

MCH Contract Negotiations – GAC Instructions

**Screenshots of these steps can be found in the [Grants and Contracts \(GAC\) System manual](#).*

1. Once you are logged in, on the GAC Main Menu click **“Search for Contract”**. Select your agency in the **“Agency”** drop down menu, enter 2025 in the **“Contract Year”** box, and click **“Search”**.
2. Under the **“Contract #”** column, click the **contract #** that corresponds to Consolidated contracting (indicated under **“Contract Focus”** column).
3. Click **“Contract Programs”**. This will list all programs that are part of your consolidated contract and is where you can locate your MCH funding amount.
4. Click **“Objectives List”** in the **“Go To”** column, on the MCH row.
5. From the **“Objectives List”** screen, you can view the MCH template objectives by clicking **“View Template Objective List”** button.
6. To add your selected objective(s), click the **“Add Template Objective”** button for each objective you would like to select. This will load your selected objectives to your **“Objectives List”**.
7. Click **“Back to Objectives List”** and click the objective(s) you added and enter an **“Objective Value”** (budget amount). If you are selecting multiple objectives, the total of your objectives must equal your total MCH award (not including match). If you are only selecting one objective this should be your total MCH award.
8. Once you add an objective, you are not able to remove it. If you add an objective by mistake or decide to switch objectives before contract negotiations are complete, please email dhsgacmail@wisconsin.gov to have the objective removed.
9. If your agency is selecting an objective with multiple strategies available, you will need to indicate which strategy(ies) you are selecting. To do this, click the objective on the **“Objective List”** page. In the first box titled **“Objective Statement (Template Objective)”**, type the strategy number(s) you are selecting in the **“(insert strategy number(s))”** section.
10. Do not make any other modifications to the text in the boxes within each objective.
11. Entering an anticipated budget is NOT required in GAC for 2025.
12. After your agency has added your objective(s), strategy(ies), and budget value(s), navigate back to the **“Contract Programs”** page and click the MCH **“Email”** button under the **“Go To”** column. This will automatically notify the assigned contract administrator that an objective has been loaded and the negotiation process in GAC has been initiated.