/2015	Optional	0	:

Award Details

The next tab will be the Award Details tab. This is the 13th (thirteenth) tab as noted on the top of your screen. You will need to click on the **blue arrow** noted on the far right of the tabs located at the top of your screen.

	Commodity (9)	Commodity T & C	Accounting (1)	Posting	Sub Vendor	Terms and Conditions	Special Instructions	Award Details	Jurety/Insurance (1)	Supporting Documents	
<	Commodity	Name	Line Amount		Legal Name	(7) Name	Special Instructions Name	Award Details Line	Policy Number	File Name	
	9367372	l . 🔍	\$11,529.38		· 🏾	Throughout Phases of Con	- I	. 1	EXP 01/2023 ML	■ ^	

On the blue bar you will see a white arrow. Click on this arrow to expand your options

This tab provides information on how procurement awarded this procurement document. In this case, the Award Method is AM5, which means this under threshold as noted on our Threshold Guide.

• •	1 No	Contract < \$250000	No	/ :
Additional Information	Compliance Worksites			
Award Method AM5		Award Category 1 NIC		

Surety/Insurance

The next tab is the Surety/Insurance tab. This is the 14th (fourteenth) tab as noted at the top of your screen.

/	Commodity (9)	Commodity T & C	Accounting (1)	Posting	Sub Vendor	Terms and Conditions (7)	Special Instructions	Award Details	Surety/Insurance (1)	Supporting Documents	
	Commodity	Name	Line Amount		Legal Name	Name	Special Instructions Name	Award Details Line	Policy Number	File Name	··· /
	9367372	. B	\$11,529.38		. 🔍	Throughout Phases of Con	. 🔍	1	EXP 01/2023 ML	■ ^	

If ST034 is noted in the Terms and Conditions, please check the vendors insurance. You can request the insurance from the vendor, or you can check our third-party insurance provider.

In the **Policy Number** field – please add when the insurance will expire the date and your initials.

EXP 3/26/2024 JM		
	nove you i vigo 😈 🗤 i vizi	s, s, reported of the
	Line Number Policy Number	Attachments
•	1 EXP 3/26/2024 JM	Ø :

Once all information has been updated, return to the header and upload any supporting documents. Validate and submit into workflow for approvals.

ATTACHMENTS

If you need to attach supporting documentation. Scroll back to the top and go to the HEADER tab.

Renewal Period Line Dopartment Name Unit Name Legal Name Commodity Name Award Detail Line Insurance Type File Name
1

In the upper right-hand corner – click on Attachments

Attachments	×
Upload Attachments History	
I view the uploaded attachments on Attachments tab	
Drop Browse	
	Upload

Click on you can either 'drop' your attachment in or you can 'browse' to locate your attachment.

If you click on **Drop** - you will be able to drag and drop your document onto the area that says **Drop**.

If you click on **Browse** – you will be taken to your computer to choose the file you want to attach.

Click on Upload located in the lower right-hand corner of your screen.



You can now see your attachment has been attached. Continue this process if there are multiple files to upload.

Att	tachments
0	Successfully uploaded 1 file
Upl	oad Attachments (1) History
	i View the uploaded attachments on Attachments tab

Click on Close to return to the main screen.

Close

The top of the main screen will look as follows:

	Header	Renewal Period (1)	Authorized Department (1)	Authorized Unit		Vendor (1)		Commodity (2)		Terms and Conditions (5)	Award Details (1)	Surety/Insurance (1)	Supporting Documents		
		Renewal Period Line	Department Name	Unit Name		Legal Name		Commodity		Name	Award Detail Line	Insurance Type	File Name		
					-		•							(Attachments (1)
	Created By: BATCH1 Created On: 04/03/2025 Modified By: 124751 Modified On: 04/11/2025														
 General Information 															
Tra	saction Name				Record Date						Budget FY				

You will now see a paperclip located where Attachments are noted.

You can now validate and submit this CT into workflow, if you have reviewed all the tabs as noted throughout this manual and have attached necessary supporting documents.

Validate and Submit

In the upper right corner of your screen, you will see the following:

Click on Validate. The computer will do a quick scan of your document to ensure all necessary fields are complete.



If all updates are appropriately done, you will get a message on the upper portion of the screen with the following:

If there are errors – you will have to locate and correct. Once all errors are fixed, Validate again. If no errors, **Submit** into workflow.