

**OFFICE OF THE COMPTROLLER
CONTRACT TRANSMITTAL FORM**

BFY:

Date:

This form is required for CTR review of MMARS Pending CT, RPO, BGCN and BGCS transactions.

This transmittal form is date stamped upon receipt by CTR. During normal business periods, transactions are processed within 5 business days after the paperwork is received. Please e-mail the CTR Contracts Mailbox at contracts.comptroller@mass.gov if your transaction(s) is not processed within 5 business days (allow time for mail delivery).

Mail to the address below or see instructions for email	Department Contact Information
Office of the Comptroller Attention: Contract Unit One Ashburton Place, 9 th Floor Boston, MA 02108	MMARS Department Alpha Code: BSC
	Name: Nadine Rodriguez
	Phone Number: 508-531-2443
	E-mail: nrodriguez@bridgew.edu

Please select one of the following categories (A-H) to complete the last column in the table below. **Categories A, B, or C require only the submission of this form.** No additional information is required. Submit the completed form as an attachment in an e-mail to the CTR Contracts mailbox at contracts.comptroller@mass.gov. Please include the Category Type in the Subject Line of your email. **Submit Categories D, E, G and H via standard mail, inter-office mail or email to ctrdigitalcontracts@mass.gov with the appropriate paperwork.** Only send one CT/RPO per email. **Submit Category F via standard mail, inter-office mail or email to ctrdigitalisas@mass.gov with the appropriate paperwork.** Only send one ISA per email.

A	MMARS Administrative Adjustment Only - No change to total contract amount or duration. Must complete Reason for Modification below.	E	Maximum Obligation Contract or Lease – New or Amendment
B	Departmental Master Agreement - Open Order Encumbrance (B1- Departmental Master Agreements Vendor Specific will workflow to Final at the department level)	F	ISA – Interdepartmental Service Agreement (BGCN/BGCS) Note: BGCN and BGCS transaction(s) submit separately – do not submit with CTs or RPOs.
C	Rate Contract - MMARS Increase/Decrease of funds No change in rates, scope or duration. Must also include language in the Document Comment Field in MMARS that the contract is a rate agreement.	G	Open Order Non-Master Agreement - Must attach a completed Open Order Request for Approval Form.
D	Rate Contract - New or Amendment (change in rates, scope or duration). Must also include language in the Document Comment Field in MMARS that the contract is a rate agreement.	H	Other – Must Complete Below.

Reason For Modification (Required for A and H):

MMARS Transactions

	Doc. Code	Dept.	20 DIGIT ID –(Complete ID is required)	MMARS Version #	Check - If there is more than one MMARS Document ID for this contract.	Category: A-H (see above for descriptions)
1	CT	BSC			<input type="checkbox"/>	E
2					<input type="checkbox"/>	
3					<input type="checkbox"/>	
4					<input type="checkbox"/>	
5					<input type="checkbox"/>	
6					<input type="checkbox"/>	
7					<input type="checkbox"/>	
8					<input type="checkbox"/>	
9					<input type="checkbox"/>	
10					<input type="checkbox"/>	