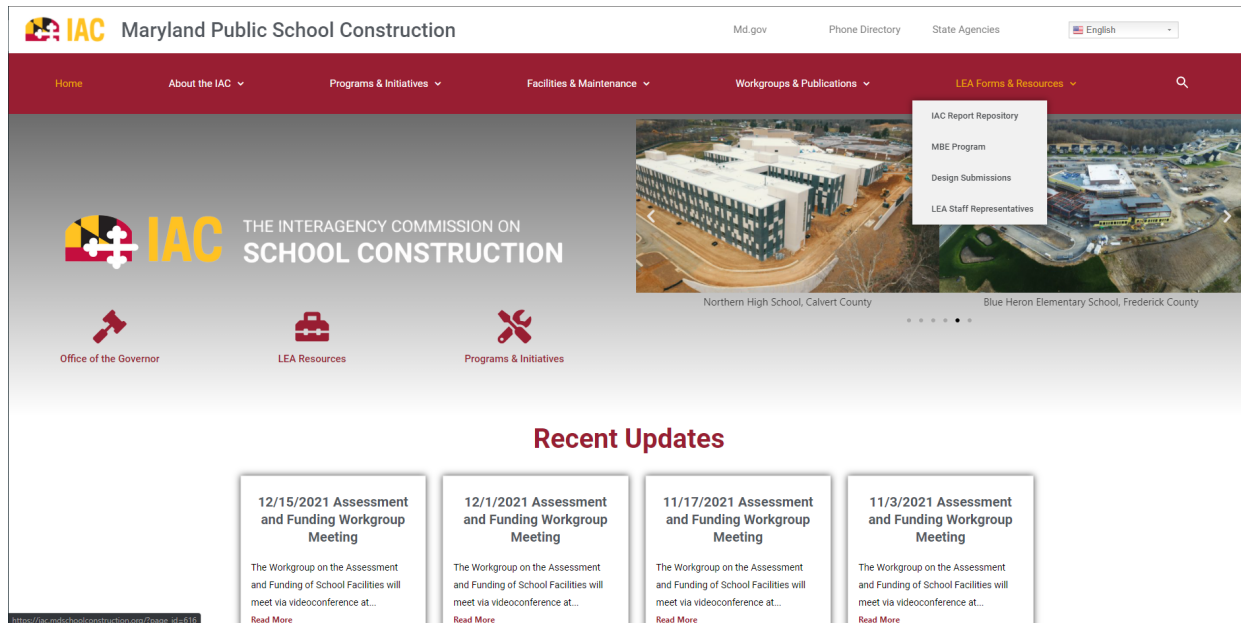


IAC Contract Approval Report Generation Instructions

Navigate to our [website](#) and select the [IAC Report Repository](#) from the dropdown menu.



The screenshot shows the IAC website with the following elements:

- Header:** IAC Maryland Public School Construction, Md.gov, Phone Directory, State Agencies, English.
- Navigation:** Home, About the IAC, Programs & Initiatives, Facilities & Maintenance, Workgroups & Publications, LEA Forms & Resources (expanded to show IAC Report Repository, MBC Program, Design Submissions, LEA Staff Representatives).
- Main Content:** IAC THE INTERAGENCY COMMISSION ON SCHOOL CONSTRUCTION. Icons for Office of the Governor, LEA Resources, and Programs & Initiatives.
- Recent Updates:**
 - 12/15/2021 Assessment and Funding Workgroup Meeting
 - 12/1/2021 Assessment and Funding Workgroup Meeting
 - 11/17/2021 Assessment and Funding Workgroup Meeting
 - 11/3/2021 Assessment and Funding Workgroup Meeting

From here, you will need to login with the leafinance credentials. This can be provided upon request to iac.pscp@maryland.gov.



SAP BusinessObjects
BI launch pad

Enter your user information, and click "Log On".
If you are unsure of your account information, contact your system administrator.

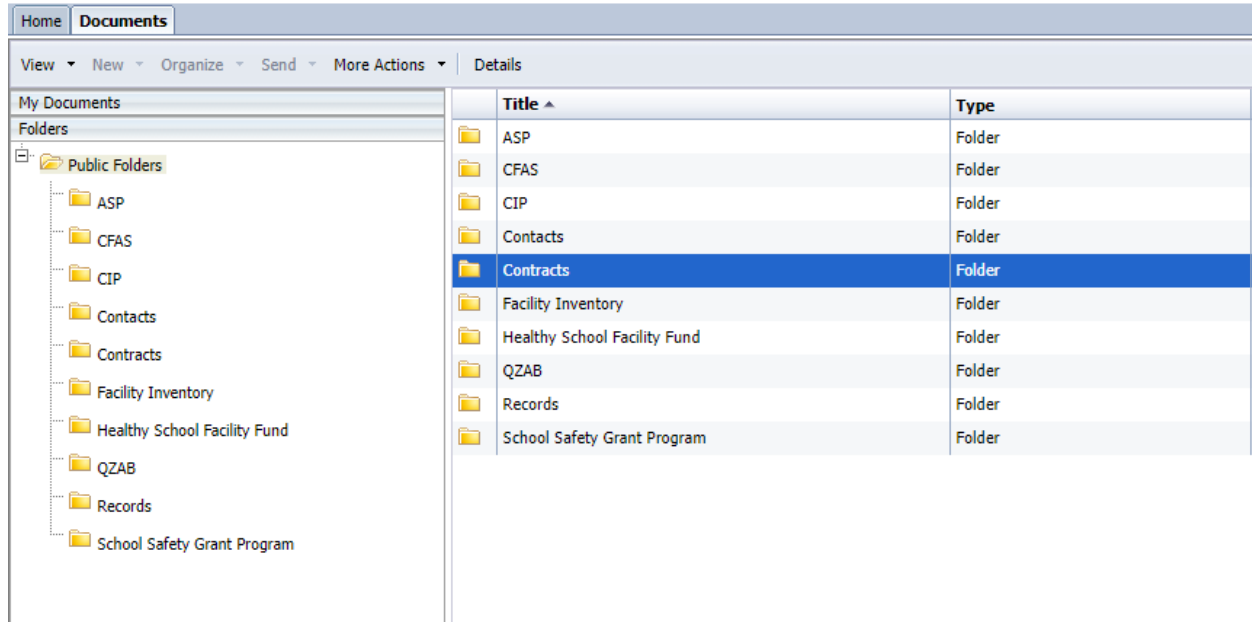
System:

User Name:

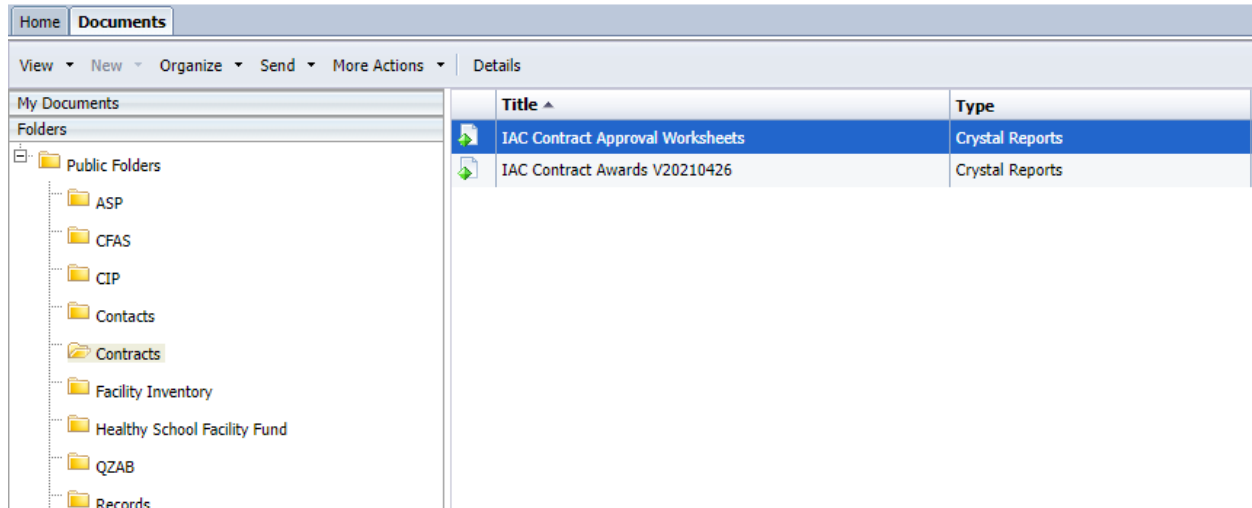
Password:

 [Help](#)

The report is located in the Contracts folder. You can navigate to this folder from the left-hand side of the screen OR from the file browser in the center.

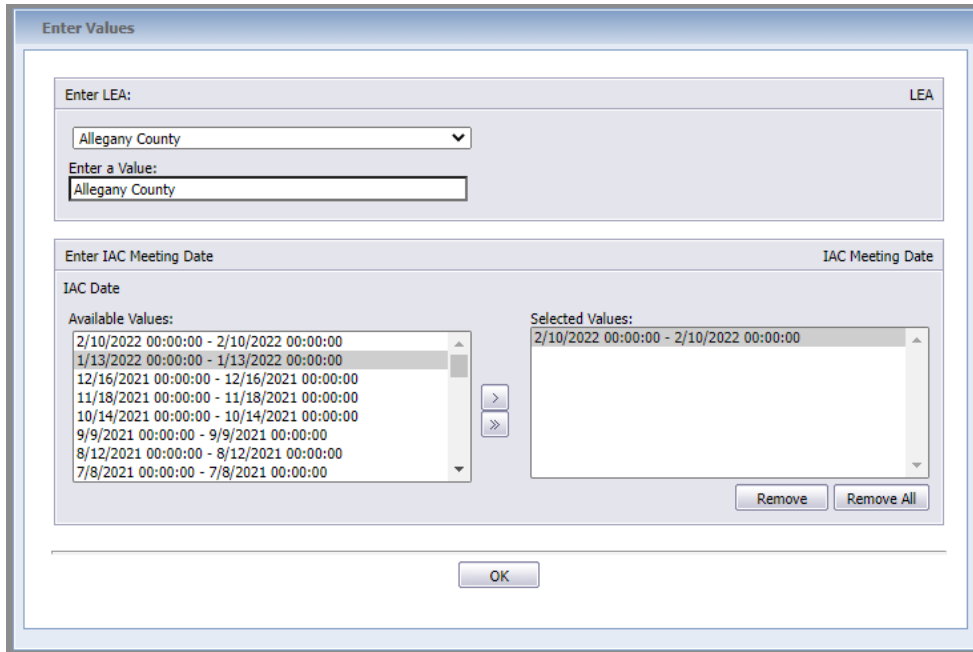


Once in the Contracts folder, double click the report entitled “IAC Contract Approval Worksheets – Report Repository.”

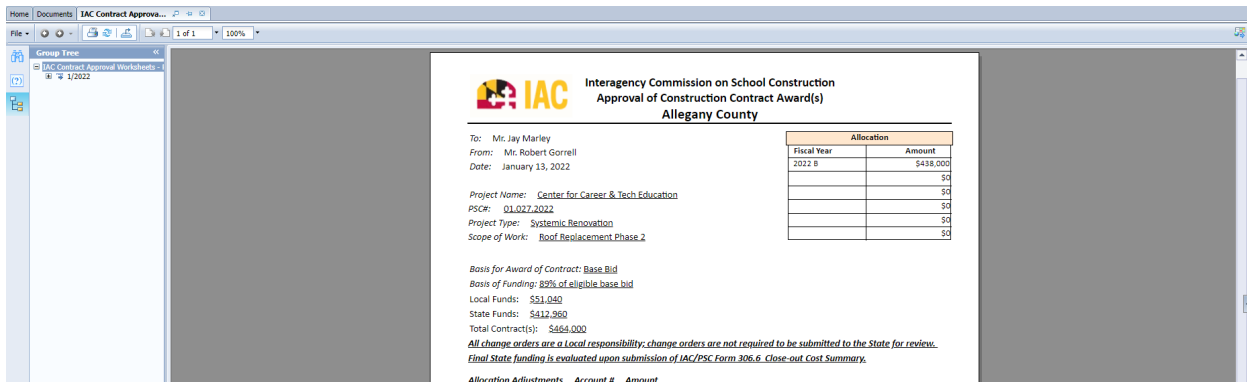


For the report to run, you must first select the appropriate parameters from the prompt screen.

1. Select your county from the “Enter LEA” dropdown
2. Select dates you would like to include from the IAC Meeting Date section. Use the top arrow at the center of the two boxes labeled “Available Values” and “Selected Values”. You may choose multiple dates to view approvals from different dates.
3. Click the “OK” button once you have selected all the dates you want to include.



Your reports will be generated based upon the selected dates and will be shown as follows:



IAC Interagency Commission on School Construction
Approval of Construction Contract Award(s)
Allegheny County

To: Mr. Jay Marley
From: Mr. Robert Gorrell
Date: January 13, 2022

Allocation	
Fiscal Year	Amount
2022 B	\$438,000
	\$0
	\$0
	\$0
	\$0
	\$0

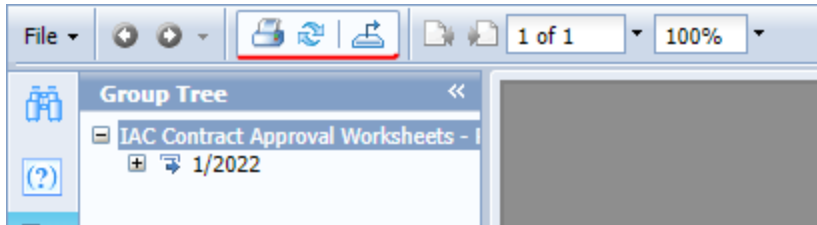
Project Name: Center for Career & Tech Education
PSC#: 01.0227.2022
Project Type: Systemic Renovation
Scope of Work: Roof Replacement Phase 2

Basis for Award of Contract: Base Bid
Basis of Funding: 82% of eligible base bid
Local Funds: \$51,045
State Funds: \$413,260
Total Contract(s): \$464,000

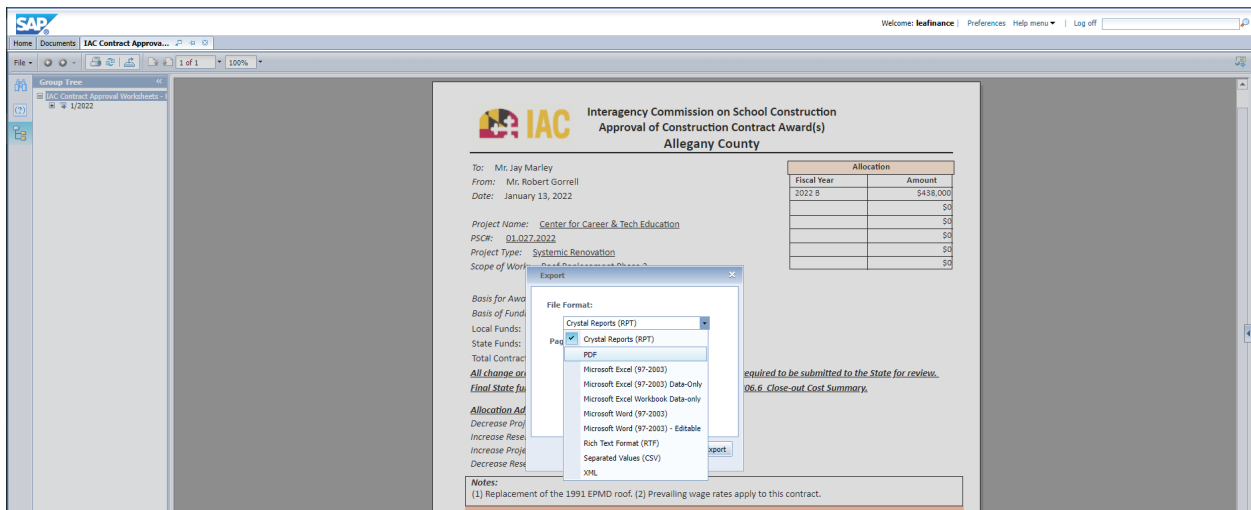
All change orders are a local responsibility; change orders are not required to be submitted to the State for review. Final State funding is evaluated upon submission of IAC/PSC Form 306.6. Close-out Cost Summary.

Allocation Adjustments Account # Amount

To export your reports, you may either print to PDF or use the export tool to export to PDF. These options can be found at the top left on the navigation bar.



If you choose to utilize the export tool, you will need to choose "PDF" from the dropdown. This will work with other reports too!



If you have any questions, concerns or need assistance with troubleshooting, please contact us at iac.pscp@maryland.gov or via phone at (410) 767-0617.