The New OSA-Connect

Instructions

State of New Mexico
Office of the State Auditor

Table of Contents

Quick Reference: What the status codes mean.

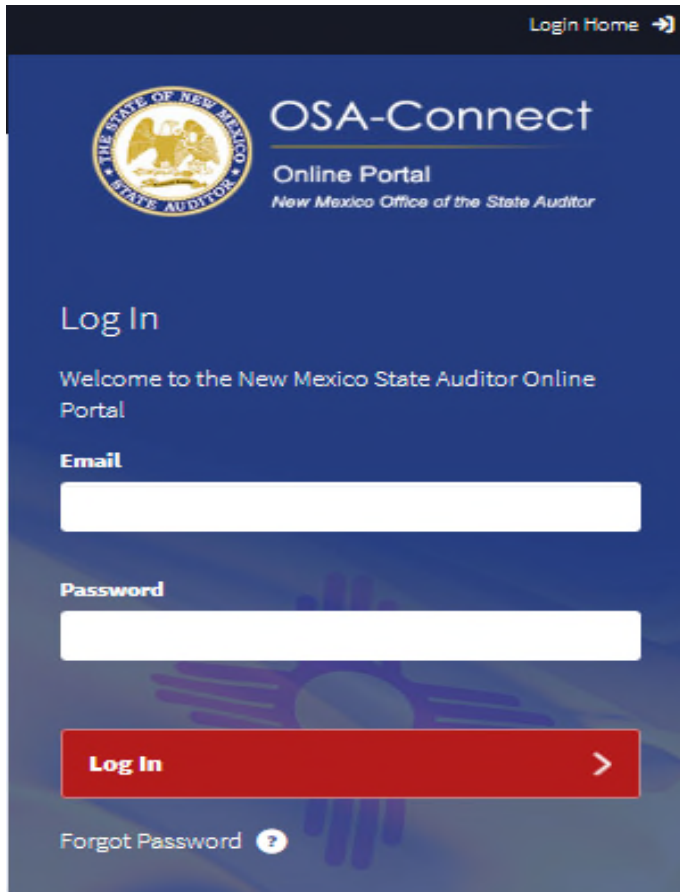| **Status Code**	**Meaning**
Pending	Either the draft contract was not completed and submitted, or just not submitted to OSA. There is a two-step process to submit the draft.
In Progress	The draft contract was returned to you because further action is needed
Submitted	A draft contract was successfully submitted.
Approved	The draft contract was approved
Executed	The executed contract was uploaded successfully

INSTRUCTIONS FOR THE NEW OSA-CONNECT

Getting Started

Welcome to the new version of OSA-Connect. It is complete with a new color scheme.

1. You can find the OSA-Connect website at www.osa-app.org.
    This will take you to the login screen. You may want to bookmark this site for future reference.
2. If you have forgotten your password, please click on the "Forgot password link at the bottom, and an email with a link with be sent to the email address that was provided to us.
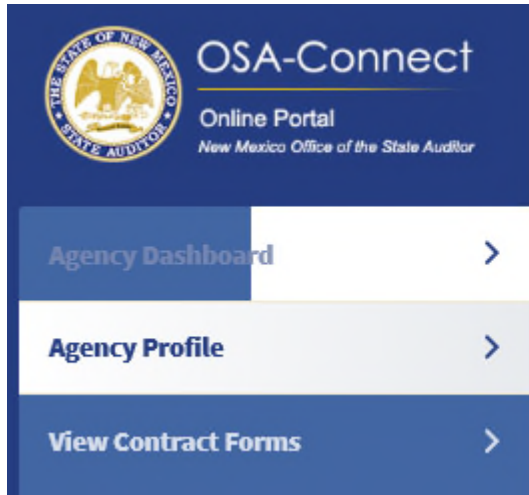
Adding a New Contact

1. If you are new to your agency and needing to create log in credentials, or if your agency wants to add another contact so they can log in under their own credentials to use OSA-Connect, click on the "Add Contact +" blue box.

2. Please enter in all the contact information.
3. Please select all the contact types that apply to you. This is a new step.
4. Click on "Add Contact" in the red box to save the new contact at the bottom of the page.

Please contact the office if you need further assistance in creating a log in, and we will be happy to assist you.

First, review the Agency Dashboard to confirm that your user profile is associated with the correct agency. If the agency is not correct, please contact Ralen Randel or Bernadet Martinez at 505-476-3800.

Managing Agency Contacts

1. Click "View" next to your agency, or click "Agency Profile" on the menu on the left side of the page, to go to the Agency Profile Page.

At the top of the Agency Profile page you will see an area called "Manage Agency Contacts."
2. Please click on "View/Edit" to view or modify contact information.

The agency contact information is used to communicate with the agencies, so please ensure throughout the year that the contact information is correct.

Different agency contact types have been added

3. Please select all the contact types that apply to you.
4. For each additional OSA-Connect user at your agency, please select the contact type that corresponds to them.
   It is important to fill out the contact type for each OSA-Connect user name so we can direct correspondence to the appropriate person at your agency.
5. Click on "Save Information" in the red box at the bottom of the page.

If the contact information was saved, you will see the message "Contact was successfully updated" in green writing at the top of the screen.

Managing the Agency Type

1. Click on the "Agency Type" drop down menu to open the drop down menu and find your agency type in the listing.
   It is important that the agency type is correctly selected because the selection determines which type of contract or certification OSA-Connect creates.

2. Please select the appropriate agency type from the drop down menu.

The Local Public Bodies Tier Determination Form blue box is only used by local public bodies that are a Tier 1 or Tier 2. For Local Public Bodies who submit either an Agreed Upon Procedure contract or a Tier 1 or Tier 2 certification, please see our separate Local Public Body OSA-Connect Instructions.

FAQs on Our OSA Website Page

If you have any questions on the OSA-Connect contract process, answers are often found in FAQs on our OSA website page in the contracting area as seen below.
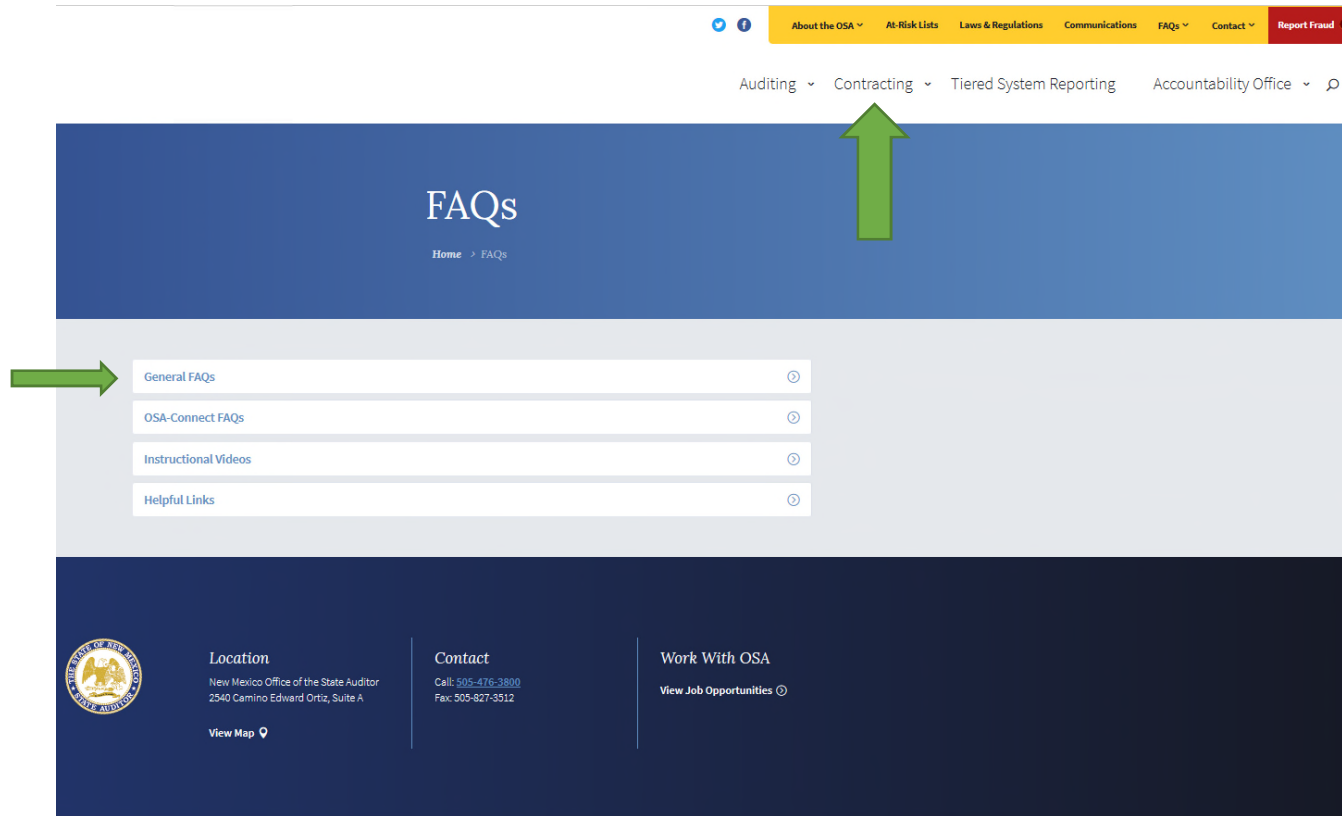
FAQs and instructional videos and written instructions will be updated periodically on this OSA web page.

Please contact us if you would like to provide feedback on our FAQs.

1. FAQs on our OSA website page can be accessed from OSA-Connect by clicking the "FAQs" link on the left side of the page.

Preparing the Contract

1. Click "View Contract Forms" on the left side of the page, to go to the View Contract Forms Page.
2. Check the list of existing contracts to make sure that you or someone from your agency has not already begun a contract. You can click on "View" to review any contracts that may be listed as "In Progress."
3. If you do not see an existing contract, click the "Generate Form +" button.

4. This will take you to a page titled "Contract Data Form for Audits." The contact information for your agency will be populated already. Please review and make any necessary changes.
5. Complete the following:
   a. Enter all the Agency Head Contact Information
   b. Review or enter Agency Contact Information. It should be pre-populated.

6. Enter recommended Independent Public Accountant (IPA) information
   Typing the first few letters will automatically bring up an IPA firm name.
      Please only use the firm name that automatically comes up rather than typing in a
      IPA firm name because OSA-Connect only brings up IPA firms on our approved firm listing.

   Please contact us if you have any questions on an IPA firm that you are considering and it
   doesn't come up after typing the first few letters of the firm name.

II. Recommended Independent Public Accountant (IPA) Information

As required by the Audit Rule, an IPA subject to contract restriction is responsible for informing this agency whether it is eligible to engage in this proposed contract. By signing the signature page, I am verifying herein that the IPA has certified its eligibility to engage in this proposed contract

On-Site Manager Name

Arthur Baca

Name Of IPA Firm

Art

Arthur Consulting

Phone #

Fax # *Optional*

Enter Important Dates – Fiscal year should be in four digit (20--) form.

7. Please enter the estimated start and completion dates from the drop down calendar.

8. Check the appropriate button to indicate whether your agency has a single audit

The Section V question is the same question asked in the past just reworded.

9. Check the appropriate button to indicate whether you are contracting pursuant to a multi-year proposal.

Selecting a one year procurement brings up a table for one year.
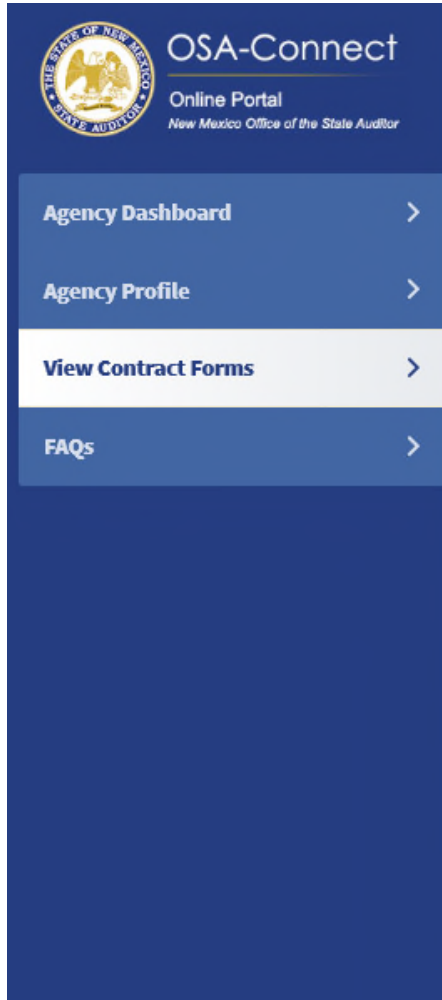
OSA-Connect
Online Portal
New Mexico Office of the State Auditor

- Agency Dashboard >
- Agency Profile >
- View Contract Forms >
- FAQs >

V. Small Purchase Bid (SPB) or Request for Proposal (RFP) Information

Please check the appropriate box below:

- ○ This is a multi-year SPB or RFP.
- ◉ This is a one year procurement award for only the fiscal year indicated in Section III.

VI. Fee and Hour Breakdown

Do not use commas - numbers only

Category	[Year 1] Hours	[Year 1] Cost
Financial Statement Audit	20	$100.00
Financial Statement Preparation	20	$100.00
Federal Single Audit	20	$100.00
Other allowed non-audit services		$0.00
Component Units		$0.00
Other		$0.00
Gross Receipts Tax		$50.00
TOTAL	60	[$] 350.00

10. If you have or are contracting pursuant to a multi-year proposal, the option "This is a multi-year SPB or RFP" must be selected.
11. After choosing "multi-year SPB or RFP," the next question appears asking for which year in the multi-year proposal is being submitted.
     Please specify whether you are in year 1, 2 or 3 of the multi-year proposal.

V. Small Purchase Bid (SPB) or Request for Proposal (RFP) Information

Please check the appropriate box below:

◉ This is a multi-year SPB or RFP.

○ This is a one year procurement award for only the fiscal year indicated in Section III.

This request applies to the chosen year of a multi-year proposal:

◉ Year 1   ○ Year 2   ○ Year 3

VI. Fee and Hour Breakdown

Do not use commas - numbers only

Category	[Year 1] Hours	[Year 1] Cost	[Year 2] Hours	[Year 2] Cost	[Year 3] Hours	[Year 3] Cost
Financial Statement Audit	20	$100.00		$0.00		$0.00
Financial Statement Preparation	20	$100.00		$0.00		$0.00
Federal Single Audit	20	$100.00		$0.00		$0.00
Other allowed non-audit services		$0.00		$0.00		$0.00
Component Units		$0.00		$0.00		$0.00
Other		$0.00		$0.00		$0.00
Gross Receipts Tax		$50.00		$0.00		[$]
TOTAL	60	[$] 350.00	[0]	[$]	[0]	[$]

13. Please fill in the information for each year including all prior years if OSA-Connect does not automatically fill in the information for the prior years.
The prior year information is needed.
The total fields will automatically calculate the totals.

14. The amount of the gross receipts tax is now required to be entered. The IPA can provide you with the gross receipts tax amount(s).

This request applies to the chosen year of a multi-year proposal:

◉ Year 1   ○ Year 2   ○ Year 3

VI. Fee and Hour Breakdown

Do not use commas - numbers only

Category	[Year 1] Hours	[Year 1] Cost	[Year 2] Hours	[Year 2] Cost	[Year 3] Hours	[Year 3] Cost
Financial Statement Audit	250	$450,000.00		$0.00		$0.00
Financial Statement Preparation	40	$10,000.00		$0.00		$0.00
Federal Single Audit	80	$80,000.00		$0.00		$0.00
Other allowed non-audit services	20	$18,000.00		$0.00		$0.00
Component Units	60	$125,000.00		$0.00		$0.00
Other		$0.00		$0.00		$0.00
Gross Receipts Tax		$39,000.00		$0.00		$0.00
TOTAL	450	[$] 722,000.00	0	[$] 0.00	0	[$]0.00

15. If your agency uses an internal tracking number, enter that number under "Agency Contract Reference Number."
16. Enter the number of copies of the audit report that your agency will require.
17. Enter any "Other provisions."

Additional Information

Agency Contract Reference Number *Optional*

75-2020

Number Of Copies To Be Delivered By The Contractor To The Agency

3

Other Provisions *Optional*

Specify if other provisions exist.

18. At any time, you may scroll to the bottom of the page and click the "Save Information" box.

Additional Information

Agency Contract Reference Number *Optional*

75-2020

Number Of Copies To Be Delivered By The Contractor To The Agency

3

Other Provisions *Optional*

Specify if other provisions exist.

➡️ **Save Information** ⬇   **Preview & Submit** ⊘

Green text at the top of the page will read "! Information Saved Successfully". Then you can continue working.

! **Information saved successfully**   ⬅️

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Agency Dashboard ＞

Contract Data Form for Audits

Please enter all contract information below. If not applicable, please put N/A in the field.

I. Agency Contact Information

19. When you are done entering all required information, click on "Preview and Submit."

Category	[Year 1] Hours	[Year 1] Cost	[Year 2] Hours	[Year 2] Cost	[Year 3] Hours	[Year 3] Cost
Financial Statement Audit	250	$450,000.00		$0.00		$0.00
Financial Statement Preparation	40	$10,000.00		$0.00		$0.00
Federal Single Audit	80	$80,000.00		$0.00		$0.00
Other allowed non-audit services	20	$18,000.00		$0.00		$0.00
Component Units	60	$125,000.00		$0.00		$0.00
Other		$0.00		$0.00		$0.00
Gross Receipts Tax		$39,000.00		$0.00		$0.00
TOTAL	450	[$] 722,000.00	0	[$] 0.00	0	[$]0.00

Additional Information

Agency Contract Reference Number *Optional*

75-2020

Number Of Copies To Be Delivered By The Contractor To The Agency

3

Other Provisions *Optional*

Specify if other provisions exist.

Save Information ⬇   Preview & Submit ⊘

If you missed any required information, the application will return you to the Contract Data Form page and will indicate what information is missing.

Saving, Printing and Submitting a Contract

1. If you have entered all of the required information, the application will generate a HTML version of your contract.
    If you click "Save & Print," the application will download a HTML version of the contract that you can print or email to others.
    If that is all you want to do at the time, you can then select "Cancel" or back on your browser, log out, and come back later.

Submitting the draft contract to OSA

2. When you are ready to submit the draft contract to OSA, click on "Save & Notify OSA." A confirmation message will appear at the top of the screen if it was submitted.

Mode   Save & Print ↓   Save & Notify OSA ↓   Cance

Contract No. **75-2020**

STATE OF NEW MEXICO
AUDIT CONTRACT

(State Agencies with DFA Approval)

Office of the State Auditor

hereinafter referred to as the "Agency," and

Arthur Consulting

hereinafter referred to as the "Contractor," agree:

3. When you return to OSA-Connect, you will be able to see the status of the contract by selecting "View Contract Forms" on the left had side. A "Submitted" status means it was successfully submitted.
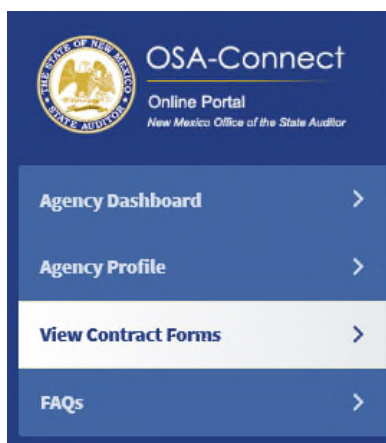

The draft contract that was submitted can be viewed by clicking on "View" as before. However the contract has not been approved by OSA at this point, and you will need to wait until it is approved.

In the new OSA-Connect, after submitting a draft contract electronically through OSA-Connect you will receive an email from donotreply@osa.state.nm.us with pertinent information, and prompting you to login to OSA-Connect. For example, an email could indicate a draft contract was denied.

New process to Make Changes and Resubmit the Draft Contract
In the new OSA-Connect, you will be able to go back into the draft contract and make any needed changes and resubmit it instead of creating a new contract to correct something.

1. To start the process, go to "View Contract Forms" on the left hand side.
    The status has now changed to "In Progress" signifying that the draft contract was returned to you because further action is needed.

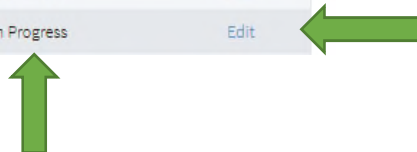2. Click on "Edit" to view what is needed in the new OSA-Connect.
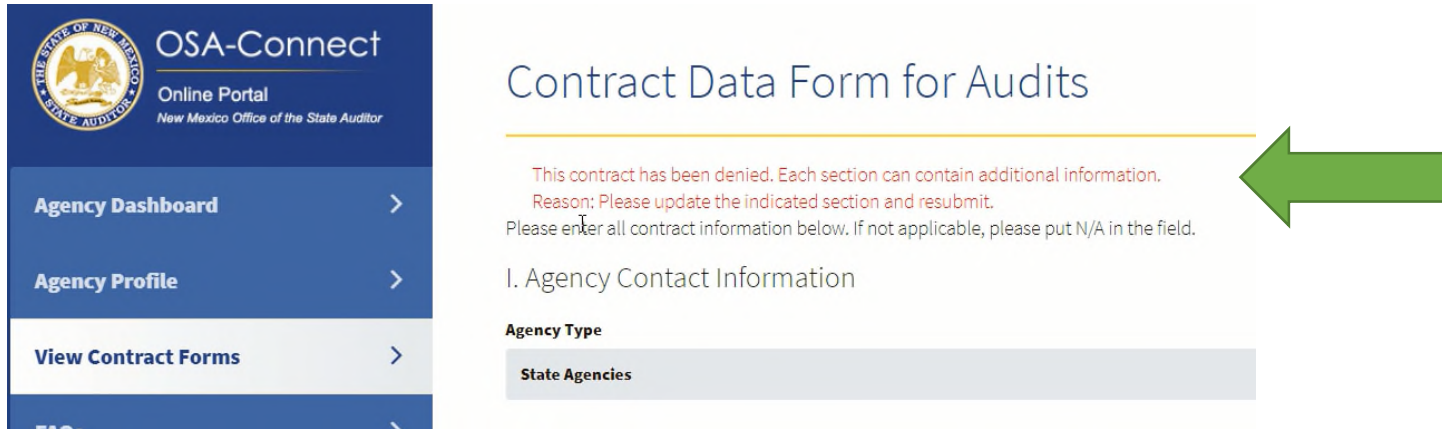
A message at the top in red will provide an explanation.
Note there could be multiple sections needing changes.
3. Please check each section for messages explaining what needs to be corrected.

4. So, look through the Contract Data Form for Audits, and find the section that was denied. The section will have a message in red explaining why the draft was denied and what is needed as seen in this example.
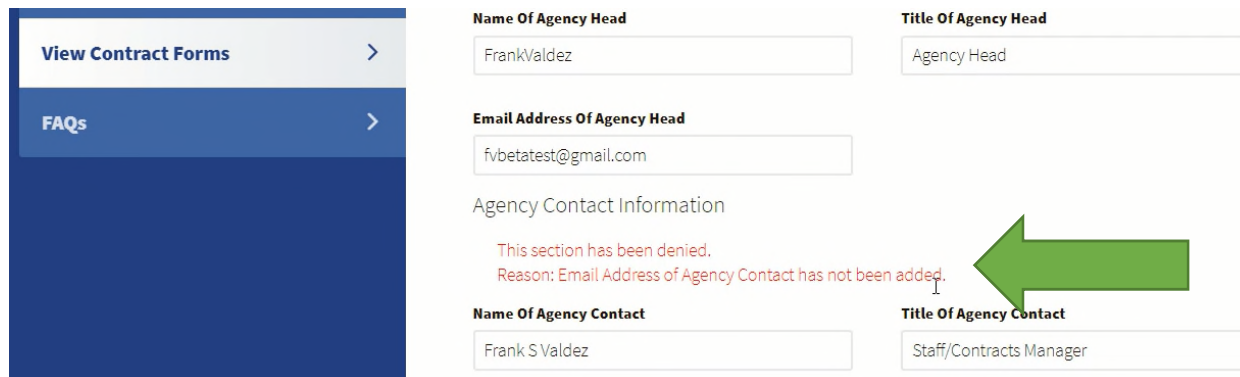
5. Click on "Save Information" to save changes made to the draft contract.
If the changes were saved, a green text at the top of the page will read "! Information Saved Successfully."

Saving, Printing and Submitting a Contract

1. Then follow the same process as in the original submission in OSA-Connect by clicking "Preview & Submit."

If you have entered all of the required information, the application will generate a HTML version of your contract as seen in the example below.

2. If you click "Save & Print," the application will download a HTML version of the contract that you can print or email to others in your agency or your IPA.
   If that is all you want to do at this time, you can then select "Cancel" or back on your browser and log out.

3. When you are <u>ready to submit</u> the draft contract to OSA, click on "Save & Notify OSA." A confirmation message will appear at the top of the screen.

The process of the agency making changes, resubmission, and OSA reviewing continues until all issues are resolved.

New Approval Process

Once the contract is approved, you will receive an email indicating your contract was approved.
The email will be from "donotreply@osa.state.nm.us.
The approval letter will be attached for your records.

In OSA-Connect, go to "View Contract Forms" on the left side. The status will change to "Approved" indicating the contract was approved.

OSA-Connect also has a new feature to access the approval letter.
Simply click "Approval Letter" to view, print, or save.

View Contract Forms

Before you generate a new contract, please check the table below to see if one has already been created.

Generate Form +

Search: [   ]   Show 10 ⌄ entries

Last Updated ⌃	Fiscal Year ⌄	Last Updated By ⌄	Status ⌄	Action
12/31/2019 10:09:52 AM	2020	Frank S Valdez	Approved	View Upload Approval Letter
12/20/2019 1:46:27 PM	2020	Frank S Valdez	Executed	Contract Approval Letter Amend

< Previous **1** Next >

Showing 1 to 2 of 2 entries

New Contract Execution Process
1. In OSA-Connect, go to "View Contract Forms" on the left hand side.
2. Click "View" to open the draft contract for use in obtaining the required signatures.

View Contract Forms

Before you generate a new contract, please check the table below to see if one has already been created.

Generate Form +

Search: [   ]   Show 10 ⌄ entries

Last Updated ⌃	Fiscal Year ⌄	Last Updated By ⌄	Status ⌄	Action
12/31/2019 10:09:52 AM	2020	Frank S Valdez	Approved	View Upload Approval Letter
12/20/2019 1:46:27 PM	2020	Frank S Valdez	Executed	Contract Approval Letter Amend

‹ Previous **1** Next ›   Showing 1 to 2 of 2 entries
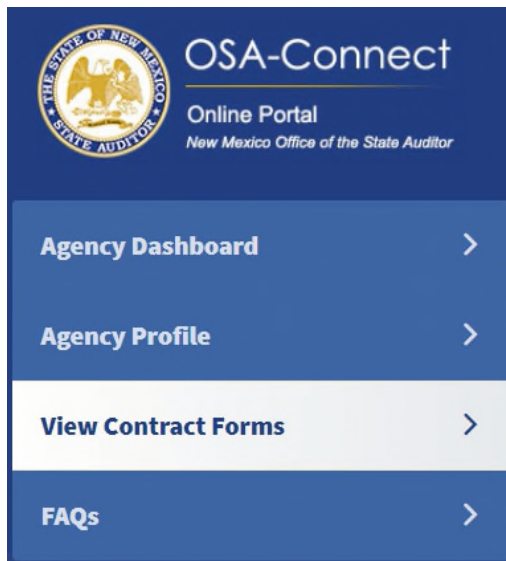
New Submission Process of Executed Contracts
1. After your contract is signed by all parties, and scanned into your computer, the executed (signed contract) is uploaded into OSA-Connect directly.
   Signed contracts <u>are no longer</u> submitted to OSA via email to reports@osa.state.nm.us.

2. Click "Upload" to start the process.

The screen below will come up to assist you in uploading the executed (signed contract) into OSA-Connect for submission to OSA.

3. Click on "Choose File" and locate the executed contract in your computer, and click on the executed contract in your computer to select it.

4. Enter in the latest date signed. Note, this date could by the GSD Contracts Review Bureau signature date if you work for a state agency. The date information is required.

Upload Contract

Browse to the location of your signed and executed Contract that you want associated with this item.

[Choose File] Office of t...2).html.pdf

Date of Last Signature:

12/31/2019

Upload >   **Cancel**

5. Click on the red "Upload" button to upload the executed (signed contract) into OSA-Connect to submit it to OSA.

OSA-Connect will take you to this screen in "View Contracts Forms."
Notice the status has changed to "Executed" to signify the executed contract was uploaded successfully.

Please Keep in Mind:
- If you are needing to do a contract amendment, please see our separate OSA Contract Amendment Instructions.
  - Please see the OSA Audit Rule contract amendment section for the circumstances when contract amendments are done and the contract amendment requirements.
- Hard copy contracts are not to be sent to OSA.
- OSA does not sign the contract.
- OSA does not send the contract for approval by GSD's Contracts Review Bureau if applicable.
- OSA does not send the contract for approval by the Public Education Department or Higher Education Department required by NMSA 1978, Section 12-6-14, if applicable.
- Your letter from OSA will be the only documentation of approval of your IPA and contract.

OSA-Connect is also used for:
- **Contracts for past fiscal years for entities who are catching up on late audits or AUPs**
- Contracts with special provisions other than those that can be specified in "Other Provisions."