

1. Access the Contract Gateway at: <https://cipag.jmu.edu/cipag/>
(Please note the Contract Gateway may be accessed in any web browser but does not function at its optimum in IE)
2. Select a **Search By** method: **Contractor Name, Contract Number, Contract Name/Commodity, or by Buyer** and either use the drop down menu or start typing in the search box.

James Madison University - Contract Management System
Public Website Search

Search By:

Contractor
-- Select One or Begin Typing --

Contract Number (#)
-- Select One or Begin Typing --

Contract Name - (Commodity)

- Print Control and Management System
- Printing of The Journal of ERW and Mine Action
- Printing of the One Books
- Printing of the University Undergraduate Catalog
- Printing of the Virginia Child Protection Newsletter
- Promotional Items
- Property Appraisal Services

[Search Records](#)

[Privacy](#)

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3. Once you have selected a Search By feature, click **Search Records**.

James Madison University - Contract Management System
Public Website Search

Search By:

Contractor
-- Select One or Begin Typing --

Contract Number (#)
-- Select One or Begin Typing --

Contract Name - (Commodity)
Promotional Items

Buyer
-- Select One or Begin Typing --

[Search Records](#)

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4. The results of the search will be returned. You may then Click **View** to view the contract record details.



[New Search](#) [Help](#)

James Madison University - Contract Management System Public Website Search

View	Contract Name - (Commodity)	Contractor	Contract Number (#)	Buyer	SWAM	Current Term End
view	Promotional Items	Authentic Promotions.com	UCPJMU3969	Simmers, Dana simmerdm@jmu.edu (540) 568-5113	N/A-Not Applicable	10/14/2016
view	Promotional Items	Brand Fuel	UCPJMU3972	Simmers, Dana simmerdm@jmu.edu (540) 568-5113	S-Small Business	10/14/2016
view	Promotional Items	Bright Ideas	UCPJMU3965	Simmers, Dana simmerdm@jmu.edu (540) 568-5113	SW-Small Woman Owned Business	10/14/2016

5. All relevant contract details will be listed on the contract details page.

[Help](#)

James Madison University - Contract Management System Public Website Search

Contract Name - (Commodity):	Promotional Items
Contractor:	Authentic Promotions.com 6151 Fair Oaks Blvd. Carmichael, CA 95608
Contract Number (#):	UCPJMU3969
Vendor Contact:	Maril Cardwell (800) 497-7765 ext 278 maril@authenticpromotions.com www.authenticpromotions.com
Buyer:	Simmers, Dana simmerdm@jmu.edu (540) 568-5113
SWAM:	N/A-Not Applicable
Current Term End:	10/14/2016
Renewals Remaning:	1, Two-Year
Final Expiration:	10/14/2018
<i>Listed below are public documents related to this contract. For further information regarding this contract, please contact the JMU Buyer at the email address above.</i>	
Attachments / Files	
View File	
<input type="text"/>	
FOIA UCPJMU3969 CONTRACT.pdf	
FOIA UCPJMU3969 RENEWAL1.pdf	
Promotional Items Contracts Information Sheet.pdf	
RFP# MLO-568.doc	

[Back to Results](#) [New Search](#) [Link to VASCUPP.org](#)

6. Once you find a contract you are interested in utilizing you may contact the vendor and request a quote/estimate with contract pricing. You are still required to submit requisitions with contracted vendors in eVA. If you cannot find a specific contract or you have any questions/concerns please contact Procurement Services at 540.568.3145 or the buyer listed on the Contract Details page.