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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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**TO:** Political Subdivisions

**FROM:** Scott Maitland, Information Systems Division Director

**SUBJECT:** Local Government Contract Submission Procedures

**DATE:** January 19, 2022

The Department of Local Government Finance (“Department”) is issuing this memorandum to all political subdivisions as a reminder about the submission of local government contracts to the Department. As part of this initiative, the Department has provided an application on Gateway to receive specific types of reporting requirements, called “Contract Upload (File Transmission).”

## **Gateway Contract Upload (File Transmission)**

A user guide for the Contract Upload “File Transmission” application, and instructions for uploading the local government contract files, are posted on the [Department’s webpage](#) and also available on [Gateway](#) under the “File Transmission” section.

Political subdivisions are required to upload contracts not later than 60 days after the date the contract is executed. If a political subdivision originally expected a contract to not to exceed \$50,000 but at a later date determines that the contract will exceed that amount, it is required to upload the contract within 60 days following its determination.

Political subdivisions are required to upload each contract only once. Political subdivisions are not required to upload employment contracts. For collective bargaining agreements, a political subdivision is required to upload a copy of the collective bargaining agreement and a copy of a blank or sample individual employment contract.

Additionally, political subdivisions may redact or obscure signatures on contracts.

In an effort to build an effective public search tool for local government contracts, the Department has included several fields in the contracts upload tool. While users are only required to complete two fields in order to allow for the submission of the upload, the Department encourages local officials to complete as many fields as possible to allow for a user-friendly tool for both the local government units and the public.

Required fields are:

- Category (options include Capital Outlays, Debt Service, Personal Services, Services and Charges, Supplies, and Township Assistance)

- Vendor Name

Optional fields are:

- Estimated Total Cost
- Contract Signature Date
- Contract End Date
- Purpose

Political subdivisions are also required to upload at least one file associated with each contract that contains an electronic copy of the contract. The Department will accept these files in various formats, including PDF, digital image formats, and Microsoft Word. If necessary, a political subdivision may upload multiple files for each contract.

Because the contract upload requirements are an ongoing responsibility, the Gateway “Contract Upload (File Transmission)” application does not have a formal submission function that can only be completed by the political subdivision’s fiscal officer. A fiscal officer may delegate his or her authority to enter contract information to staff and advisors. Even if a fiscal officer decides to delegate his or her authority to upload contracts to another individual, the Department strongly encourages the fiscal officer to track the political subdivision’s compliance with Ind. Code § 5-14-3.8-3.5.

Questions regarding these instructions may be directed to the Department’s Gateway support team at (317) 234-4480 or [Support@dlgf.in.gov](mailto:Support@dlgf.in.gov).