



Request for Payment (RFP) Submission Guide

For Research Administrators / Contract Officials / Fiscal Agents

(Agency Administrator or Financial Officer role in OGX)

Version: 2020-11-20

About this guide

Purpose of this guide	This Request for Payment (RFP) Submission Guide contains information about using the Oklahoma Grants Exchange – OGX portal for submitting requests for reimbursements of project-related expenses associated with an OCAST award. Please note that screen shots shown in this guide may be slightly different from actual screen content.
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Users of this guide	Research Administrators, Contract Officials, and Fiscal Agents of OCAST projects (Agency Administrator or Financial Officer role in OGX).
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IMPORTANT – READ FIRST



Make sure to click the  button located at the top of the page before leaving a page, otherwise you may lose information.

Make sure to change the status of your completed RFP from “**RFP in Process**” to “**RFP Submitted.**” If the RFP is kept in the “RFP in Process” status, it will not be submitted to OCAST for payment processing.

Any RFP in the “RFP in Process” status past 90 days after the contract funding period end date will not be paid by OCAST.


OCAST will not be responsible for tracking RFPs in the “RFP in Process” status, so it is your responsibility to make sure to monitor all active RFPs within the OKGrants system and either submit by changing to “RFP Submitted” status or cancel by changing to “RFP Cancelled” status as needed in a timely manner. Failure to do so may result in loss of funds.

Please help us improve OGX with your feedback by completing our [OGX Feedback Survey](#)

When to submit a Request for Payment (RFP) to OCAST

RFPs can only be submitted to OCAST during the contract funding period and 90 days after the final date of the funding period. As part of standard administrative procedures applied to all OCAST award contracts, any remaining funds associated with OCAST award contracts are deobligated and returned to general program funds when one of the following occurs (whichever comes first):

- Following receipt of a properly completed and executed RFP marked as “final,” that is submitted to OCAST no later than 90 days after the final date of the funding period, or
- At the conclusion of the period of 90 days after the final date of the funding period.

 **IMPORTANT:** Any RFP claim that is submitted to OCAST after the 90 day period following the final date of the current year funding period shall be disallowed by OCAST.

An RFP can **only** be submitted when the project (OCAST application) is in the **Contract Executed** status. If the status of the project is in Modification Request Submitted status then an RFP cannot be initiated (i.e. an OCAST Request for Payment document will not be available in step 2 below). The status must be returned to Contract Executed status by OCAST before you may proceed with the initiation of an RFP submission.

Only one RFP can be submitted at a time. If you intend to submit several RFPs in a session, make sure the RFP you are working on is changed to “RFP Submitted” status first before you proceed working on the next RFP.

Typically, RFP payment processing may take 3-4 business days in the absence of unforeseen circumstances hindering normal operations; however, if submitted near the beginning or end of the current month processing may be delayed an additional 2-4 days. Please check out the **RFP Submission Closing Dates** schedule in this guide for important dates.

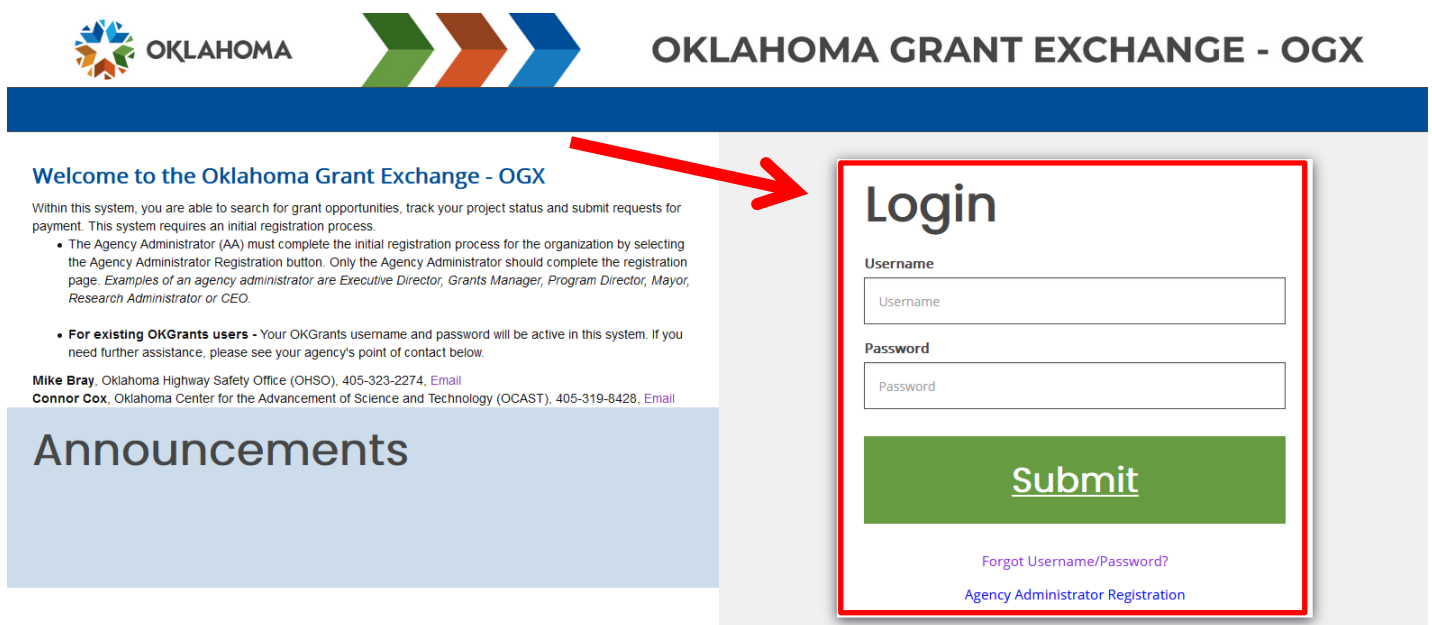
Login to your OGX account


To access the Oklahoma Grants Exchange - OGX portal, go to <https://www.ogx.ok.gov>. Enter your username and password associated with your Agency Administrator or Financial Officer role and then click the **Submit** button.

If you have an existing user account in OKGrants, then you may login to OGX using your OKGrants User Name and Password. Upon login you may be asked to change your password; you may use the same password without issue. Be aware that the OGX portal does not save your User Name and Password. However, this option may be available for some browsers.

If you do not already have an account in OKGrants or OGX, you must first contact the Contract Official, Grant/Contract Administrator or similar individual of your organization and request to be setup in OGX. Please do not contact OCAST as they will be unable to do this for you.

! IMPORTANT: Only the **Agency Administrator** or **Financial Officer** role may initiate and submit a request for payment (RFP). If you do not have either of these roles and are requiring RFP submission, contact your organization's Agency Administrator for assistance.



OKLAHOMA  **OKLAHOMA GRANT EXCHANGE - OGX**

Welcome to the Oklahoma Grant Exchange - OGX

Within this system, you are able to search for grant opportunities, track your project status and submit requests for payment. This system requires an initial registration process.

- The Agency Administrator (AA) must complete the initial registration process for the organization by selecting the Agency Administrator Registration button. Only the Agency Administrator should complete the registration page. Examples of an agency administrator are Executive Director, Grants Manager, Program Director, Mayor, Research Administrator or CEO.
- For existing OKGrants users - Your OKGrants username and password will be active in this system. If you need further assistance, please see your agency's point of contact below.

Mike Bray, Oklahoma Highway Safety Office (OHSO), 405-323-2274, [Email](#)
Connor Cox, Oklahoma Center for the Advancement of Science and Technology (OCAST), 405-319-8428, [Email](#)

Announcements


Login

Username

Password

Submit

[Forgot Username/Password?](#)
[Agency Administrator Registration](#)

 **NOTE:** If you do not remember your password, click the **Forgot Username/Password?** link and follow the instructions to have a new temporary password sent to you by the OGX system. If you are copying and pasting the temporary password from the OGX system email to the OGX site, please make sure that you are not copying an extra space when pasting the temporary password or else you will see an error message. If necessary, type enter the temporary password manually. Upon login, enter your new password in your profile page and save.

If you have attempted multiple login attempts and have been locked out of OGX, please contact OCAST for assistance.

Initiate the RFP

1. From the Home page “Dashboard” click the **Initiate Related Document** button.

OKLAHOMA GRANT EXCHANGE - OGX

Home Searches

Dashboard

Use the below panels to work with your Grants and Funding Opportunities.

My Tasks

Initiate Related Document

Filter

My Tasks

Name	Document Type	Organization	Status	Status Date	Due
AR20-009	OCAST Application	OCAST IGX Test Organization	Application In Process	9/4/2020 11:36:39 AM	
AR20-010	OCAST Application	OCAST IGX Test	Application In Process	9/4/2020 1:00:29 PM	

1. Click on the **Initiate Related Document button.**

My Opportunities

Name	Provider	Availability	Short Description
FY19.1 Intern	Oklahoma Center for the Advancement of Science and Technology	8/6/2018 12:00:00 AM - 2/28/2021 11:59:00 PM	

Announcements

2. Enter your Project Number in the **Document Identifier** field. The resulting **Parent Document** field will match, and the **Available Documents** field will show the associated OCAST Request for Payment document available.

3. Click the **Create** button.

Initiate Related Document

Select a parent document and available related document. Use the Create button to initiate the related document.

Document Identifier
IP20-008

Parent Document
IP20-008

Available Documents
OCAST Request for Payment (2018)

2. Enter your Project Number in the **Document Identifier field**

3. Click on the **Create button.**

Create

4. An RFP document is created and you will see its Document Landing Page. Click on **RFP Selection**.

OKLAHOMA OKLAHOMA GRANT EXCHANGE - OGX

Home Searches

RFP-2020-OCAST-IGX-00138

Forms

Request for Payment

RFP Selection

Tools

Landing Page

Document Landing Page

View document details.

OCAST Request for Payment 2015 OCAST Request for Payment (2018) OCAST RFP

RFP-2020-OCAST-IGX-00138

Organization: OCAST IGX Test Organization Your Role: Financial Officer

4. Click on **RFP Selection** in the Navigation Pane

5. Select the **contract number**, which is the project number appended by the contract year (e.g., Year 1 = “-1”; Year 2 = “-2”; Year 3 = “-3”).

6. Select the **budget year**. The budget year must match the contract year.

7. Click **Save**.

OKLAHOMA OKLAHOMA GRANT EXCHANGE - OGX

Home Searches

RFP-2020-OCAST-IGX-00138

Forms

Request for Payment

RFP Selection

Tools

Landing Page

Add/Edit People

RFP Selection

Instructions:

Please complete this page, then click **Save**. Any errors will be noted after saving.

Contract from which I am requesting funds:

Budget year from which I am requesting funds:

Year 1 Year 2

5. Select the contract number

6. Select the budget year

7. Click on **Save**

8. After saving, the RFP document will now have a designated RFP document number shown at the top of the navigation pane. The RFP document number is comprised of the contract number followed with a dot (".") and a number. The first RFP created will include in its document number ".1" appended to the contract number, the second ".2" and so forth.

9. Click on **Request for Payment Year (1/2/3)** in the Navigation Pane to begin entering data in the RFP form.

The screenshot shows the 'RFP Selection' form in the OKLAHOMA EXCHANGE - OGX system. The navigation pane on the left contains the following items: Home, Searches, IP20-008-1.3 (highlighted with a red box and an arrow pointing to it), Forms, Request for Payment, RFP Selection (checked), Request For Payment Year 1 (highlighted with a red box and an arrow pointing to it), Tools, Landing Page, and Add/Edit People. The main content area has a header 'RFP Selection' and a sub-header 'EXCHANGE - OGX'. Below the header, there are instructions: 'Instructions: Please complete this page, then click Save. Any errors will be noted after saving.' The form fields include 'Contract from which I am requesting funds:' and 'Budget year from which I am requesting funds:'. A red box with the text '8. Newly created RFP document number' points to the 'IP20-008-1.3' item in the navigation pane. Another red box with the text '9. Click on Request for Payment Year (1/2/3) in the Navigation Pane' points to the 'Request For Payment Year 1' item in the navigation pane. The form also includes a 'Year 2' radio button.

10. Enter the **Reporting Period**, which must fall within the Contract Period. These dates signify the start and end dates for the period in which the expenses you wish to report were incurred. Confirm that the contract period dates and contract number are correct.

IMPORTANT: Do not allow the reporting period to overlap with the dates of June 30th and July 1st (start of OCAST fiscal year) If necessary, submit two separate RFPs to split the amounts; one ending on June 30th and the other beginning July 1st. RFPs with reporting periods overlapping the fiscal years will not be processed.

Indicate if the RFP is a **Final Request**, meaning that the RFP is a final submission for the contract. If “Yes” is selected then the contract will be closed out and any remaining funds will be returned to general OCAST program funds.

The screenshot shows the 'Request For Payment Year 1' form. At the top right, there are buttons for 'New Note' and 'Save', and a status bar indicating 'Last Saved 11/12/2020 12:47 PM'. Below this is an 'Attention' box with a right-pointing arrow. The form includes an 'Instructions' section and a 'Section 1. Request for Payment Information' section. In this section, the 'Principal Investigator' is set to 'Authorized Official (PI) - OGX'. The 'Contract Period' shows a 'Start Date' of 07/01/2020 and an 'End Date' of 06/30/2021. The 'Contract Number' is blank, and the 'Contract Amount' is \$50,000.00. The 'Amount Requested' is \$0.00, and the 'Request Number' is IP20-008-1.3. A red box highlights the 'Reporting Period' section, which includes 'Start Date' and 'End Date' fields with calendar icons, and a 'Final Request' section with 'Yes' and 'No' radio buttons. A red arrow points from a text box to the 'Reporting Period' section. The text box contains the instruction: '10. Enter Reporting Period and Final Request (Yes or No)'. The 'Grantee Invoice Number' field is at the bottom, showing '0 of 75'.

10. Enter Reporting Period and Final Request (Yes or No)

Optional: Enter your internal number in the **Grantee Invoice Number** field, if desired. This is any number of your choosing and meant for identification purposes.

11. In Section 2, column A, enter expenses incurred in each budget category. Enter an amount in the Total Matching Expenditures field for applied research (OARS/AR) and Intern Partnership (IP) projects. This amount, when added to all expenditures to date, needs to meet the 1:1 match requirement. Enter **Total Matching Expenditures** for OARS (AR) and Intern (IP) projects only.

Section 2. Accounting of Expenditures

OCAST Funds				
Budget Category	A. Current Expenditures	B. Expenditures to Date	C. Remaining Balance	D. Budget
Personnel*	\$ <input type="text"/>	\$25.45	\$61.55	\$87.00
Travel*	\$ <input type="text"/>	\$98.98	\$5,557.02	\$5,656.00
Supplies*	\$ <input type="text"/>	\$596.23	\$2,726.77	\$3,323.00
Equipment*	\$ <input type="text"/>	\$85.45	\$124.55	\$210.00
Contractual Services*	\$ <input type="text"/>	\$0.00	\$0.00	\$
Patient Care Costs*	\$ <input type="text"/>	\$0.00	\$0.00	\$
Alterations/Renovations*	\$ <input type="text"/>	\$0.00	\$0.00	\$
Other Direct Costs*	\$ <input type="text"/>	\$536.56	\$2,586.44	\$3,123.00
Total State Expenditures	\$0.00	\$1,342.67		
Total Matching Expenditures	\$ <input type="text"/>			
Total	\$0.00	\$1,887.12		

11. Enter Reporting Period and Final Request (Yes or No)

Enter Total Matching Expenditures for AR and IP projects only.

Under the laws of Oklahoma and under penalty of perjury, by completing and saving this form, and by selecting the "RFP Submitted" status on the following page, I, the Contractor or duly sworn agent, of lawful age, state as follows: that this claim is true and correct, that the work, services, or material, as shown by this claim, has been completed or supplied in accordance with the terms of the contract, that, if required by contract, matching funds have been expended and have been completed or supplied in accordance with the terms of this contract, and that any funds that OCAST has previously paid to Contractor under this contract to reimburse Contractor for incurred contract costs have been used by Contractor to make payment for the previously invoiced incurred costs, and that any funds later determined to be not allowable costs will be reimbursed to OCAST in compliance with the contract.

Click the Save button at the top of the page, then use the left hand navigation menu to submit to OCAST.

(You will scroll down in the left hand navigation to the status option where you must click the "RFP Submitted" button)

Enter any internal notes in the **Grantee Notes** field, if desired.

Do not complete any of the other fields shown below.

Grantee Notes:

0 of 250

OCAST Notes:

0 of 250

Section 3. Payment Information

The information in this section will be automatically populated once the payment has been made.

Date Paid: Warrant Number:

Payment Method: Voucher Number:

12. Click the **SAVE** button. OGX will notify you if any page errors are found. All errors must be addressed before proceeding.

OKLAHOMA

OKLAHOMA GRANT EXCHANGE - OGX

Home Searches

Financial Officer IGX

IP20-008-1.3

New NC

Save

12. Click the **Save** button

Submit the RFP form to OCAST

13. On the left Navigation Pane, scroll down to the **Status Options** submenu and click **RFP Submitted**. This will change the status of the RFP from “RFP in Process” to “RFP Submitted”, which confirms that the RFP was successfully submitted to OCAST and is ready for processing. If instead you would like to cancel this RFP document and start over, you may select RFP Cancelled.

Request For Payment Year 1

Tools

- Landing Page
- Add/Edit People
- Attachment Repository
- Modification Summary
- Status History
- Notes
- Print Document

Status Options

- RFP Submitted**
- RFP Cancelled

Contractor or duly sworn agent, of lawful age, state as follows: that this claim is true and correct, that the work, services, or material, as shown by this claim, has been completed or supplied in accordance with the terms of the contract, that, if required by contract, matching funds have been expended and have been completed or supplied in accordance with the terms of this contract, and that any funds that OCAST has previously paid to Contractor under this contract to reimburse Contractor for incurred contract costs have been used by Contractor to make payment for the previously invoiced incurred costs, and that any funds later determined to be not allowable costs will be reimbursed to OCAST in compliance with the contract.

Click the Save button at the top of the page, then use the left hand navigation menu to submit to OCAST.

(You will scroll down in the left hand navigation to the status option where you must click the "RFP Submitted" button)

Grantee Notes:

13. Click RFP Submitted to change the status of the RFP

OCAST Notes:

Click the OK button to confirm the status change:

Home Searches

IP20-008-1.3

Forms

Request for Payment

RFP Selection

Request For Payment Year 1

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Total

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Are you sure that you want to change the status from RFP In Process to RFP Submitted?

Cancel OK

Financial Officer IGX

New Note Save

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IP20

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has contractor to make

payment

Congratulations! Now that the RFP is in “RFP Submitted” status, you have successfully completed the submission of your RFP to OCAST.

You may confirm that the RFP Submitted status is applied to this RFP by hovering the mouse pointer over the RFP Document number located at the top of the left navigation pane and viewing the resulting document info tip.

The screenshot shows the Oklahoma Grant Exchange (OGX) interface. At the top, there is a navigation bar with 'Home' and 'Searches' on the left, and user information 'Financial Officer IGX' on the right. Below the navigation bar, the left sidebar displays the document ID 'IP20-008-1.3' and its status 'RFP Submitted', which is highlighted with a red box. The main content area shows the title 'Request For Payment Year 1' and a 'New Note' button. The top navigation bar also includes a 'Last Saved' timestamp: '11/19/2020 4:16 PM'.

OCAST will begin processing the RFP within 1-2 business days unless technical issues are identified, in which case OCAST will work Agate Software to resolve the issue as soon as possible.

After it has been approved by OCAST staff and entered into the State accounting system, the status will be changed to ‘RFP Paid’. This status indicates that a payment will be forthcoming. At this point you may access the bottom section of the RFP form in OGX to see specific payment information, including the date the RFP was paid, the payment method, the warrant number, and the voucher number. You may use this information when communicating with OCAST staff to help track paid RFPs.

NOTE: If you need to cancel an RFP and start another, be sure to change the status of the RFP to RFP Cancelled before beginning a new RFP.

What may prevent or delay RFP payment?

Failure to change the status of your completed RFP from “RFP in Process” to “RFP Submitted.”

Any RFP in the “RFP in Process” status past 90 days after the contract funding period end date will not be paid by OCAST.

Not monitoring all active RFPs within the OGX system and either submit by changing to “RFP Submitted” status or cancel by changing to “RFP Cancelled” status as needed in a timely manner.

Having a reporting period on the RFP that overlaps with the dates of June 30th and July 1st. Since this coincides with the OCAST fiscal year, we cannot process RFPs with this overlap. An RFP with this issue will need to be corrected by the requestor.

Submitting an RFP after the RFP Submission closing date in the current month (See the RFP Submission Closing Dates schedule in this guide for important dates).

Attempting to work on two RFPs at the same time. Instead, do the first RFP and submit, then work on the next RFP.

A final RFP that is submitted to OCAST may be placed on hold pending the receipt of that year’s progress report. Once the progress report is received, the final RFP will be processed for payment.

Not submitting a Contract Modification Request form to OCAST prior to submitting an RFP with line item budget deviations which, in the aggregate, exceeds 10% of the total OCAST contract funds.

2020/2021 RFP Submission Closing Dates

If you would like the RFP to be processed for payment for the following month:	Submit the RFP no later than close of business on this date:
November	Friday, November 20, 2020
December	Friday, December 25, 2020
January	Monday, January 25, 2021
February	Monday, February 22, 2021
March	Thursday, March 25, 2021
April	Monday, April 26, 2021
May	Friday, May 21, 2021
June	Thursday, June 24, 2021
July	Monday, July 26, 2021
August	Wednesday, August 25, 2021
September	Friday, September 24, 2021
October	Monday, October 25, 2021
November	Monday, November 22, 2021
December	Monday, December 20, 2021