STATE OF CONNECTICUT
DEPARTMENT OF ADMINISTRATIVE SERVICES
REAL ESTATE AND CONSTRUCTION SERVICES

Building Design and Construction
450 Columbus Boulevard
Hartford, Connecticut 06103

eBuilder - Trimble Unity Construct
Guidance Manual
Volume IV

eBuilder User Guide – Volume IV – Revisions and Additions

Section 1: Basic User Navigation - Includes additional instructions on accessing Processes.

Section 7A (New): General Instructions on Document Uploads in the Processes Module - Provides information for hold to upload files in the Processes module.

Section 7B (New): General Instructions on Comments and Requested Comments in Processes - Provides information on entering comments and requesting comments in the Processes module.

Section 7C (New): Processes Notification E-Mails - Provides additional information on email notifications from Process instances.

Section 10: 1135 On-Call Selection - Task Letter Approval – Detail added on adding a task letter commitment to the project budget. Steps added to the process for the solicitation of proposals from multiple On-Call Consultants if the estimated Consultant Fee is greater than or equal to $300,000.

Section 13B (New): Filing Environmental Reports - Describes how to use the Process for filing environmental reports.

Section 15A (New): 3050 Delegated Design - Describes how to use the 3050 Delegated Design process. Replaces the 3050 Delegated Design form on the DAS Forms Library.

Section 17: Schedule of Values - Contains additional instructions for consultant contingency SOV line creation, as part of the SOV breakdown for consultant commitments.

Section 17A (New): Consultant Contingency Transfer (CntTr) - Describes the process for proposing, reviewing and approving transfers of funds from a consultant contingency SOV line to a new SOV line.

Section 17B (New): Retainage Reduction - Describes how to implement an approved retainage reduction in the e-Builder commitment. Note that this should be done prior to the submission of any new 7390 Application and Certification for Payment process instance.

Section 17C (New): Retainage Release - Describes how to populate retainage release amounts in the Retainage Upload step of the 7390 Application and Certification for Payment process.

Section 19A: 7390 Application and Certification for Payment - GC and CMR Users - Changed to reflect new workflow steps for retainage release. (See Section 17C, as well.) Describes how to note a payment application as being at substantial completion or being Final payment.

Section 19B: 7390 Application and Certification for Payment - CA Users - Removes the question of which agency pays for the invoice, as part of process streamlining.

Section 19C: 7390 Application and Certification for Payment - A/E Users - Removes the question of which agency pays for the invoice, as part of process streamlining.

Section 19D: 7390 Application and Certification for Payment – PMs - Removes the question of which agency pays for the invoice, as part of process streamlining, and adds instructions for configuring a project and commitment for CHEFA projects.

Section 19F: 7390 Application and Certification for Payment - Final Payment Application - Reflects changes in how final payment applications are processed in workflow.

Section 20: 7310 Request for Information - Changed to reflect process streamlining, especially the use of file fields to be the attachments to the PDF created for the record instead of using all files in the Documents tab of the process instance.

Section 20A (New): Agency Change Requests - Process for Agency Change Requests that replaces forms 3055 and 7055 on the DAS Forms Library. The 7055 branch of the process spawns a Proposal Request, similar to RFI process.

Section 21: Proposal Requests - Updated to reflect process streamlining, especially the removal of fields not needed at the Proposal Request part of process. Agency Change Request information was also added.

Section 22 (New): CCDs - New instructions for the CCD branch of the "PCO" process. Reflects updates to the approval process.

Section 23 (New): COPs - New instructions for the COP part of the "PCO" process. Reflects updates to the approval process and the use of file fields to be the attachments to the PDF created for the record instead of using all files in the Documents tab of the process instance.

Section 24 (New): Change Orders - New instructions for the Change Orders process. Reflects streamlining of the process, including removal of unneeded file uploads, adding Agency Change Request information and a refinement to remove a GC/CMR process step. Reflects the use of file fields to be the attachments to the PDF created for the record instead of using all files in the Documents tab of the process instance.

Section 26: 7989 AA Project Closeout – Fee confirmation section added. Workflow steps added for BO Accounting and Purchasing to close POs. Collection of the Asset Value Memo moved to the end of the closeout process. Steps added for the PM and BO to complete the Asset Value Memo.

Section 27: 7990 Project Closeout - Workflow steps added for BO Accounting and Purchasing to close POs.

Section 27A (New): 7995 Archival Data for Project Documentation - Replaces to the 7995 Archival Data for Project Documentation form on the DAS Forms Library.

Section 28 (New): Reports - Describes, in general, how to access e-Builder Reports.

TABLE OF CONTENTS		Page #
PART I: PROJECT SET-UP		
Section 1:	Basic User Navigation	4
Section 2:	Project User Access	7
Section 3:	(Reserved for future instructions)	8
Section 4:	Add Funding Sources	9
Section 5:	Edit Budget Details	11
Section 5A:	Tracking DAS Fees	16
Section 5B:	PM Creation of Other Commitments	26
Section 5C:	Cost to Date Report (coming soon)	30
Section 6:	Project Manager Monthly Reports	31
PART II: PROCESSES AND PROCEDURES		
Section 7:	Process Filter	44
Section 7A:	General Instructions on Document Uploads in the Processes Module	46
Section 7B:	General Instructions on Comments and Requested Comments in Processes	51
Section 7C:	Processes Notification E-Mails	53
Section 8:	1105 Project Intake Request	54
Section 9:	1105R Project Revision Request	70
Section 10:	1135 On-Call Selection - Task Letter Approval/Commitment	75
Section 11:	Contract & Amendment Approval/Commitment	100
Section 11A:	On-Call Contract (Under Development)	101
Section 11B:	Design Bid Build – DBB (Coming Soon)	118
Section 11C:	Construction Manager at Risk – CMR (Coming Soon)	125
Section 11D:	Formal Contract (Coming Soon)	168
Section 11E:	Contract and Amendment Commitment Creation	169
Section 12:	1165 HazMat Project Intake Request	171
Section 13:	HazMat Commitment	191
Section 13A:	HazMat Commitment Changes	196
Section 13B:	Filing Environmental Reports	198
Section 14:	6010 Bid Release Form	200
Section 15:	Design Review Submittal (Coming Soon)	209
Section 15A:	3050 Delegated Design	210
Section 16:	(Reserved for future instructions)	213
Section 17:	Schedule of Values	214
Section 17A:	Consultant Contingency Transfer (CntTr)	216
Section 17B:	Retainage Reduction	220

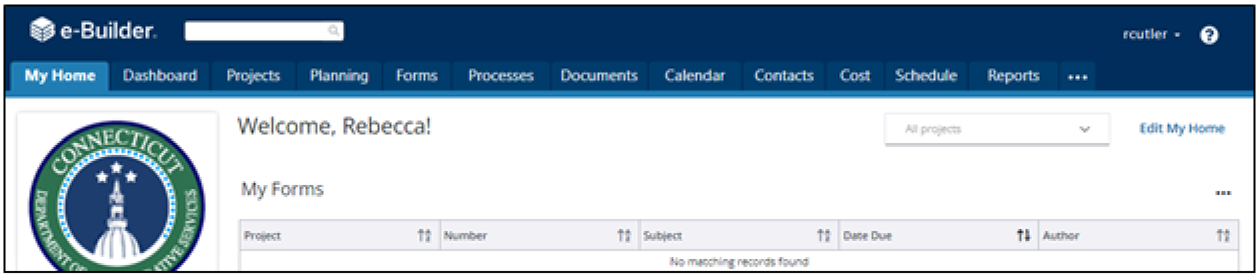
PART I:

PROJECT SET UP

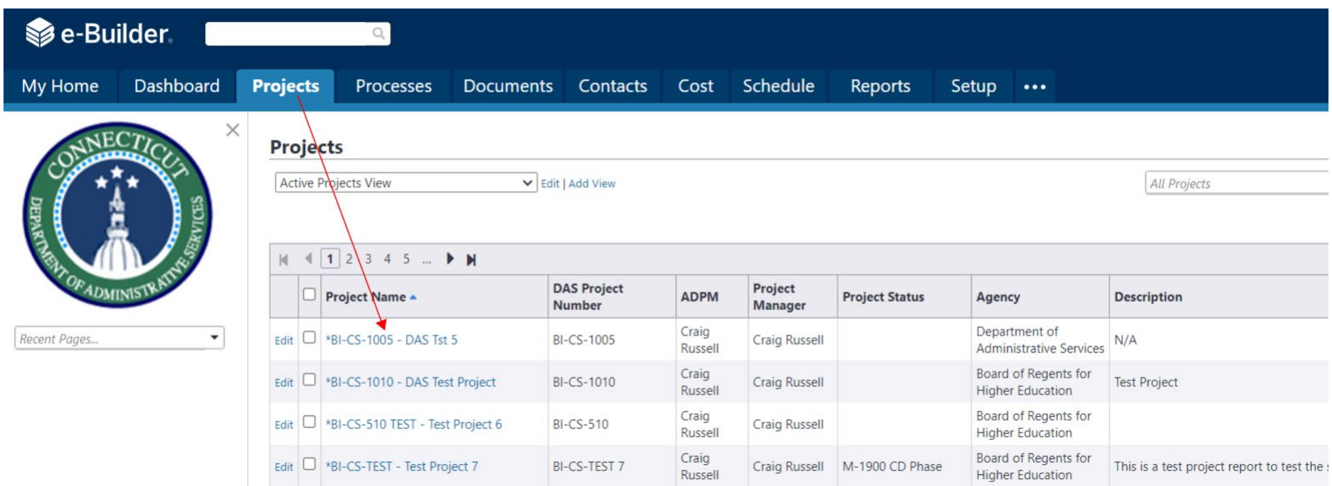
Section 1: Basic User Navigation

1.01 Accessing the project

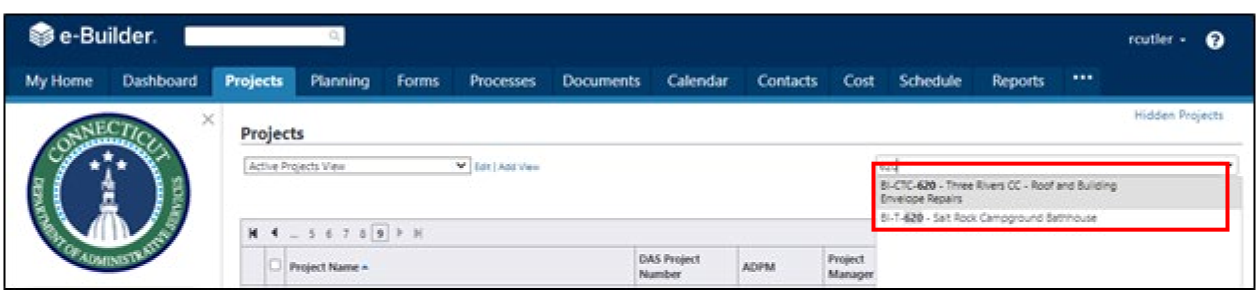
Log in to e-Builder: https://gov.e-builder.net.



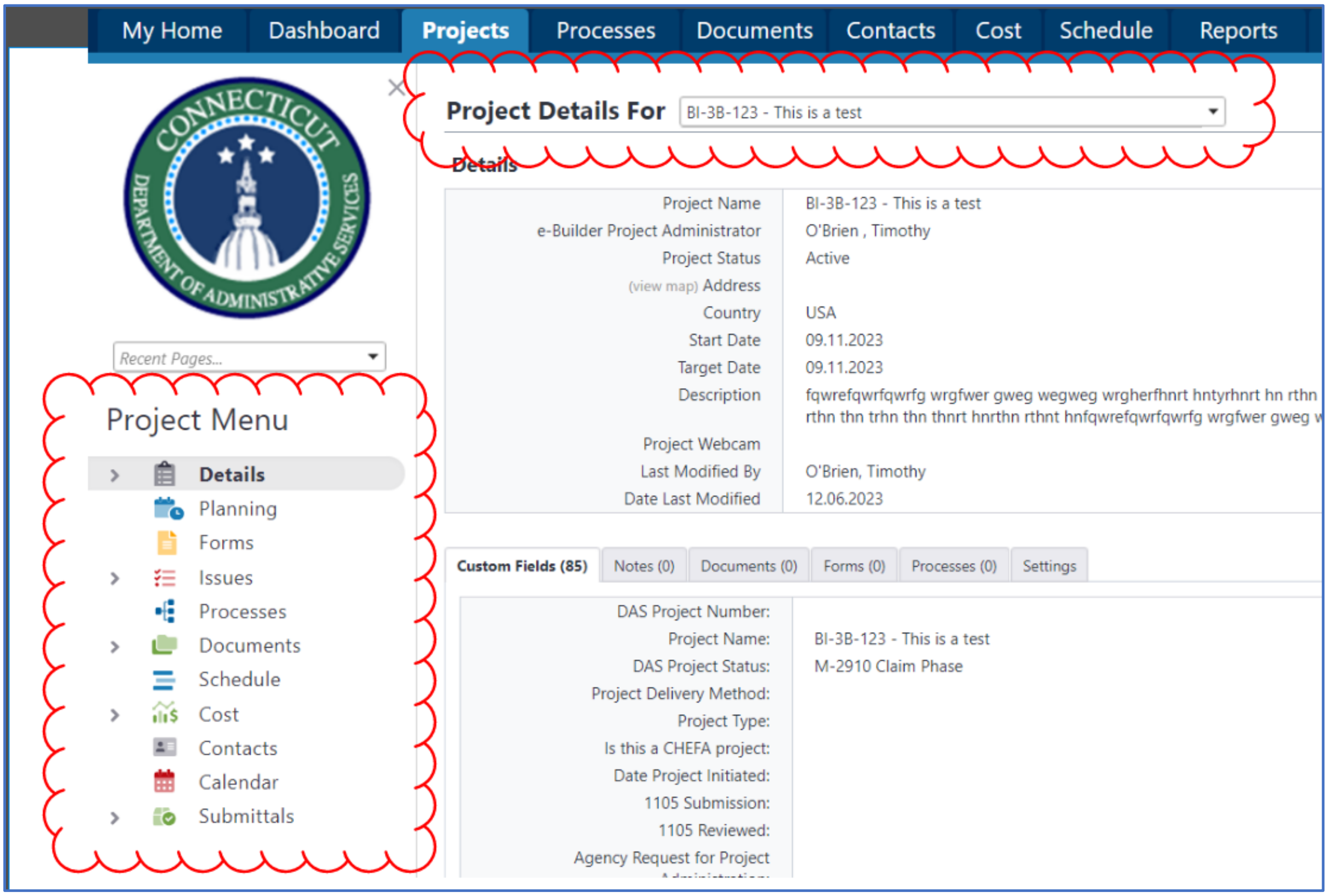
Find the project you wish to access in the list, as shown below, and click on the Project Name to open the project;



or you can search for your project by entering the project number into the “All projects” dropdown list, or by looking for it under the list by clicking dropdown arrow from the “All projects” dropdown list.

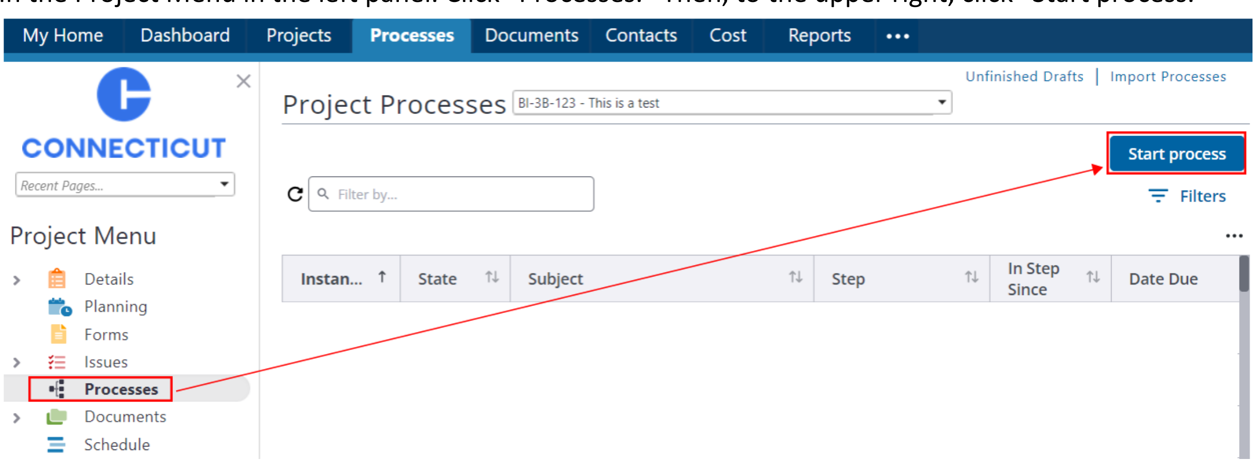


Either option will bring up the “Project Details” page. The “Project Details” page has a Project Menu with links for the modules related to that specific project.



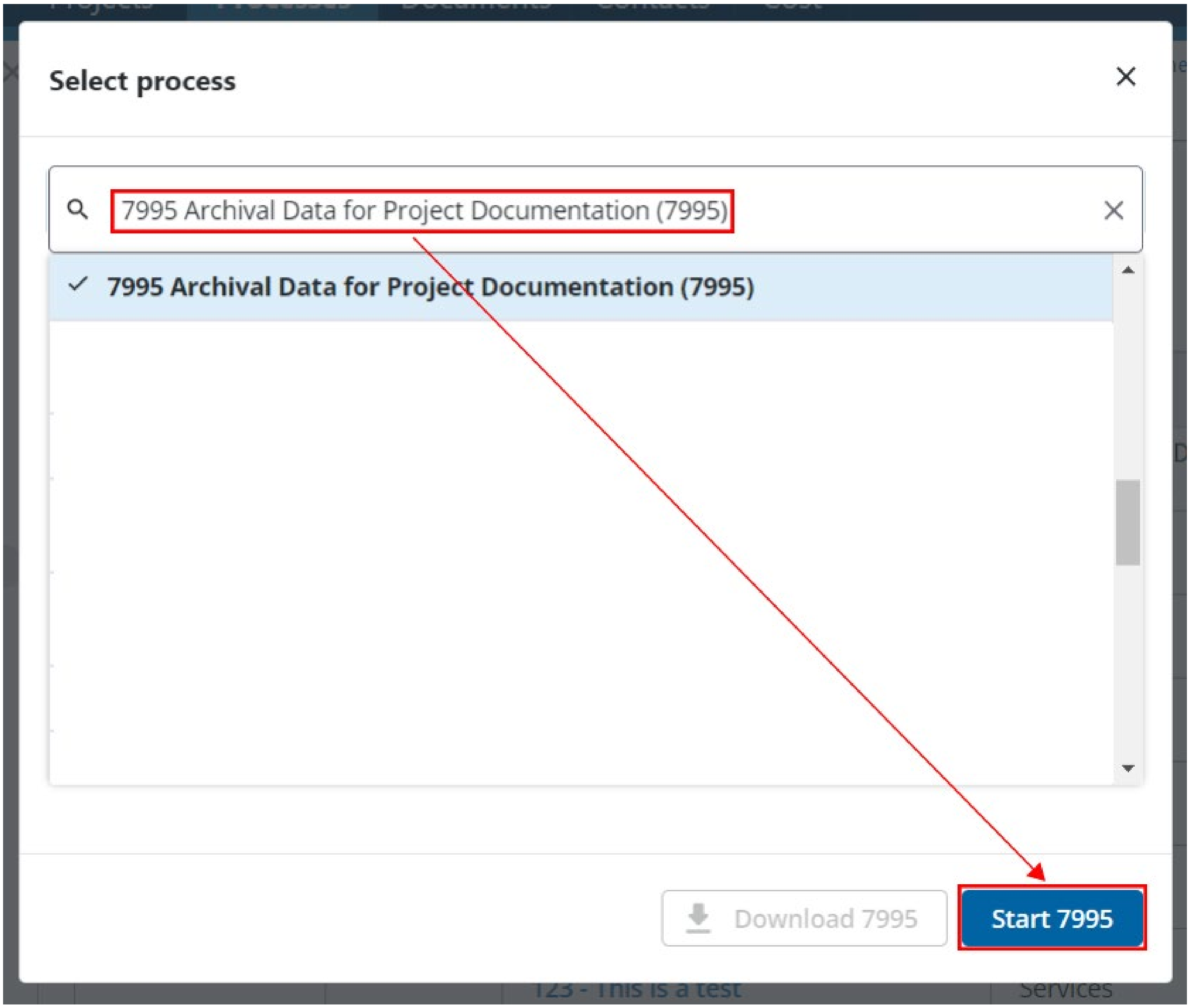
1.02 Navigating to the Project Processes Module and Initiating a Process Instance

In the Project Menu in the left panel. Click “Processes.” Then, to the upper right, click “Start process.”



In the “Select process” pop up window, search for and select the name of the Process type needed. Then click the blue button in the lower right that says “Start [process prefix]”.

See more details on how to use the Processes module, starting at Section 7.



Section 2: Project User Access

2.01 For DAS Project Managers:

When a DAS Project Manager is assigned to a project in e-Builder, the Project Manager may contact Construction Support Services (Tim O'Brien in Teams or at timothy.o'brien@ct.gov) to gain access to the project in e-Builder.

2.02 For Agency Users:

Agency PMs may contact Construction Support Services (Tim O'Brien in Teams or at timothy.o'brien@ct.gov) to gain access to a project in e-Builder for themselves, or for other agency staff. For each user, please provide the following information:

1. Name
2. Department
3. Email address
4. Project numbers, if only certain projects, or all in a department prefix.
5. Role: Agency PM, Agency Signatory or review only.

2.03 For Consultants and Contractors

Requests for user access to a project for consultant staff, contractors or any other outside user should come from the DAS Project Manager or from the CA assigned to the project, if the DAS Project Manager has delegated the CA with that responsibility. These requests for access may be made to Construction Support Services (Tim O'Brien in Teams or at timothy.o'brien@ct.gov). Please provide the following information for each user:

1. Name
2. Company
3. Email address
4. Project number or numbers
5. Role on project, such as A/E, A/E subconsultant, CA, GC, CMR or other.

Please specify if the users will only need access to submit Invoices/Payment Applications, otherwise the user will be in workflows and get workflow notifications.

Section 3: (Reserved for future use)

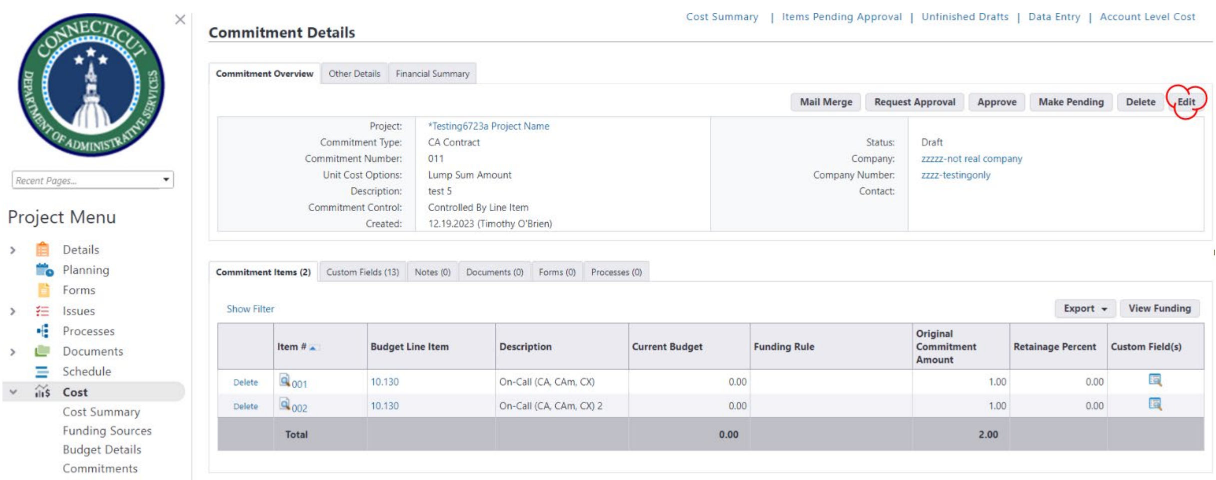
3.01 Coming Soon

Section 4: Add Funding Sources

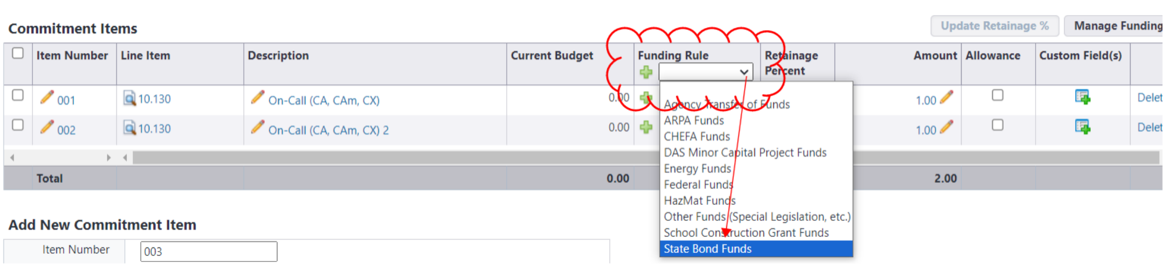
4.01 Accessing the Project

Follow the instructions provided in Section 1 to Access the Project.

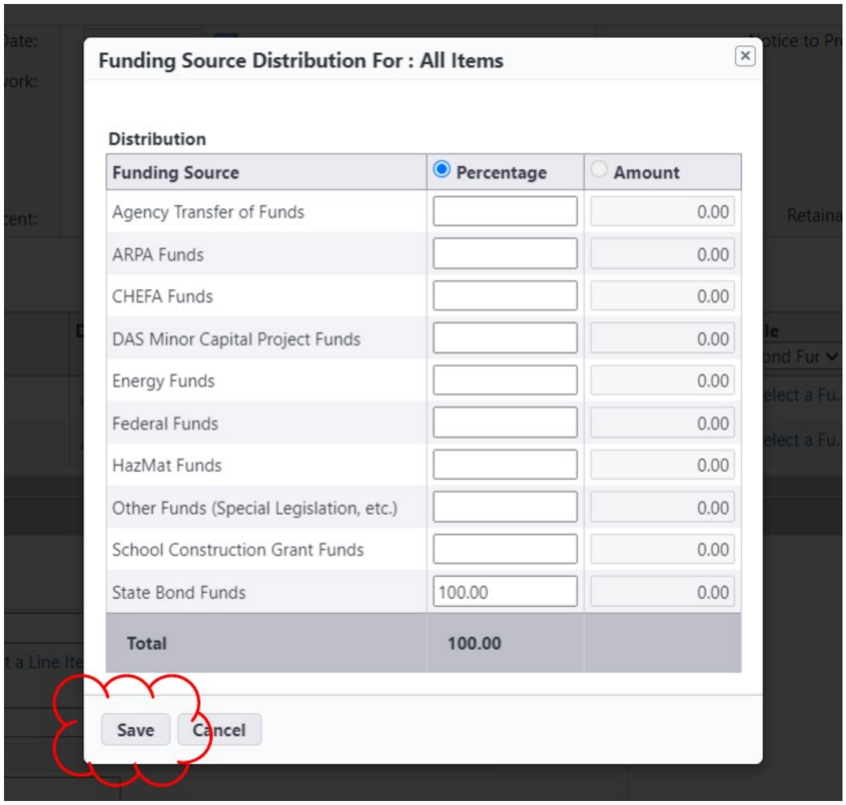
Under the "Project Menu", click "Cost" and then click "Commitment" to navigate to the Commitment record. Click "Edit" after opening the "Commitment Details" page.



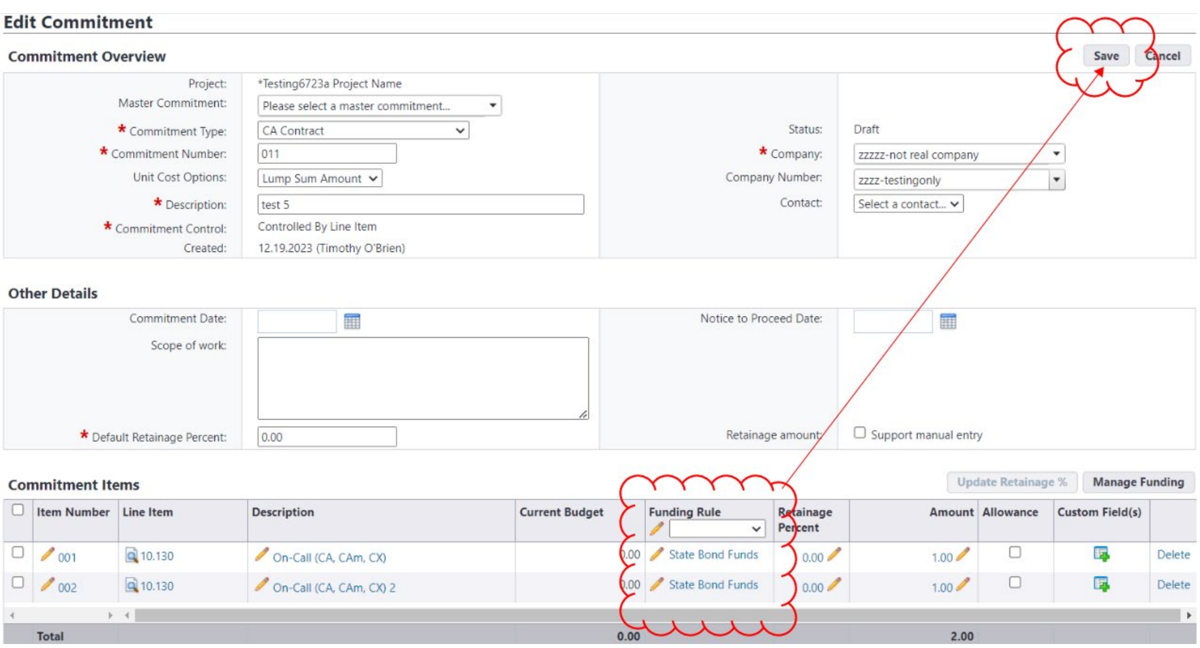
Click on the pull-down menu in the "Funding Rule" column and then select the most appropriate funding source.



After selecting the appropriate funding source, click "Save."



Note that the "Funding Rule" has been changed for all of the lines. Click "Save" to complete.



Section 5: Edit Budget Details

The Budget tool in e-Builder is used to track money that has been allocated or otherwise made available for commitment and expenditure on a project. The Budget tool is not for the entry of the whole 1105 project budget unless funding has been allocated for the entire project. The following instructions concern making changes to the Budget in e-Builder so that it reflects the money that has actually been allocated to a project.

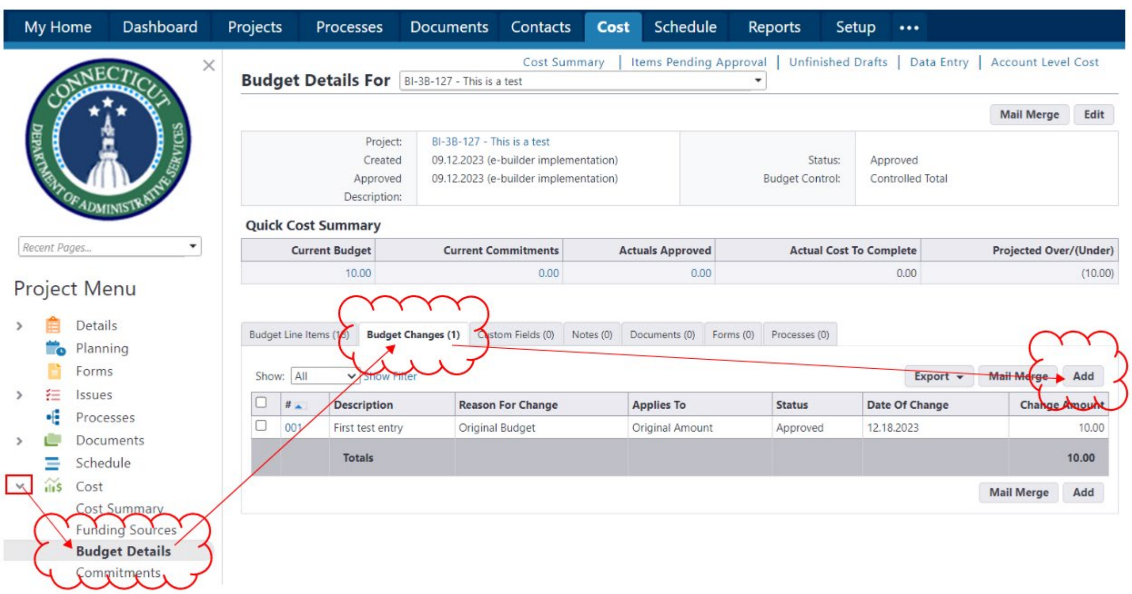
5.01 Accessing the project

Follow the instructions provided in Section 1 to Access the Project.

5.02 Creating a new Budget Change entry

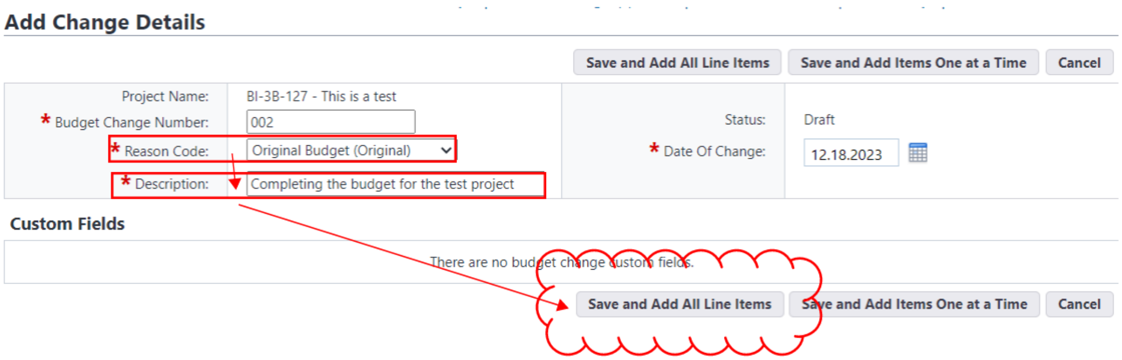
After accessing the project, under the Project Menu:

1. Click the arrow next to "Cost" to open the Cost options.
2. Then click on "Budget Details". That will open show the current project allocated Budget.
3. Then Click on the "Budget Changes" tab. Previously entered budget changes will be listed.
4. To start a new Budget Change entry, click "Add."

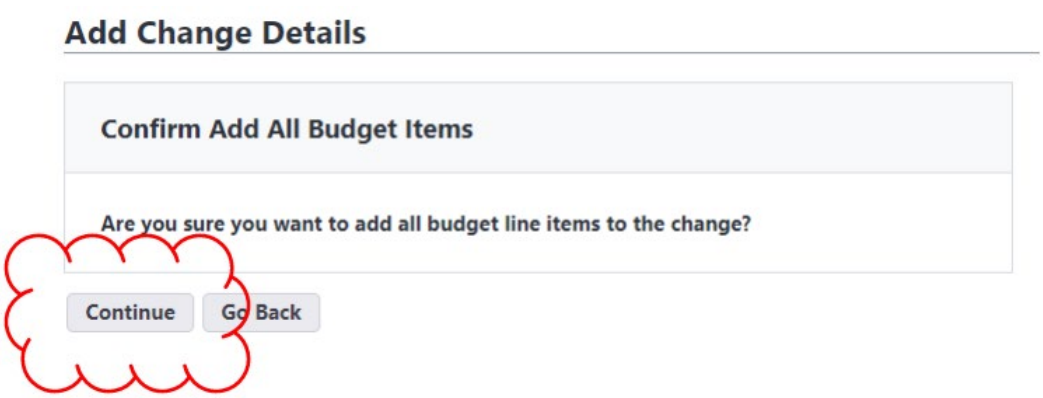


A new screen will open entitled “Add Change Details”. Complete the following:

1. Select a reason code, such as “Original Budget”. “(Original)” at the end of it means that the reason code will make this change show up in the budget as original costs.
2. Enter a Description.
3. Select “Save and Add All Line Items”.

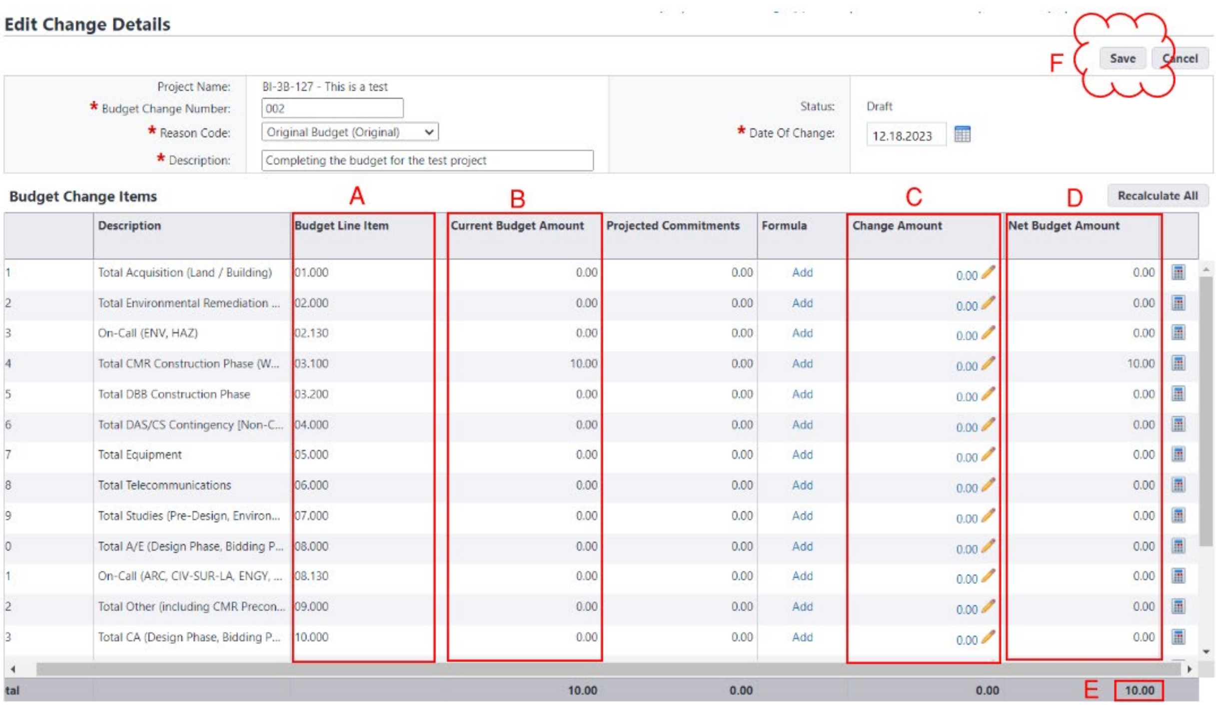


On the next screen, click, “Continue.”



The “Edit Change Details” screen will open. Then enter the changes:

A This column has the Cost Codes for each line in the Budget.
B This column has the current Budget amount for each Cost Code.
C This is the column where the changes being made are entered. Click on the “0.00” or the “pencil” button in the line item you want to edit. Enter the change amount for that Cost Code, which can be either a positive number, for an addition, or a negative number, for a reduction.
D The Net Budget Amount for each Cost Code will calculate automatically. The Net Budget Amount is equal to the Current Budget Amount (B), plus (or minus for negative numbers) the Change Amount (C).
E The value at the bottom of the Net Budget Amount column should reflect the total amount currently allocated to the project.
F When the entry is complete, click “Save.”

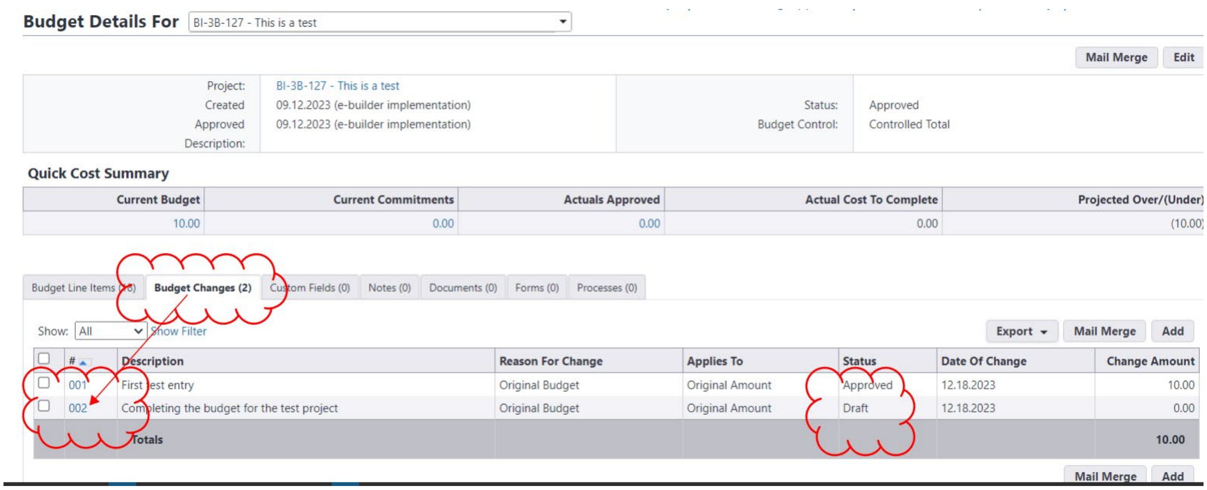


	Description	Budget Line Item	Current Budget Amount	Projected Commitments	Formula	Change Amount	Net Budget Amount
1	Total Acquisition (Land / Building)	01.000	0.00	0.00	Add	0.00	0.00
2	Total Environmental Remediation ...	02.000	0.00	0.00	Add	0.00	0.00
3	On-Call (ENV, HAZ)	02.130	0.00	0.00	Add	0.00	0.00
4	Total CMR Construction Phase (W...	03.100	10.00	0.00	Add	0.00	10.00
5	Total DBB Construction Phase	03.200	0.00	0.00	Add	0.00	0.00
6	Total DAS/CS Contingency (Non-C...	04.000	0.00	0.00	Add	0.00	0.00
7	Total Equipment	05.000	0.00	0.00	Add	0.00	0.00
8	Total Telecommunications	06.000	0.00	0.00	Add	0.00	0.00
9	Total Studies (Pre-Design, Environ...	07.000	0.00	0.00	Add	0.00	0.00
0	Total A/E (Design Phase, Bidding P...	08.000	0.00	0.00	Add	0.00	0.00
1	On-Call (ARC, CIV-SUR-LA, ENGY, ...	08.130	0.00	0.00	Add	0.00	0.00
2	Total Other (including CMR Precon...	09.000	0.00	0.00	Add	0.00	0.00
3	Total CA (Design Phase, Bidding P...	10.000	0.00	0.00	Add	0.00	0.00
tal			10.00	0.00		0.00	10.00

5.03 Navigating back to a draft budget change

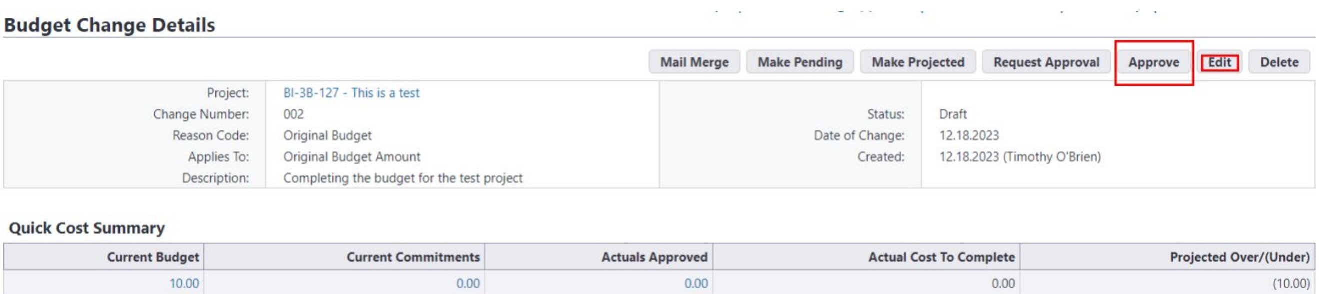
To access a previously saved budget change entry:

1. Follow the instructions in 5.1 & 5.2, steps 1-3 to navigate to the Budget Details/Budget Changes tab.
2. Click on the item # of the draft change to reopen the draft.

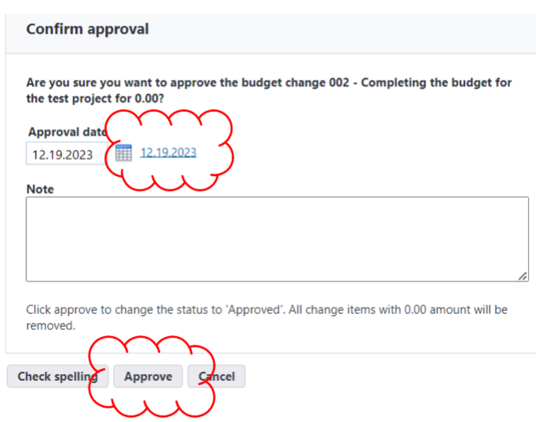


5.04 Approving a budget change

A budget change can be approved by clicking “Approve”. Alternatively, the “Edit” button can be clicked to re-open the draft for further changes.

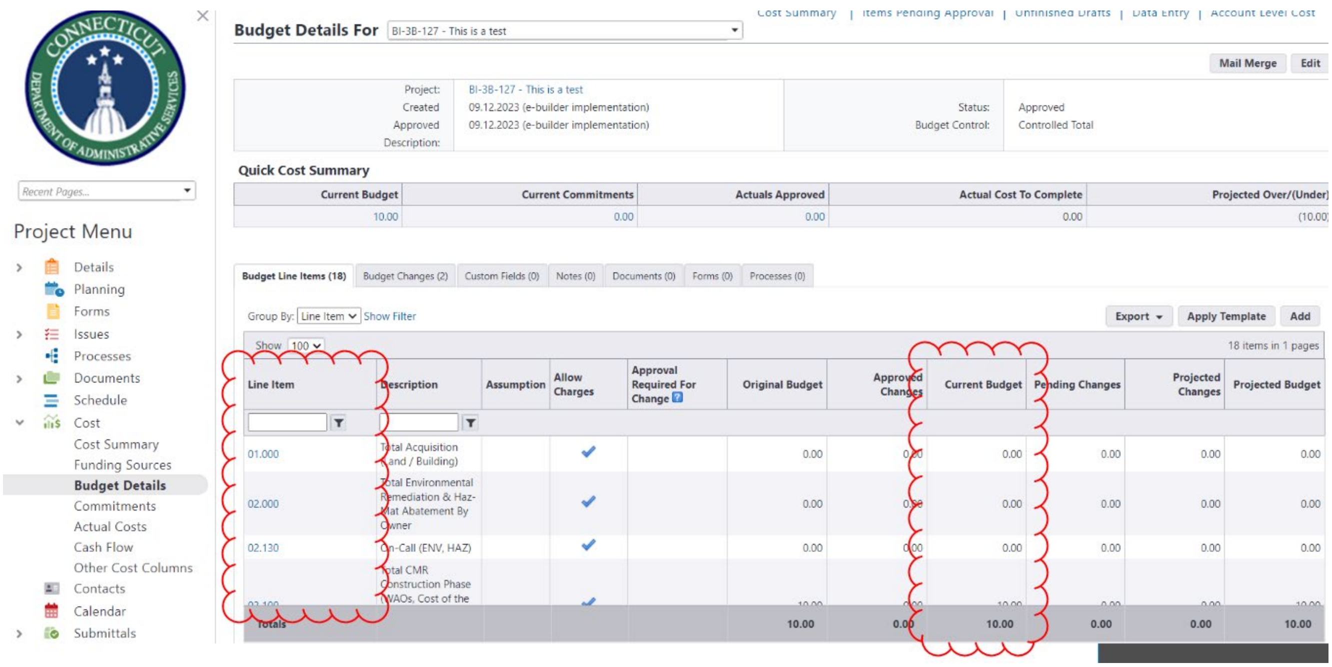


If “Approve” was selected, the approval confirmation screen will appear. Click or enter the approval date. Comments may be entered under “Note,” but are not required. Click “Approve”.



5.05 Budget should reflect all approved changes.

The project budget should now appear updated, based on the sum of the initial budget and all of the Budget Change entries. The budget is broken down by cost code in the “Line Item” column and the “Current Budget” column should reflect the updated current project budget. The number at the bottom of the “Current Budget” column should be the total money allocated to the project, as updated by the Budget Changes made.



Section 5A: Tracking DAS Fees

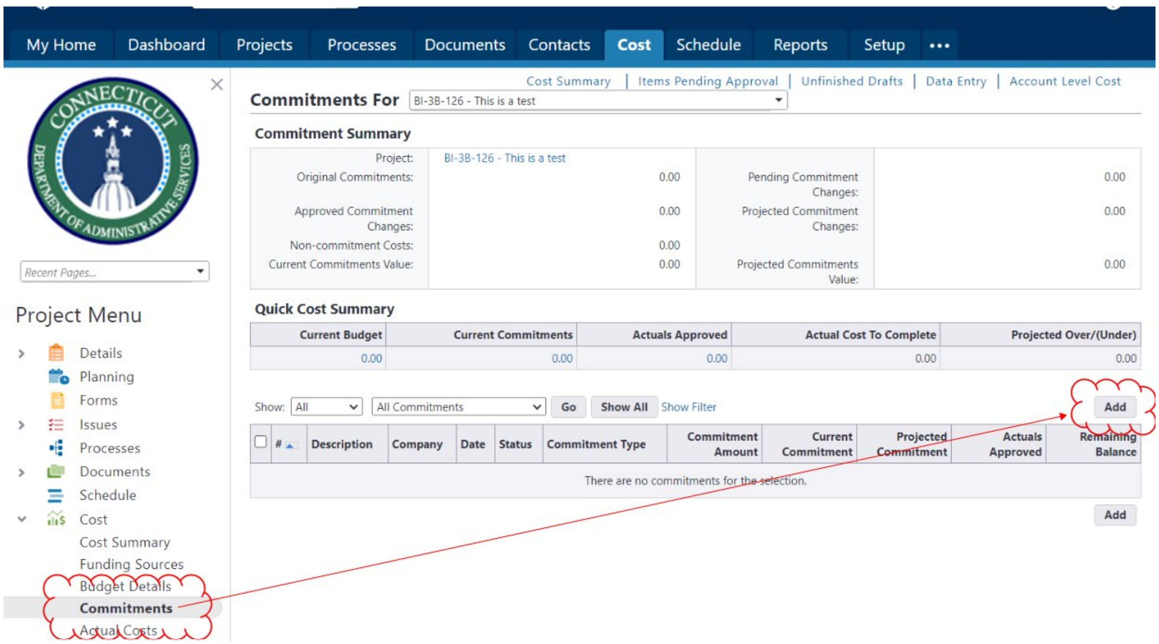
5A.01 Accessing the project

Follow the instructions provided in Section 1 to Access the Project.

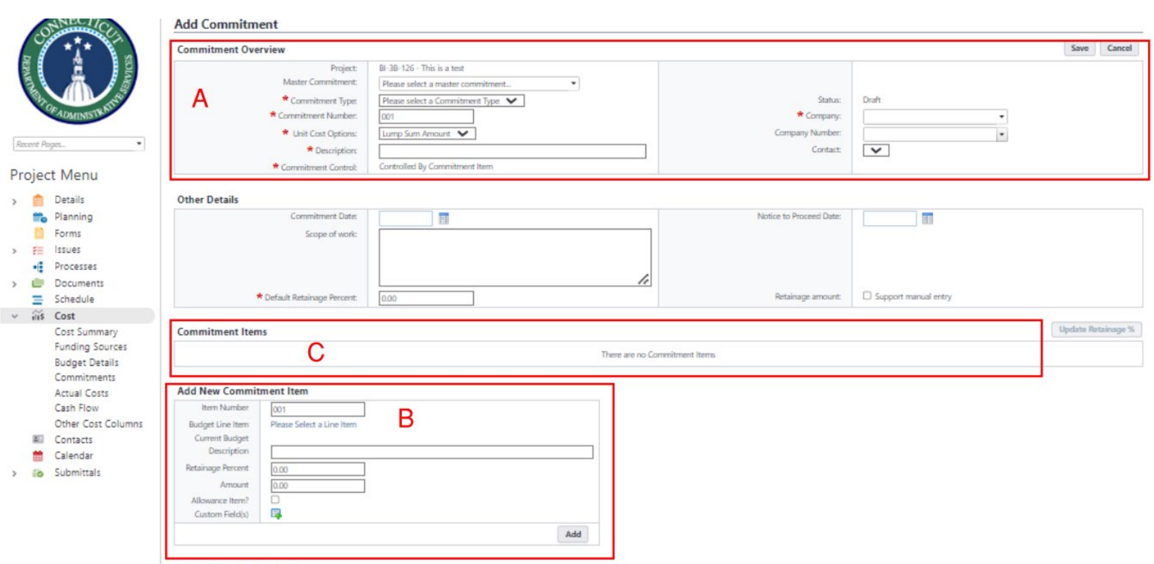
5A.02 Creating a Commitment Record for DAS Fees

The following applies if the project does not already have a Commitment record for DAS fees.

1. After opening the project record, select “Commitments” under the “Project Menu” and then click on “Commitments”. If no commitment appears for DAS fees, click, “Add.”

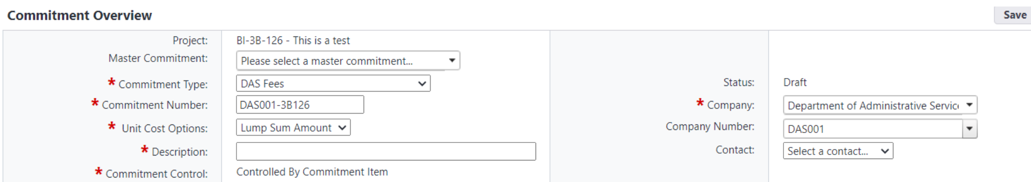


2. That brings up the draft Commitment form. This description will concern three different parts of that form (labeled A, B and C, below):



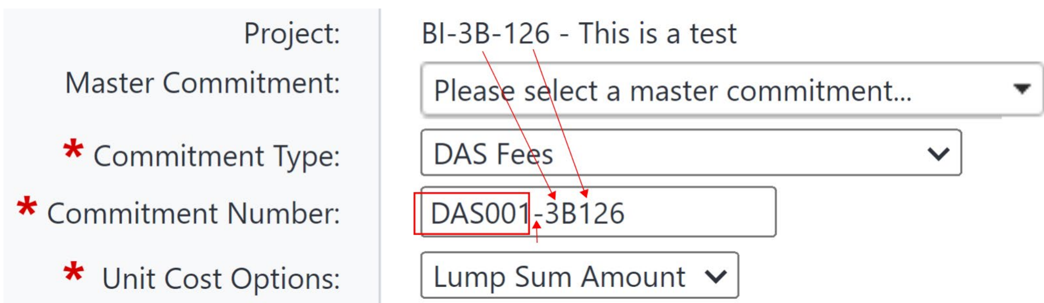
A. Add Commitment

A.1. In the “Commitment Type” field, select, “DAS Fees.”



A.2. In the “Company” field, type “Department of Administrative Services”. Note that the Company Number will populate automatically as “DAS001”.

A.3. Enter the Commitment Number, using the following format. Starting with “DAS001” (the “company number”), then type one dash. Then, excluding the “BI”, “CF”, etc. and all other dashes, enter the project number as shown.

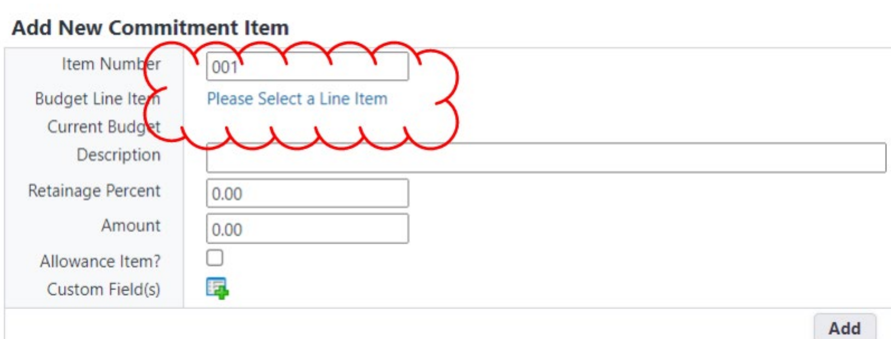


A.4. In the “Description” field, type a prose description, such as, “DAS Fees on project 3B-126.” The “Unit Cost Options” field should not be changed.

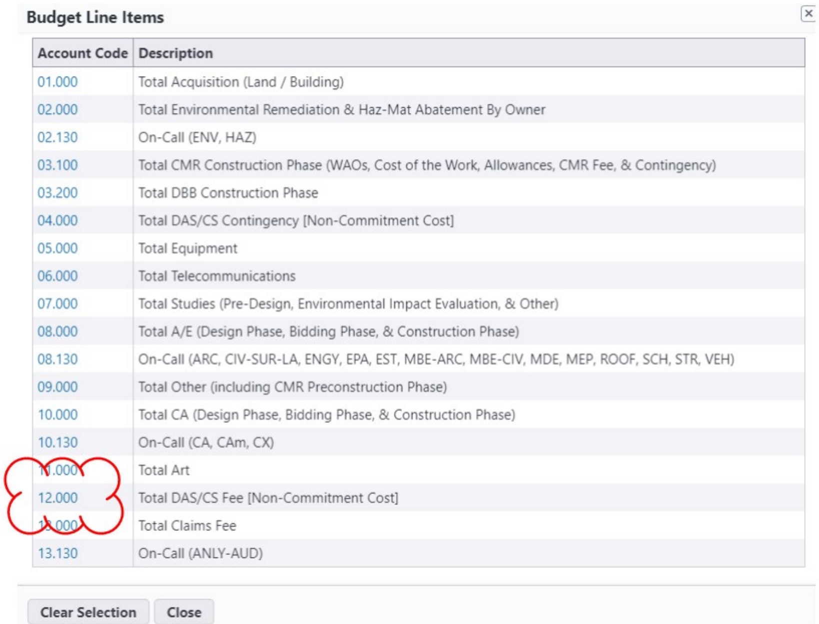
B. Add New Commitment Item

Under the “Add New Commitment Item” section:

B.1. Click on “Please Select a Line Item”. This is where the Cost Code is selected.



B.2. Click on Cost Code 12.000.

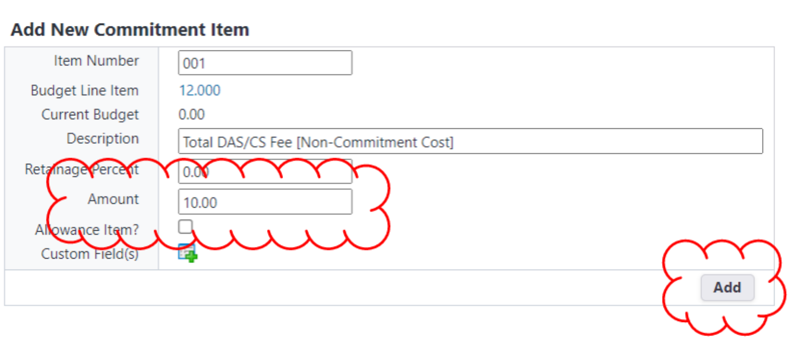


Budget Line Items

Account Code	Description
01.000	Total Acquisition (Land / Building)
02.000	Total Environmental Remediation & Haz-Mat Abatement By Owner
02.130	On-Call (ENV, HAZ)
03.100	Total CMR Construction Phase (WAOs, Cost of the Work, Allowances, CMR Fee, & Contingency)
03.200	Total DBB Construction Phase
04.000	Total DAS/CS Contingency [Non-Commitment Cost]
05.000	Total Equipment
06.000	Total Telecommunications
07.000	Total Studies (Pre-Design, Environmental Impact Evaluation, & Other)
08.000	Total A/E (Design Phase, Bidding Phase, & Construction Phase)
08.130	On-Call (ARC, CIV-SUR-LA, ENGY, EPA, EST, MBE-ARC, MBE-CIV, MDE, MEP, ROOF, SCH, STR, VEH)
09.000	Total Other (including CMR Preconstruction Phase)
10.000	Total CA (Design Phase, Bidding Phase, & Construction Phase)
10.130	On-Call (CA, CAm, CX)
11.000	Total Art
12.000	Total DAS/CS Fee [Non-Commitment Cost]
13.000	Total Claims Fee
13.130	On-Call (ANLY-AUD)

Clear Selection Close

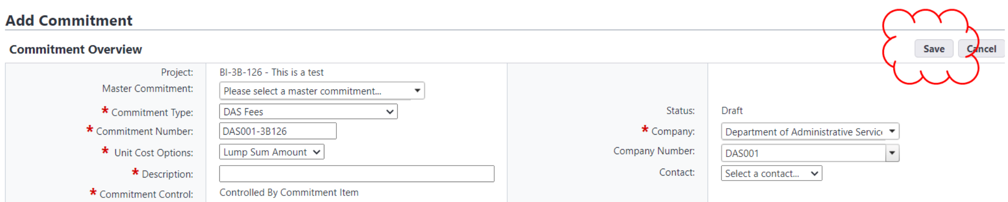
B.3. Enter the Amount to be committed to DAS fees, at least initially, and then click “Add”.



C. Commitment Items

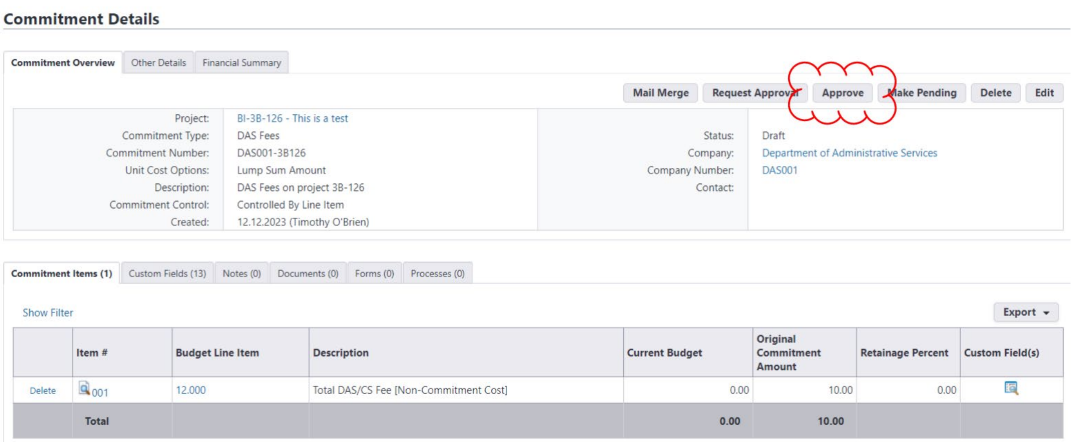
Under the “Commitment Items” section, confirm that the information is correct. Any fields with a pencil next to them can be opened for editing by clicking on the “pencil”. For example, to edit the Amount, click on the pencil next to that number, change the number and click in any blank area of the form to allow it to update.

C.1. If the information is correct, click “Save.”



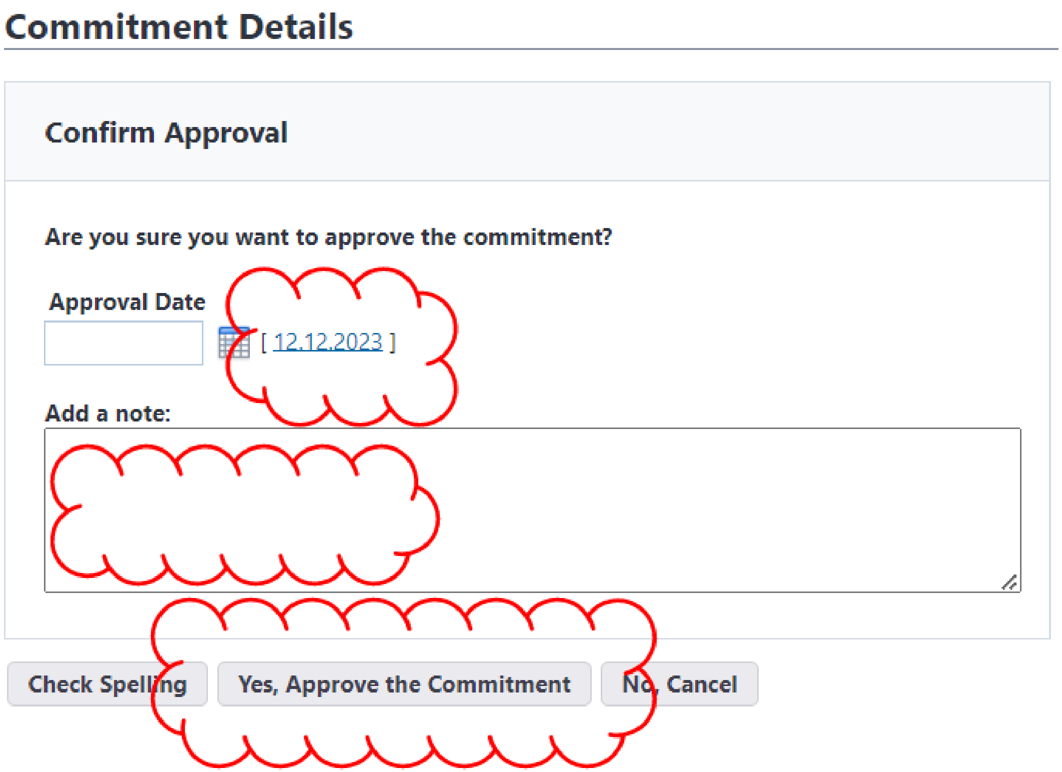
C.2. Saving the draft commitment leads to a pre-approval summary screen. Before the commitment can be used, it must be approved, which Project Managers can do.

a. To approve the DAS fees commitment, click, “Approve.”



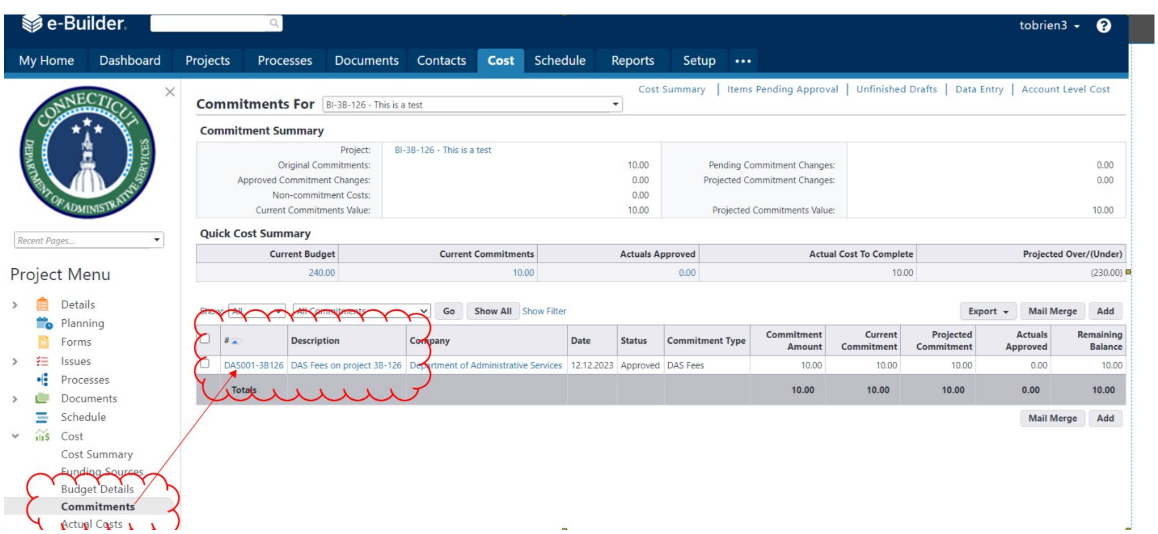
b. In the next screen, click on the date hyperlink to populate an approval date or enter an “Approval Date.” Enter a note, if applicable.

Then either click “Yes, Approve the Commitment” to approve or “No, cancel” to return back to the screen with the commitment as a draft.

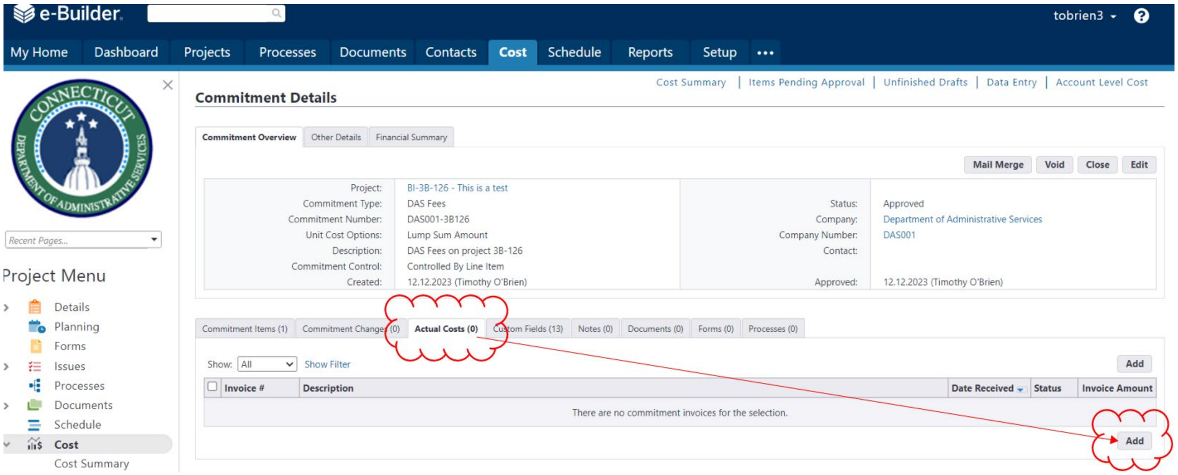


5A.03 Entering DAS Fees Actual Costs

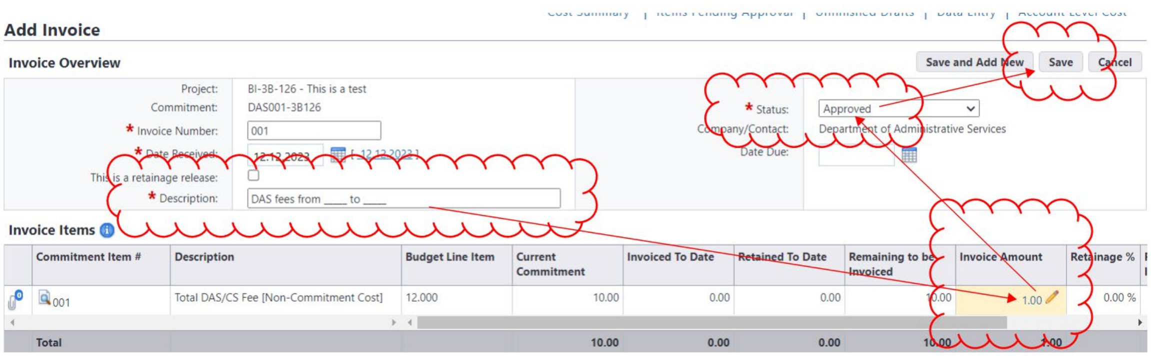
1. Under Costs > Commitments, click on the commitment number of the DAS fees commitment.



2. Click on the “Actual Costs” tab and then click on the “Add” button.



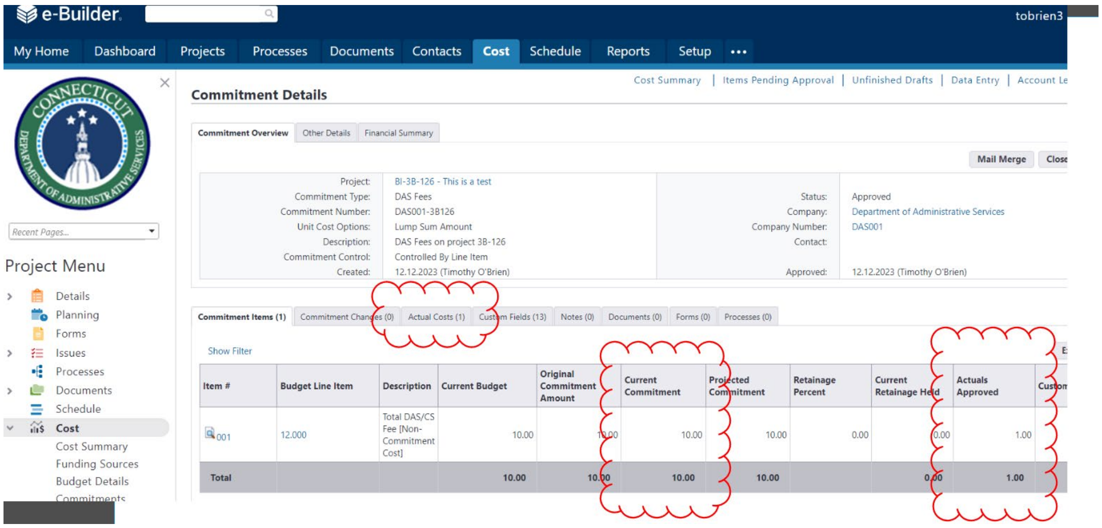
3. Enter a description of the actuals record in the “Description” field. Under “Invoice Amount,” enter the amount of new DAS fees to record, then toggle “Status” to Approved” and then click “Save”.



4. In the next screen, click on the date hyperlink to populate an “Approval Date” or enter an “Approval Date.” Then click “Yes, Approve the Invoice” to approve or click “No, cancel” to return to the draft screen.

5. [Deprecated step.]

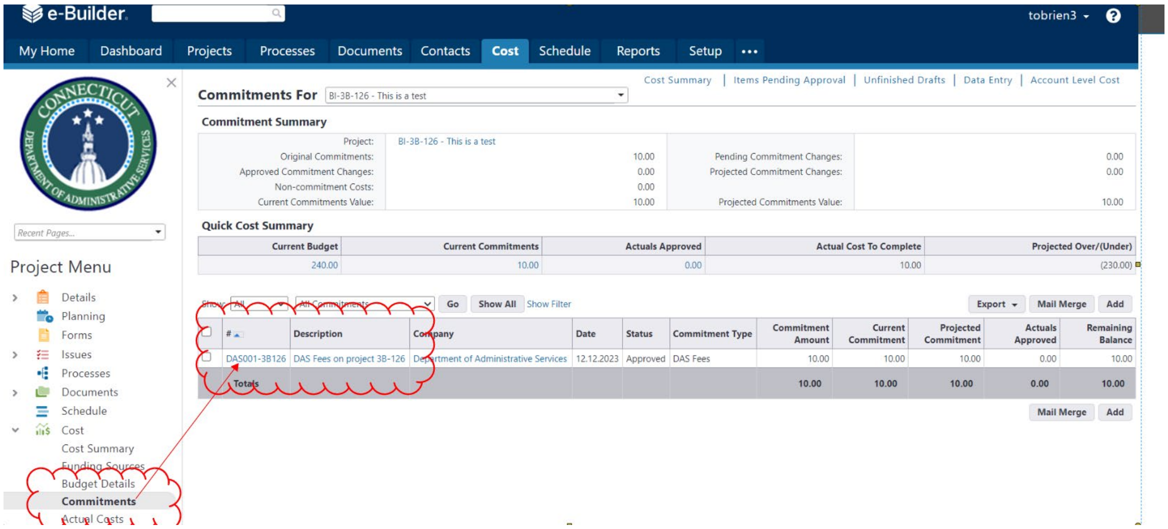
6. The Commitment Details page shows information about the commitment record, including the Current Commitment amount, the Actuals Approved and has a tab to show the Actual Costs entries against that commitment.



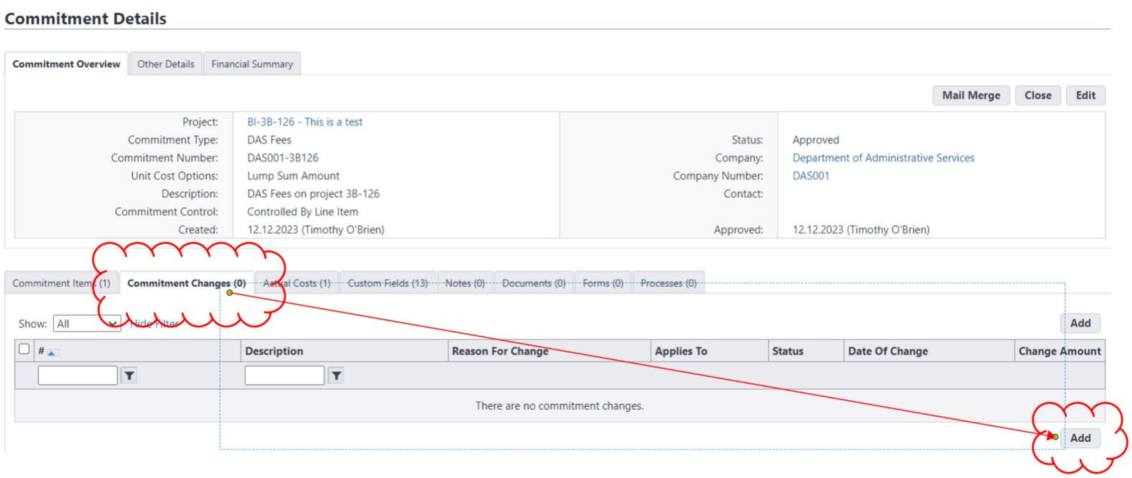
5A.04 Manually Entering a Commitment Change

To manually change a commitment amount for the DAS fees commitment on a project, proceed as follows:

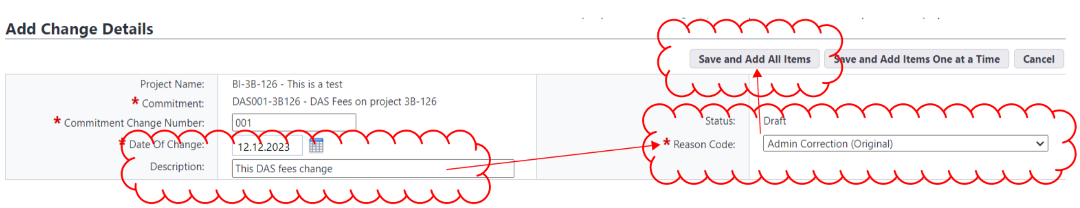
1. Under Costs > Commitments, click on the commitment number of the DAS fees commitment.



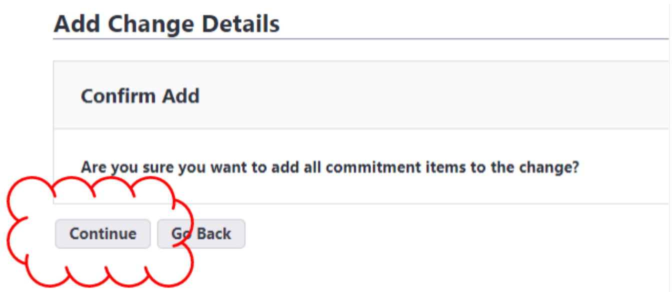
2. That leads to the "Commitment Details" screen. On that screen, under the "Commitment Changes" tab, click "Add."



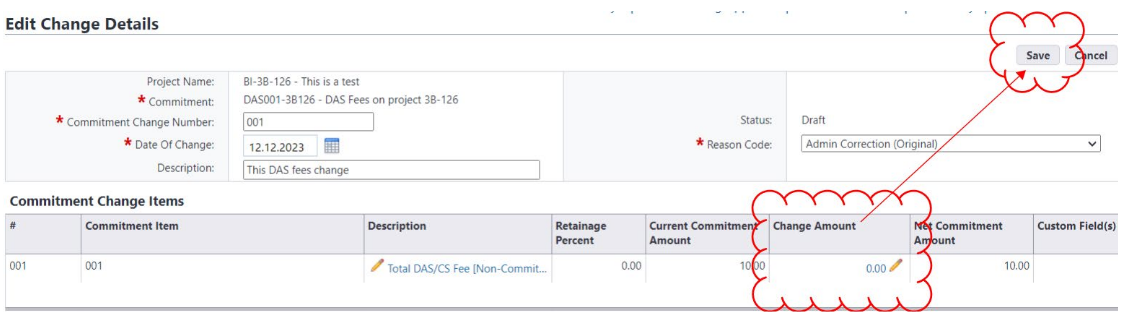
3. On the "Add Change Details" page, enter a Description, select the correct change "Reason Code" and click "Save and Add All Items."



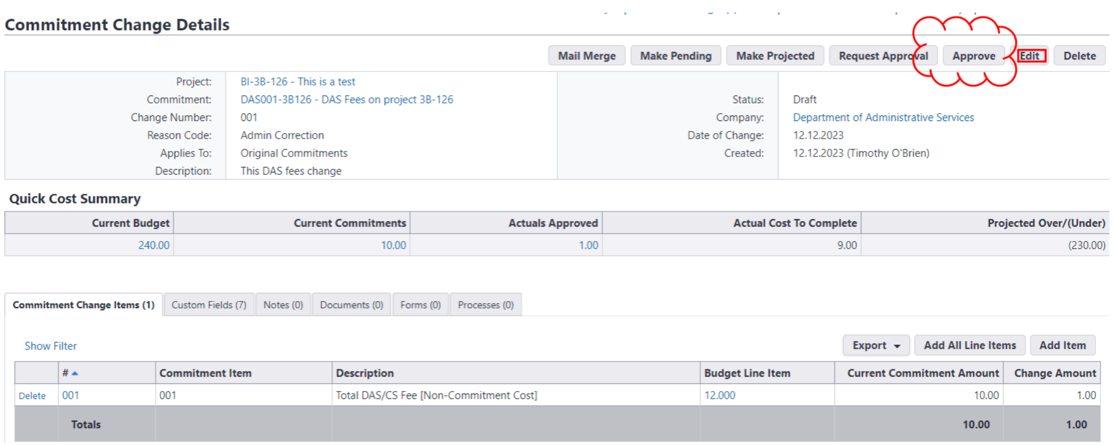
4. On the next screen, click "Continue."



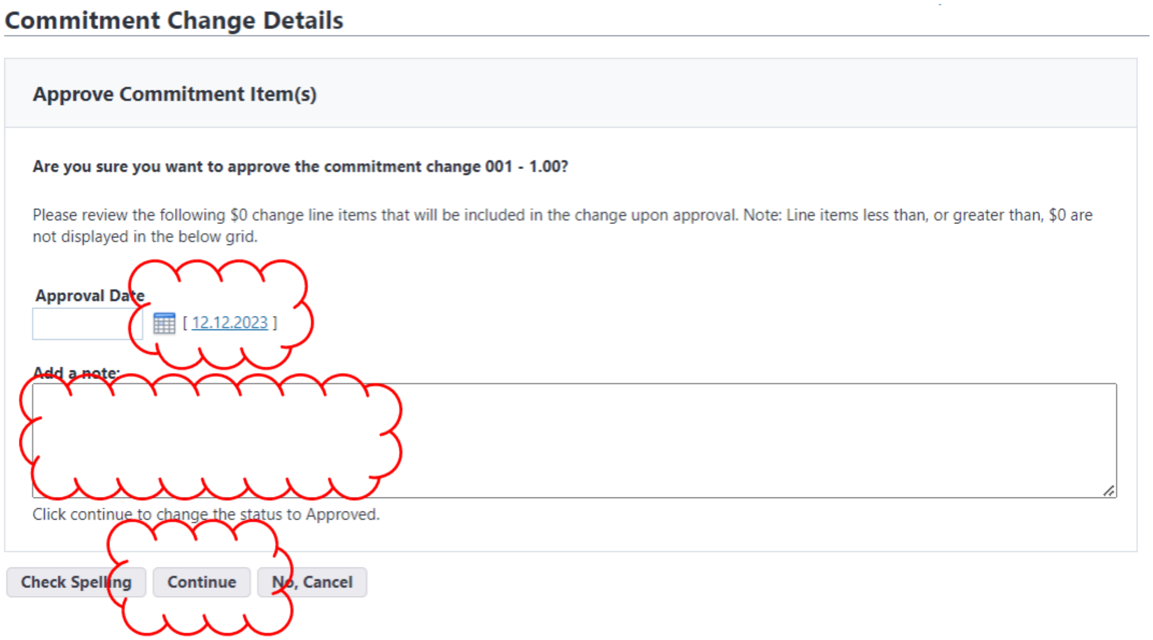
5. Under "Change Amount," enter a positive or negative number for the "Change Amount" and click "Save."



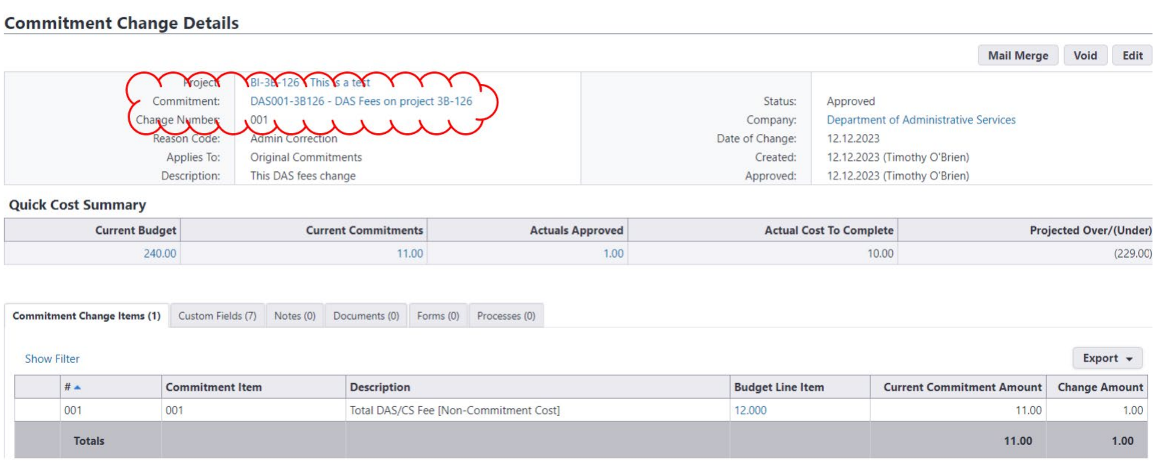
6. To approve the commitment change, click "Approve." Click "Edit" to return to the draft commitment change for further editing.



7. If approved, click on the date hyperlink to populate an "Approval Date" or enter an "Approval Date." Enter a note, if applicable, and click "Continue" to approve, or "No, cancel" to return to the commitment change as a draft.



8. If "Continue", the Commitment Change Details page will open, which is the record of that commitment change. To return to the commitment, itself, click on the commitment number next to label for "Commitment."



Section 5B: PM Creation of Other Commitments

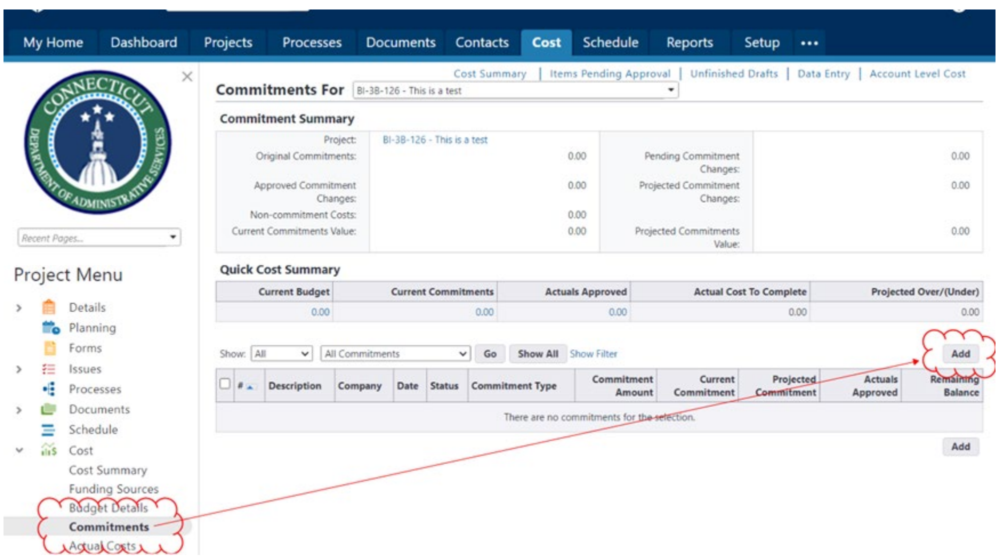
Generally, commitments are by Construction Support Services as part of established procedures. There are some circumstances, such as for purchase orders or when the commitment was approved prior to the migration into e-Builder, when a commitment record may need to be entered manually. PMs are encouraged to contact Construction Support Services before doing this in order to avoid the creation of conflicting records. Additionally, Construction Support Services is available to assist project managers in performing this function, should the need arise. Below are instructions for how to create a commitment.

5B.01 Accessing the project

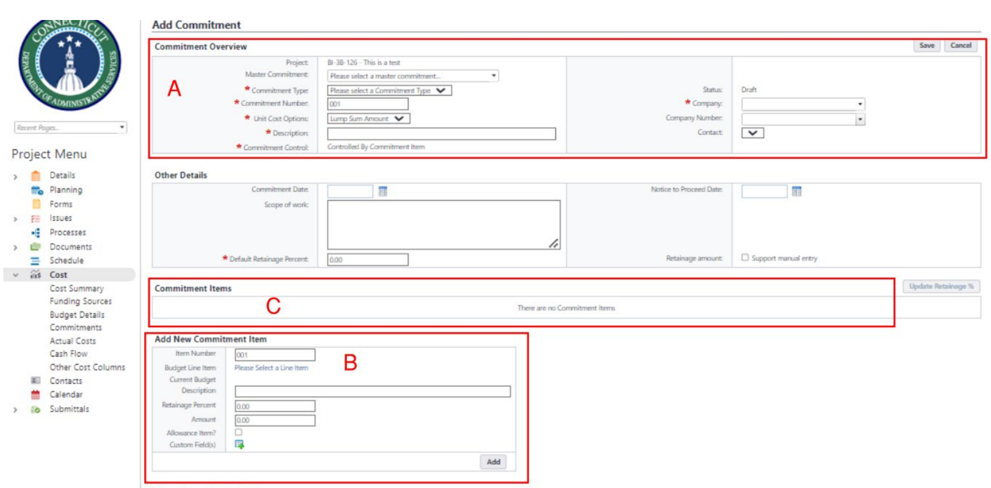
Follow the instructions provided in Section 1 to Access the Project.

5B.02 Creating a Commitment Record

1. After opening the project record, click “Cost”, under the “Project Menu”, then click “Commitments”. To add a new commitment, click, “Add.”

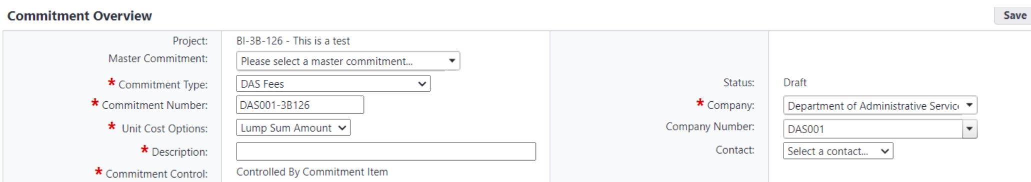


2. That brings up the draft Commitment form. This description will concern three different parts of that form (labeled A, B and C, below):



A. Add Commitment

A.1. Enter the “Commitment Type” field. Where appropriate for older commitments not already in e-Builder, ensure that “CMR GMP” is selected for CMR GMP commitments, and that “Prime Contractor Contract” is selected for DBB GC commitments. The other options are for consultants and other commitments.



A.2. In the “Company” field, start to type the name of the company until you see it in the drop-down menu that appears, and click on the correct company name. Note that the Company Number will populate automatically. If the company does not appear on the list, contact Construction Support Services.

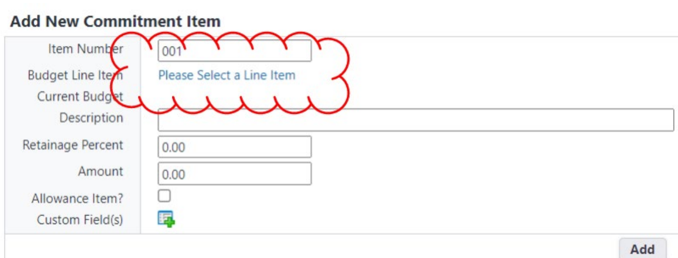
A.3. Delete the value that auto populated into the Commitment Number field and enter a new value, using the following format. Start with the five-digit “company number”, then type one dash and then type a unique indicator for this particular commitment, such a “01”. So, the format will be 00000-00.

A.4. In the “Description” field, type a prose description, such as, “DAS Fees on project 3B-126.” The “Unit Cost Options” field should not be changed.

B. Add New Commitment Item

Under the “Add New Commitment Item” section:

B.1. Click on “Please Select a Line Item”. This is where the Cost Code is selected.

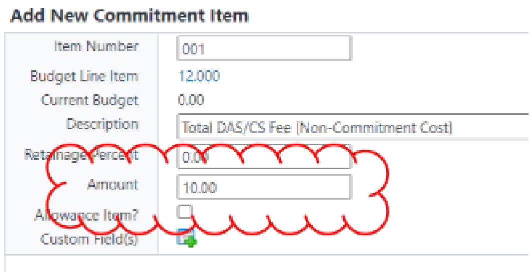


B.2. Click on the applicable Cost Code.

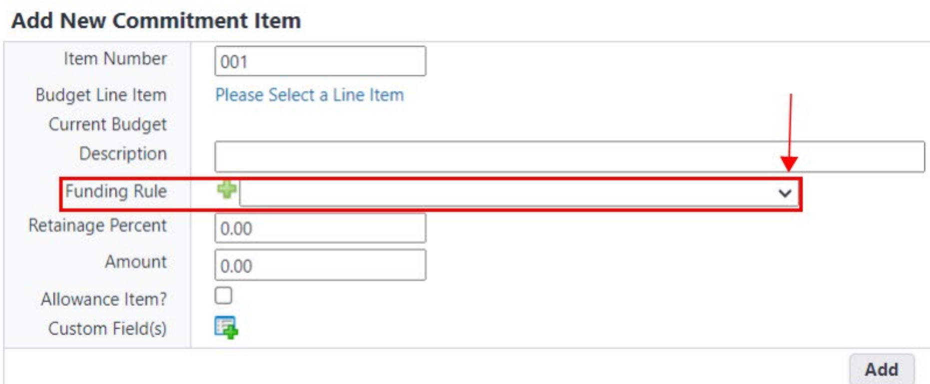
Budget Line Items

Account Code	Description
01.000	Total Acquisition (Land / Building)
02.000	Total Environmental Remediation & Haz-Mat Abatement By Owner
02.130	On-Call (ENV, HAZ)
03.100	Total CMR Construction Phase (WAOs, Cost of the Work, Allowances, CMR Fee, & Contingency)
03.200	Total DBB Construction Phase
04.000	Total DAS/CS Contingency [Non-Commitment Cost]
05.000	Total Equipment
06.000	Total Telecommunications
07.000	Total Studies (Pre-Design, Environmental Impact Evaluation, & Other)
08.000	Total A/E (Design Phase, Bidding Phase, & Construction Phase)
08.130	On-Call (ARC, CIV-SUR-LA, ENGY, EPA, EST, MBE-ARC, MBE-CIV, MDE, MEP, ROOF, SCH, STR, VEH)
09.000	Total Other (including CMR Preconstruction Phase)
10.000	Total CA (Design Phase, Bidding Phase, & Construction Phase)
10.130	On-Call (CA, CAm, CX)
11.000	Total Art
12.000	Total DAS/CS Fee [Non-Commitment Cost]
13.000	Total Claims Fee
13.130	On-Call (ANLY-AUD)

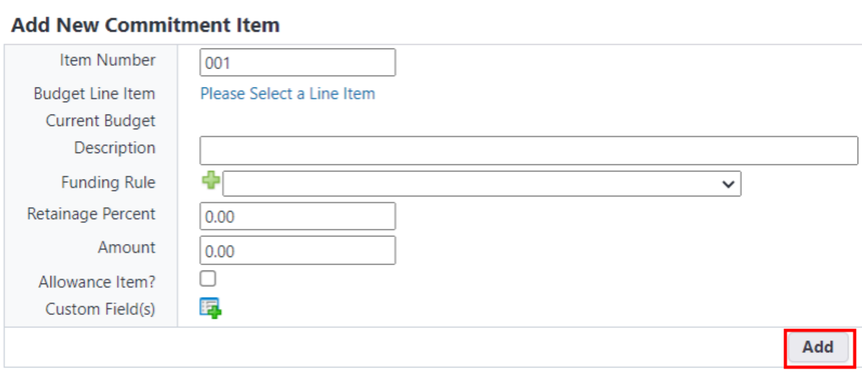
B.3. Enter the Amount to be committed.



B.4. If the “Funding Rule” option appears, click on the arrow next to this and select the correct funding source, such as “State Bond Funds”.



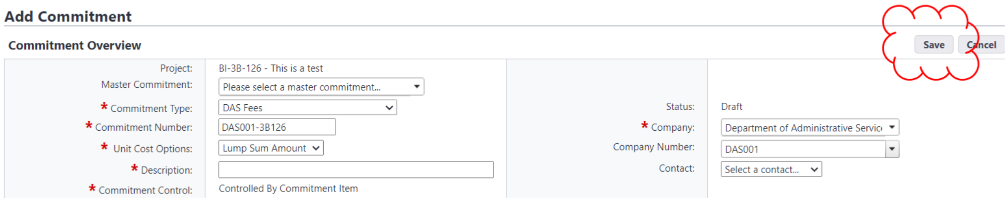
B.5. Click add to cause the entered information to appear in the Commitment Items section of the form.



C. Commitment Items

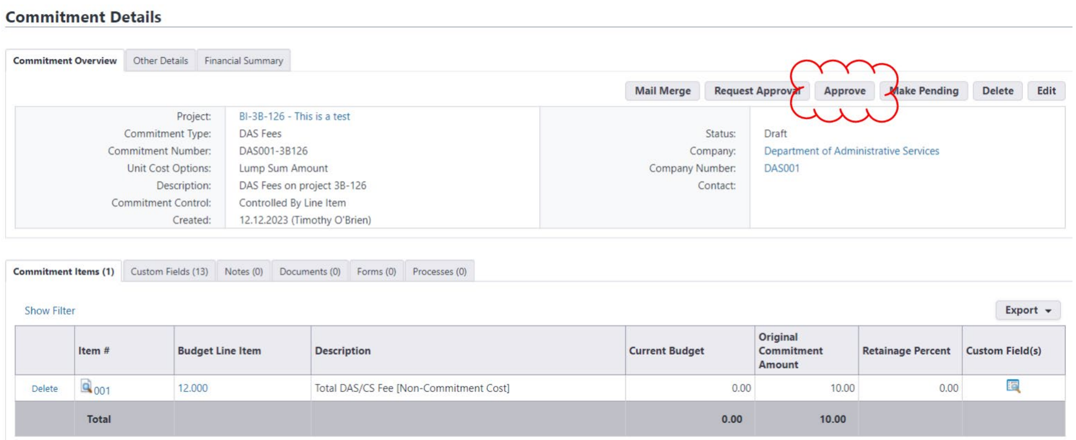
Under the “Commitment Items” section, confirm that the information is correct. Any fields with a pencil next to them can be opened for editing by clicking on the “pencil”. For example, to edit the Amount, click on the pencil next to that number, change the number and click in any blank area of the form to allow it to update.

C.1. If the information is correct, click “Save.”

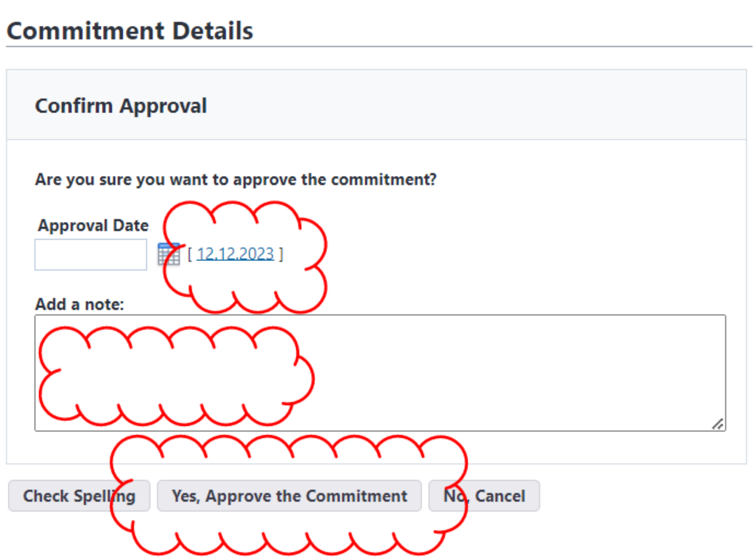


C.2. Saving the draft commitment leads to a pre-approval summary screen. Before the commitment can be used, it must be approved, which Project Managers can do.

a. To approve the DAS fees commitment, click, “Approve.”



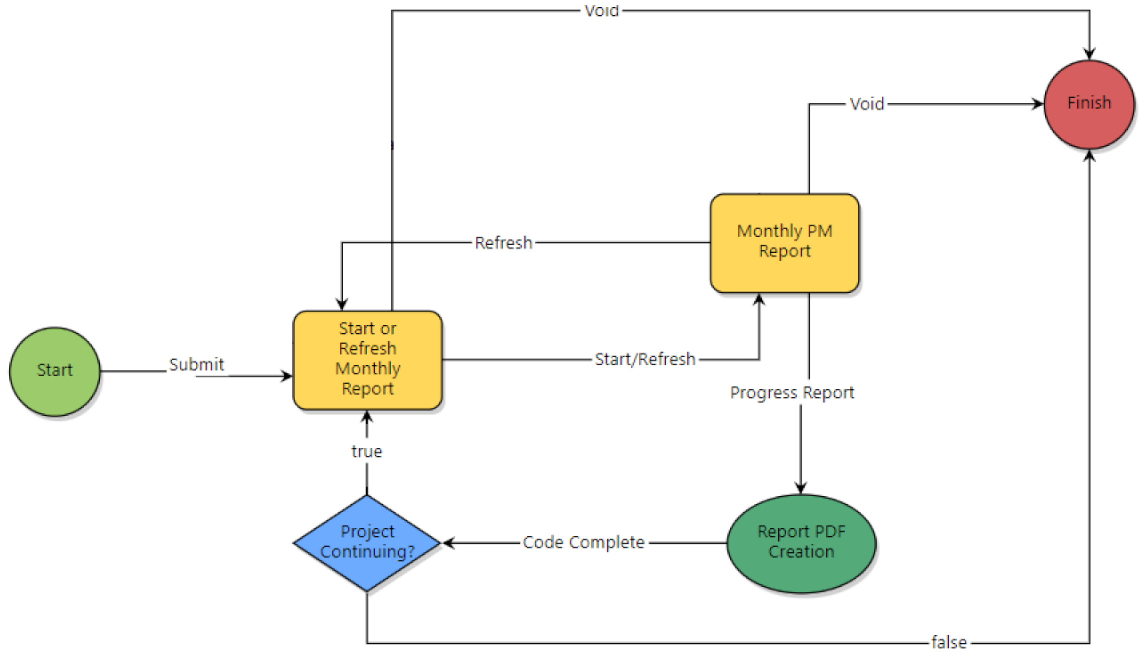
b. In the next screen, click on the date hyperlink to populate an approval date or enter an “Approval Date.” Enter a note, if applicable. Then either click “Yes, Approve the Commitment” to approve or “No, cancel” to return back to the screen with the commitment as a draft.



Section 5C: Cost To Date Report

5C.01 Coming Soon

Section 6: Project Manager Monthly Reports



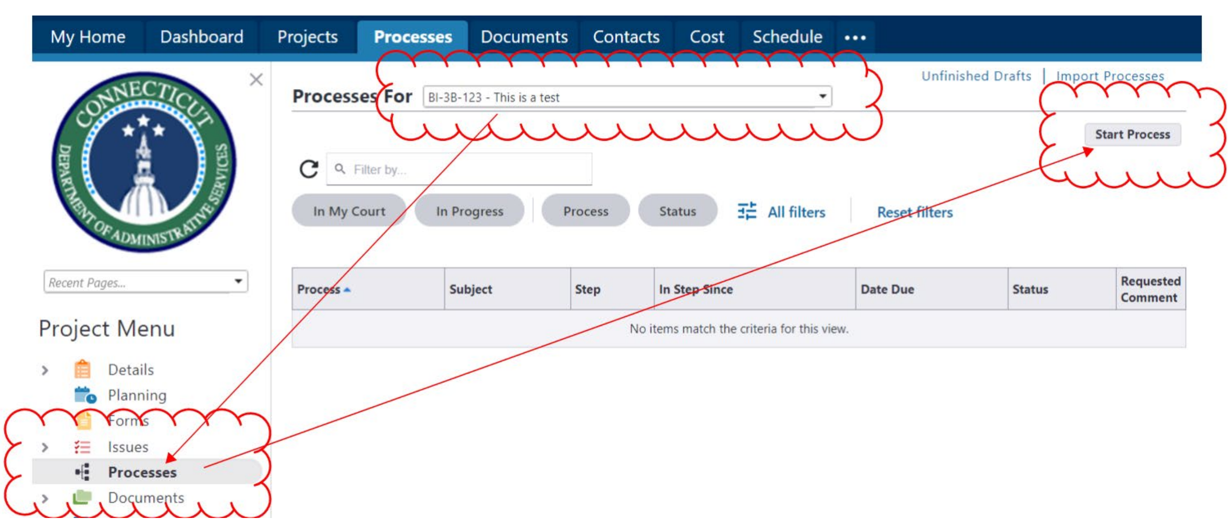
6.01 Accessing the project

Follow the instructions provided in Section 1 to access the project.

6.02 Starting the Project Manager Monthly Status Report process (One time per project).

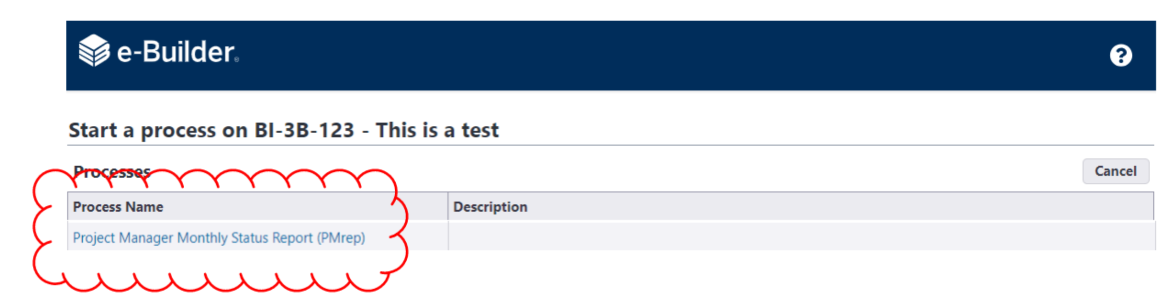
Note: The Project Manager Monthly Status Report process only requires one process instance per project. Proceed to Section 6.02 for the first monthly report submission. For each subsequent report submission, begin at Step 6.03.

Within the project's record, go to the Processes module in the Project Menu. Then click on the "Start Process" button.

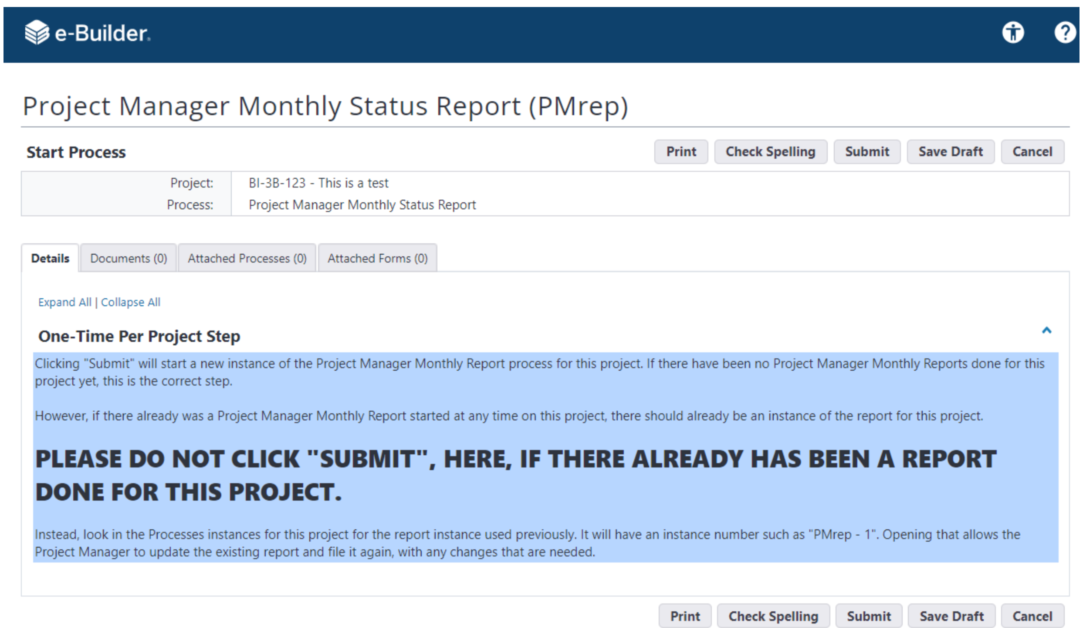


Note: If you do not see all of your projects, contact Tim O'Brien to gain access to them in e-Builder.

Click on the "Project Manager Monthly Status Report (PMrep)" process.

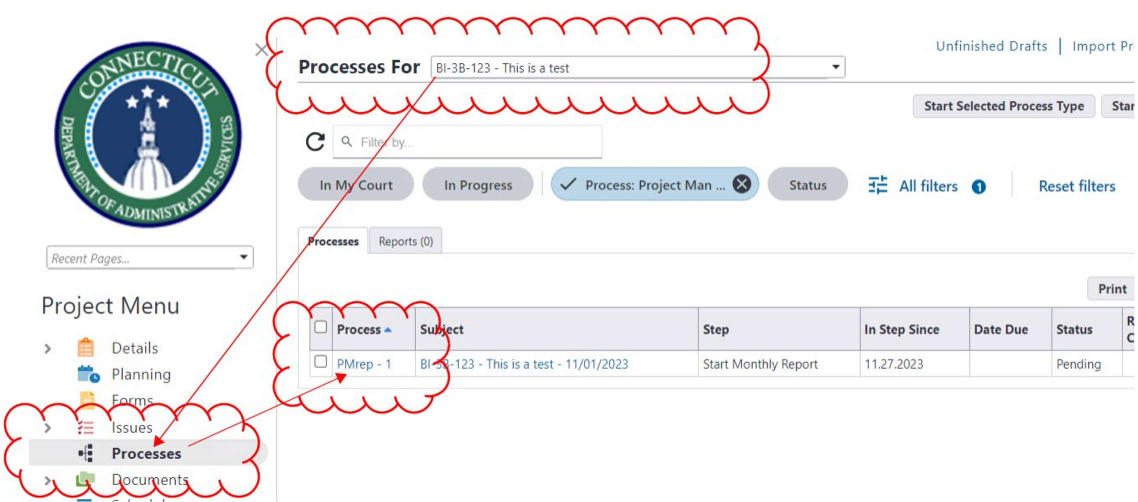


Click Submit, then proceed to Section 6.03.

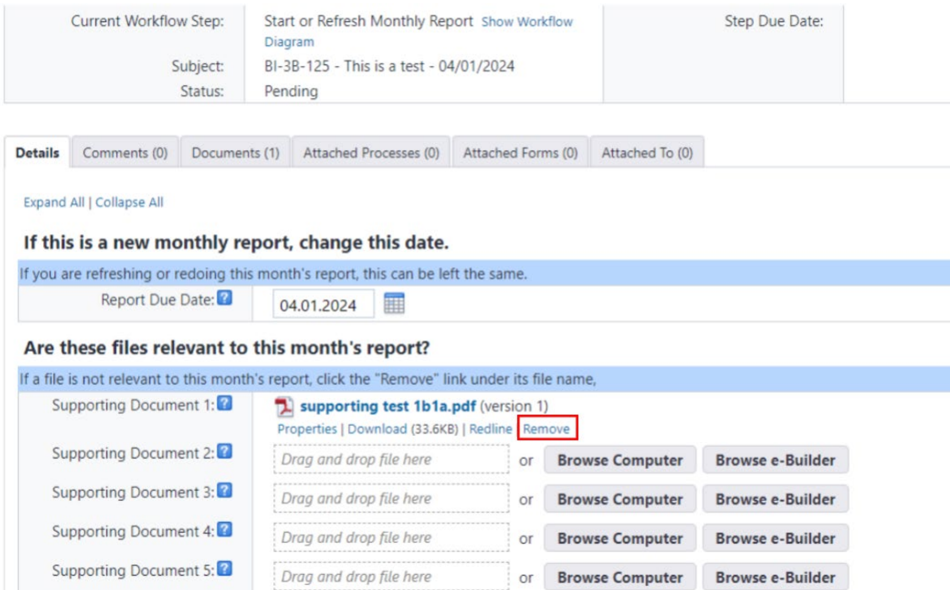


6.03 The Start/Refresh Monthly Report step.

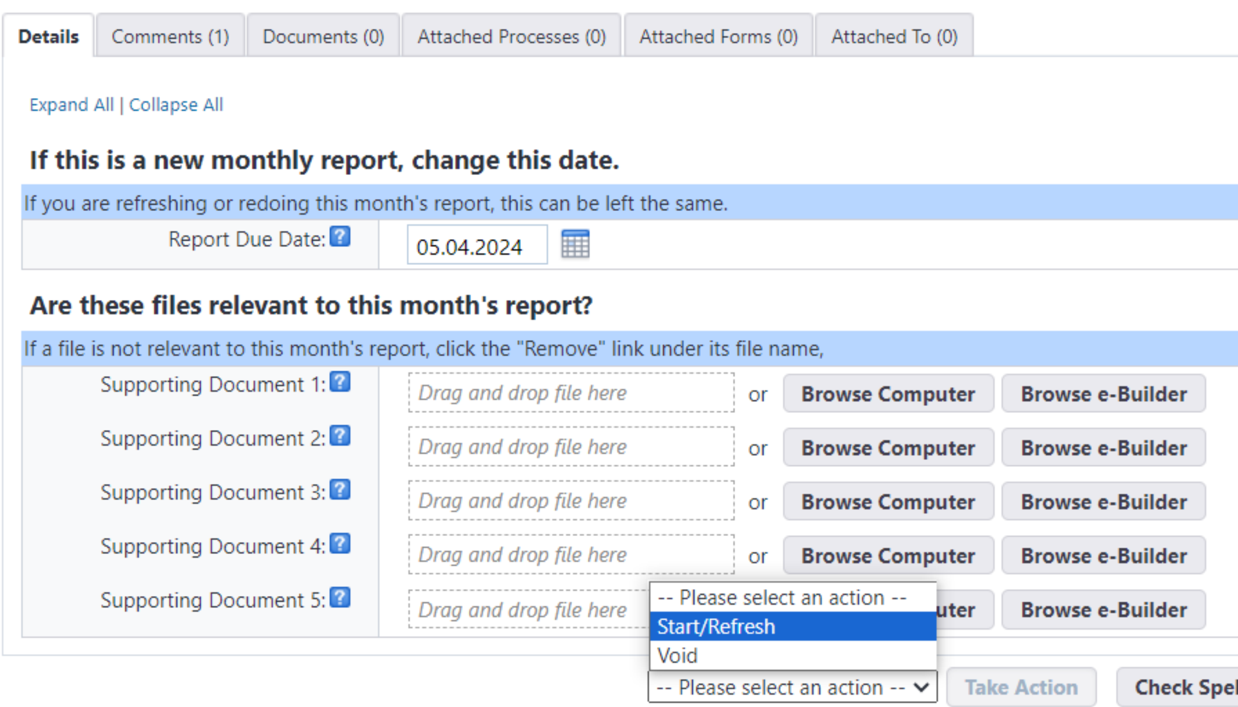
Within the project's record, go to the Processes module in the Project Menu, then click on the Process number (probably "PMrep - 1") to re-open the process instance.



Enter the due date of the current report and check to see if any of the attached files are no longer relevant to the monthly report you are working on. If they are not, click the “Remove” link below them to remove them.

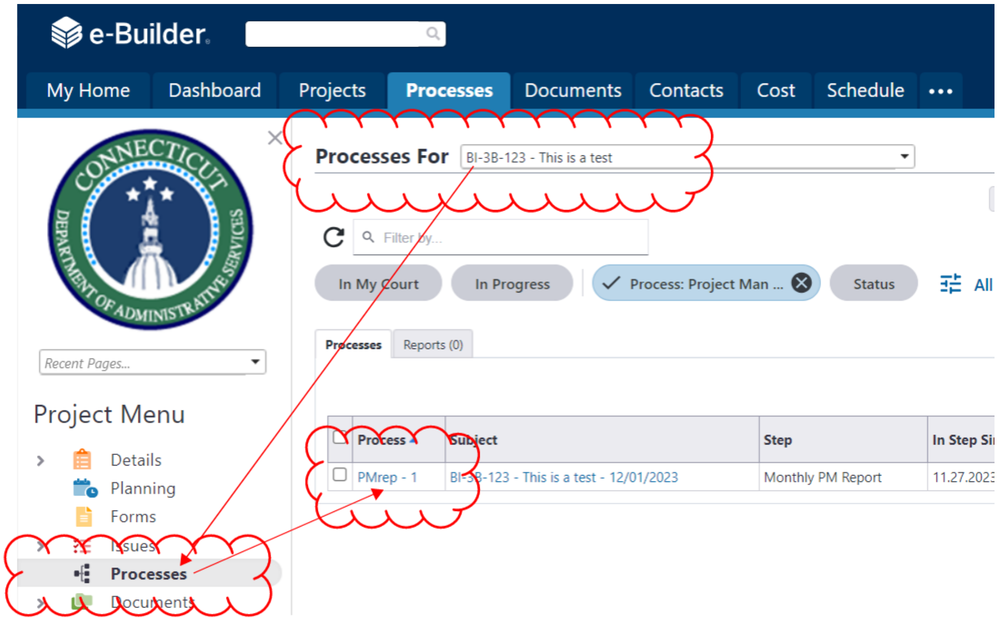


Then select “Start/Refresh”. (The option to “Void” is also available, of there is another instance of the Project Manager Monthly Report that you are working with, and you wish to close this one.) When “Take Action” is clicked, the process instance will close again. If “Start/Refresh” was selected, proceed to Sec. 6.04.



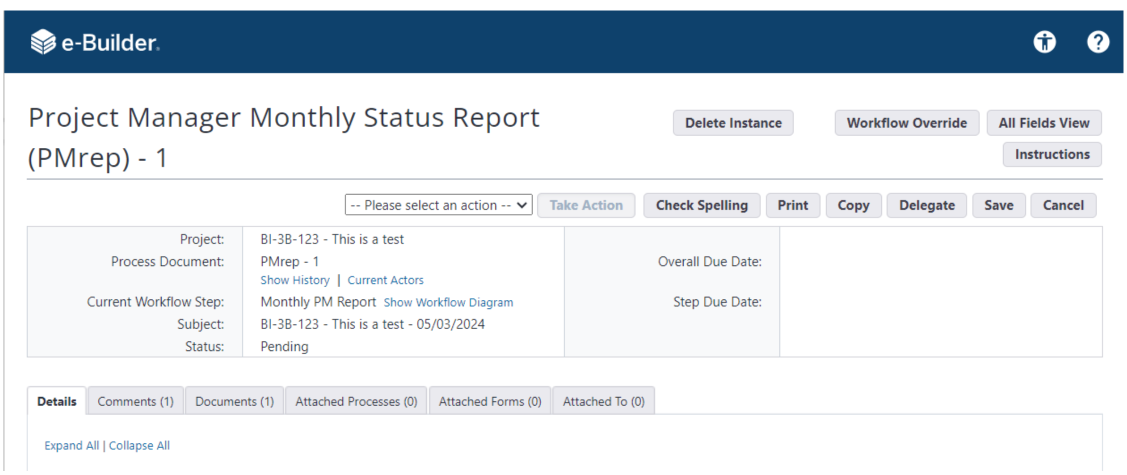
6.04 Completing the monthly report form

Again, access the process instance for what should be the one instance of the “Project Manager Monthly Status Report (PMrep)” process.



Complete the monthly update form.

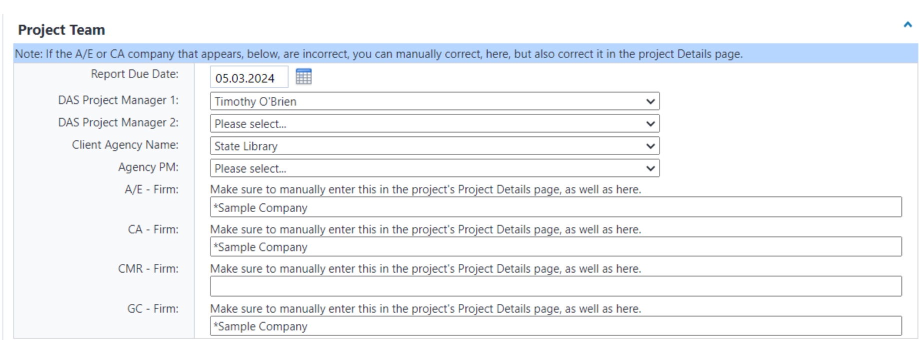
Note: If a monthly report was completed in the previous month for the subject project, the information from that month’s report will still be included in the current report form, except if there were any manual updates to the project details during that month, i.e. project status or budget information updates, those updates should have refreshed and be included in the updated information.



In the “Project Team” section of the form:

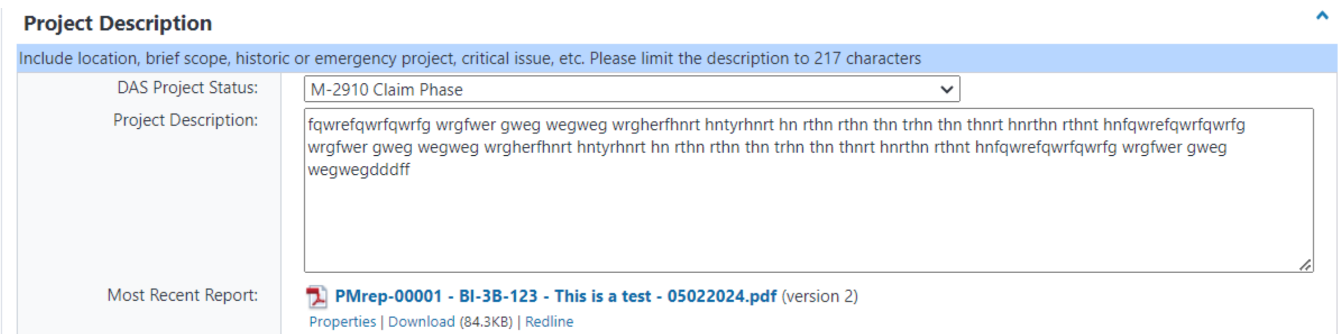
- “Report Due Date” is the same field available for entry in the previous workflow step, but it can be corrected, here. It refers to the date the current report is due. It will also cause e-Builder to generate a PDF file that is saved separately from other months reports, with the date entered, here, appearing in the file name. For example 05/01/2024 will appear at the end of the filename as “05012024”.

- "DAS Project Manager 1" is the main DAS Project Manager for the project. This is a field that should automatically refresh when the PM starts each month's report to what is in the Project Details page for the project, and, if changes to it are made in the Project Manager Monthly Report, it should also update the change in the Project Details page, when a "Progress" Action is taken.
- "DAS Project Manager 2" can be used to note an Associate or Assistant Project Manager working on the project or a second Project Manager, if two are assigned. This is kept in the Project Manager Monthly Report, but is not updated to the Project Details page.
- "Client Agency Name". This is a field that should automatically refresh when the PM starts each month's report to what is in the Project Details page for the project, and, if changes to it are made in the Project Manager Monthly Report, it should also update the change in the Project Details page, when a "Progress" Action is taken.
- "Agency PM". This is a field that should automatically refresh when the PM starts each month's report to what is in the Project Details page for the project, and, and if changed to it are made in the Project Manager Monthly Report, it should also update the change in the Project Details page, when a "Progress" Action is taken.
- "A/E - Firm". This is a field that should automatically refresh when the PM starts each month's report to what is in the Project Details page for the project. However, since changes in this field will <u>not update in the Project Details page</u> for the project, make sure to manually enter this in the project's Project Details page, as well as here. If this is left blank in the Project Details page, any entry made in the previous Project Manager Monthly Report will be deleted.
- "CA - Firm". This is a field that should automatically refresh when the PM starts each month's report to what is in the Project Details page for the project. However, since changes in this field will <u>not update in the Project Details page</u> for the project, make sure to manually enter this in the project's Project Details page, as well as here. If this is left blank in the Project Details page, any entry made in the previous Project Manager Monthly Report will be deleted.
- "CMR - Firm". This is a field that should automatically refresh when the PM starts each month's report to what is in the Project Details page for the project. However, since changes in this field will <u>not update in the Project Details page</u> for the project, make sure to manually enter this in the project's Project Details page, as well as here. If this is left blank in the Project Details page, any entry made in the previous Project Manager Monthly Report will be deleted.
- "GC - Firm". This is a field that should automatically refresh when the PM starts each month's report to what is in the Project Details page for the project. However, since changes in this field will <u>not update in the Project Details page</u> for the project, make sure to manually enter this in the project's Project Details page, as well as here. If this is left blank in the Project Details page, any entry made in the previous Project Manager Monthly Report will be deleted.



In the "Project Description" section:

- "DAS Project Status". This is a field that should automatically refresh when the PM starts each month's report to what is in the Project Details page for the project, and, if changes to it are made in the Project Manager Monthly Report, it should also update the change in the Project Details page, when a "Progress" Action is taken.
- "Project Description". This is a field that should automatically refresh when the PM starts each month's report to what is in the Project Details page for the project (in this case, the "Description" field in the header of the Project Details page), and, if changes to it are made in the Project Manager Monthly Report, it should also update the change in the Project Details page, when a "Progress" Action is taken.
- "Most Recent Report" is the PDF of the most recently generated report from the Project Manager Monthly Report process for this project prior to the one currently being completed.

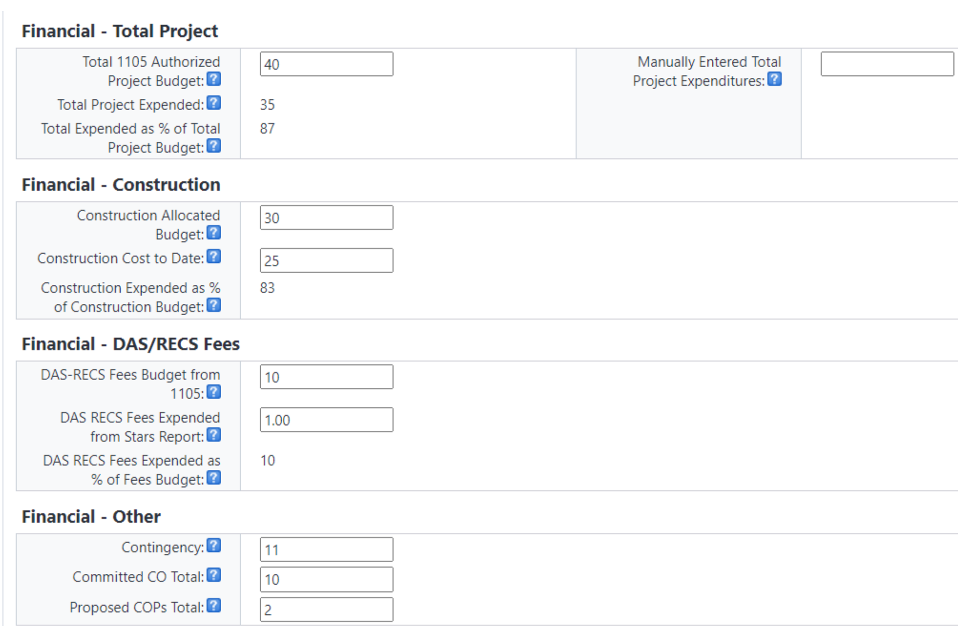


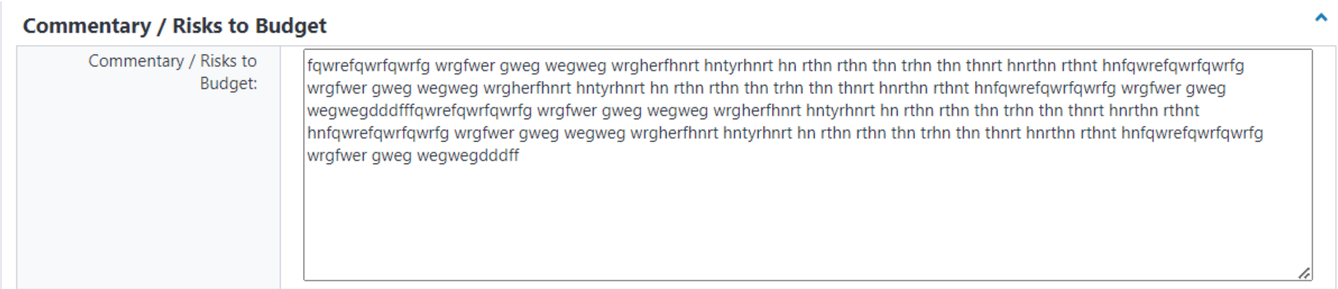
In the "Financial" section:

- "Total 1105 Authorized Project Budget" is the total project budget on the most current approved 1105. This is manually updated by the PM. However, this is a field that should automatically refresh when the PM starts each month's report to what is in the Project Details page for the project, and, if changes to it are made in the Project Manager Monthly Report, it should also update the change in the Project Details page, when a "Progress" Action is taken.
- "Manually Entered Total Project Expenditures" will override the value of "Total Project Expended" to what the Project Manager enters, here. Any data entered here will populate into the "Total Project Expended" field, instead of the total approved invoices (actuals) in the Cost module for the project, when the Project Manager refreshes the Project Manager Monthly Report process. The project manager can cause what is entered, here, to appear in the "Total 1105 Authorized Project Budget" by using the "Refresh Current" workflow action and then using the "Start/Refresh" workflow action in the "Start/Refresh Monthly Report" step (see Sec. 6.03) to return to the "Monthly PM Report" step. However, if the expenditures recorded in the Cost module of e-Builder are accurate, the "Manually Entered Total Project Expenditures" should be left blank or its contents should be deleted.
- "Total Project Expended" should automatically update, based on the total approved invoices (actuals) in the Cost module for the project.
- "Total Expended as % of Total Project Budget" will automatically calculate, based on the previous two values. If the PM makes changes to "Total Project Budget", the project manager can cause e-Builder to recalculate this value by using the "Refresh Current" workflow action and then using the "Start/Refresh" workflow action in the "Start/Refresh Monthly Report" step (see Sec. 6.03) to return to the "Monthly PM Report" step.
- "Construction Allocated Budget". This is manually input and updated by the PM. However, this is a field that should automatically refresh when the PM starts each month's report to what is in the Project Details page

for the project, and, if changes to it are made in the Project Manager Monthly Report, it should also update the change in the Project Details page, when a “Progress” Action is taken.

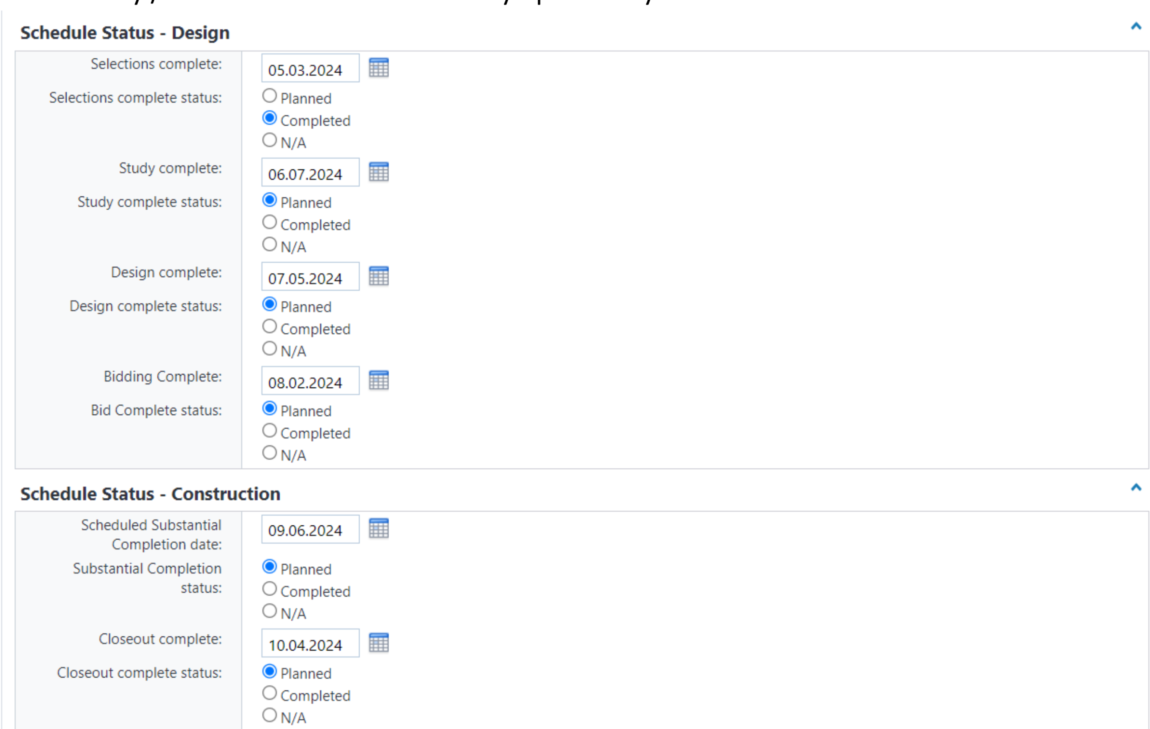
- “Construction Cost to Date” should automatically update, based on the total approved contractor Payment Applications. However, the PM should check to ensure that it is correct, and may change this value, if it is incorrect. Note that this is the approved invoice amount, after retainage.
- “Construction Expended as % of Construction Budget” will automatically calculate, based on the previous two values. If the PM makes changes to either of those two values, the project manager can cause e-Builder to recalculate this value by using the “Refresh Current” workflow action and then using the “Start/Refresh” workflow action in the “Start/Refresh Monthly Report” step (see Sec. 6.03) to return to the "Monthly PM Report" step.
- “DAS-RECS Fees Budget from 1105” is the amount of cost code 12 on the current approved 1105. This is manually updated by the PM. However, this is a field that should automatically refresh when the PM starts each month’s report to what is in the Project Details page for the project and, if changes to it are made in the Project Manager Monthly Report, it should also update the change in the Project Details page, when a “Progress” Action is taken.
- “DAS RECS Fees Expended from Stars Report” is the current total amount of cost code 12 fees charged against the project and is manually updated by the PM.
- “DAS RECS Fees Expended as % of Fees Budget” will automatically calculate, based on the previous two values. If the PM makes changes to either of those two values, the project manager can cause e-Builder to recalculate this value by using the “Refresh Current” workflow action and then using the “Start/Refresh” workflow action in the “Start/Refresh Monthly Report” step (see Sec. 6.03) to return to the "Monthly PM Report" step.
- “Contingency” is the current unexpended 04 Contingency, and is manually updated by the PM.
- “Committed CO Total” should automatically update, based on the net of approved Change Orders. However, the PM should check to ensure that it is correct, and may change this value, if it is incorrect.
- “Proposed COPs Total” is manually updated by the PM.
- “Commentary / Risks to Budget” is manually updated by the PM.





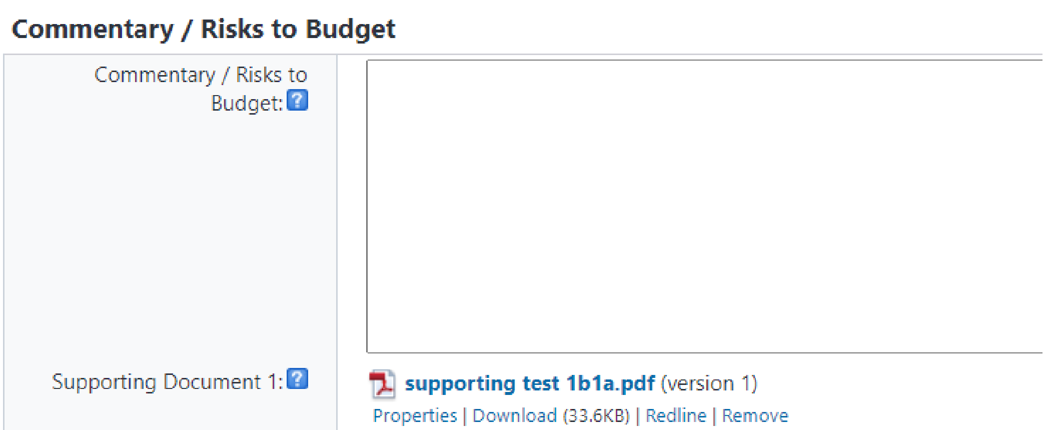
In the “Schedule Status” sections:

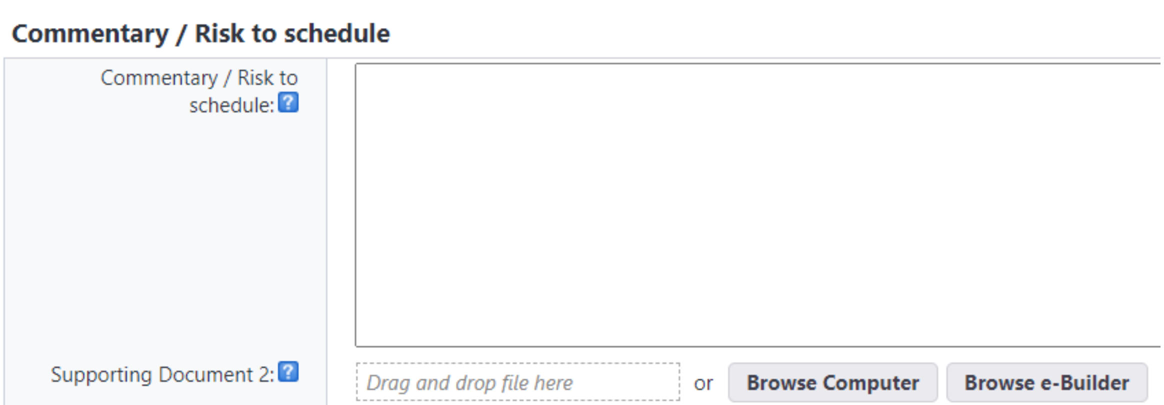
- For the fields with dates, enter the current planned dates and check the circle indicating whether that the milestone is planned, compeleted or N/A.
- “Selections complete” is when selections are to be completed.
- “Study complete” is when any study included in the project is to be completed.
- “Design complete” is when all design phases are to be completed.
- “Bidding Complete” is when bidding is to be completed.
- “Scheduled Substantial Completion date” is when substantial completion is planned.
- “Closeout complete” is when the 7990 project closeout is to be completed.
- “Commentary / Risk to schedule” is manually updated by the PM.

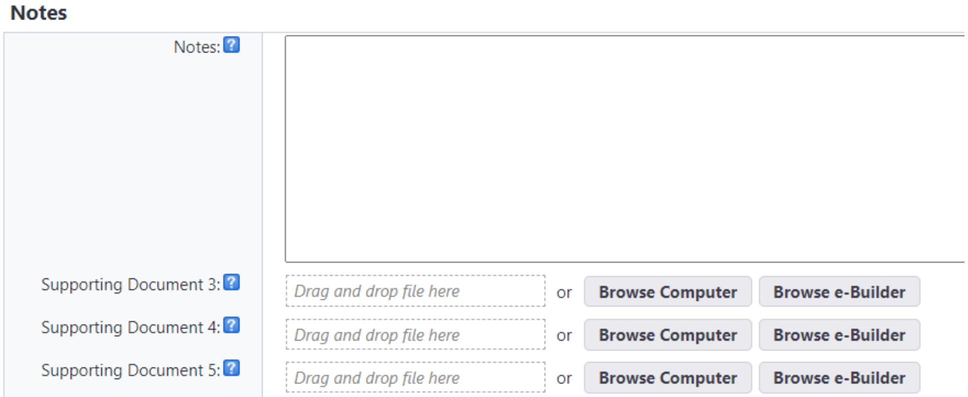


"Notes" are manually updated by the PM.

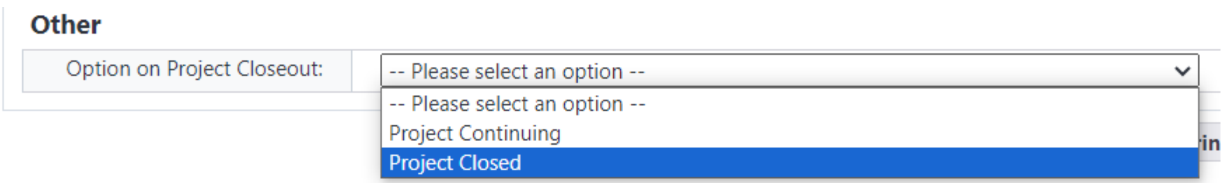
Note that there are now file upload fields (called "Supporting Document __") in the Project Manager Monthly Report. There is one each under the Commentary/Risk fields in the financial and schedule sections, with the remaining three under the general Notes section. Files that are in these fields will be attached to the PDF copy of the report that is sent to the ADPM and saved in the project file.





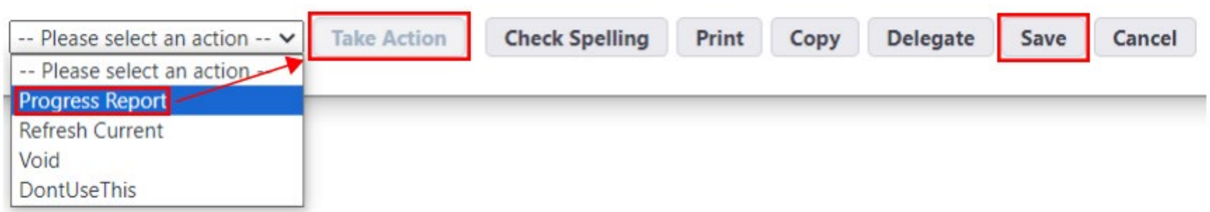


If the report is the final report at the time that the project is closing, select “Project Closed” next to “Option on Project Closeout”. Please note that this will permanently close this Monthly Project Manager Report instance.



If the PM is unable to complete the report in one sitting, the PM can click the “Save” button to save a draft of the report. The PM can regain access to complete the draft report by returning to, and re-opening, the process instance.

Upon completion of the monthly report, the PM should scroll down to the bottom of the page and select “Progress Report” or “Refresh Current” from the dropdown list next to the “Take Action” button and click the “Take Action” button. The option to “Void” is also available, if there is another instance of the Project Manager Monthly Report that the PM working with and wishes to close this one.

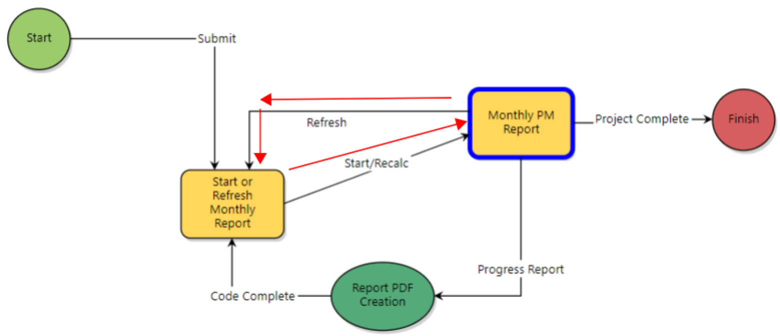


The “Refresh Current” option initiates a “refresh cycle” in which the PM should expect the process instance to close and for the PM to open it, again, twice.

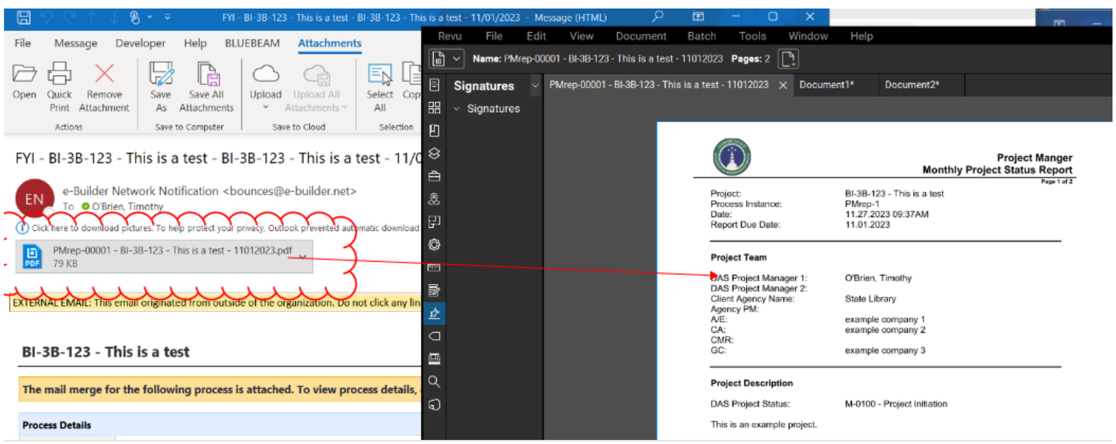
The “Refresh Current” option has the effect of:

1. Sending the workflow back a step, from the “Monthly PM Report” step, where the PM report form is filled out, to the “Start or Refresh Monthly Report” step. The process instance will then close.
2. Refer, here to Section 6.03. When the PM re-opens the process instance from the Processes module in the project, it will be in the “Start or Refresh Monthly Report” step. When the PM takes the “Start/Recalculate” Action, the workflow will recalculate calculated fields and refresh certain other fields. The process instance will close again.

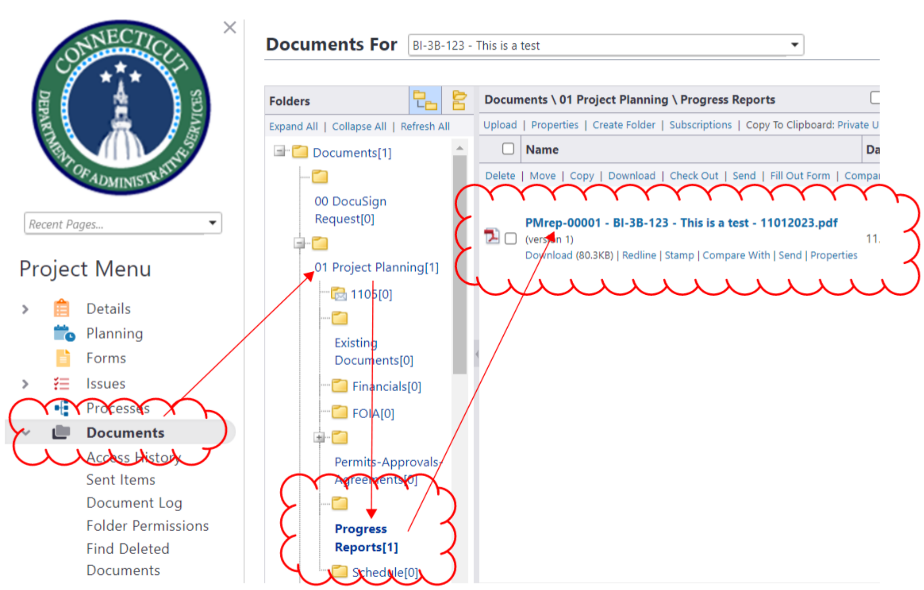
3. Refer to section 6.04. When the PM re-opens it in the Processes module for the project, the instance will be in the “Monthly PM Report” step, with all of the report fields updated. This “refresh cycle” can be performed as many times as the PM requires.



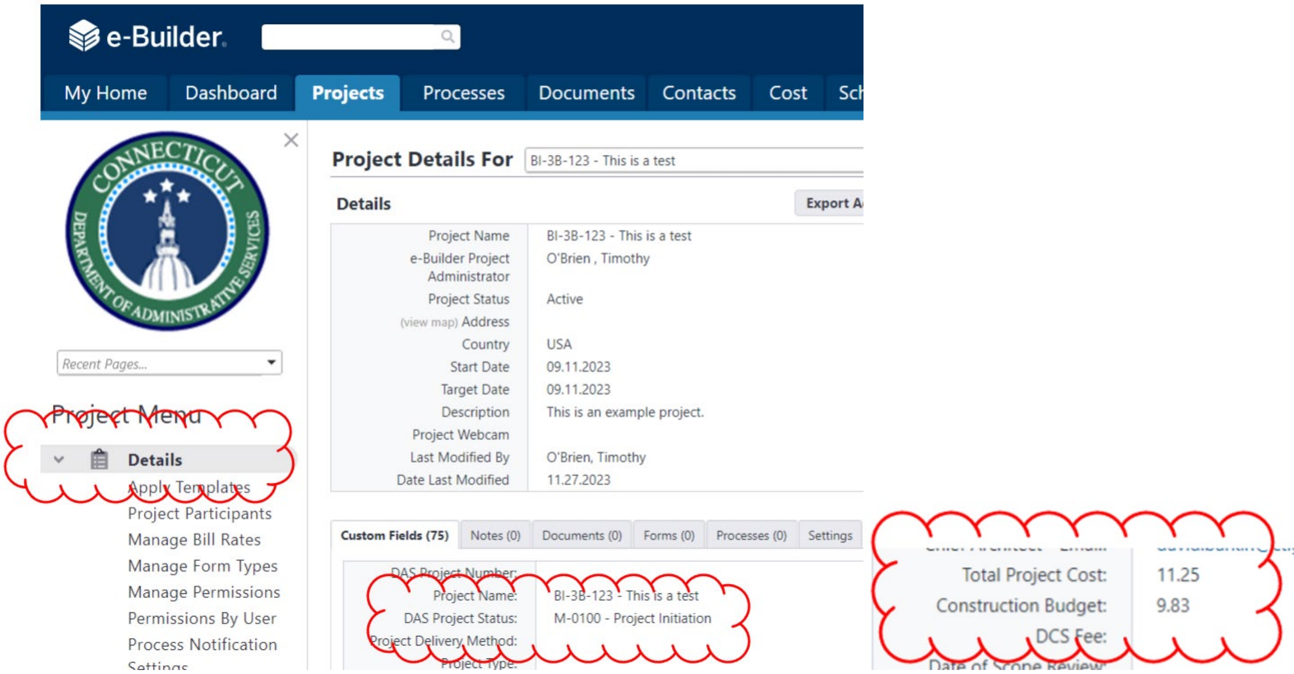
When the “Progress Report” or “Last Report” Action is taken, the ADPM and PM on the project should receive an email notification with a PDF of the report attached.



This file should also appear in the project’s Documents module in e-Builder, in the 01 Project Planning > Progress Reports folder. Note that the number at the end of the file name indicates the due date of this report.



In the project's Details page, certain, but not all, fields will be updated from what was entered into the monthly report, such as DAS Project Status, Total Project Cost and Construction Budget.



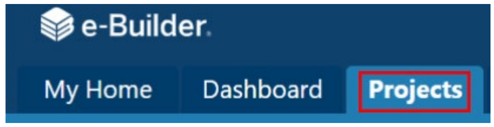
PART II:

PROCESSES

Section 7: Process Filter

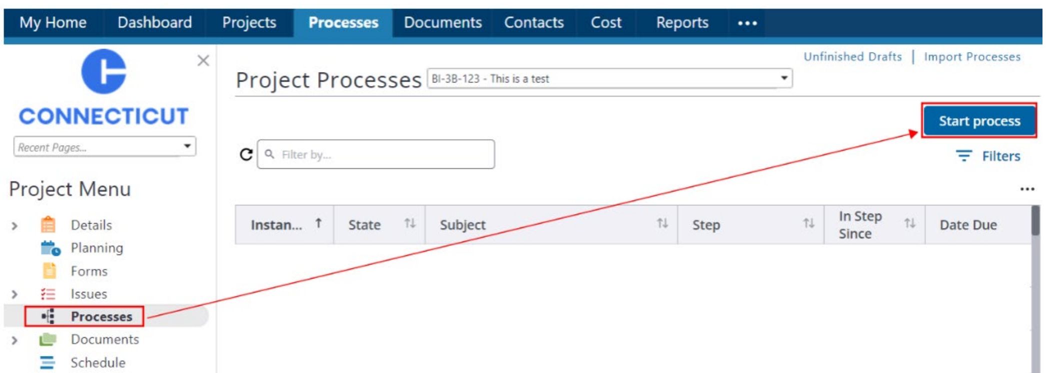
7.01 Navigating to the Project Processes Module

Log in to e-Builder: https://gov.e-builder.net. On your homepage, find your project by clicking on the top tab for "Projects":

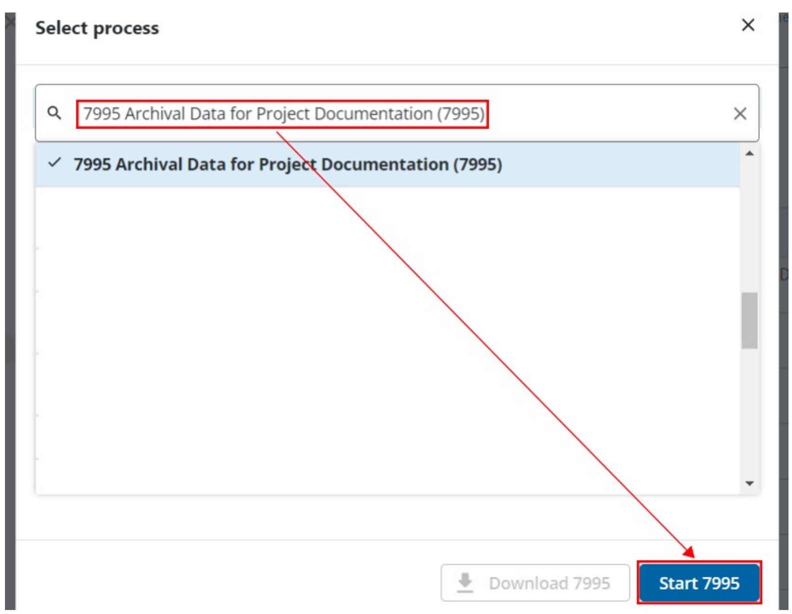


In the list that appears, click on the name of the project you would like to access:

The Project Menu will appear in the left panel. Click "Processes." Then, click "Start process."



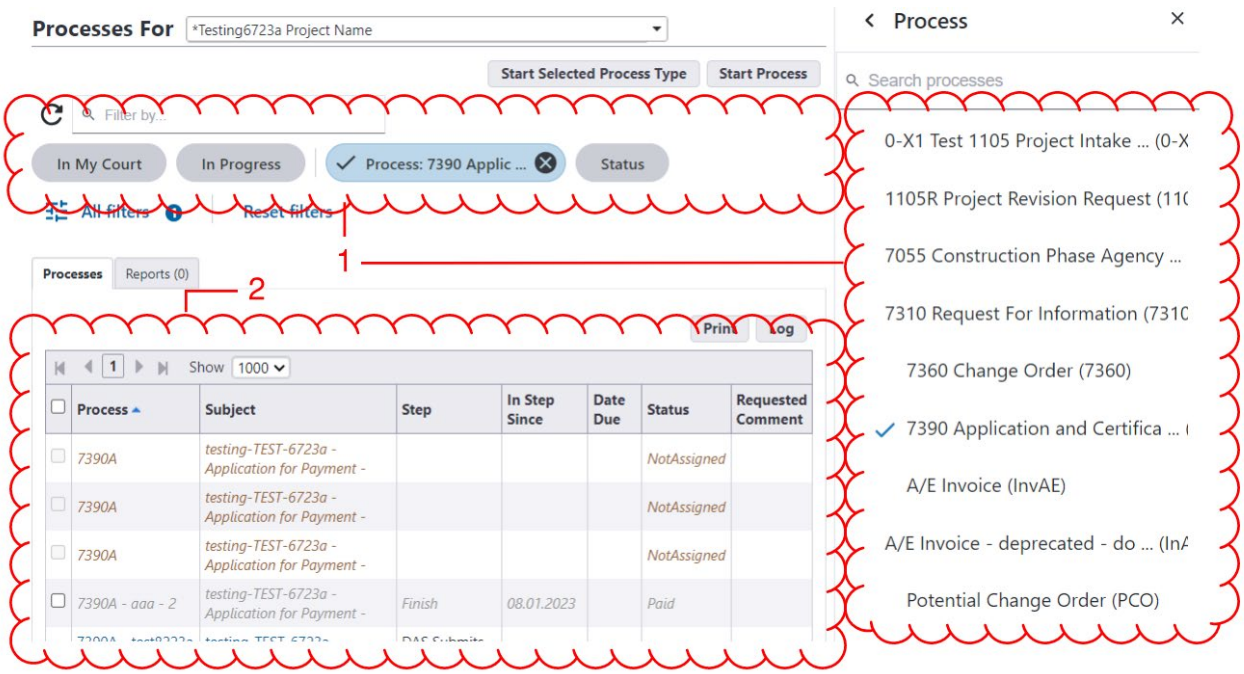
In the "Select process" pop up window, search for and select the name of the Process type needed. Then click the blue button in the lower right that says "Start [process prefix]".



7.02 Using the Processes Filter

"Filter Processes" can be found under the "Processes" tab in eBuilder. "Filter Processes" allows the user to locate and list certain process instances, including whether process instances are in the user's court, the type of process, and the status and step of the process instance.

1. Change the Process filter settings to find the process instances you are looking for. For example, users may filter for process instances of a specific Type of Process. Selecting All Processes will show all instances, regardless of whose ball-in-court the instances are in. Draft, Open or Finished status can be selected, as well.
2. The filtered list appears here. Click on the instance you wish to open. A pop-up will open. That is the process instance.

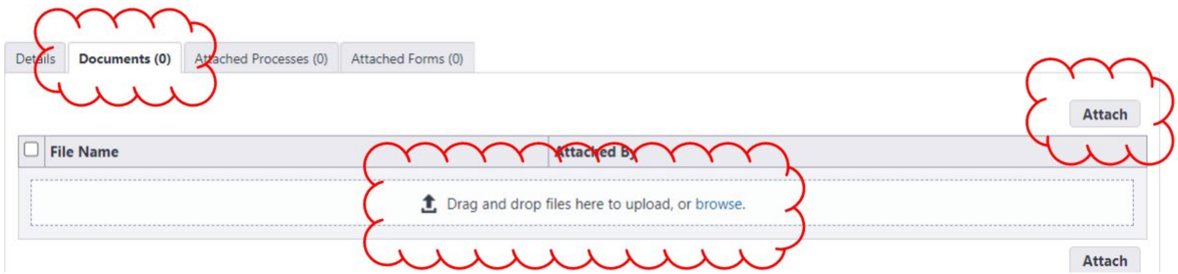


Section 7A: File Attachments in Processes Instances

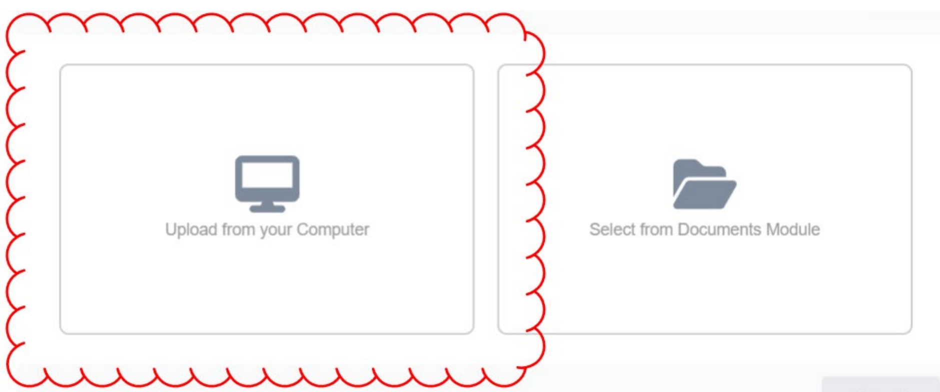
7A.01 Uploading File Attachments in the Documents Tab of Processes Instances

Note: In the case of many Processes types, the files that are merged together into the official documentation are entirely from "file fields" attached to the Details page of the Process instance. (See step 7A.02, below.) In these cases, documents can still be uploaded into the Documents tab so that those documents are in the Process instance but not in the final official document. In the case of other Processes types, the Documents tab is where the official documentation is uploaded. See the instructions for the particular Processes type to determine which is the case or ask Construction Support Services.

To upload a file attachment in the Documents tab of a Processes instance, first open the Processes instance. Then click on the "Documents" tab header to open the tab. Upload documents to the Documents tab by either using the "drag-and-drop" feature or by clicking the "Attach" button.



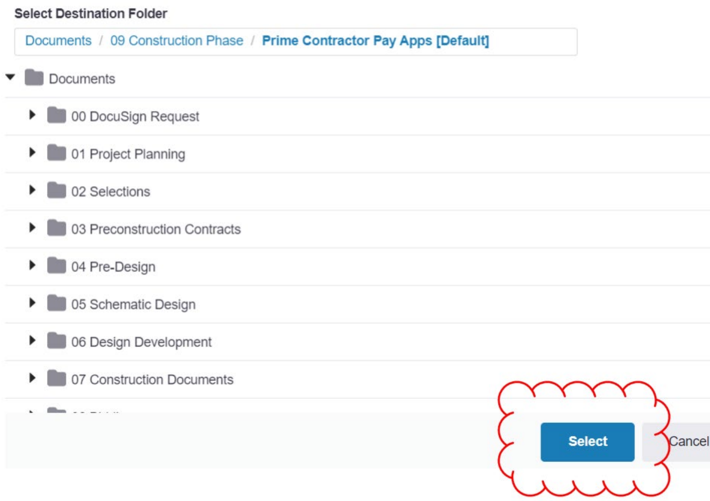
If the "Attach" button is clicked, a pop-up will appear. Click the "Upload from your Computer" button to locate a locally stored document.



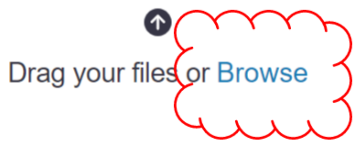
The user may then be brought to a screen to select the project Documents folder where the uploaded file will be placed, in addition to being linked to the Processes instance.

At the top of this screen there may be a default folder, in blue text, with the path to that folder, followed by "[Default]". If this is the case, and the user wishes to upload into the default folder, click "Select" to use this pre-selected default folder.

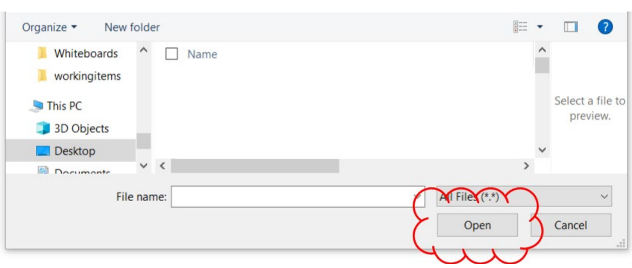
If there is no default folder, or the user wishes to select a different folder, the user may click the arrows to the left of the folders to locate nested folders within other folders. When the user locates the desired folder, the user clicks on it. The user then clicks “Select” to use the selected folder.



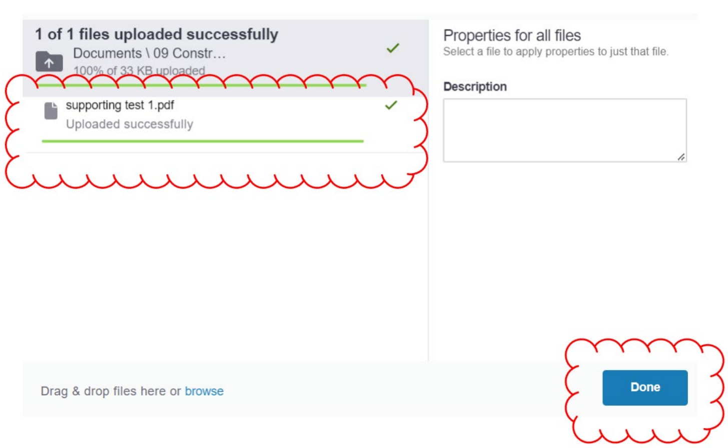
Then click “Browse”.



Then the user selects the file(s) they wish to upload and click “Open”.



If this worked properly, the user should see a green line under where the file name is, as shown, and a check mark. Then click “Done.”

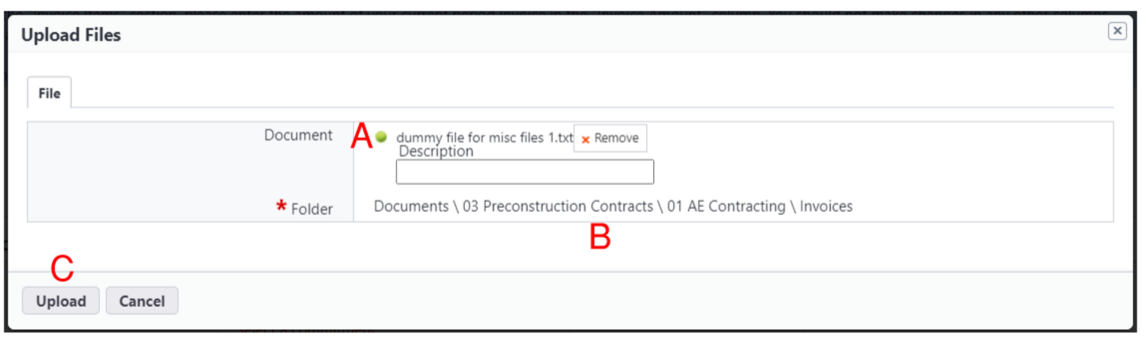


The uploaded document should then appear in the Documents tab of the Processes instance. Also note the number in parentheses next to the “Documents” tab title, indicating the number of files linked to the Processes instance.

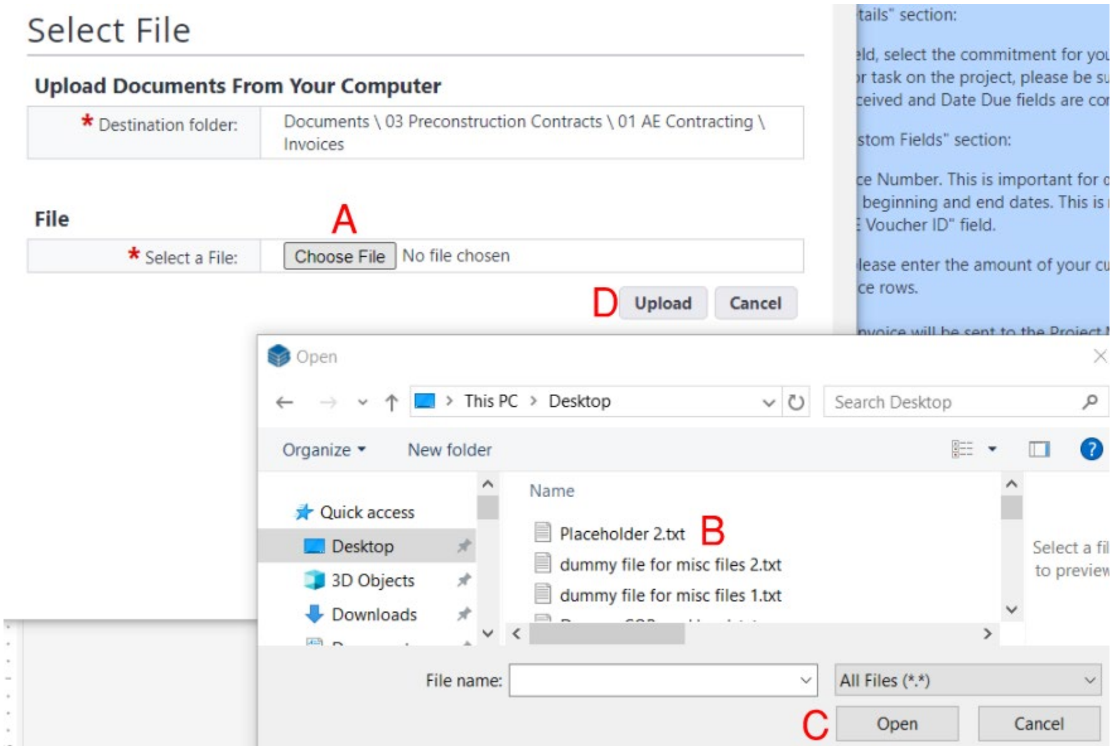
7A.02 Uploading File Attachments into Processes Instance File Fields

To upload a file attachment into “file fields” in the main Details tab of a Processes instance, first open the Processes instance. A file field appears as part of the main form of the Process in the Details tab. The file field, when it is available to the use to upload, will appear with three options for uploading: (A) a drag-and-drop block, (B) a “Browse Computer” button to upload from the user’s computer or network and (C) a “Browse e-Builder" button to allow the user to locate the file in the project’s e-Builder Documents folders.

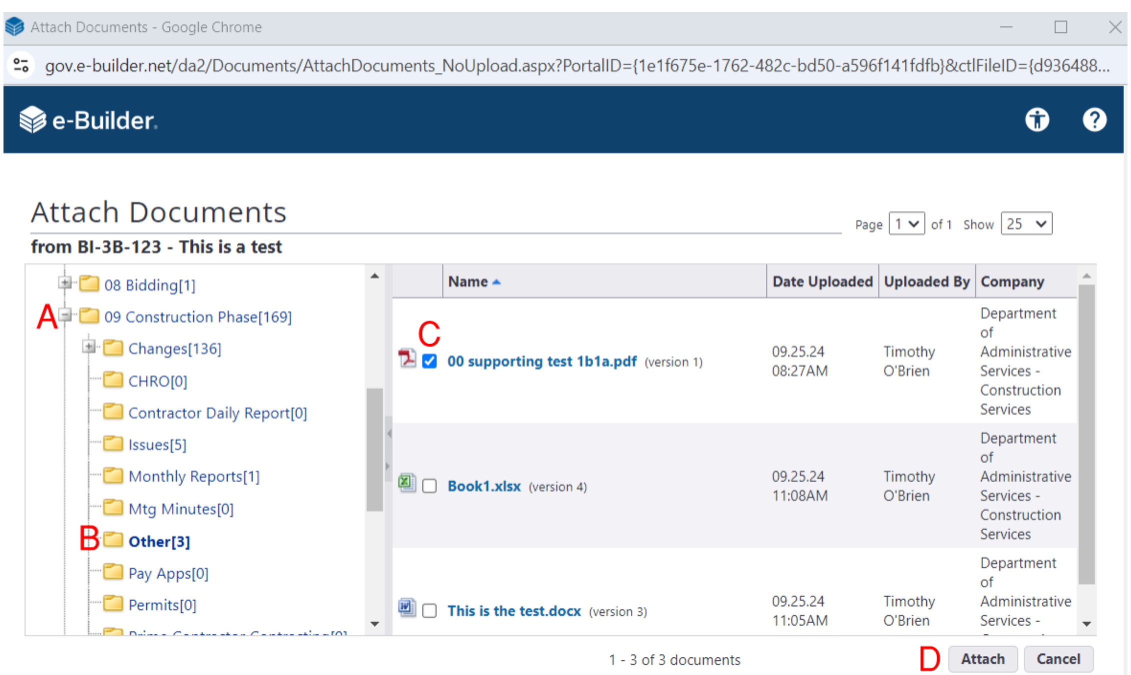
When the user **drags and drops** a file in the block that says, “Drag and drop file here”, an “Upload Files” dialogue box will appear. If successful, (A) there should be a green dot next to the filename. Also note that, (B) the location into which the file was uploaded in the project’s Documents folders appears. To complete the upload, click “Upload”.



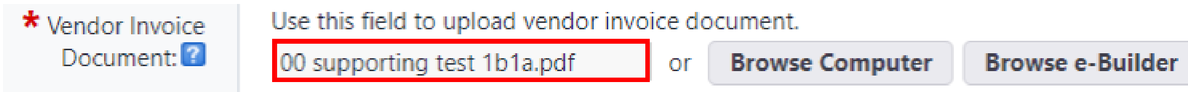
When the “**Browse Computer**” button is used, a pop-up window will appear. (A) Click the “Choose file” button. (B) Select the file to upload. (C) Click “Open”. (D) Click “Upload” to complete the upload.



When the “**Browse e-Builder**” button is used, a pop-up window will appear. (A) Click the “+” buttons to open file folders to navigate to the folder in the project’s e-Builder files where the needed file is located. (B) Click on the name of the file folder where the needed file is located. (C) Click the check box next to the needed file. (D) Click “Attach” to complete the upload.



After a file is uploaded the filename will appear in text form in what was the drag-and-drop block.



After the Process instance has been submitted or advanced further in the Process workflow, or after the user has clicked “Save Draft” in the Process instance, the filename will change to a link. Clicking on this link opens a file viewer, allowing users to see the file.

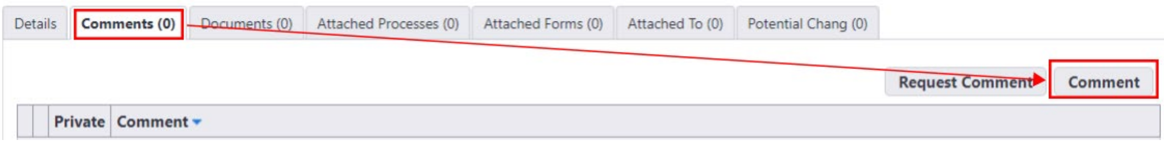
Users who are able to upload into a file field in a Process step also have the option to remove the previously uploaded file by clicking “Remove” under the filename. This clears the file from the field and allows another file to be uploaded.

Section 7B: Comments in Processes Instances

7B.01 Manually placing comments in process instances.

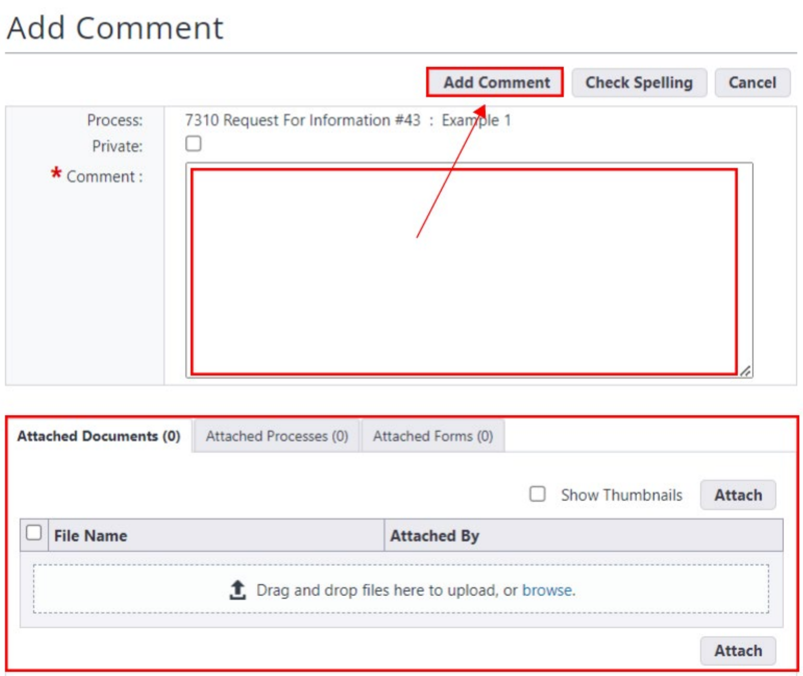
Comments appear in the Comments tab of a process instance for a number of reasons. Some Processes steps are set up to allow or require comments when users take certain actions. In other cases, the e-Builder, system, itself places a comment in the Comments tab.

In addition to this, users may manually add comments. To do this, go to the Comments tab of the Processes instance, then click “Comment”.

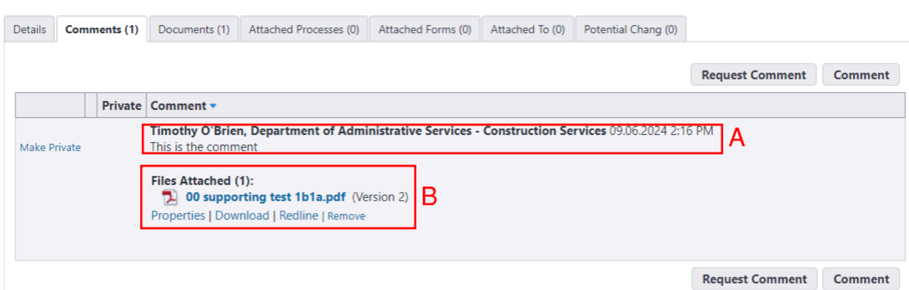


The user may then type in the “Comment” box and click “Add Comment” to complete the comment.

Also note that there are options for uploading files with the comment. If using this, the user may be prompted to select the project Documents folder where the file will be placed.

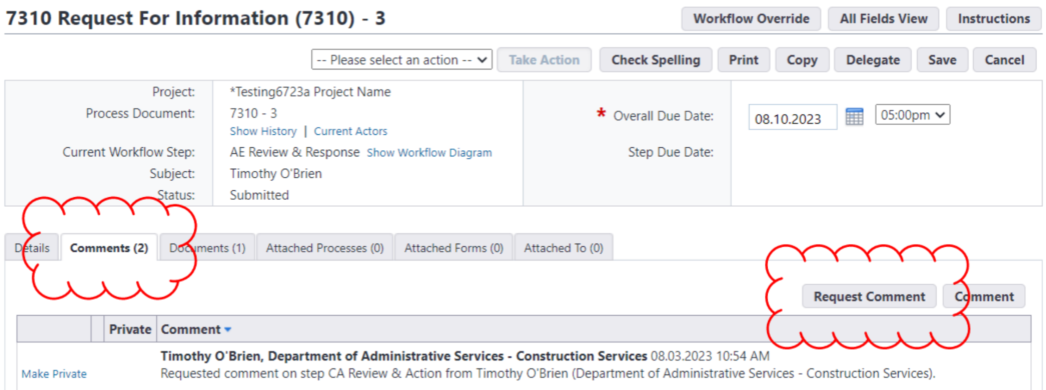


When the comment pop-up closes, (A) the user’s comment will appear in the Comments tab and (B), if the user uploaded a file with the comment, that will appear in the Comments tab, as well.



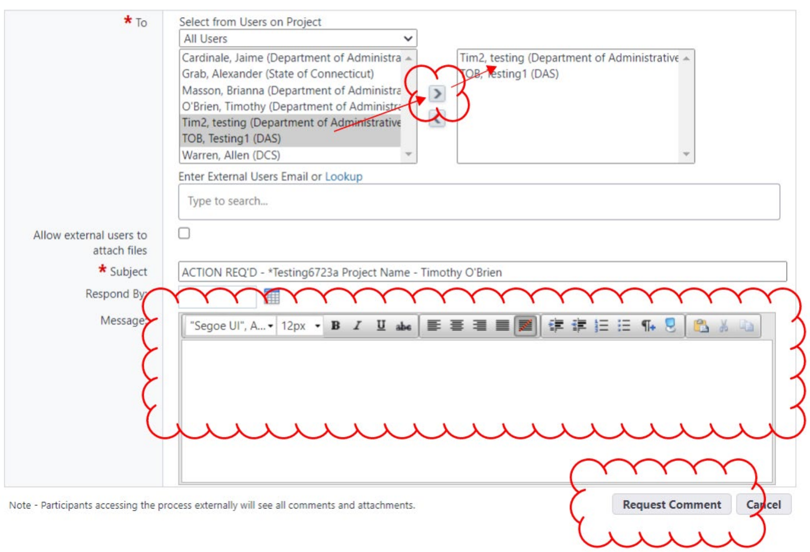
7B.02 Requesting comments.

Users may prompt other users to leave a comment in a Processes instance. To do this, click the “Request Comment” button.



After clicking the “Request Comment” button, a pop-up will appear that allows the requesting user to select the user(s) from whom they are requesting a comment in the “To” field by selecting their names and pressing the arrow button to move them to the right panel. The “Message” field allows the requesting user to ask a question of the user from whom they are requesting a comment. Also note that there is a “Allow external user to attach files” toggle available.

Then the “Request Comment” button sends the comment request in the form of an e-mail notification.



Both the question asked, and the response will appear in the Comments tab of the Process instance.

Section 7C: Processes Notification E-Mails

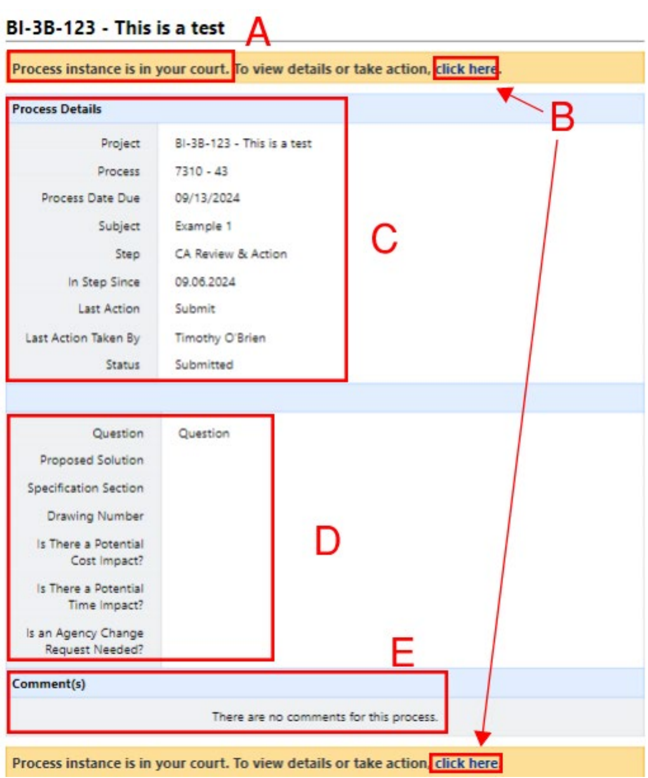
7C.01 Notification E-Mails from Processes Instances.

The workflows of Processes instances generate e-mail notifications to users when workflow actions are taken. Users may receive e-mail notifications when the step at which the workflow has reached provides that their user role on the project is to take action. Users also might receive notifications, for example, as carbon copy notifications, in which they are informed but need not take action.

When a Processes instance workflow has reached a step at which the user to take action, that user is a "Current Actor" at that workflow step. In this case, the notification not only informs the user about the Processes instance and its status, but also allows the user to access the Processes instance.

When the user is a "Current Actor", the notification will look similar to the following:

A. A brief description of the notification.
B. "Click here" links at the top and bottom of the notification. Clicking on either of these links should bring the user to the Processes instance to which the notification refers. If the user is already logged into e-Builder, the instance should open automatically. If the user is not logged into e-Builder when clicking the "Click here" link, the user should be prompted to log into e-Builder, after which the Processes instance should open.
C. Information about the project, the Processes type and instance number, due date, subject, the current workflow step and other workflow information.
D. Depending on the Processes type, there may be field information from the Processes instance that may inform the user about the instance from the notification itself.
E. If there are comments on the Processes instance, they should also appear in the e-mail notification.



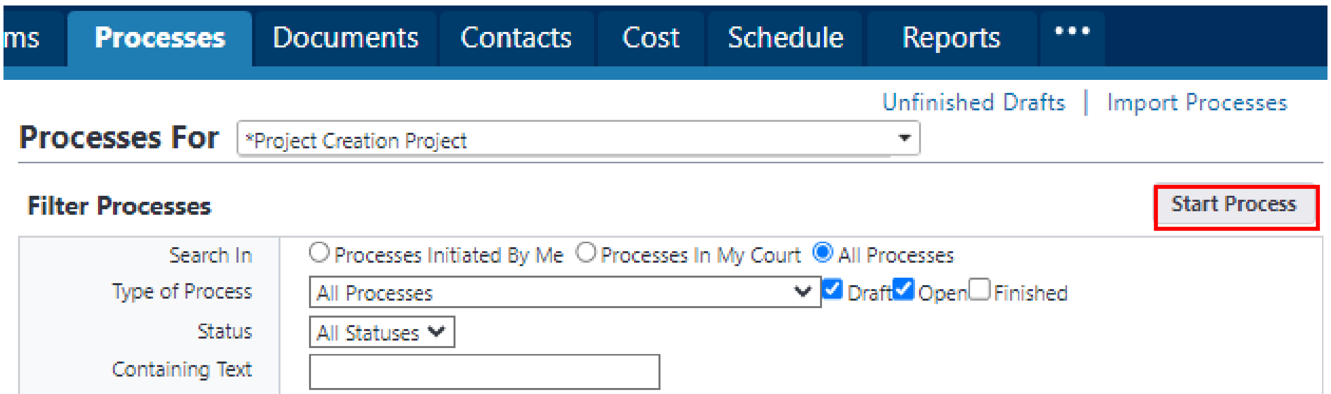
Section 8: 1105 Project Intake Request

8.01 Accessing the Process

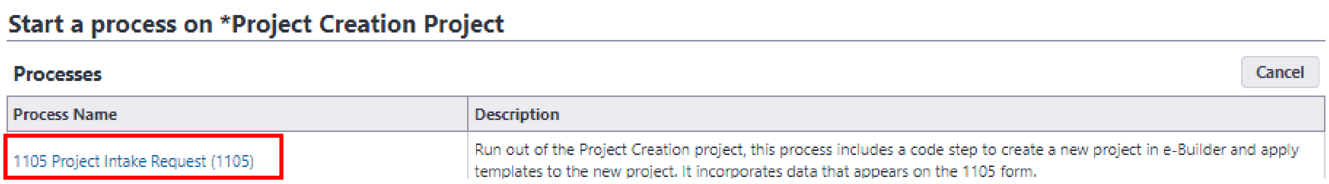
Log in to e-Builder. On your homepage, go to the “Processes” tab and select the “*Project Creation Project” from the “All Projects” dropdown list.

8.02 Capital Project Initiation Submission (Process Initiator)

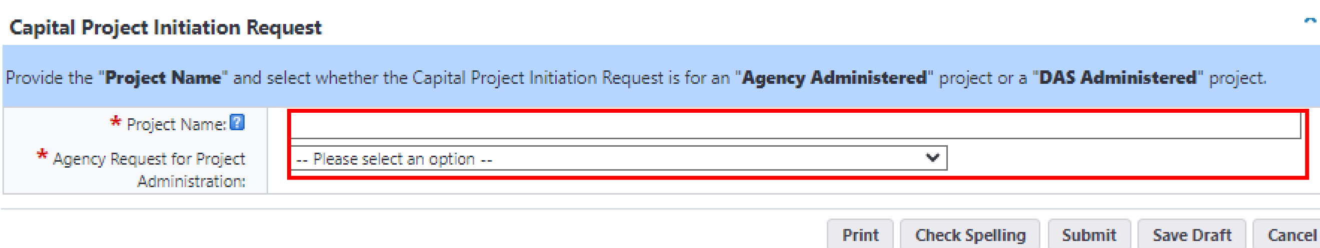
Click the “**Start Process**” button.



Click on the link entitled “**1105 Project Intake Request (1105)**”.



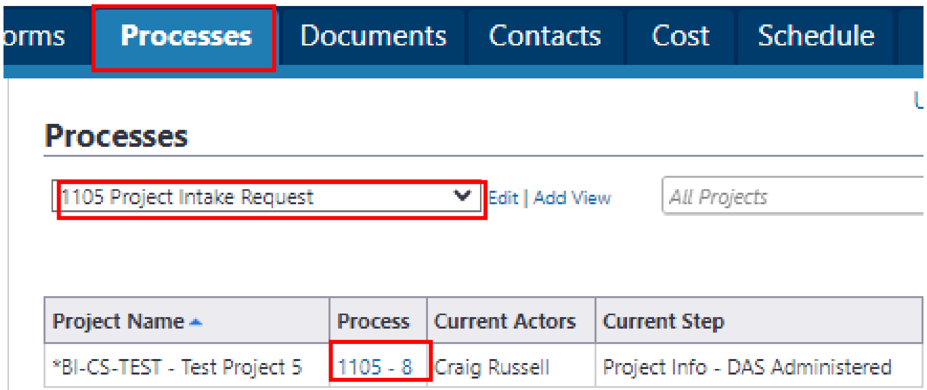
Provide the “Project Name” and select from the “Agency Request for Project Administration” dropdown list whether the project will be administered by “DAS/CS” or “Agency Administered”. Upon completion, click the “Submit” button to start the process.



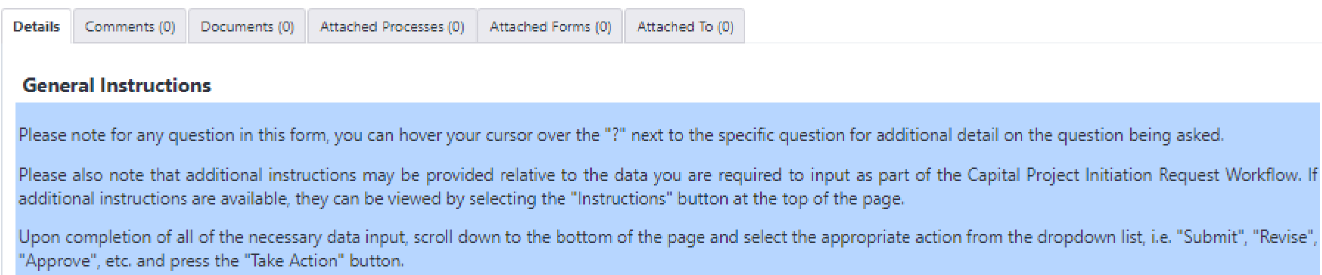
Depending upon how the project administration question was answered, the Process Initiator will be directed to fill out the required portion of Form 1105 – Capital Project Initiation Request.

To access the newly created Form 1105, click on the “Processes” tab again to reset the landing page.

Select “1105 Project Intake Request” from the view dropdown list and click on the link in the “Process” column for the subject project.



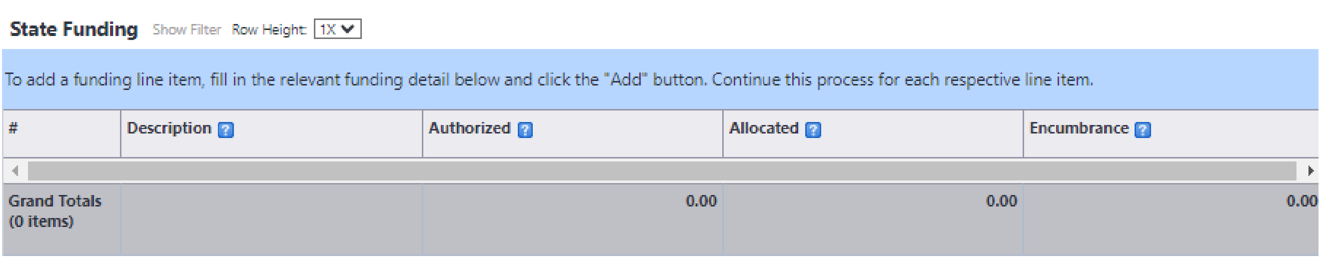
Review the “General Instructions” and complete Form 1105 in its entirety.

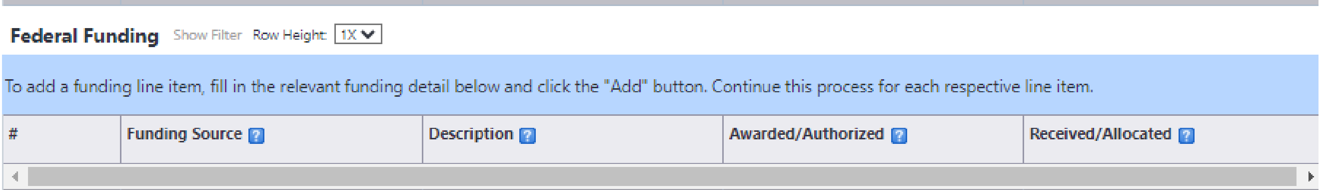


Helpful Hints for completing Form 1105

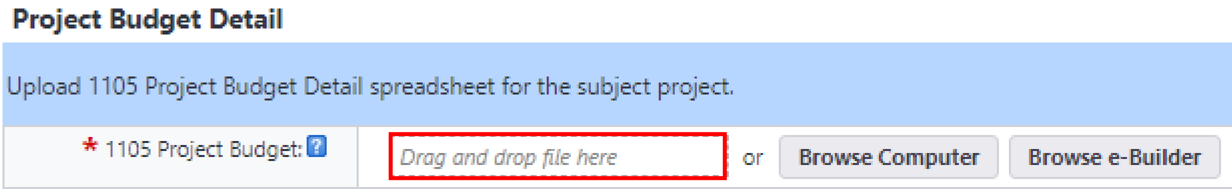
The “Agency PM” is to be selected from a dropdown list of Agency PM’s. If the Agency PM is not listed, please contact Craig Russell by email at craig.russell@ct.gov and request that the name be added.

State/Federal/Other Funding - When completing these sections, be sure to hover over the “?” next to the respective field for an explanation of what is to be provided in that field. For each line item, you will need to provide a “Description”, amount “Awarded/Authorized”, and amount “Received/Allocated”. For State Bond Funds, if the funding authorization is for more than one project, you will need to provide “Encumbrance”, the amount specifically allocated for the subject project with which the 1105 is being submitted. The “Funding Source” will need to be provided if the source is not State Bond Funds. After filling in the required fields, click the “Add” button. This step will need to be repeated for each line item.



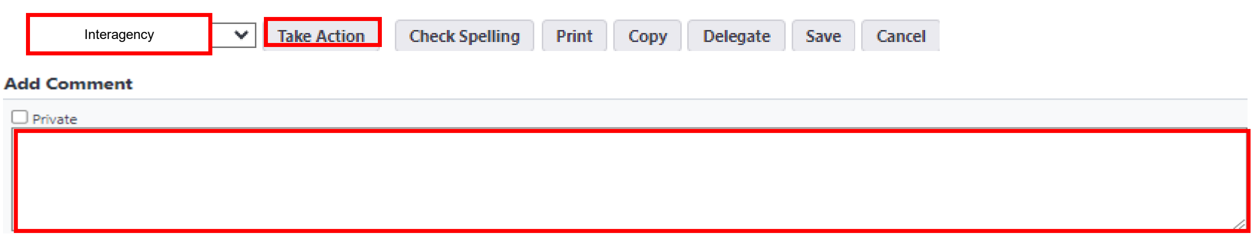


Project Budget Detail – The 1105 Project Budget Detail spreadsheet will need to be downloaded from the DAS/CS Portal and filled out separately from the eBuilder 1105 Project Intake Process. Upon completion, the project budget should be saved and dragged and dropped into the “1105 Project Budget” field.



Upon completion of the draft Form 1105, scroll down to the bottom of the page, read the instructions for the section entitled “Interagency Review”, and then select either “Interagency” or “Submit” from the dropdown list next to the “Take Action” button. “Interagency” would be selected if there are any individuals within your Agency that need to review or provide data input into the subject 1105 prior to submitting the 1105 to DAS/RECS. Otherwise select “Submit” and click the “Take Action” button.

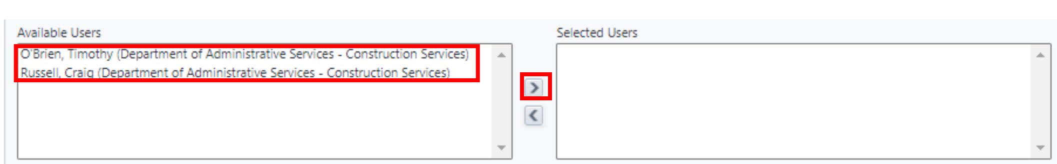
After clicking “Take Action”, you will receive a prompt to provide a comment. If “Interagency” was selected, use the “Comment” section to provide the reviewer with direction to help them complete their review of the subject 1105 submission. If “Submit” was selected you have the option to provide a comment, but it is not required.



If you selected “Interagency”, you will also be required to either select an individual with an active eBuilder account from the list of “Available Users” to send the 1105 submission to for review or input the email address of an outside user that does not have an account in eBuilder to allow them the ability to review and comment on the 1105 submission.

* Please note that only one (1) user at a time can be selected to review, comment, and if applicable, edit the revised submission. Repeat this process for each individual reviewer until all revisions are complete.
* Please also note that only those individuals with eBuilder accounts will have the ability to edit the draft 1105 submission in eBuilder. Individuals without eBuilder accounts will only have the ability to view the 1105 submission and provide comments, under the “Comments” tab, regarding the submission. Any proposed revisions recommended by the outside user would have to be input by the individual that initiated the 1105 process.

To add an actor to the next step in the process, find the name of the actor from the list of “Available Users”, click on their name to select the person, then click on the “>” to move that person into the “Selected Users” column.



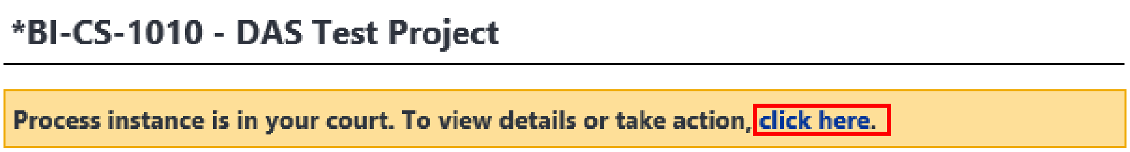
Upon completion, click the applicable button to proceed to the next step in the process, which will either be “Submit” (no interagency review) or “Interagency” (interagency review).

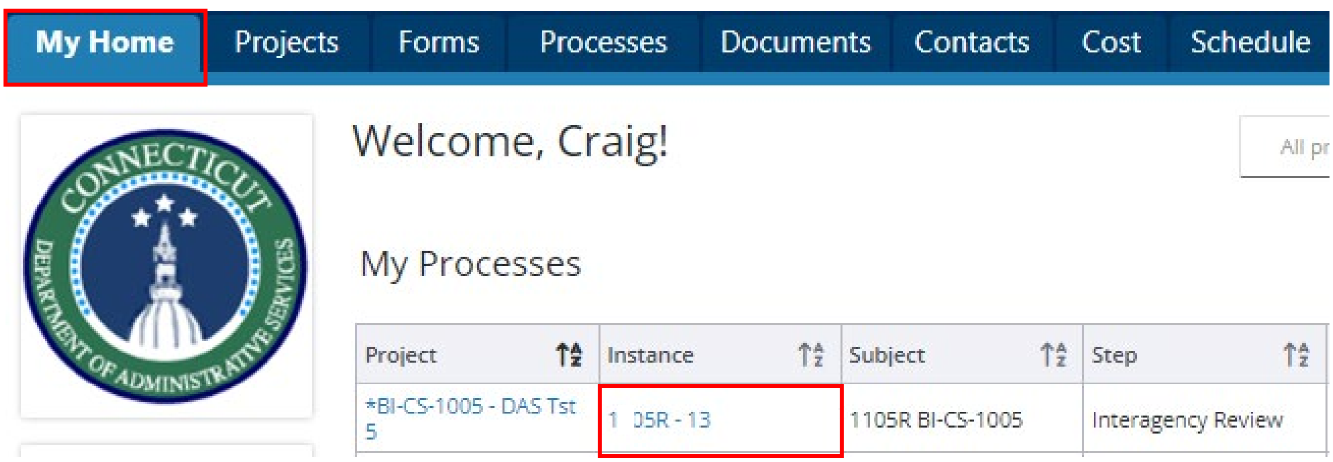
If there is an individual from your agency that should be granted access to Interagency Review and is not included in the list of actors, please contact Tim O’Brien by email at Timothy.O’Brien@ct.gov and request that the name be added.

8.03 Interagency Review (Interagency Reviewer)

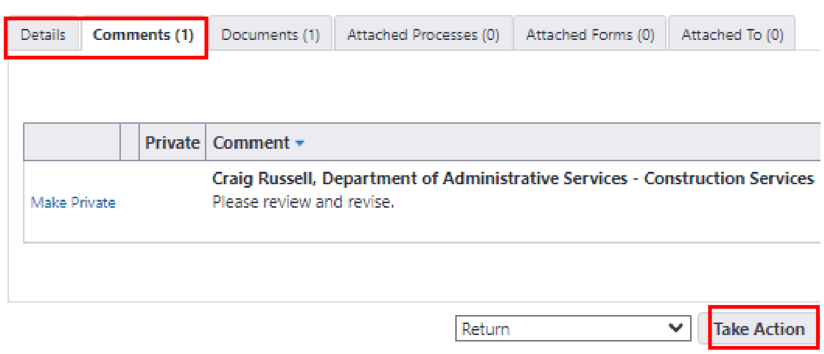
The Interagency Reviewer will receive an email from eBuilder as notification that the Capital Project Initiation Request is ready for them to review.

To access the Capital Project Initiation Request for revision, either click on the email link or log into eBuilder, if you have an active eBuilder account, select the “**My Home**” tab and **click on the “Instance” column link** for the subject project **under “My Processes”**.

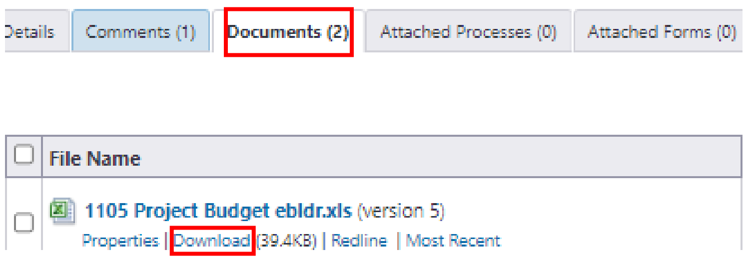




After opening the project instance, click on the “Comments” tab to review comments provided by previous actors and to get direction related to the 1105 review, return to the “Details” tab to review, and if applicable edit the submission.



If the 1105 Project Budget Detail requires revision, click the "Documents" tab, and then click the "Download" link beneath the project budget to download the project budget to an accessible file to upload back into eBuilder.



After completing edits to the project budget detail, save your changes, and then drag and drop the edited document back into the "Documents" tab in eBuilder. The latest version of the project budget edits will have the highest version number.

Upon completion of the review, scroll down to the bottom of the page and click "Take Action" to return the 1105 to the process initiator.

8.04 ADPM Assignment (CSS)

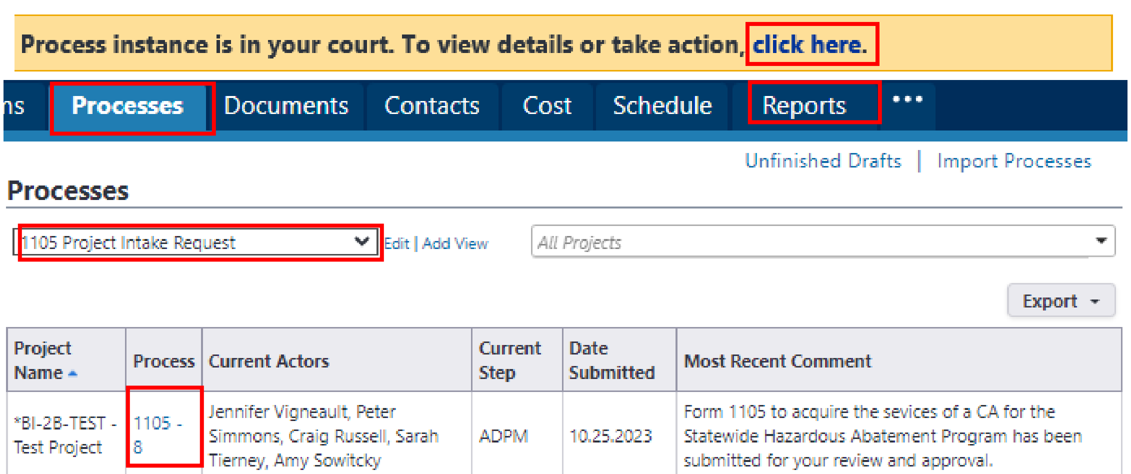
CSS will receive an email from eBuilder as notification that the Capital Project Initiation Request has been submitted for ADPM Assignment.

After accessing the 1105 submission, CSS will scroll down to the bottom of the page and complete the Section entitled "Project Assignment". Upon completion, click "Submit". After clicking submit, a prompt will open for CSS to select the appropriate ADPM for review. Once selected, click "Submit".

8.05 Capital Project Initiation Request Review (ADPM)

The ADPM assigned to the Agency will receive an email from eBuilder as notification that the Capital Project Initiation Request has been submitted for them to take action.

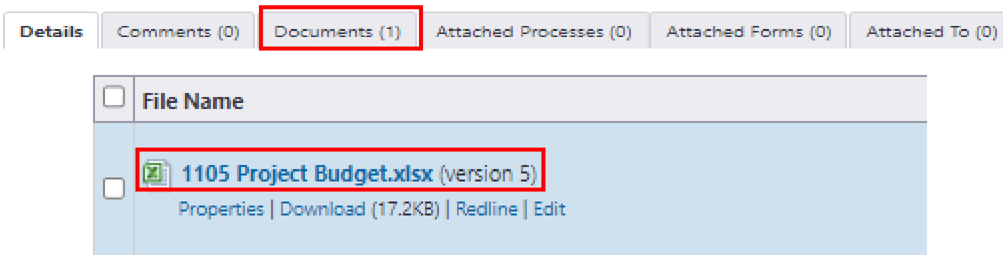
To access Form 1105 for review and approval, the ADPM can either click on the link provided in the email or log into eBuilder, click on the "**Processes**" tab, select the "**1105 Project Intake Request**" view from the dropdown list, and click on the link in the "**Process**" column for the subject project.



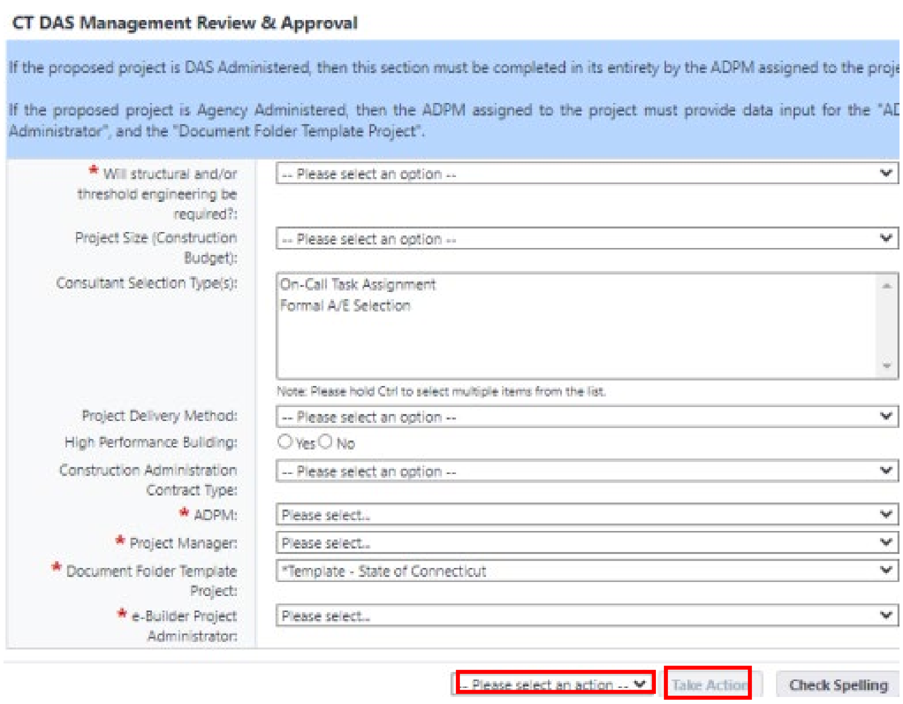
The ADPM can review the 1105 submission in its entirety under the “Details” tab.

To see any comments provided by previous actors in the process regarding the Capital Project Initiation Request submission, the ADPM can click on the “Comments” tab to review those comments.

To see the “1105 Project Budget Details”, the ADPM can click on the “Documents” tab and then double click the “1105 Project Budget.xlsx” to open the budget for review.



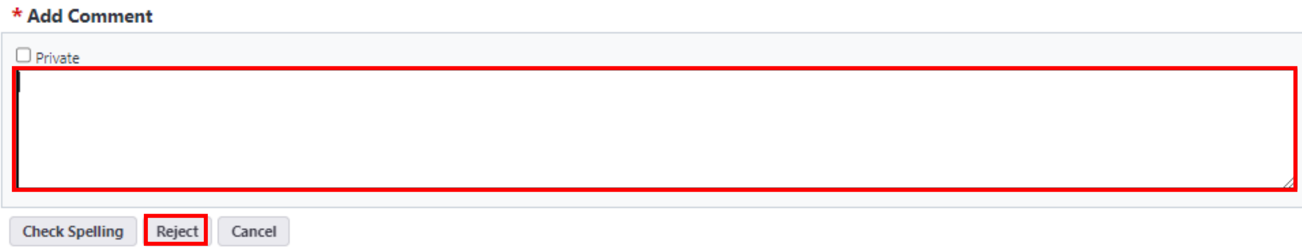
Upon completion of the Capital Project Initiation Request review, scroll down to the bottom of the page and complete the section entitled “CT DAS Management Review and Approval”.



Then select one of the following from the dropdown list at the bottom of the page next to the “Take Action” button:

- "Revise" if the project requires the User Agency to revise the 1105 for resubmission.
- "Approve" if the content of the 1105 is approved and ready for the Agency Authorized Signatory and the Deputy Commissioner for review and approval.
    - Note: If the ADPM answered the “Consultant “Selection Type(s)” question as “Formal A/E Selection”, then the 1105 will automatically be forwarded to the Chief Architect for review prior to being forwarded to the Agency Authorized Signatory and the Deputy Commissioner for review and approval.

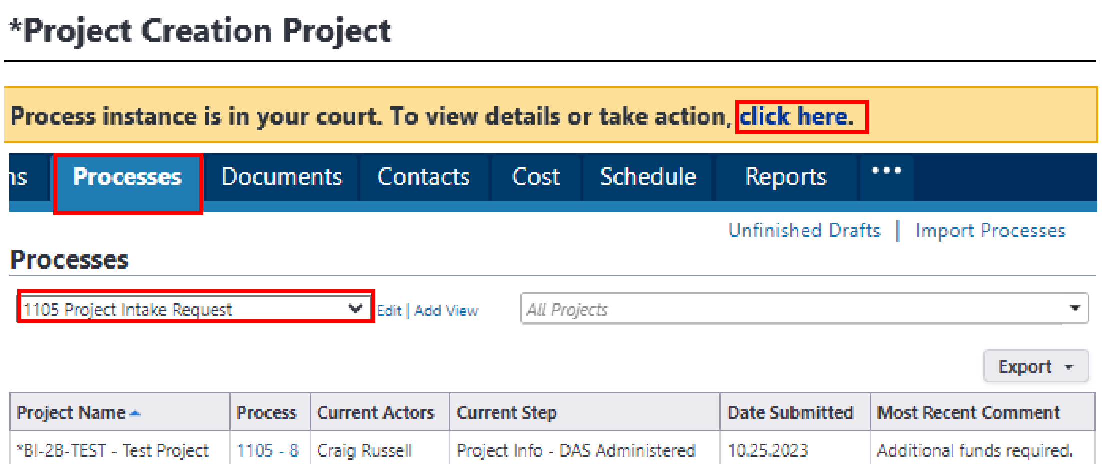
Once you have made your selection from the dropdown list, click the "Take Action" button. After selecting the "Take Action" button, a comment prompt will appear, where you can provide a reason for your selection, if applicable. After providing a comment click the appropriate button (Revise or Approve) to move the 1105 to the next step in the process.



8.06 Capital Project Initiation Request Revision (Process Initiator)

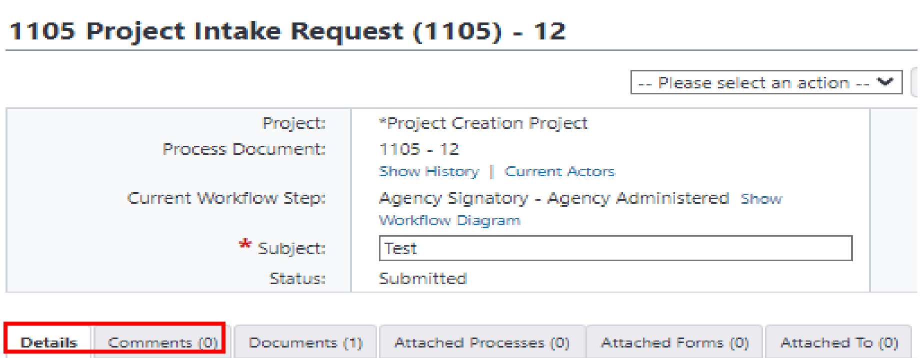
If the Capital Project Initiation Request requires revision, the Process Initiator will receive an email notification from eBuilder that the Capital Project Initiation Request has been returned for revision.

To access Form 1105 for review and revision, the Process Initiator can either click on the link provided in the email or log into eBuilder, click on the “Processes” tab, select the “1105 Project Intake Request” view from the dropdown list, and click on the link in the “Process” column for the subject project.

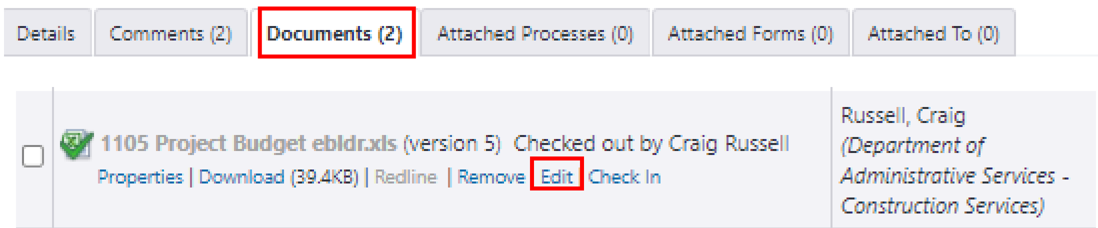


Click on the “Comments” tab to review any comments provided regarding the Capital Project Initiation Request submission.

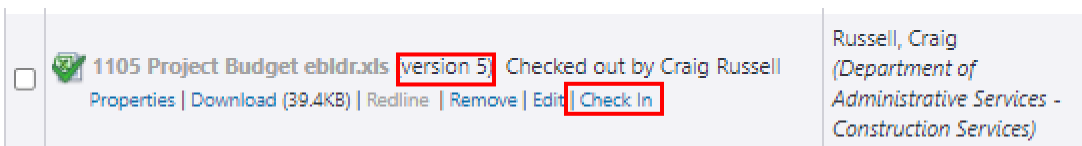
If the Capital Project Initiation Request itself requires revision, click on the “Details” tab and make the required revisions within the Capital Project Initiation Request for resubmission.



If the 1105 Project Budget Detail requires revision, click the “Documents” tab, and then click the “Edit” link beneath the project budget to open the link, and then click “OK” when prompted.

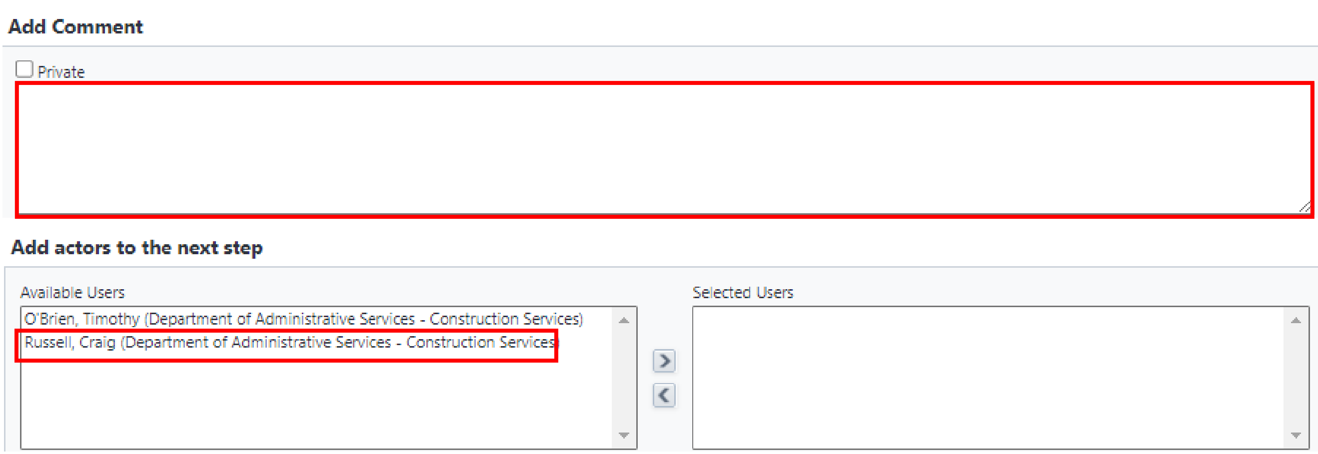


Make the necessary edits to the project budget, save the changes when you have completed the edit and close the document. Return to the “Documents” tab in the 1105 process instance and click on the “Check In” link to upload your edits to the Documents tab. Each time the document is edited and checked in; the “Version” of the document will change. The latest version of the project budget edits will have the highest version number.



After all revisions have been made, scroll down to the bottom of the page, select “Submit” from the dropdown list next to the “Take Action” button and click “Take Action” to send the revised 1105 back to DAS/CS for further review and processing.

After clicking the “Take Action” button, the Process Initiator will receive a prompt to provide a comment to the ADPM regarding the revisions made. After providing a comment, the Process Initiator should select Craig Russell from the list under “Add actors to the next step” and click the “>” to add him to the “Available Users” column and click “Submit”.

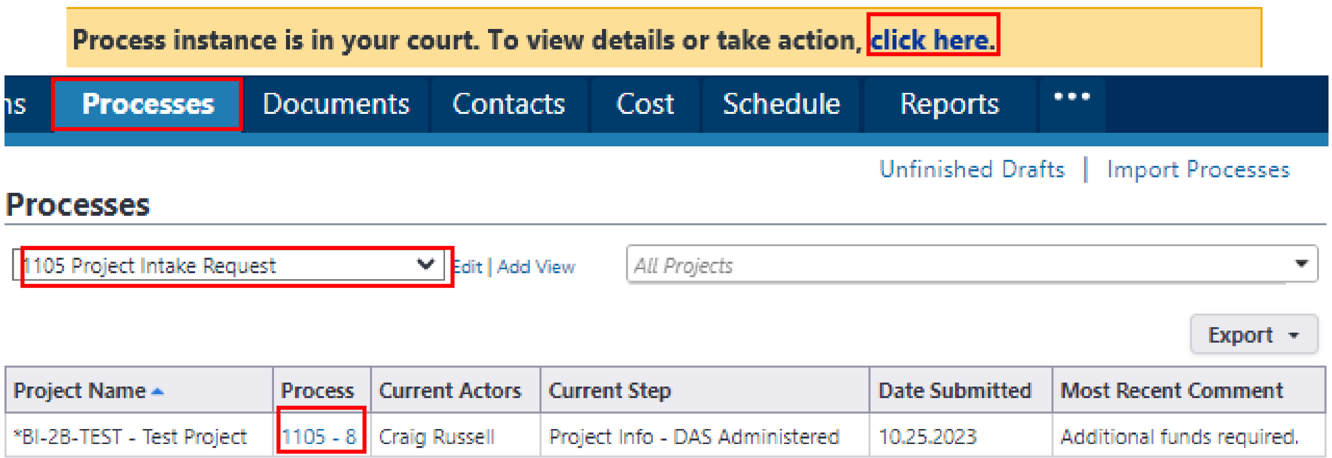


Repeat Steps 8.4 – 8.6 until such time that the ADPM approves the Capital Project Initiation Request submission.

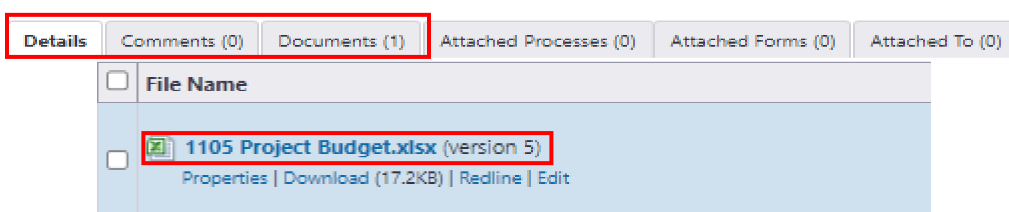
8.07 Capital Project Initiation Request Review (Chief Architect)

If the ADPM answered the “Consultant Selection Type(s)” question as “Formal A/E Selection”, then the Chief Architect will receive an email from eBuilder as notification that the Capital Project Initiation Request has been “Approved” by the ADPM and is ready for the Chief Architect to review.

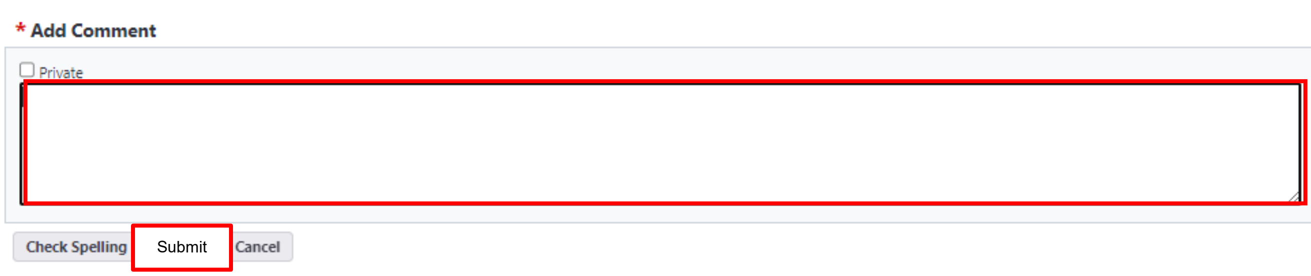
To access Form 1105 for review and revision, the Process Initiator can either click on the link provided in the email or log into eBuilder, click on the “Processes” tab, select the “1105 Project Intake Request” view from the dropdown list, and click on the link in the “Process” column for the subject project.



To review the 1105 submission in its entirety, click on the “Details” tab. To see any comments provided by previous actors in the process regarding the Capital Project Initiation Request submission, click on the “Comments” tab to review those comments. To see the “1105 Project Budget Details”, click on the “Documents” tab and then double click the “1105 Project Budget.xlsx” to open the budget for review.



Upon completion of the Capital Project Initiation Request review, scroll down to the bottom of the page and either select “Return” from the dropdown list, next to the “Take Action” button, to return the submission to the ADPM, or select “Submit” to forward the submission for the selection of the Agency Authorized Signatory and then click “Take Action”. After clicking the "Take Action", you will be prompted to provide a comment, where you can provide detail regarding your review of the 1105 submission. Once you have added a comment, click the applicable button - “Return” or “Submit” button.



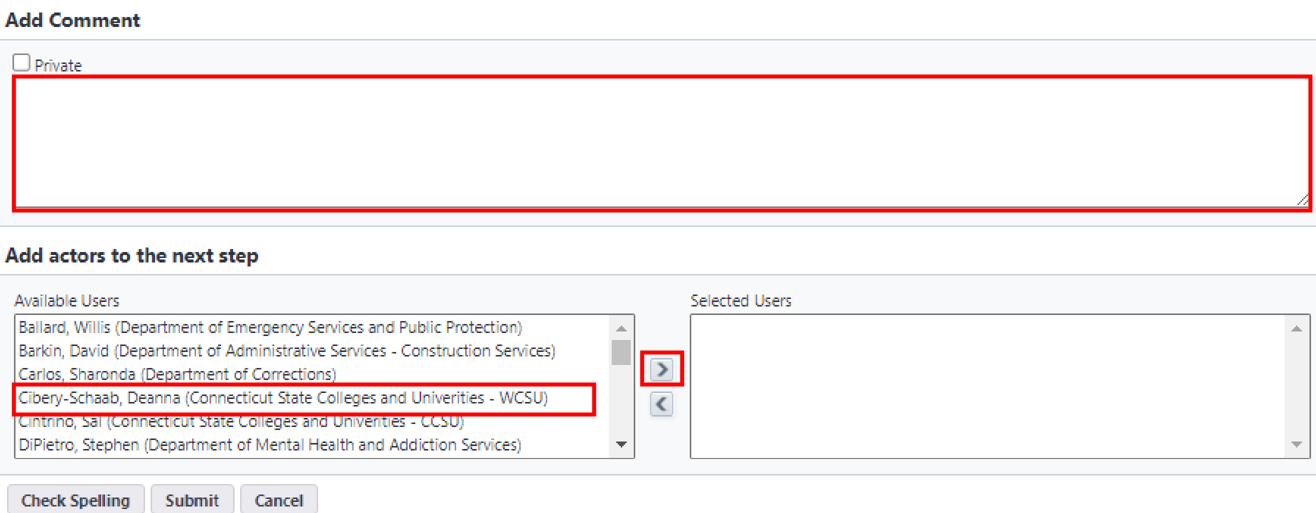
8.08 Authorized Signatory Selection (Process Initiator)

The Process Initiator will receive an email from eBuilder as notification that the Capital Project Initiation Request has been submitted for them to take action.

To access the Capital Project Initiation Request for revision, either click on the email link or log into eBuilder, select the “My Home” tab and click on the “Instance” column link for the subject project under “My Processes”.

After opening the link to the 1105 submission, scroll down to the bottom of the page and click the “Take Action” button.

After clicking the “Take Action” button, a prompt will appear to add a comment, if applicable, for the Agency Authorized Signatory to review for sign off. After providing a comment, the Process Initiator should select their Agency Authorized Authority from the list of Authorized Signatories under “Add actors to the next step”. Click the “>” to add the signatory to the “Selected Users” column from the “Available Users” column and click “Submit” to send the revised 1105 to the Authorized Signatory for signature.

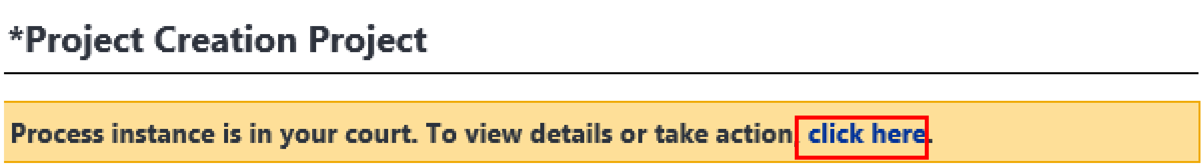


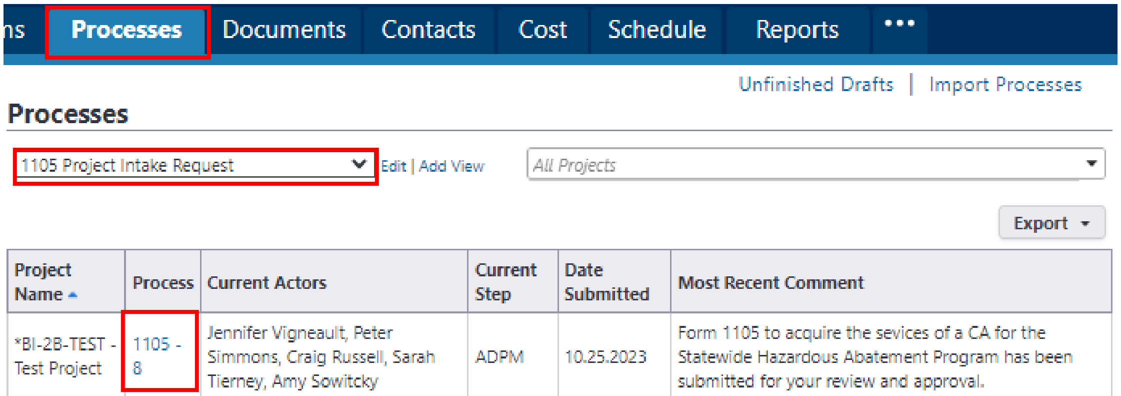
If your Agency Authorized Signatory is not listed, please contact please contact Tim O’Brien by email at Timothy.O’Brien@ct.gov and request that the name be added.

8.09 Capital Project Initiation Sign Off (Agency Authorized Signatory)

The Agency Authorized Signatory (AAS) will receive an email from eBuilder as notification that the Capital Project Initiation Request has been submitted for them to take action.

To access Form 1105 for review and approval, the AAS can either click on the link provided in the email or log into eBuilder, click on the “**Processes**” tab, select the “**1105 Project Intake Request**” view from the dropdown list, and click on the link in the “**Process**” column for the subject project.

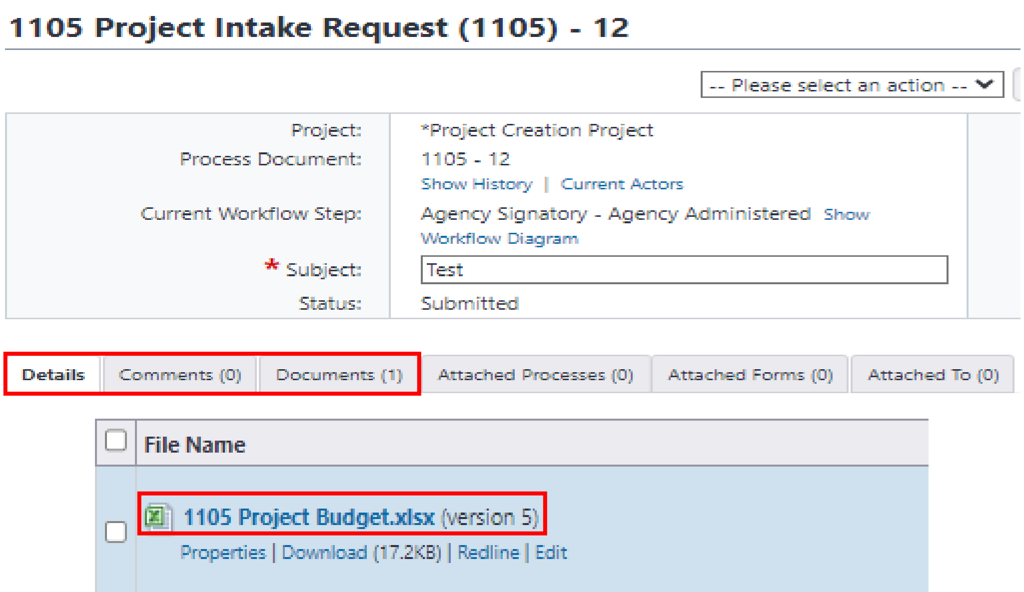




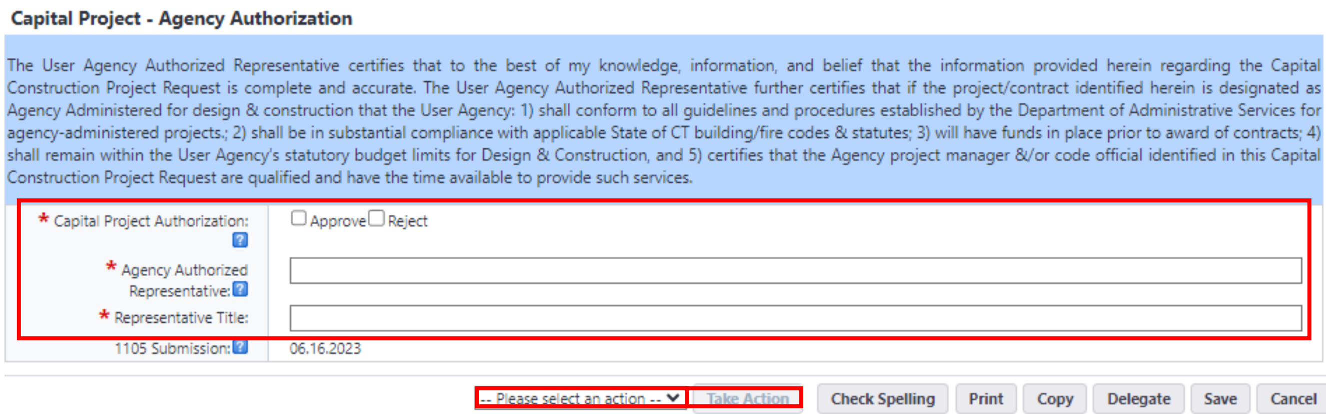
The AAS can review the 1105 submission in its entirety under the “Details” tab.

To see any comments provided by previous actors in the process regarding the Capital Project Initiation Request submission, the AAS can click on the “Comments” tab to review those comments.

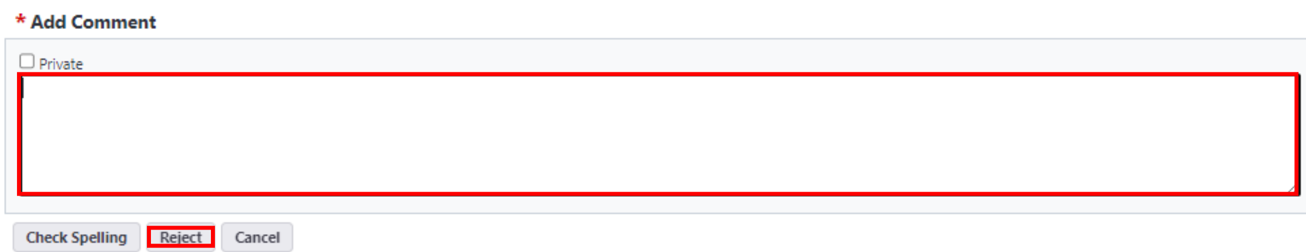
To see the “1105 Project Budget Details”, the AAS can click on the “Documents” tab and then double click the “1105 Project Budget.xlsx” to open the budget for review.



Upon completion of the Capital Project Initiation Request review, the AAS should return to the “Details” tab and scroll down to the bottom of the page to complete the section entitled “Capital Project – Agency Authorization”. The AAS will select either “Approve” or “Reject” the Capital Project Authorization and provide his/her name and title as the Agency Authorized Authority. Upon completion, the AAS will either select “Approve” or “Reject” from the dropdown list next to the “Take Action” button and click “Take Action”.



- **If “Reject”** was selected, the AAS will be given a **prompt to provide a comment** to the Process Initiator regarding the reason for rejection and/or instructions for revision and resubmission. After providing a comment, click “**Reject**” to return the 1105 submission to the Process Initiator for revision and resubmission.



- If “Approve” was selected, the 1105 will be submitted to DAS/CS for submission to the DAS/CS Deputy Commissioner for review and approval.

8.10 Capital Project Initiation Request Review (CSS)

If the Agency Signatory chose “Approve”, CSS will receive an email from eBuilder as notification that the Capital Project Initiation Request has been submitted for them to take action.

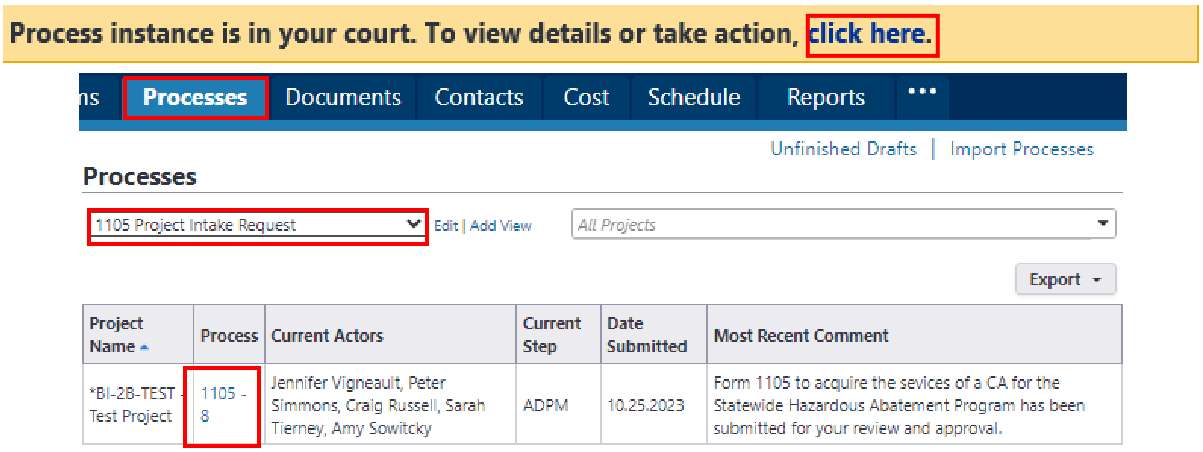
No additional review is necessary at this point. Scroll down to the bottom of the page and select “Submit” from the dropdown list next to the “Take Action” button and click “Take Action” to send the 1105 submission to the Deputy Commissioner for review and signature.

After clicking the “Take Action” button, you will receive a prompt to provide a comment to the Deputy Commissioner. Click on the instructions tab at the top of the page for draft language to include as part of the comment to the Deputy Commissioner. Click “Submit” to forward the 1105 to the Deputy Commissioner for signature.

8.11 Capital Project Initiation Request Review (DC)

The Deputy Commissioner (DC) will receive an email from eBuilder as notification that the Capital Project Initiation Request has been submitted for them to take action.

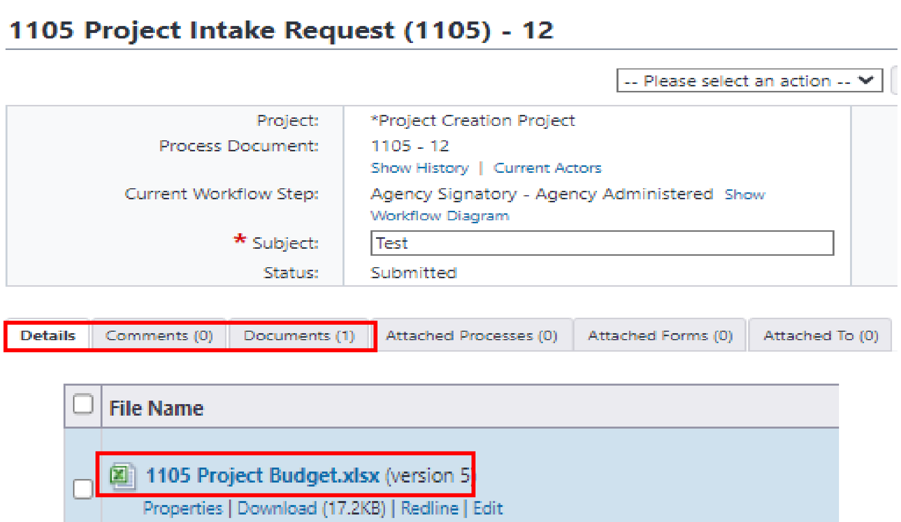
To access Form 1105 for review and approval, the DC can either click on the link provided in the email or log into eBuilder, click on the "**Processes**" tab, select the "**1105 Project Intake Request**" view from the dropdown list, and click on the link in the "**Process**" column for the subject project.



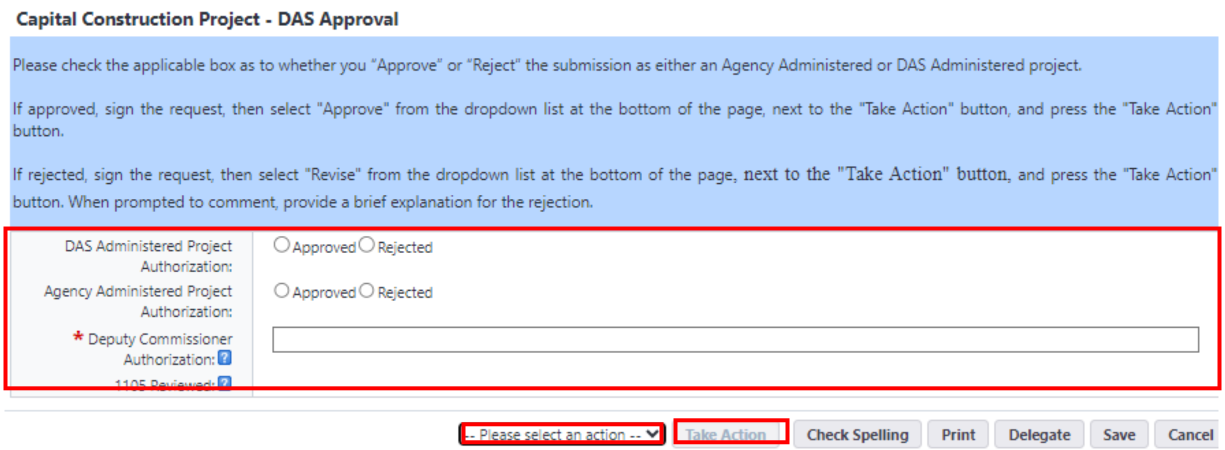
The DC can review the 1105 submission in its entirety under the "Details" tab.

To review comments provided by previous actors regarding the Capital Project Initiation Request submission, click on the "Comments" tab.

To see the "1105 Project Budget Details", the click on the "Documents" tab and then double click the "1105 Project Budget.xlsx" to open the budget to review.



Upon completion of the Capital Project Initiation Request review, scroll down to the bottom of the page and read the instructions for and complete the section entitled “Capital Construction Project – DAS Approval”, then select either “Approve” or “Reject” from the dropdown list at the bottom of the page next to the “Take Action” button and click “Take Action”.


Capital Construction Project - DAS Approval

Please check the applicable box as to whether you "Approve" or "Reject" the submission as either an Agency Administered or DAS Administered project.

If approved, sign the request, then select "Approve" from the dropdown list at the bottom of the page, next to the "Take Action" button, and press the "Take Action" button.

If rejected, sign the request, then select "Revise" from the dropdown list at the bottom of the page, next to the "Take Action" button, and press the "Take Action" button. When prompted to comment, provide a brief explanation for the rejection.

DAS Administered Project Authorization: Approved Rejected

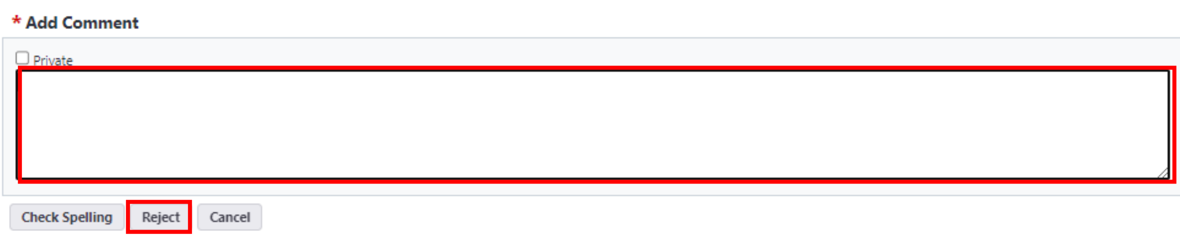
Agency Administered Project Authorization: Approved Rejected

* Deputy Commissioner Authorization:

1105 Reviewed:

-- Please select an action -- | Take Action | Check Spelling | Print | Delegate | Save | Cancel

* If “Reject” was selected, you will receive a prompt to provide a comment to the ADPM to explain the reason for rejection and click “Reject” to return the submission to the ADPM. The ADPM will then contact the Client Agency to discuss proposed revisions.


* Add Comment

Private

Check Spelling | Reject | Cancel

8.12 Capital Project Initiation Request Project Number Assignment (CSS)

CSS will receive an email from eBuilder as notification that the Capital Project Initiation Request has been submitted for them to take action.

To access Form 1105 for review and approval, CSS can either click on the link provided in the email or log into eBuilder, click on the “Processes” tab, select the “1105 Project Intake Request” view from the dropdown list, and click on the link in the “Process” column for the subject project.

CSS shall complete and submit Form 1115 – Capital Project Number Request to Financial Administrative Services (FAS) to assign a number to the project through normal means, outside of eBuilder.

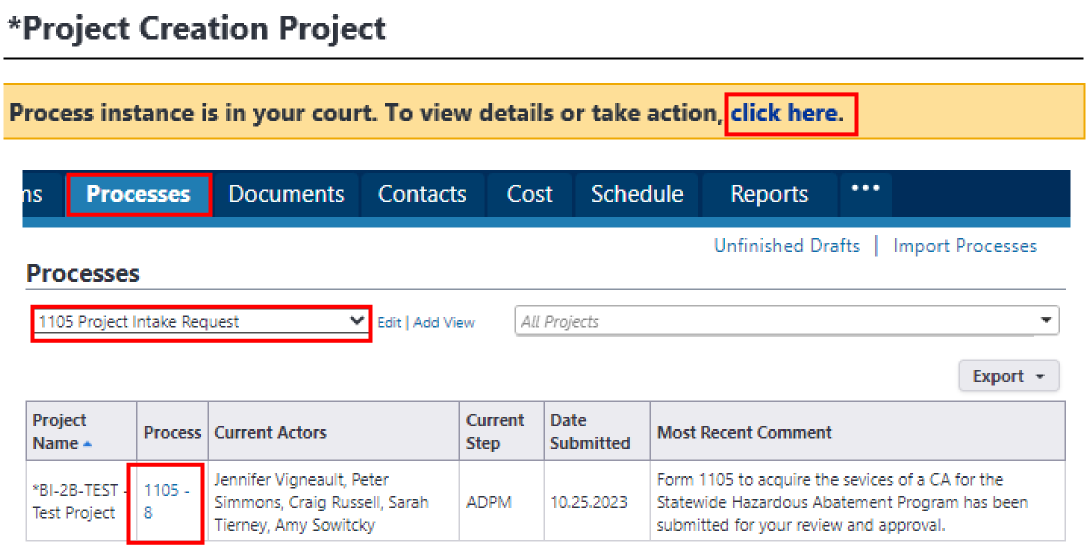
Upon receipt of the project number assignment, CSS will log back into eBuilder, select the “My Home” tab and click on the “Instance” column link for *Project Creation Project under “My Processes”.

CSS will complete the sections entitled “Project Number” and “Project Budget Detail” and upload a copy of the executed Form 1115 to the respective field in eBuilder. CSS will then scroll down to the bottom of the page, select “Submit” from the dropdown list next to the “Take Action” button and click “Take Action”.

8.11 Capital Project Initiation Request CEPA Review (Environmental Services)

The Environmental Analyst (EA) will receive an email from eBuilder as notification that the Capital Project Initiation Request has been submitted for them to take action.

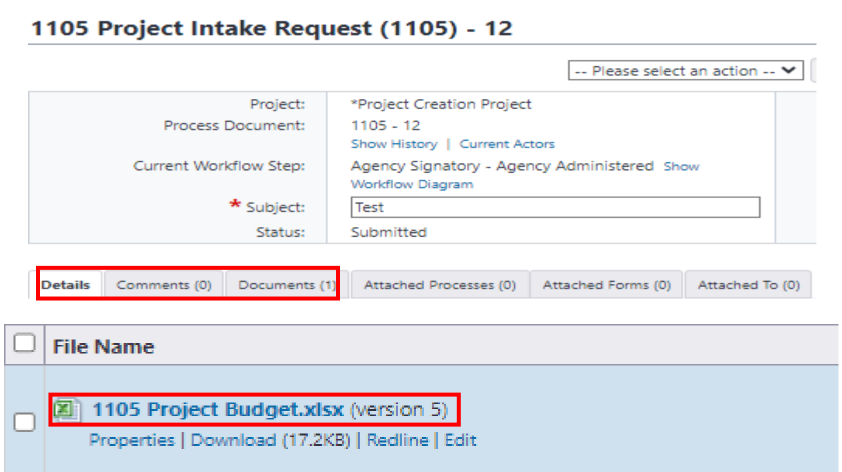
To access Form 1105 for review and approval, the EA can either click on the link provided in the email or log into eBuilder, click on the "**Processes**" tab, select the "**1105 Project Intake Request**" view from the dropdown list, and click on the link in the "**Process**" column for the subject project.



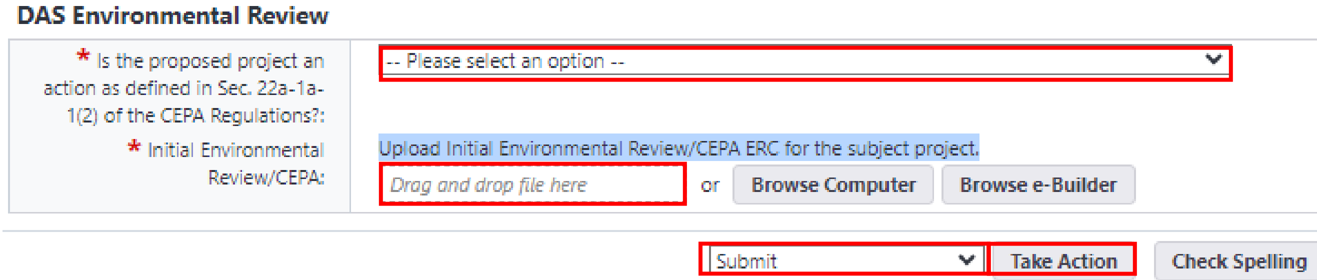
The EA can review the 1105 submission in its entirety under the "Details" tab.

To see any comments provided by previous actors in the process regarding the Capital Project Initiation Request submission, the EA can click on the "Comments" tab to review those comments.

To see the "1105 Project Budget Details", the EA can click on the "Documents" tab and then double click the "1105 Project Budget.xlsx" to open the budget for review.



Upon completion of the Capital Project Initiation Request review, scroll down to the bottom of the page and complete the section entitled “DAS Environment Review” and upload a copy of the Initial Environmental Review to the respective field in eBuilder. Upon completion, select “Submit” from the dropdown list next to the “Take Action” button and click “Take Action”.



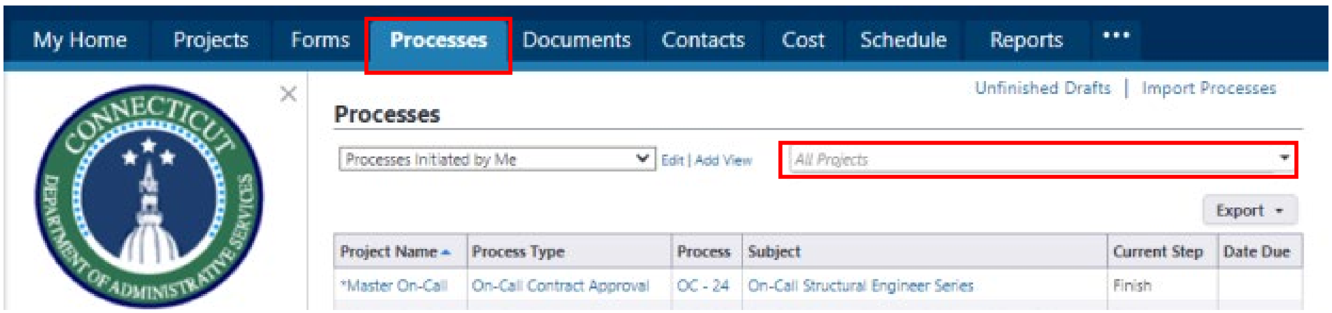
The 1105 Project Intake Process is now complete. A copy of the executed Form 1105 will be distributed, via email through eBuilder, to all process participants and to the subject project file folder.

Section 9: 1105R Project Revision Request

9.01 Accessing the Process

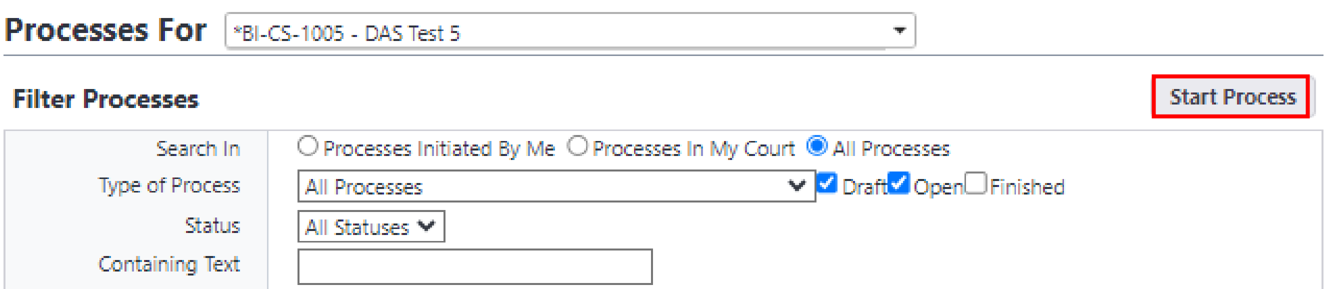
Log in to e-Builder: https://gov.e-builder.net/auth/www/index.aspx?ReturnUrl=%2f

On your homepage, go to the “Processes” tab and select the subject project for which you wish to submit a revised 1105 from the “All Projects” dropdown list.

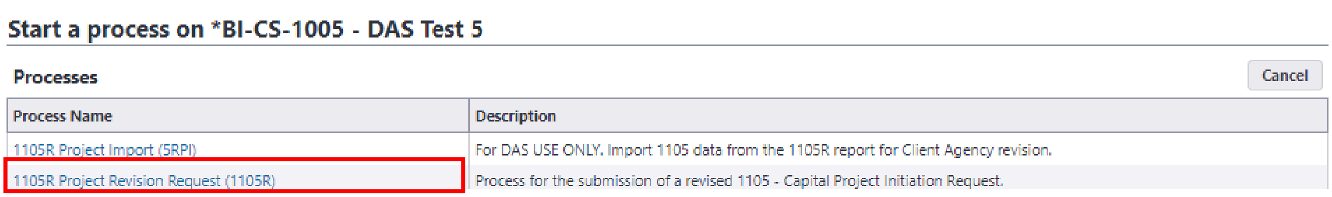


9.02 Project Revision Request Submission (Process Initiator)

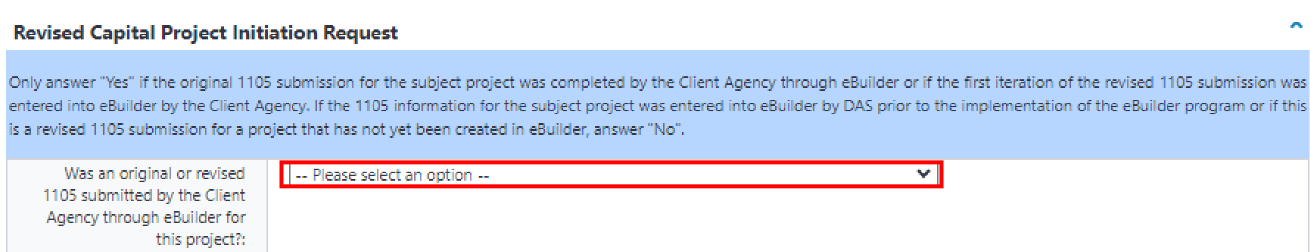
Click the “Start Process” button.



Click on the “1105R Project Revision Request” link to start the process.



Answer the question under the header “Revised Capital Project Initiation Request”.



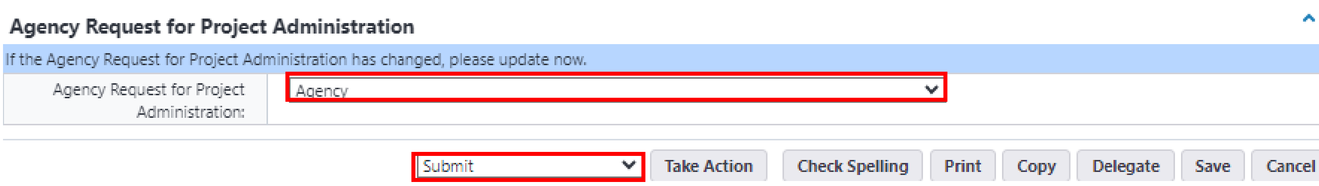
Only answer "Yes" if the original 1105 submission for the subject project was completed by the Client Agency through eBuilder or if the first iteration of the revised 1105 submission was entered into

eBuilder by the Client Agency using this process. This will notify DAS of the request; at which time DAS will import the original submission back into eBuilder and send it back to the Process Initiator for revision.

If the 1105 information for the subject project was not entered into eBuilder by the Client Agency, answer "No".

* Please note that if future revisions are required to this 1105 submission, the Client Agency can answer “Yes” to having the first iteration of the revised 1105 submission as being entered into eBuilder and DAS can import that submission back into eBuilder for the Client Agency to edit.

Answer the question under the header “Agency Request for Project Administration” and click the “Take Action button.



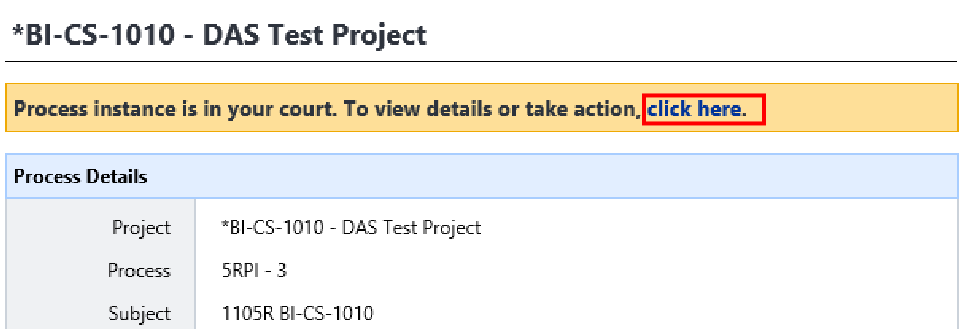
If the Agency answered “Yes” to the “Was an original or revised 1105 submitted by the Client Agency for this project,” the submission will be forwarded to Construction Support Services to initiate the “1105R Project Import Process”, at which time the original or revised 1105 that was entered into eBuilder will be imported back into eBuilder and forwarded to the Agency for revision and submission.

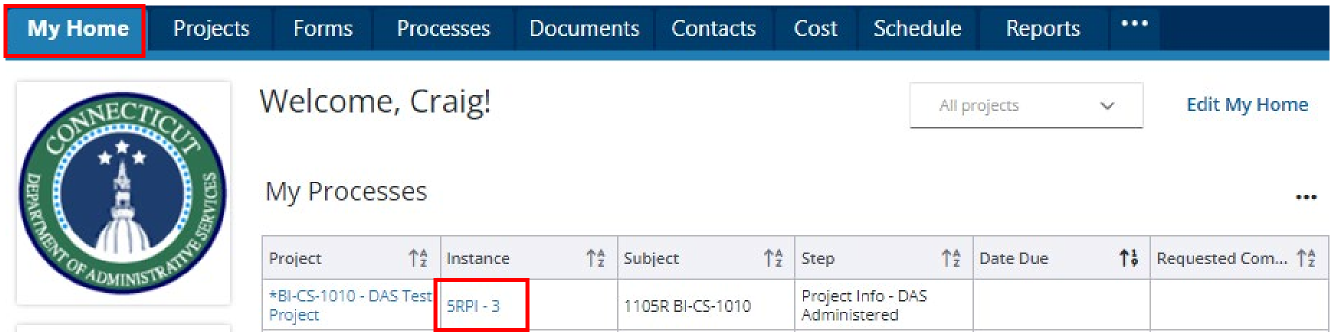
If the Agency answered “No” to the question, the request will be forwarded to the Process Initiator to complete the revised Capital Project Initiation Request.

9.03 Complete Revised Capital Project Initiation Request (Process Initiator)

The Process Initiator will receive an email from eBuilder as notification that the Capital Project Initiation Request is ready for them to prepare the revised 1105 for submission in eBuilder.

To access the Capital Project Initiation Request for revision, either click on the email link or log into eBuilder, select the “My Home” tab and click on the “Instance” column link for the subject project under “My Processes”.

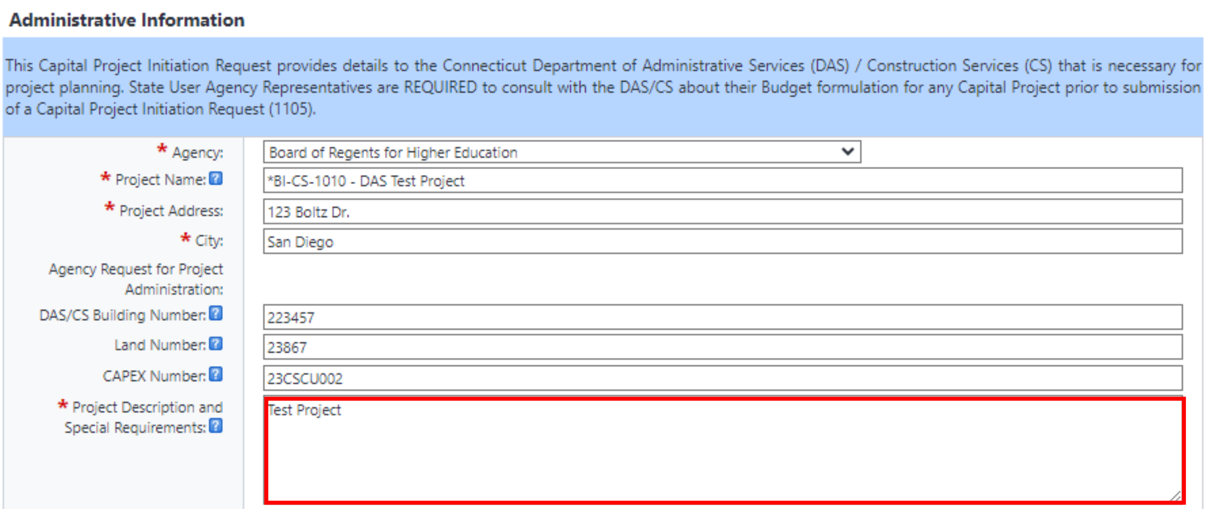




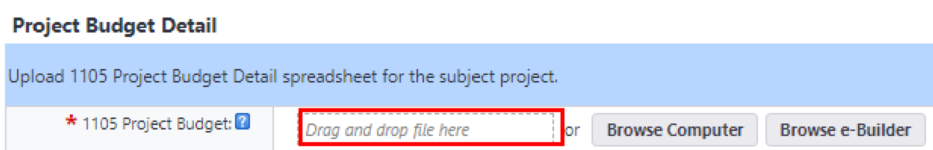
If the Client Agency answered "No" to the question "Was an original or revised 1105 submitted by the Client Agency through eBuilder", then either no data will be imported (the project does not exist in eBuilder), or if DAS/CS entered the data for the subject project into eBuilder prior to the release of the program to the Client Agency, then some data will be transferred into the revised 1105 submission, but that data will be primarily limited to Administrative information. The Client Agency will be responsible for completing the balance of the revised 1105 submission. To complete the revised 1105 submission, the Client Agency will follow the directions provided under "Section 8: 1105 Project Intake Request, Line 8.2 – Capital Project Initiation Submission" of this document, and scroll down to "Helpful Hints for completing 1105" to begin the process for completing the revised 1105.

If the Client Agency answered "Yes" to the question "Was an original or revised 1105 submitted by the Client Agency through eBuilder", then the data import should be comprehensive. The Client Agency should review the data imported and revise the 1105 accordingly. At minimum, the Client Agency will be required to provide data input for the following fields and sections:

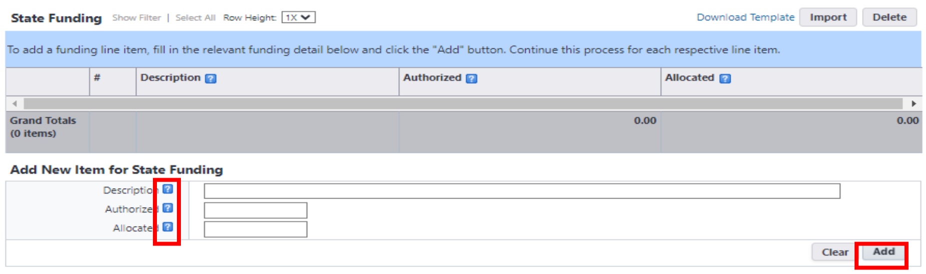
a. Within the **"Administrative Information"** section, revise the **"Project Description and Special Requirements"** field, if applicable.



b. Within the "Budget Details" section, upload a revised "1105 Project Budget"; and

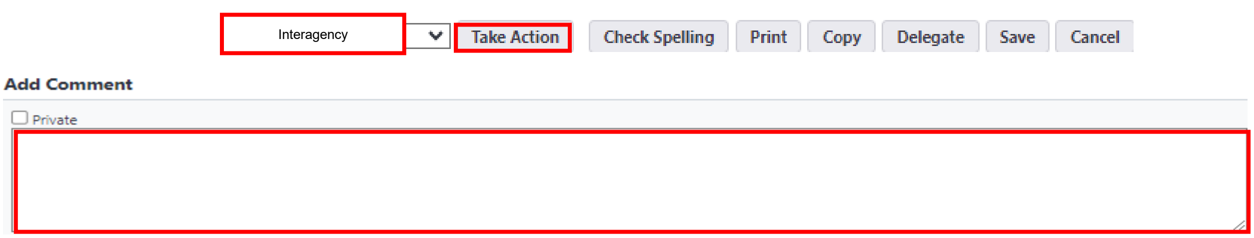


c. Complete the Financial Information section. Be sure to hover over the "?" next to the respective field for an explanation of what information is to be provided. For each line item, you will need to provide a "Description", amount "Awarded/Authorized", and amount "Received/Allocated". For State Bond Funds, you will need to provide "Encumbrance", the amount specifically authorized and/or allocated for the project with which the 1105 is being submitted, if the funding authorization is for more than one project. "Funding Source" will need to be provided if the source is not State Bond Funds. After filling in the required fields, click the "Add" button. This step will need to be repeated for each line item.



Upon completion of the draft Form 1105R, scroll down to the bottom of the page, read the instructions for the section entitled "Interagency Review", and then select either "Interagency" or "Submit" from the dropdown list next to the "Take Action" button. Select "Interagency" if there are any individuals within your Agency that need to review or provide data input into the subject 1105 prior to submitting the 1105 to DAS/RECS; otherwise select "Submit" and click "Take Action".

After selecting your option, you will receive a prompt to provide a comment for the next individual in the process slated to review the 1105 submission. If "Interagency" was selected, provide the reviewer with the required direction to help them complete their review in the comment section. If "Submit" was selected you have the option to provide a comment, but it is not required.

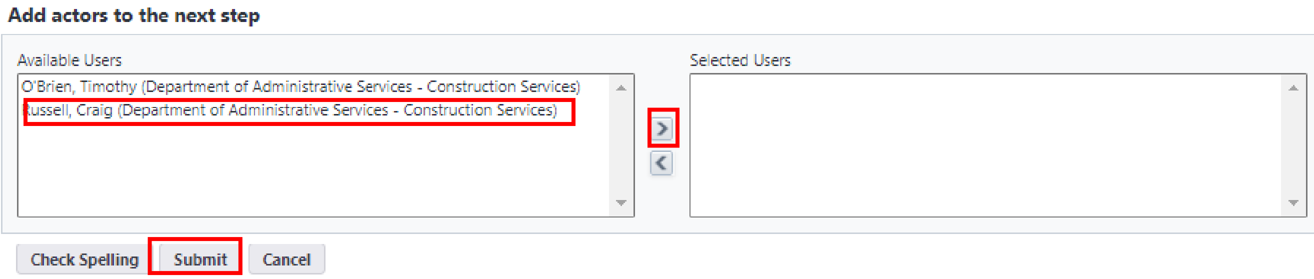


If you selected "Interagency", you will also be required to either select an individual with an active eBuilder account from the list of "Available Users" to send the 1105 submission to for review.

* Please note that only one (1) user at a time can be selected to review, comment, and if applicable, edit the revised submission. Repeat this process for each individual reviewer until all revisions are complete.

To add an actor to the next step in the process, find the name of the actor from the list of "Available Users", click on their name to select the person, then click on the ">" to move that person into the "Selected Users" column.

Upon completion, click the applicable button to proceed to the next step in the process, which will either be “Submit” (no interagency review) or “Interagency” (interagency review).



If there is an individual from your agency that should be granted access to Interagency Review and is not included in the list of actors, please contact Tim O’Brien by email at Timothy.O’Brien@ct.gov and request that the name be added.

9.04 Other Reviewers (Interagency/Outside Reviewer)

The balance of the “1105R Project Revision Request” process will be completed in the same format as the “1105 Project Intake Request” process, including Steps 8.03 – 8.11, and 8.13.

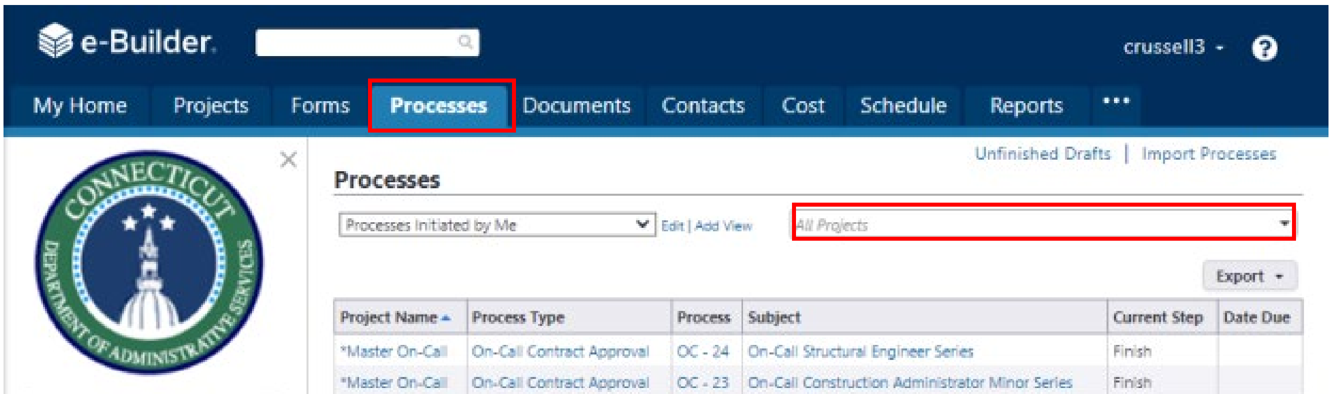
- Please note that process instances in the 1105 process begin with “1105” and process instances for the 1105R process begin with “1105R”.

Section 10: 1135 Task Letter

10.01 Accessing the Process

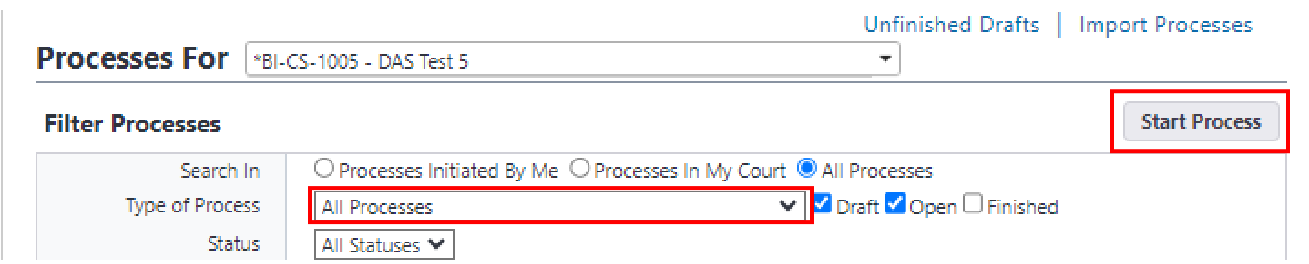
Log in to e-Builder: https://gov.e-builder.net/auth/www/index.aspx?ReturnUrl=%2f

On your homepage, go to the “Processes” tab and select the project for which you want to submit Form 1135 from the dropdown list.

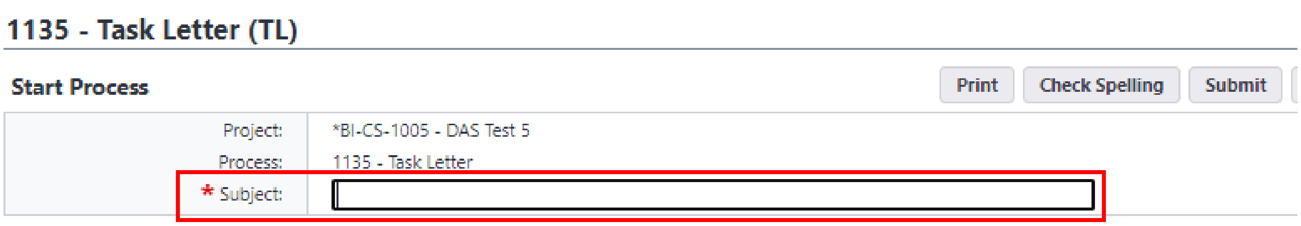


10.02 On-Call Request (PM or CSS)

Select 1135 – Task Letter from the “All Processes” dropdown list and click “Start Process”.



In the subject field at the top of the page input “**Project Number - On-Call (On-Call Contract Type – ARC, CA, etc.) Request**”, i.e. BI-2B-472 – On-Call Architect Request.



Below the subject are directions to initiate the On-Call Selection/Task Letter Process, which are summarized below.

DAS Administered Projects Task Assignments:

If the subject project is Administered by DAS, the DAS PM shall prepare an On-Call Selection Request, Form 1135, to initiate the selection of an On-Call Consultant and upload the draft Form 1135 (in Word format), along with a copy of the completed Form 1105 (signed by DC) to the “Documents” tab.

Agency Administered Projects Task Assignments:

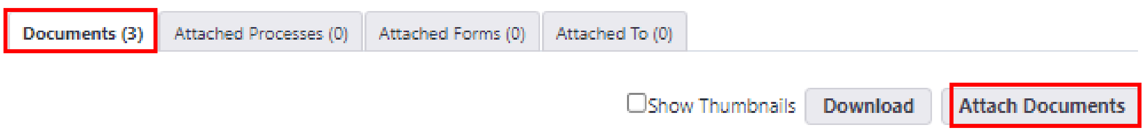
If the subject project is Agency Administered, Construction Support Services shall prepare Form 1135, to initiate the selection of an On-Call Consultant and upload the draft Form 1135 (in Word format), along with a copy of the completed Form 1105 (signed by DC) to the “Documents” tab.

Supplemental Task Assignments:

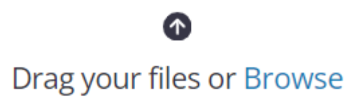
The DAS PM shall prepare a new On-Call Selection Request, Form 1135, for each supplement task request and follow the same protocol as above based on the cumulative fee value (total of all task letters with a consultant for the same project).

If the request for a supplemental task assignment is for an On-Call Consultant with an expired contract, a Supplemental Task Justification Memo will also need to be uploaded to the “Documents” tab, as well as copies of all previously executed task letters made to the Consultant on the subject project.

To upload documents to the “Documents” tab, click the “Attach Documents” button.

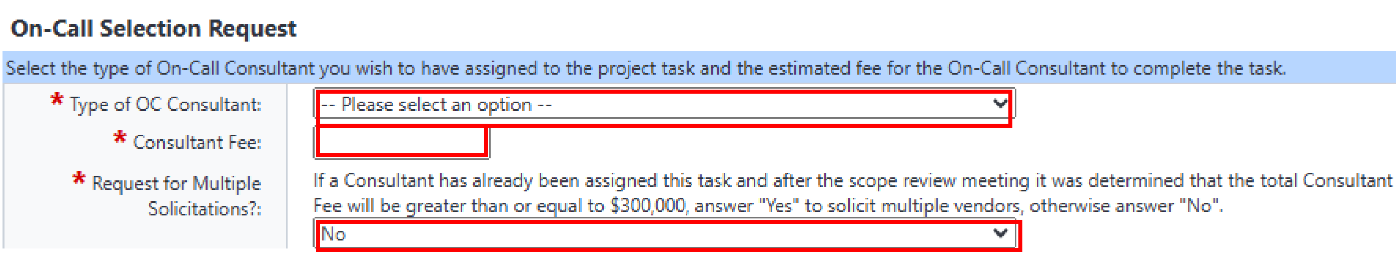


Next, click “Upload from your Computer” and either drag and drop your files into the space provided or browse your computer to search for the files you want to upload.



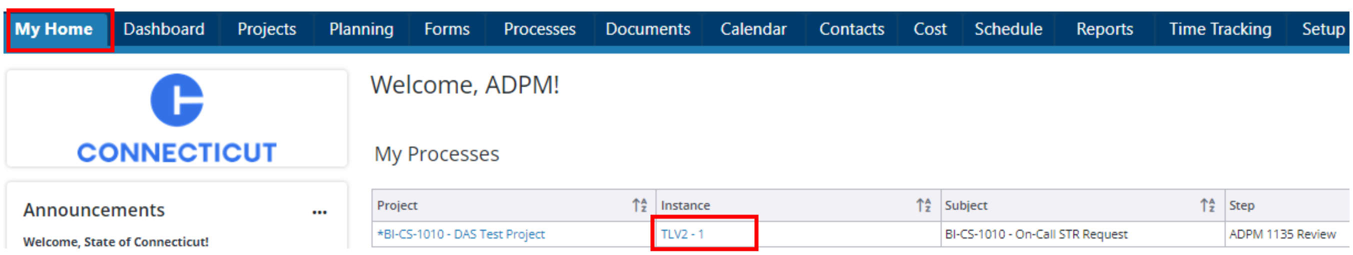
After uploading the required documents, return to the “Details” tab and complete the “On-Call Selection Request” section. Upon completion, click the "Take Action" button.

Note: Only answer “Yes” to the “Request for Multiple Solicitations” question if a Consultant was already assigned the task and after the scope review meeting, it was determined that the Consultant Fee is greater than or equal to $300,000, requiring the solicitation of multiple On-Call Consultants.

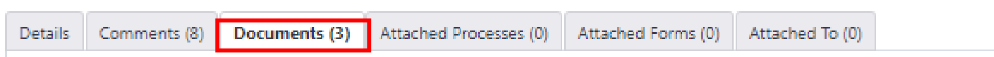


10.03 ADPM 1135 Review (ADPM)

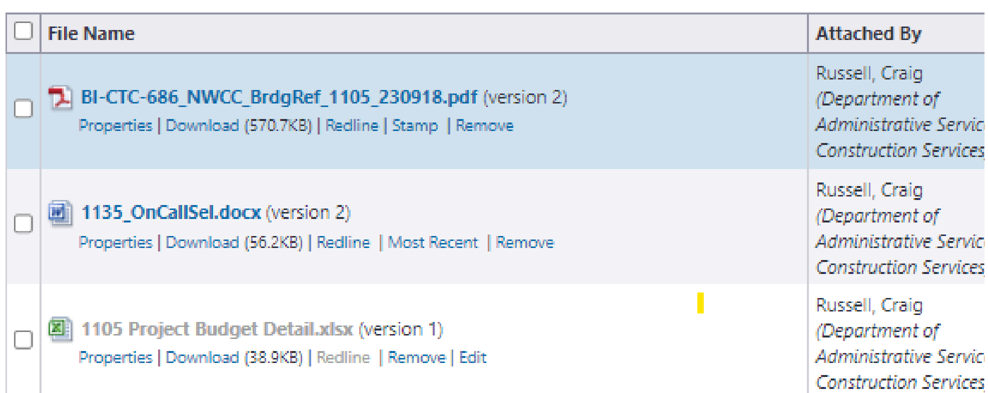
The ADPM will receive an email from eBuilder as notification of the request for an On-Call Assignment. To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



After opening the process instance, review the “General Instructions” and then click on the “Documents” tab to review the 1135 submission.



Click on the link to any of the subject files to view those files.

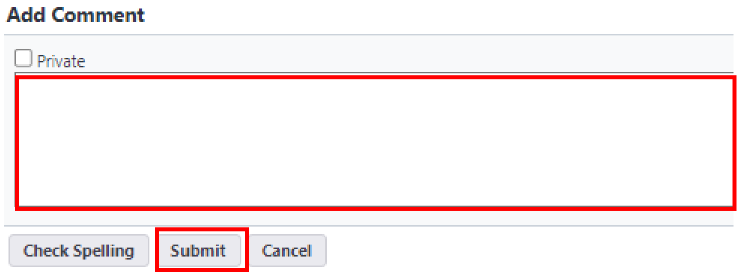


After completing your review, either select "Submit" from the dropdown list next to the "Take Action" button to forward the 1135 submission to the DPM and Chief Architect for review, or "Revise" to return the 1135 submission to the PM for revision and click the "Take Action" button. You will then be prompted to provide a comment.

If "Submit" was selected, utilize the comment section to provide applicable detail regarding any intricacies to the project that the DPM and Chief Architect should be made aware of, or if there is a specific consultant that is being requested for this project, please provide that information along with the reason why that specific consultant should be selected.

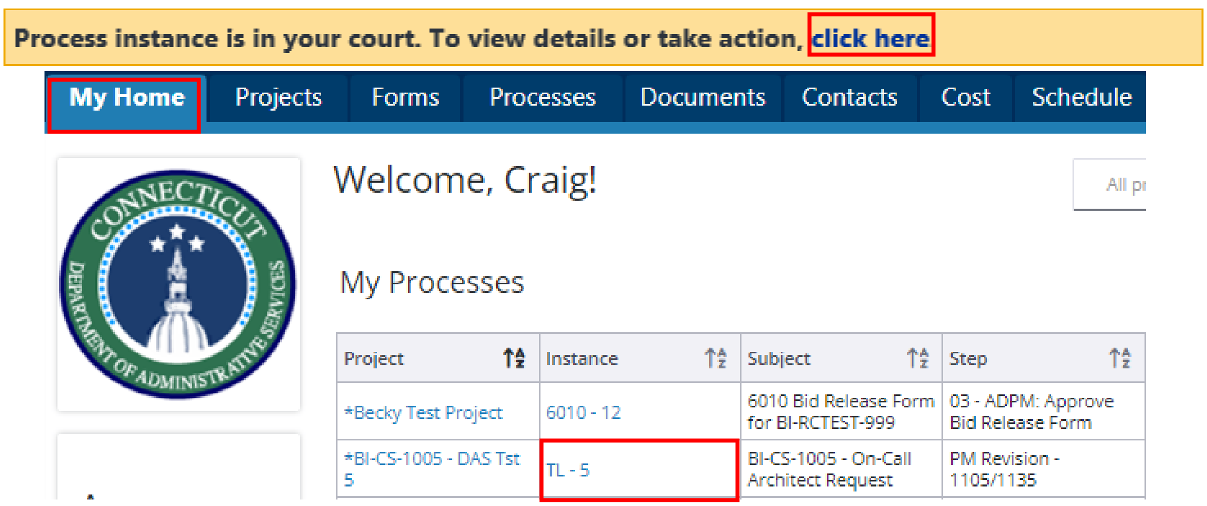
If "Revise" was selected, provide the PM with direction on the revisions required to process the submission for approval in the comment section.

After adding your comment, click the “Revise” or “Submit” button respectively.



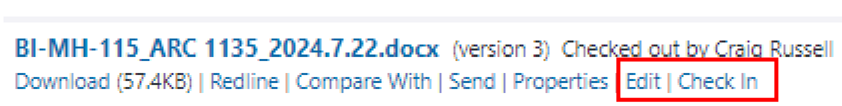
10.04 PM Revision – 1105/1135 (PM)

The PM will receive an email from eBuilder as notification that a revision is required to process the request. To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the link in the “Instance” column for the subject project under the “My Processes” section. The process “Step” will be entitled “PM Revision – 1105/1135”.

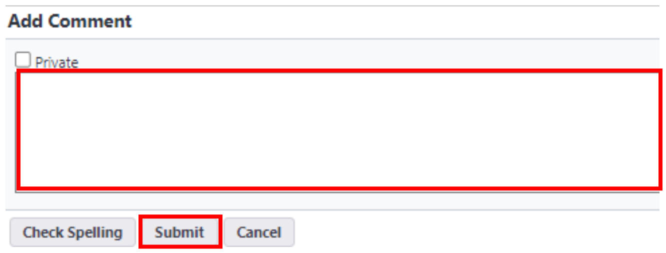


After opening the process instance, review the “General Instructions” under the “Details” tab, and any comments provided by the ADPM under the “Comments” tab.

If the ADPM requested revisions to the 1135 submission, click on the “Documents” tab to access the 1135. To open the 1135 for editing, click on the “edit” link below the subject 1135 and click “Ok” when prompted. After opening the 1135, make the necessary edits and save your file upon completion. Close the document and return to the “Documents” tab. Then, click the “Check In” link below the subject 1135 to upload your changes.

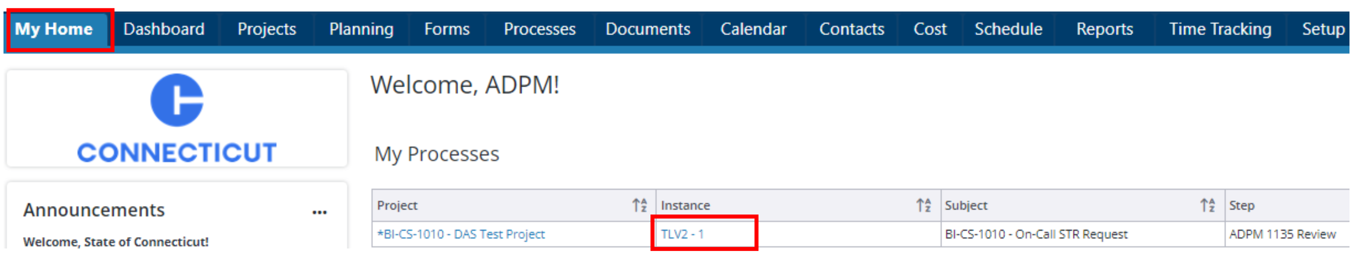


Upon completion, scroll down to the bottom of the page and click the "Take Action" button. You will then be prompted to provide a comment, where you can provide detail regarding the revised submission. After adding your comment, click the “Submit” button.

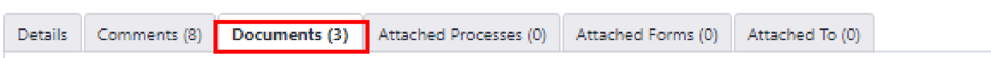


10.05 DPM/Chief Architect 1135 Review (DPM/Chief Architect)

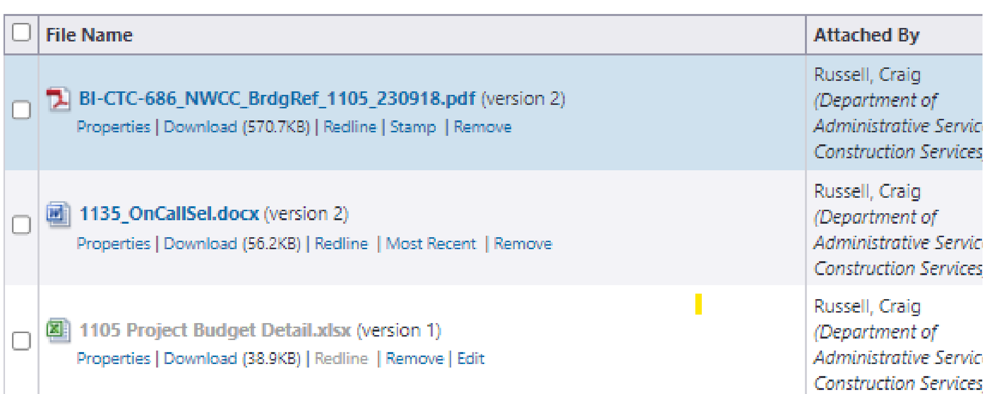
The DPM and Chief Architect will receive an email from eBuilder as notification of the request for an On-Call Assignment. To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



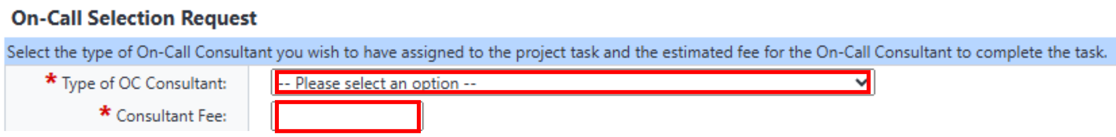
After opening the process instance, review the “General Instructions” and then click on the “Documents” tab to review the 1135 submission.



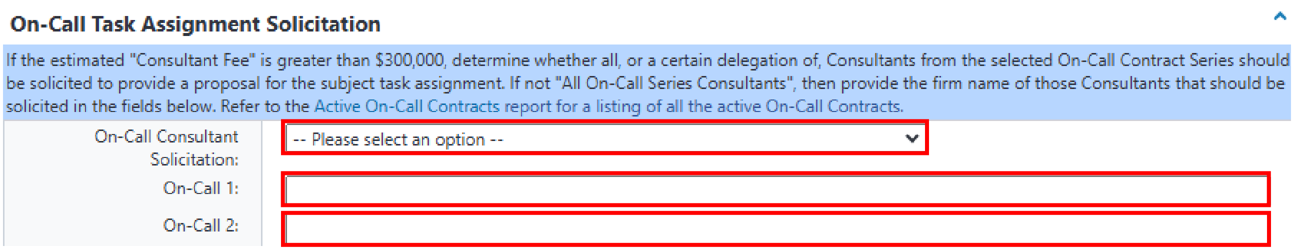
Click on the link to any of the subject files to view those files.



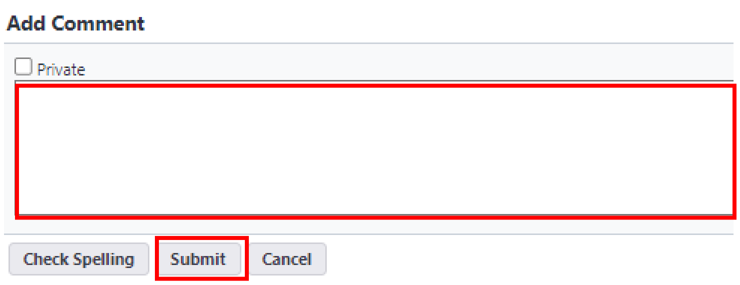
After completing your review of the documents, return to the "Details" tab and review the section entitled "On-Call Selection Request". If you agree with the "Type of On-Call Consultant" selected and the estimated "Consultant Fee", proceed to the "On-Call Task Assignment Solicitation" section. If you disagree with the "Type of On-Call Consultant" selected and/or the estimated "Consultant Fee", revise the subject field(s) accordingly and then proceed to the "On-Call Task Assignment Solicitation" section.



If the estimated "Consultant Fee" is greater than $300,000, determine whether all, or a certain delegation of, Consultants from the selected On-Call Contract Series should be solicited to provide a proposal for the subject task assignment. If not "All On-Call Series Consultants", then provide the firm name of those Consultants that should be solicited in the fields entitled “On-Call 1” through “On-Call 5”. Refer to the Active On-Call Contracts report for a listing of all the active On-Call Contracts.

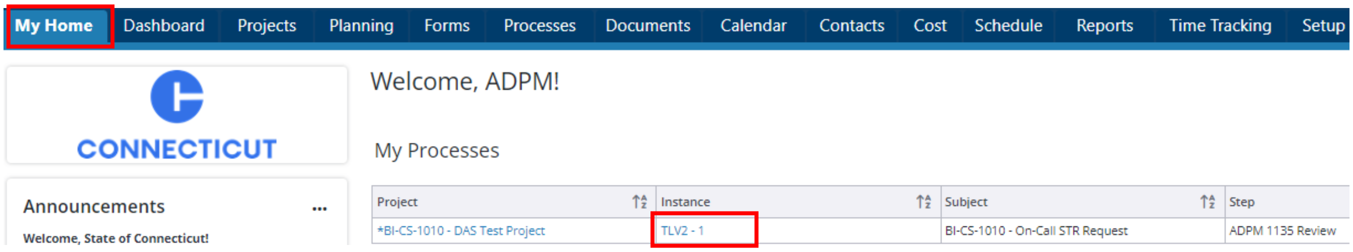


After all documents have been reviewed and all sections have been completed, scroll down to the bottom of the page and click the "Take Action", button. A prompt will appear after you click "Take Action" to allow you to provide a comment, if applicable, regarding changes made to the selection type and/or consultant fee.

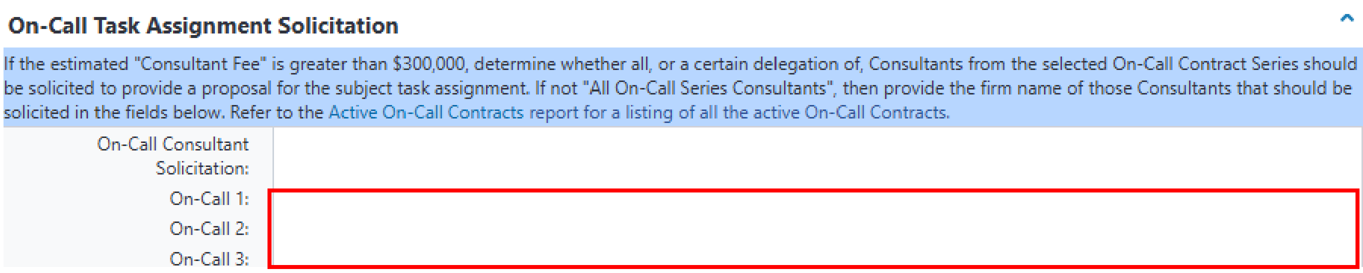


10.06 Solicit Multiple Vendors (PM)

If the estimated Consultant fee for the subject task assignment is estimated to be greater than or equal to $300,000, the PM will receive an email from eBuilder as notification to solicit proposals from multiple vendors in the selected On-Call Series for the subject task assignment. To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.

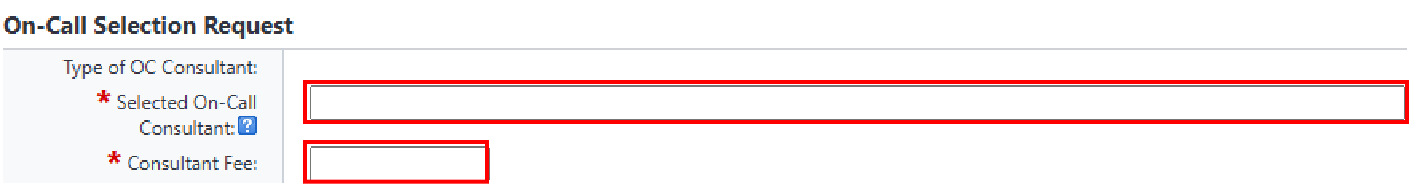


After opening the process instance, scroll down to the “On-Call Task Assignment Solicitation” section for the list of Consultants selected by the DPM and/or Chief Architect to be solicited for the subject On-Call task assignment.



Proceed with scheduling a scope review meeting with the Client Agency and all Consultants listed in the “On-Call Task Assignment Solicitation” section. Please note that the listed Consultants have the right to decline participation in the scope review meeting if they are unable to provide a proposal for the subject task assignment at this time. After the scope review meeting has been held, collect proposals from each of the Consultants that participated in the scope review meeting, on a date to be determined, and select the lowest responsible bidder from the list of Consultants to be assigned to the task.

After the lowest responsible bid has been determined, return to the process instance, scroll down to the “On-Call Selection Request” section, and provide the name of the “Selected On-Call Consultant” and update the “Consultant Fee” to match the proposal. Upon completion, click the “Take Action” button.

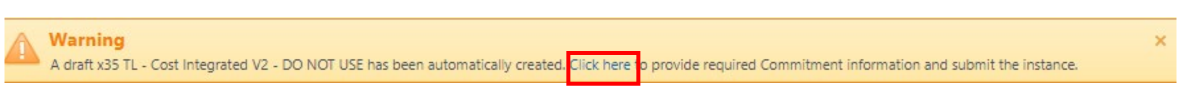


10.07 On-Call Assignment (CSS)

CSS will receive an email from eBuilder as notification of the request for an On-Call Assignment.

To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.

A Warning prompt will appear at the top of the page after the process instance is opened. DO NOT TAKE ACTION on this page. First, click on the “Comments” tab to review any relevant comments regarding the submission, then click the “Click here” link in the warning banner to edit the process instance.



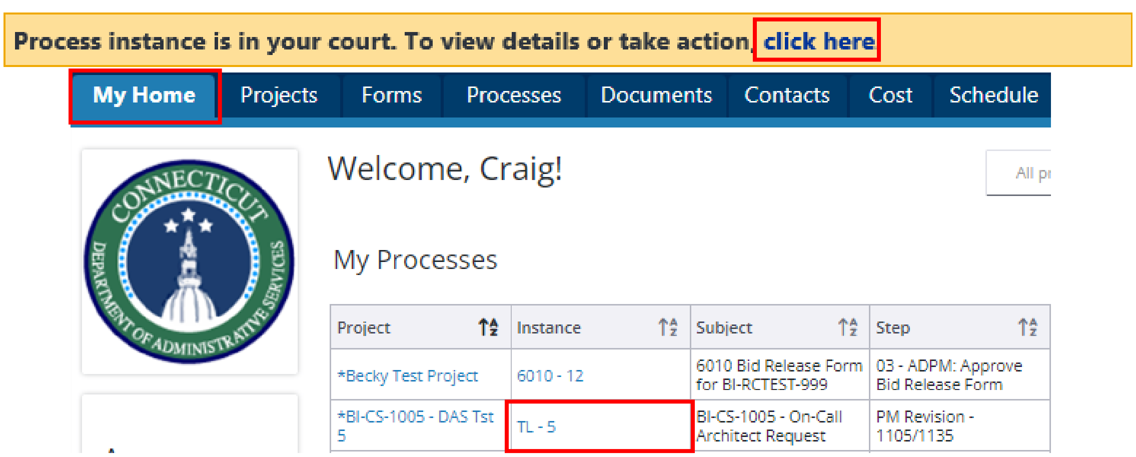
Prior to editing the process instance, return to the eBuilder homepage, click on the “Documents” tab. Scroll down the "12 Task Letters" file folder to access the draft Form 1135 submission documents. Review Form 1135 and assign an appropriate On-Call Consultant (refer to the “Reports” tab and open the “On-Call Contracts – Active” report to determine which On-Call Consultant to select), then download the 1135 to your desktop, complete the task assignment portion of the 1135 and save a signed copy of the 1135 as a pdf.

Once the assignment has been determined and Form 1135 has been completed with the assigned Consultant identified in Form 1135, return to the “12 Task Letters" file folder and rename the first unnamed file folder, with the provided naming protocol based on the task letter assignment, and move the 1105 and the executed 1135 into the "Drafts" subfolder. Then click on the "Properties" hyperlink for the "Drafts" file folder and copy the "Private Folder URL" link to be pasted in the "Task Letter - Draft" field in the Task Letter - Cost Integrated process instance. Repeat this step for the "Final" file folder to be pasted in the "Task Letter - Final" field in the process instance.

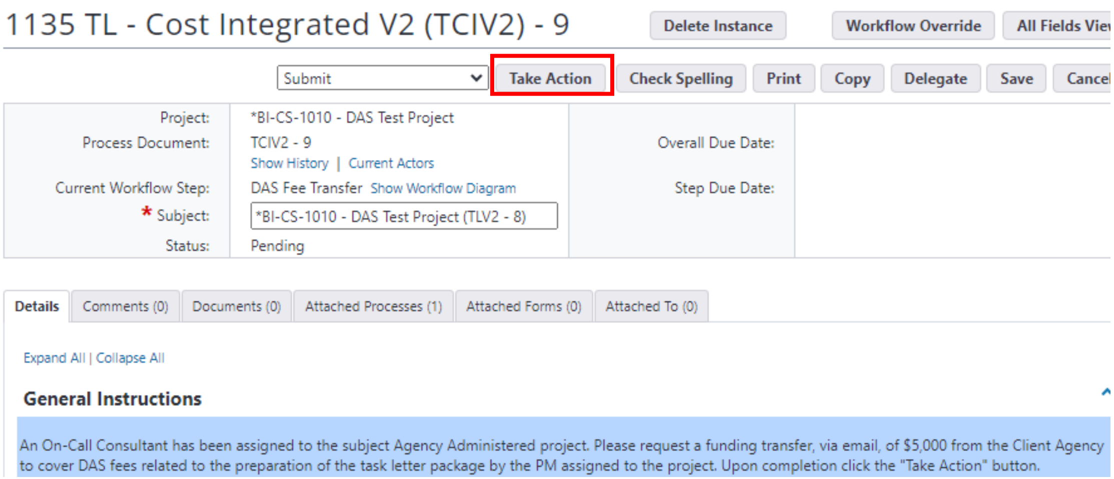
Return to the process instance and paste the links into the respective fields. Then complete the “on-Call Information”, "Commitment Details" and "Commitment Custom Fields" sections. In the "Commitment Custom Fields" section, data should be provided for the following fields: On-Call Request Received, On-Call Request Approved, Type of On-Call Consultant, Project Status Summary, Document Type, and Consultant/Contractor Name. Upon completion, click the "Take Action" button.

10.08 DAS Fee Transfer (DAS Admin)

If the On-Call Selection Request is for an Agency Administered Project, DAS Admin will receive an email from eBuilder as notification to request a funding transfer, via email, of $5,000 from the Client Agency to cover DAS fees related to the preparation of the task letter package. To take action on the subject process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the link in the “Instance” column for the subject project under the “My Processes” section. The process “Step” will be entitled “DAS Fee Transfer”.



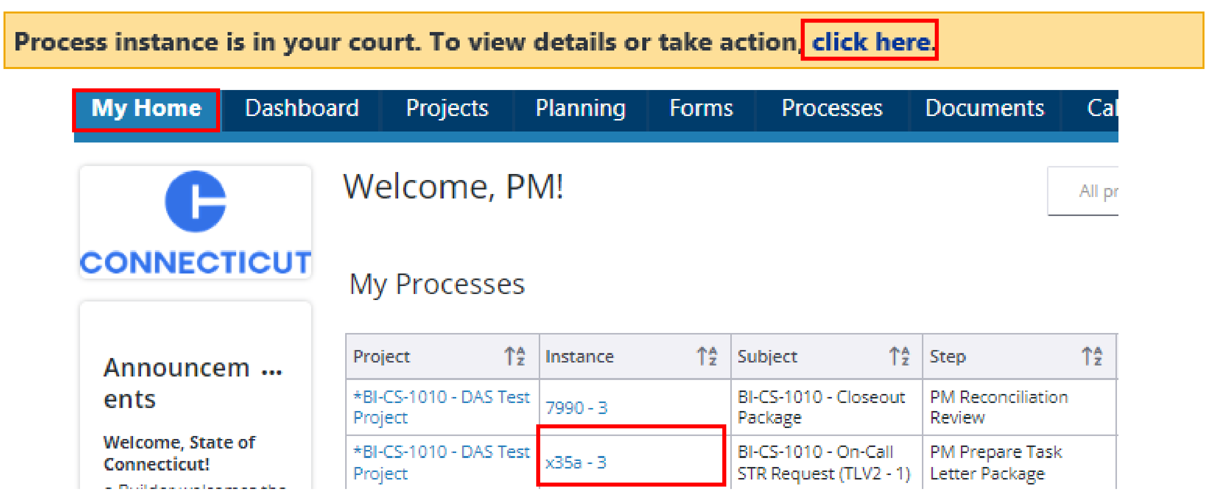
After opening the process instance, review the “General Instructions” under the “Details” tab and proceed in making the request for a funding transfer. Upon completion, click the “Take Action” button.



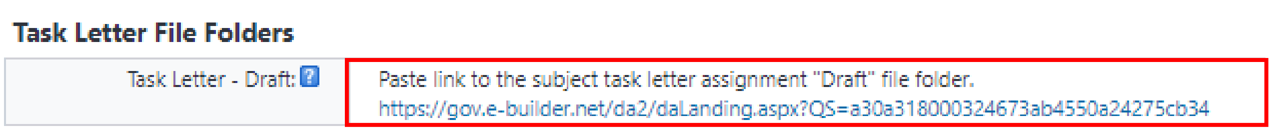
10.09 Prepare Task Letter Package (PM)

The PM will receive an email from eBuilder as notification that an On-Call Consultant has been assigned to the Project and the PM can begin preparing the Task Letter Package for submission.

To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the link in the “Instance” column for the subject project under the “My Processes” section.

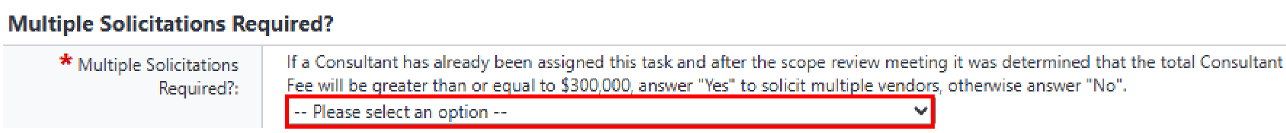


After opening the process instance, read the “General Instructions” and then click on the link in the “Task Letter – Draft” field, provided under the “On-Call Consultant Request” section, to open the file folder where you will be uploading your task letter submission package and where you can access the signed 1135 to view the On-Call Assignment.



Proceed with scheduling the scope review meeting with the Consultant and Client Agency and begin preparing the task letter package for submission.

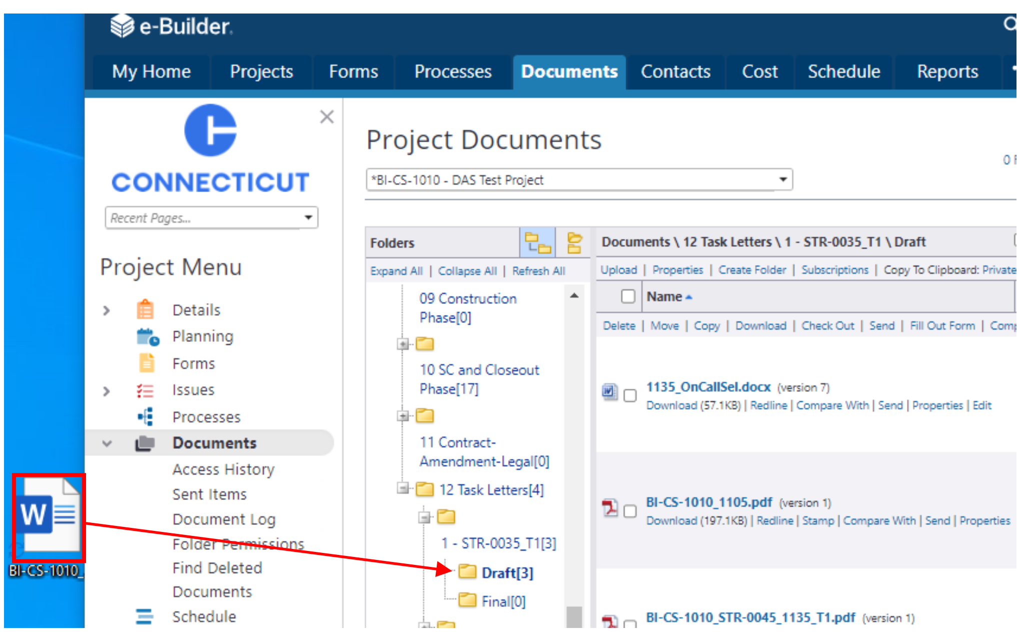
Note: If after the scope review meeting, the estimated Consultant fee to complete the task assignment is determined to be greater than $300,000, the PM will be required to solicit multiple proposals from a list of On-Call Consultants, selected by the DPM and/or Chief Architect, in the On-Call Contract series. To initiate the selection of multiple proposals, scroll to the "Multiple Solicitations Required" section and answer the related question. Next, select "Void" from the dropdown list next to the "Take Action" button and click "Take Action."



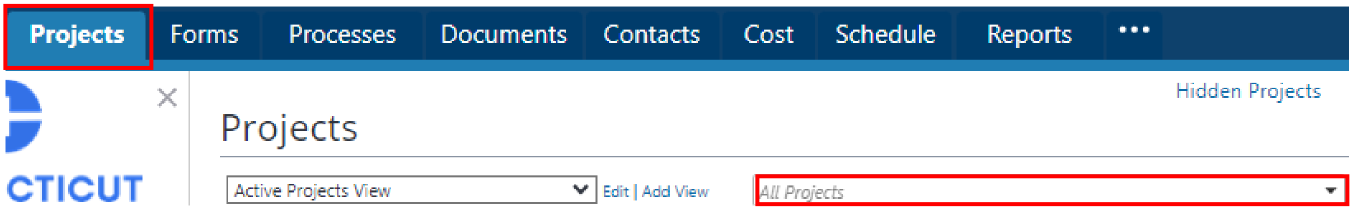
This will cancel the current task assignment and notify CSS to initiate a new On-Call Assignment/Task Letter process instance, so that the DPM and Chief Architect can provide a list of On-Call Consultants, in addition to the original selection, to solicit for the subject task assignment from which the On-Call Consultant with the lowest responsible bid will be selected to execute the task assignment.

If the task assignment does not require multiple proposals, no further action is required until the task letter package is complete. Once the task letter package is ready for upload into eBuilder, return to the process instance and click on the link in the “Task Letter – Draft” field to open the Consultant’s On-Call Task Letter file folder. Upload the task letter submission package by dragging and dropping the required documents into the subject Consultant’s On-Call Task Letter file folder.

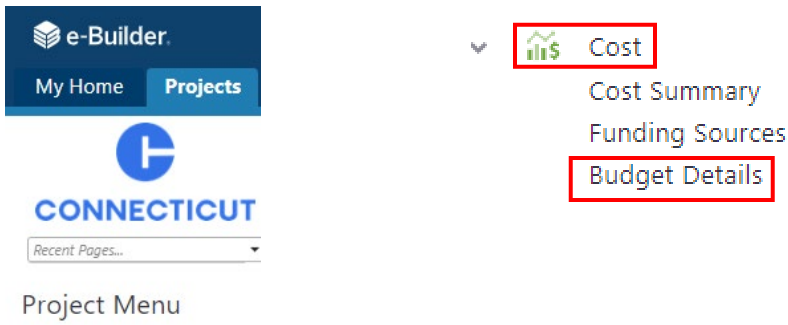
Note: Include all of the required documents and only the required documents, in the specified file format, for upload and submission to CSS and/or legal for review.



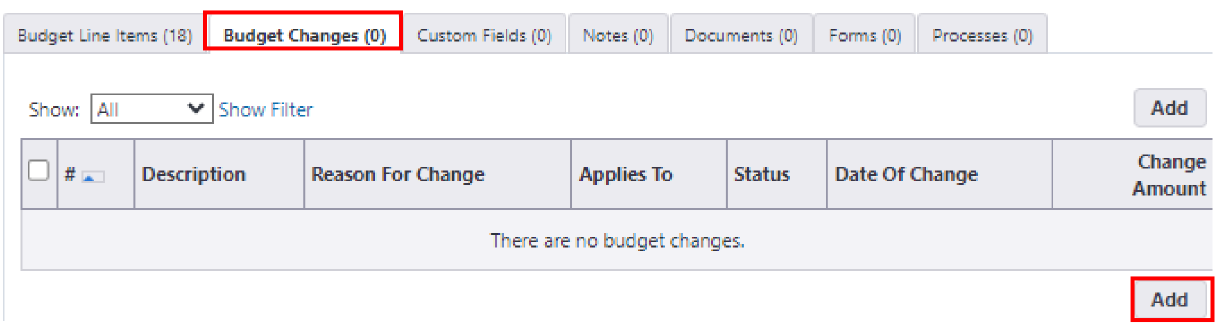
After the required documents have been uploaded, return to eBuilder and click on the “Projects” tab, then select your project from the “Active Projects” dropdown list.



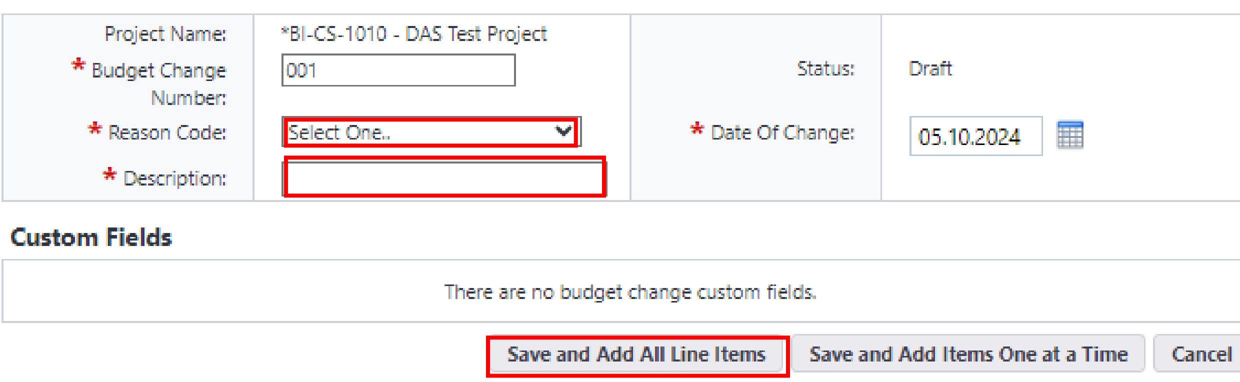
Click “Cost” under the Project Menu, and then click on “Budget Details”.



Click on the “Budget Changes” tab and then click “Add”.



Provide data input in the required fields and click the “Save and Add All Line Items” button. A prompt will appear asking: “Are you sure you want to add all budget line items to the change?”. Click “Continue”.



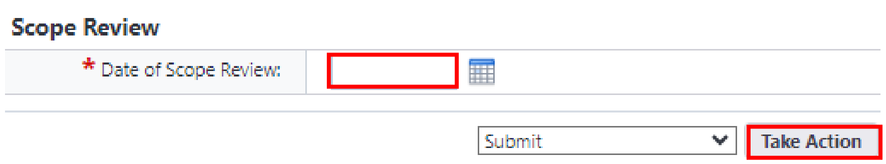
Input the amount of On-Call Consultant Fee in the “Change Amount” column for the appropriate On-Call line item (2.130, 8.130, 10.130, or 13.130) and click the “Save” button.

Budget Change Items

Description	Budget Line Item	Current Budget Amount	Projected Commitments	Formula	Change Amount
On-Call (ENV, HAZ)	02.130	0.00	0.00	Add	0.00
Total CMR Construction ...	03.100	0.00	0.00	Add	0.00
Total DBB Construction P...	03.200	0.00	0.00	Add	0.00
Total DAS/CS Contingen...	04.000	0.00	0.00	Add	0.00
Total Equipment	05.000	0.00	0.00	Add	0.00
Total Telecommunications	06.000	0.00	0.00	Add	0.00
Total Studies (Pre-Design...	07.000	0.00	0.00	Add	0.00
Total A/E (Design Phase, ...	08.000	0.00	0.00	Add	0.00
On-Call (ARC, CIV-SUR-L...	08.130	0.00	500.00	Add	0.00

Then, click the “Make Pending” button.

Then, return to the process instance and input the date of the scope review. Upon completion, click the "Take Action" button.



10.10 Support Services Review (CSS)

CSS will receive an email from eBuilder as notification that the Task Letter Package has been submitted for review.

To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.

After opening the process instance, click on the link in the “Task Letter – Draft” field to view the Task Letter Package submission.

If the value of the task letter, or if a supplemental task the cumulative value of all task letters, is less than $100,000, or in the case of CSCU or the Judicial Branch the value of the task letter or cumulative value of all task letters is less than $300,000, CSS shall conduct the initial review of said task letter for completeness, compliance with the project scope and compliance with the subject On-Call Contract.

If there are any proposed revisions to the subject task letter, those changes shall be incorporated using track changes in the task letter from the subject file folder. After completing its review of the draft task letter, CSS will return to the process instance, complete the "Task Letter Value" Section and update the "Project Status Summary".

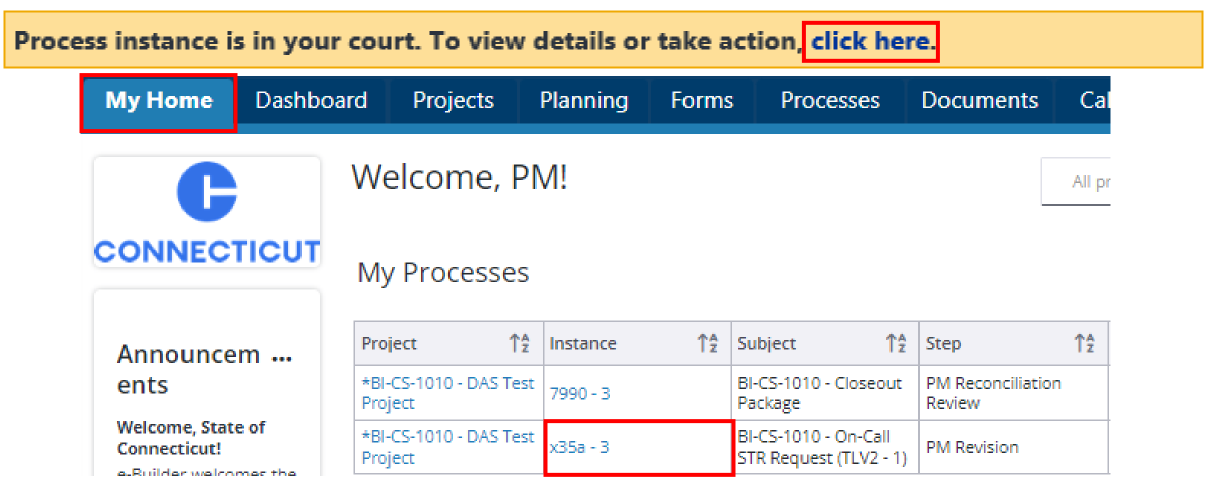
If the value of the task letter, or if a supplemental task the cumulative value of all task letters, is greater than $100,000, or in the case of CSCU or the Judicial Branch the value of the task letter or the cumulative value of all task letters is greater than or equal to $300,000, CSS shall forward the task letter package to the ADPM to conduct the initial review of said task letter. Prior to forwarding the task letter package to the ADPM, CSS shall complete the "Task Letter Value" Section and update the "Project Status Summary".

After the task letter value has been determined and, if applicable, the review completed, CSS will either select “Revise” from the drop-down list, next to the “Take Action” button, to return the task letter package to the PM for revision or select “Submit” to forward the task letter package to the ADPM for review. After taking action, CSS will be prompted to provide a comment regarding the proposed revisions for the PM or a comment regarding the type of review the ADPM is to conduct prior to submitting the package to Legal.

10.11 Task Letter Revision (PM)

If “Revise” was selected in the previous or consequent step, the task letter package is returned to the PM. The PM will receive an email notification from eBuilder that the task letter package has been returned and the task letter package will also appear in eBuilder under “My Processes” within the “My Home” tab in eBuilder.

The PM can either click on the email link to connect to the subject process instance in eBuilder, or the PM can access the process instance by logging into eBuilder, selecting the “My Home” tab, and clicking on the link in the “Instance” column for the subject project from the “My Processes” section.



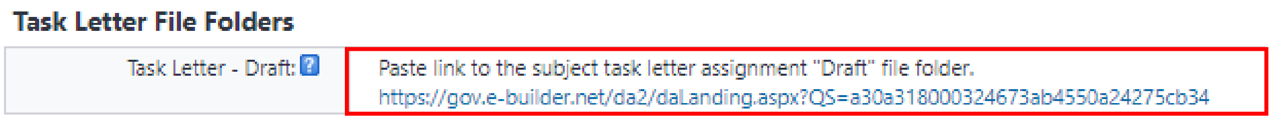
After opening the process instance, review the “Comments” tab for additional information regarding proposed revisions.

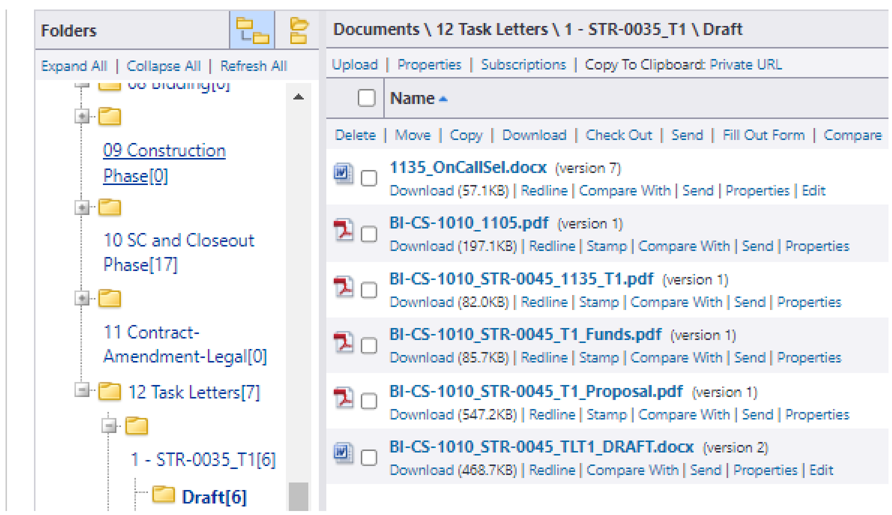
After reviewing the comments, return to the “Details” tab.

If the task letter package was submitted for SPRB review and the attorney assigned to the project reviewed the task letter package outside of eBuilder, direction will have been provided under the

“Comments” tab for the location of the task letter submission package and direction to complete the proposed changes for resubmission.

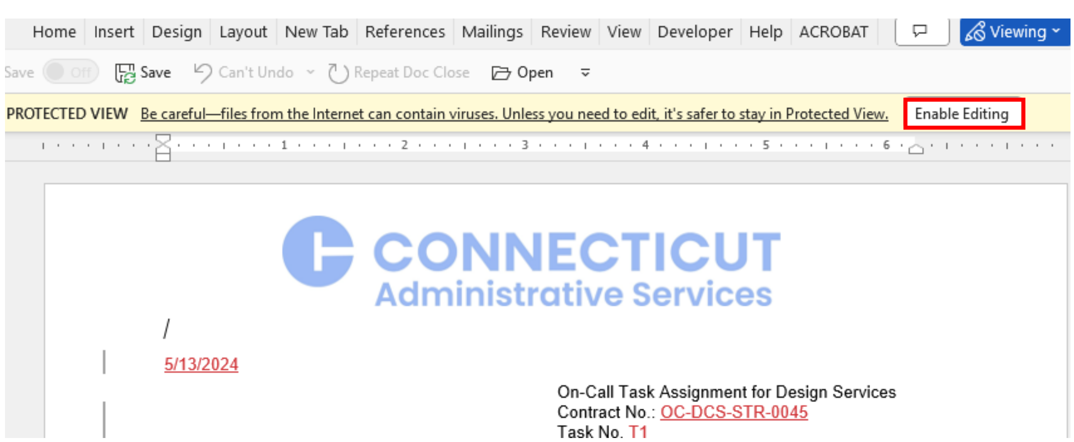
If the task letter package was reviewed in eBuilder, scroll down to the “Task Letter File Folders” section, right click on the link provided in the “Task Letter - Draft” field, and select “Open Link in New Tab” to open the subject Project On-Call Task Letter file folder.

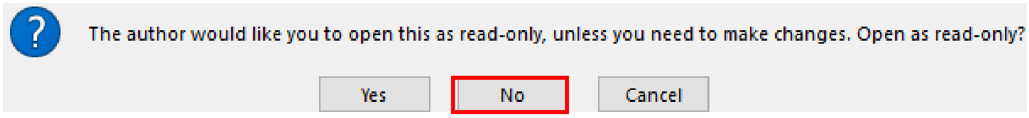




Find the revised draft task letter and click the “Edit” link to check out the draft task letter and open it in Word to review the proposed edits.

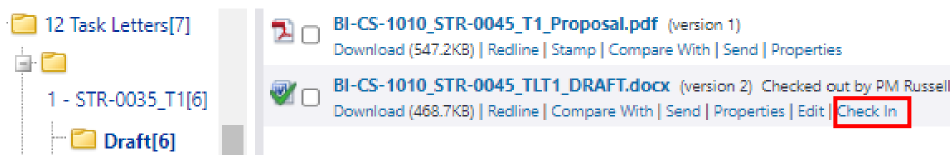
After opening the task letter, click the “Enable Editing” button and click “No” when the prompt appears.



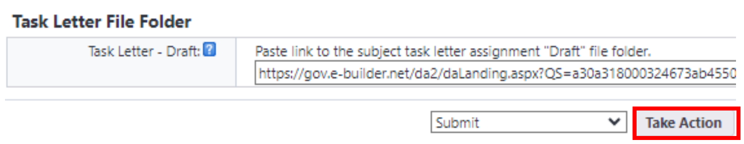


Review the proposed revisions, determine if they are acceptable and, if applicable, provide additional revisions (with Track Changes enabled) and/or a response to any comments in the subject task letter. After completing the review and incorporating any revisions, save and close the document.

Next, return to the "Documents" tab and find the revised draft task letter, click the "Check In" link below the draft task letter to save your revisions and click "OK" when prompted. If any additional documentation is required to complete the task letter package submission, upload it now by following the steps provided in Section 10.06 above.

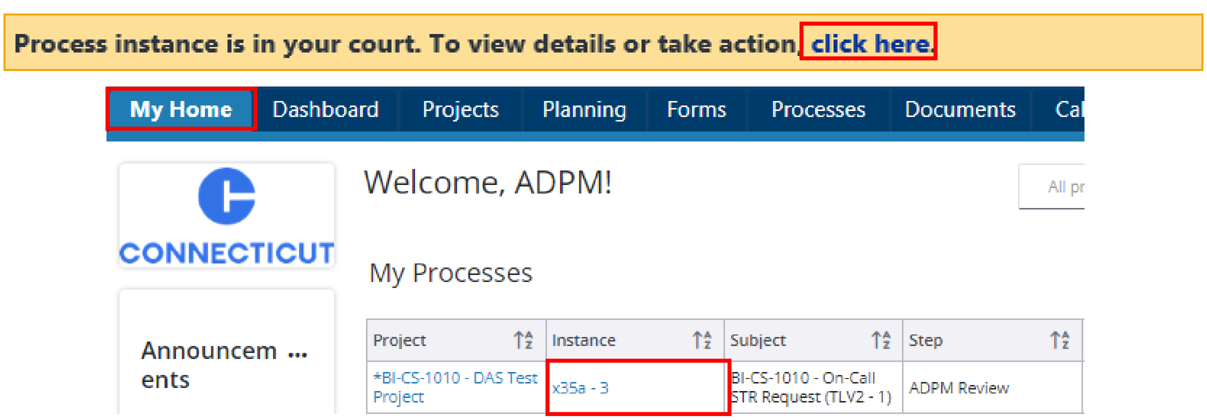


After all revisions have been incorporated, either within or outside of eBuilder, return to the "Details" tab for the process instance and click "Take Action" to resubmit the task letter package. A prompt will appear after clicking "Take Action" to allow you to comment on the revised submission. Click "Submit" after adding the comment.

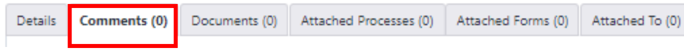


10.12 ADPM Review (ADPM)

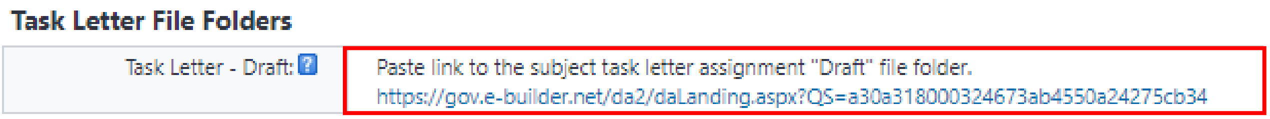
The ADPM will receive an email from eBuilder as notification that the task letter package has been forwarded to their attention to take action. To access the process instance, either click on the link provided in the email or log into eBuilder, select the "My Home" tab and click on the subject process instance link from the "My Processes" section.

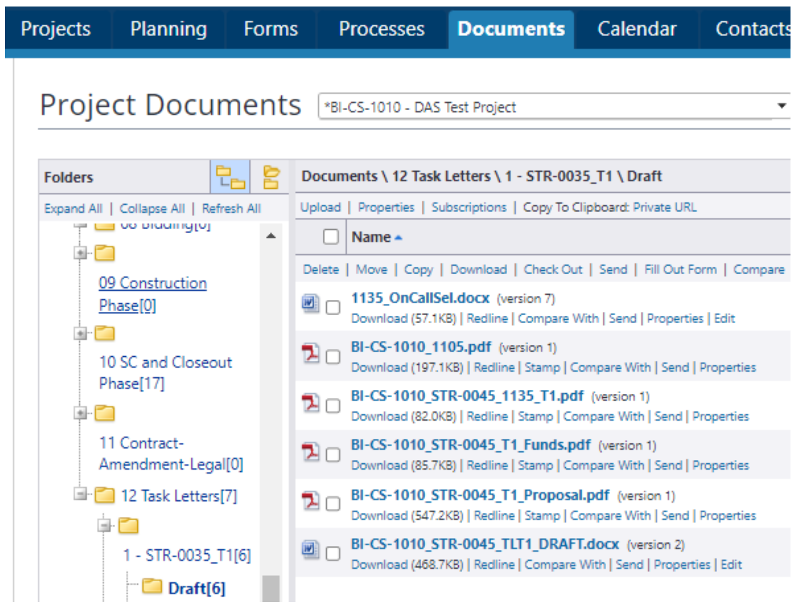


After opening the process instance, select the "Comments" tab to review comments from previous Actors regarding the task letter submission and to get direction on the type of task letter review that is to be conducted.



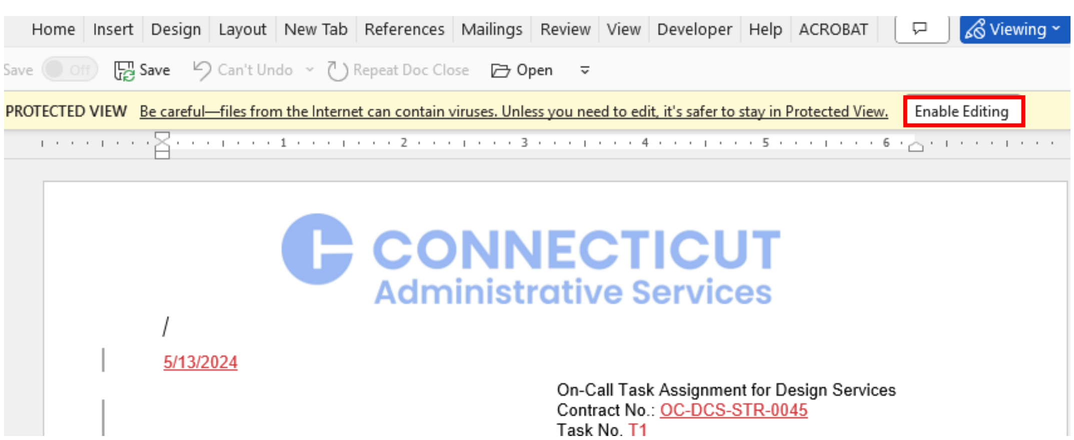
Then, return to the “Details” tab and right click on the link provided in the “Task Letter - Draft” field, and select “Open Link in New Tab” to open the subject Project On-Call Task Letter file folder.

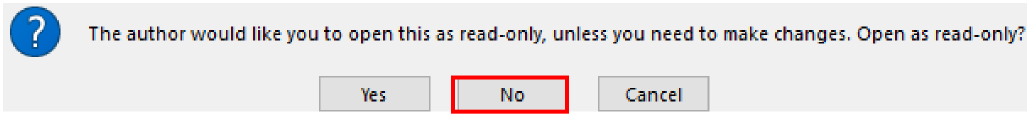




Click on the link to any of the documents within the task letter folder to view those documents. To open the draft task letter for review and editing, click the “Edit” link under the draft task letter.

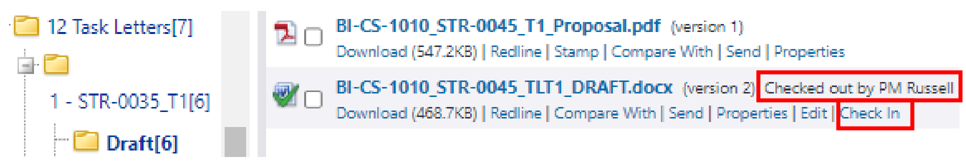
The task letter will open in Word. After opening the document, click the “Enable Editing” button and click “No” when the prompt appears.



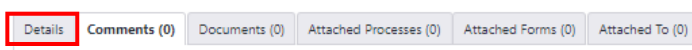


Review the task letter for completeness, compliance with the project scope and compliance with the subject On-Call Contract. If the task letter requires any revision, input those revisions using “Track Changes”. Upon completion of your review, click “Save” to save the document.

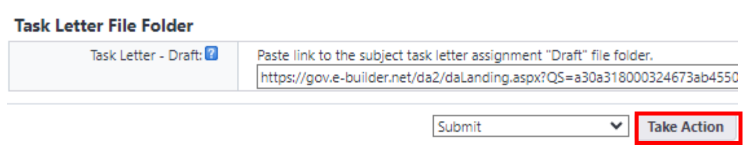
Return to the “Documents” tab and find the draft task letter again. Note that the draft task letter has been “Checked out by… (you)”. To complete the process of saving and/or accepting any proposed changes to the revised draft task letter, click the “Check In” link, then click “OK” when the following prompt appears: “A new version of the following file was created during this check in.”



Upon completion of the check in, return to the “Details” tab.



Scroll down the bottom of the page and either select "Revise" from the dropdown list next to the "Take Action" button, if there are proposed revisions to the task letter, or if there are no revisions and/or the proposed revisions have been accepted, select “Submit” from the dropdown list and click the “Take Action” button. After clicking “Take Action”, a prompt will appear to provide a comment, which should be used to provide a brief summary of the proposed changes and/or to provide direction to the next Actor in the process.

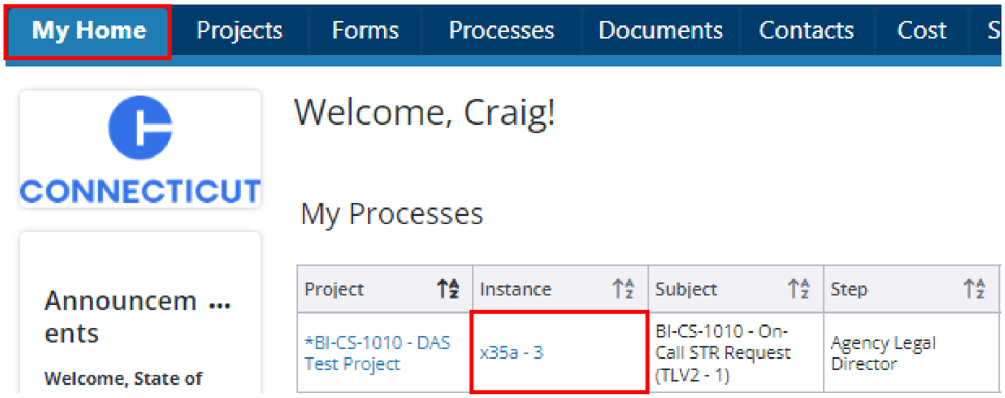


10.13 Legal Assignment/SPRB Review or Legal Director Review (Legal Director)

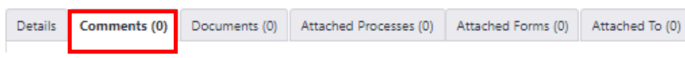
If the cumulative value of all task letters is less than $100,000 (or if CSCU or JD less than $300,000):

The Legal Director will receive an email from eBuilder as notification that the task letter package has been forwarded to their attention to take action.

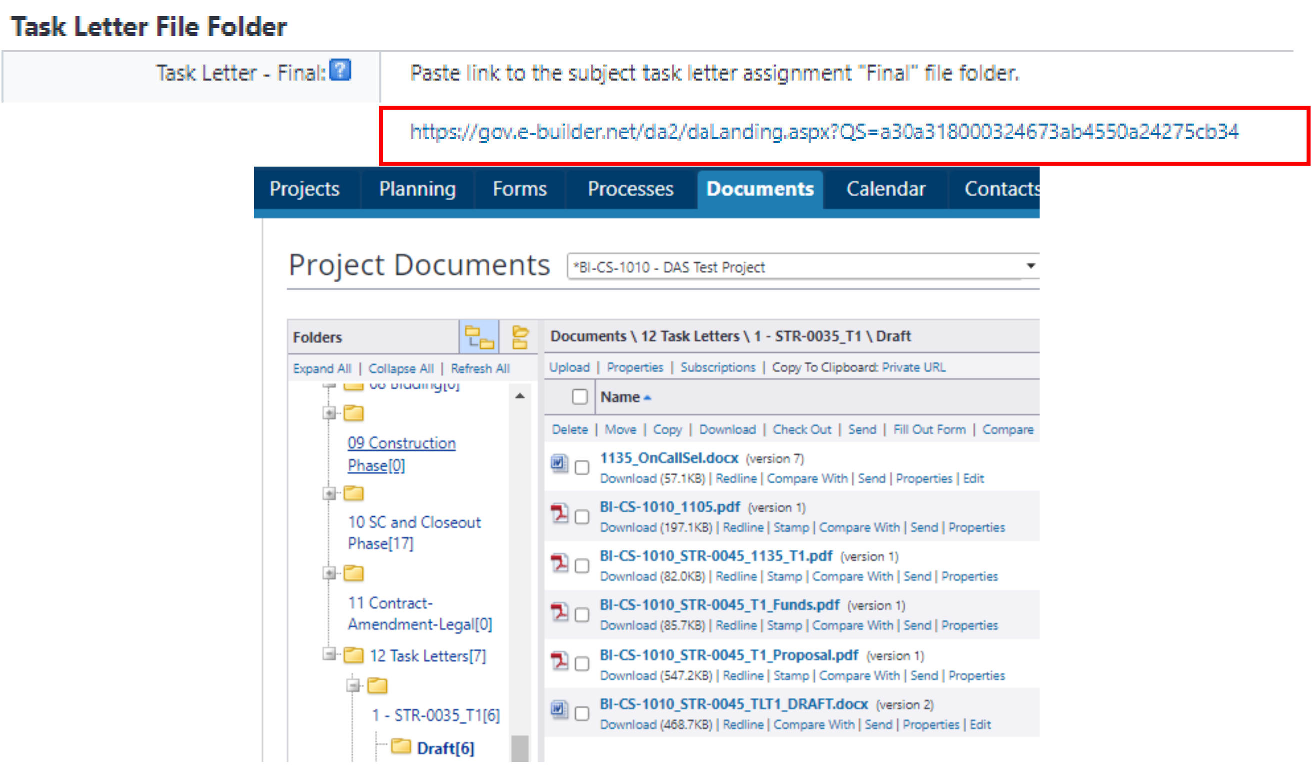
To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



After opening the process instance, select the "Comments" tab to review comments from previous Actors regarding the task letter submission.

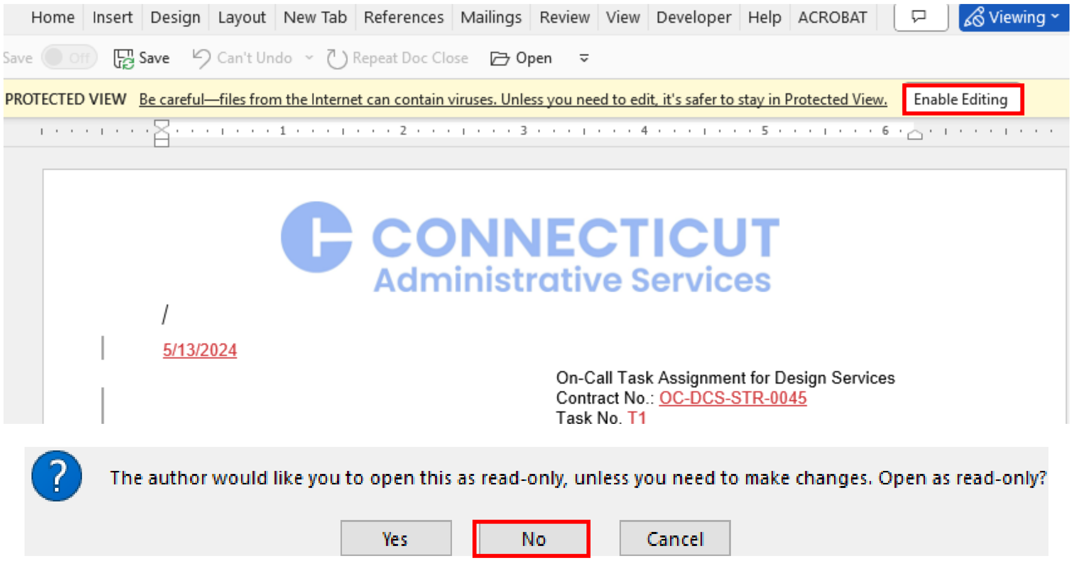


Then, return to the "Details" tab and right click on the link provided in the "Task Letter - Final" field, and select "Open Link in New Tab" to open the subject Project On-Call Task Letter file folder.



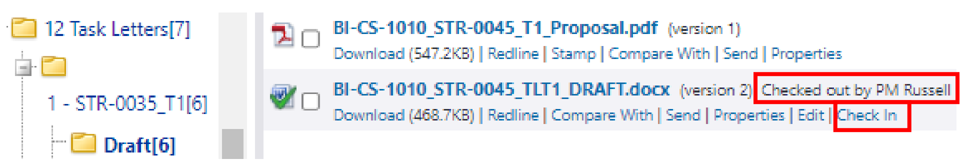
Click on the link to any of the documents within the task letter folder to view those documents. To check out the final version of the draft task letter and open it in Word for review and editing, click the "Edit" link under the draft task letter.

After opening the document, click the “Enable Editing” button and click “No” when the prompt appears.

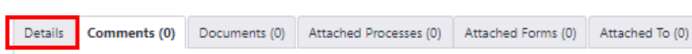


Review the task letter for completeness, compliance with the project scope and compliance with the subject On-Call Contract. If the task letter requires any revision, input those revisions using “Track Changes”. Upon completion of your review, click “Save” to save the document.

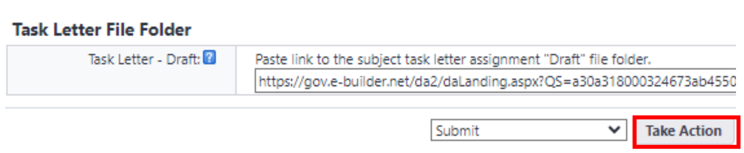
Return to the “Documents” tab and find the draft task letter again. Note that the draft task letter has been “Checked out by… (you)”. To complete the process of saving and/or accepting any proposed changes to the revised draft task letter, click the “Check In” link, then click “OK” when the following prompt appears: “A new version of the following file was created during this check in.”



Upon completion of the check in, return to the “Details” tab in the process instance.



Scroll down the bottom of the page and either select "Revise" from the dropdown list next to the "Take Action" button, if there are additional revisions that need to be incorporated into the subject task letter, or if there are no revisions and/or the proposed revisions have been accepted, select “Submit” from the dropdown list and click the “Take Action” button. After clicking “Take Action”, a prompt will appear to provide a comment, which should be used to provide a brief summary of the proposed changes and/or to provide direction to the next Actor in the process.

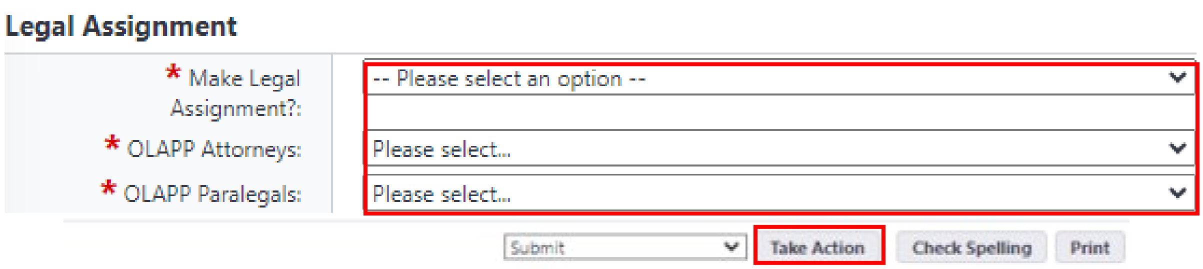


If the cumulative value of all task letters is greater than or equal to $100,000 (or if CSCU or JD greater than or equal to $300,000):

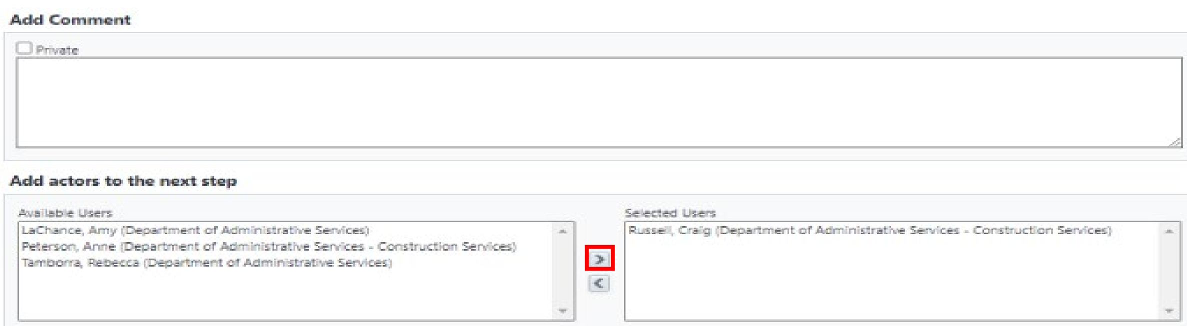
The Legal Director will receive an email from eBuilder as notification that the task letter package has been forwarded to their attention to take action.

To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.

After opening the process instance, scroll down to the “Legal Assignment” section and answer the “Make Legal Assignment?” question by selecting “Yes” from the dropdown list. Next, Select the Attorney and Paralegal that you want to assign to the project from the subject field dropdown list (this step does not complete the assignment, but rather makes it so the assigned Attorney and Paralegal are visible contacts throughout the remainder of the process). After answering the questions, scroll down to the bottom of the page and click the “Take Action” button.



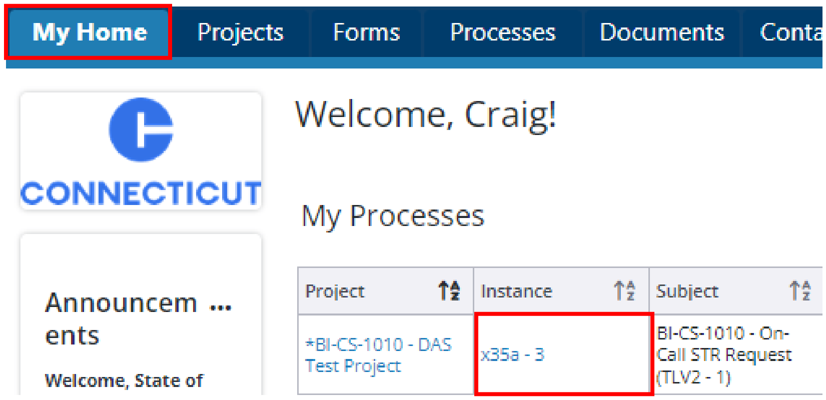
After the “Take Action” button has been clicked, a prompt will be displayed where you can add a comment and formally select an Attorney and Paralegal to assign to the task letter review. To assign a Paralegal and Attorney, select said Attorney and Paralegal from the “Add actors to the next step” column and then click on the “>” to move the Attorney and Paralegal from the “Available Users” to the “Selected Users” column. After adding a comment and selecting the Attorney and Paralegal, click “Submit”.



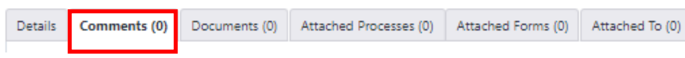
10.14 OLAPP Review (OLAPP – Attorneys & Paralegals)

The OLAPP Attorney and paralegal assigned to the project will receive an email from eBuilder as notification that the task letter package has been forwarded to their attention to take action.

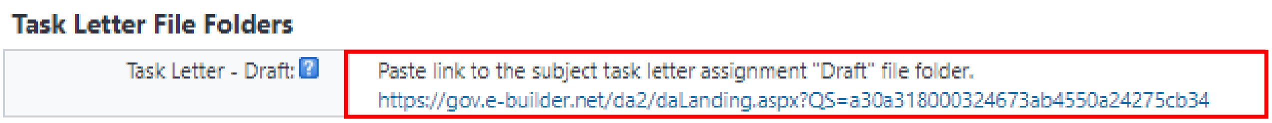
To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.

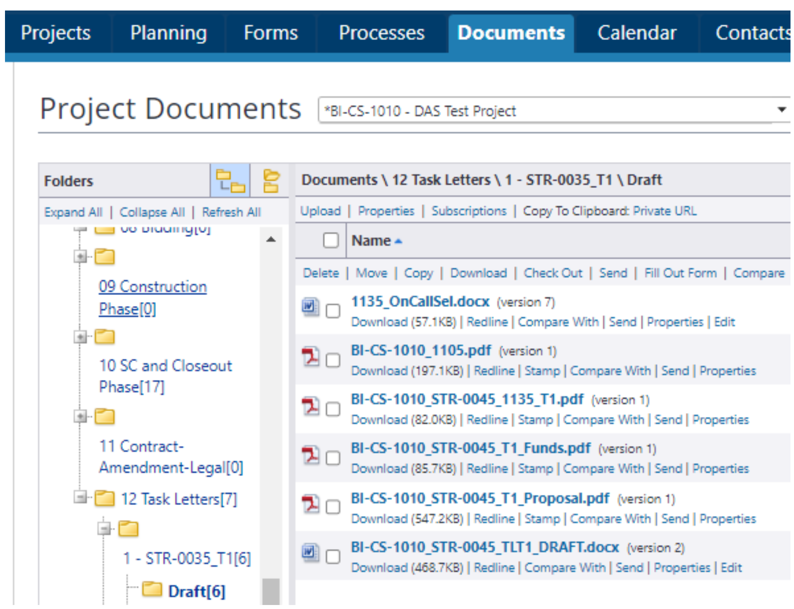


After opening the process instance, select the "Comments" tab to review comments from previous Actors regarding the task letter submission.

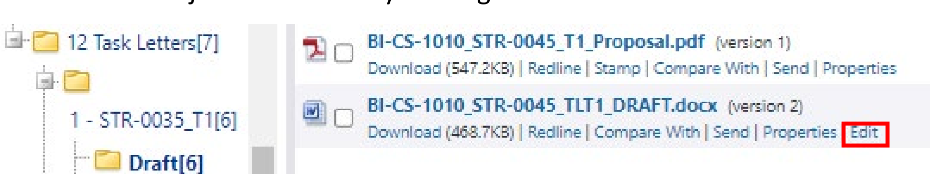


Then, return to the "Details" tab and right click on the link provided in the "Task Letter - Draft" field, and select "Open Link in New Tab" to open the subject Project On-Call Task Letter file folder.

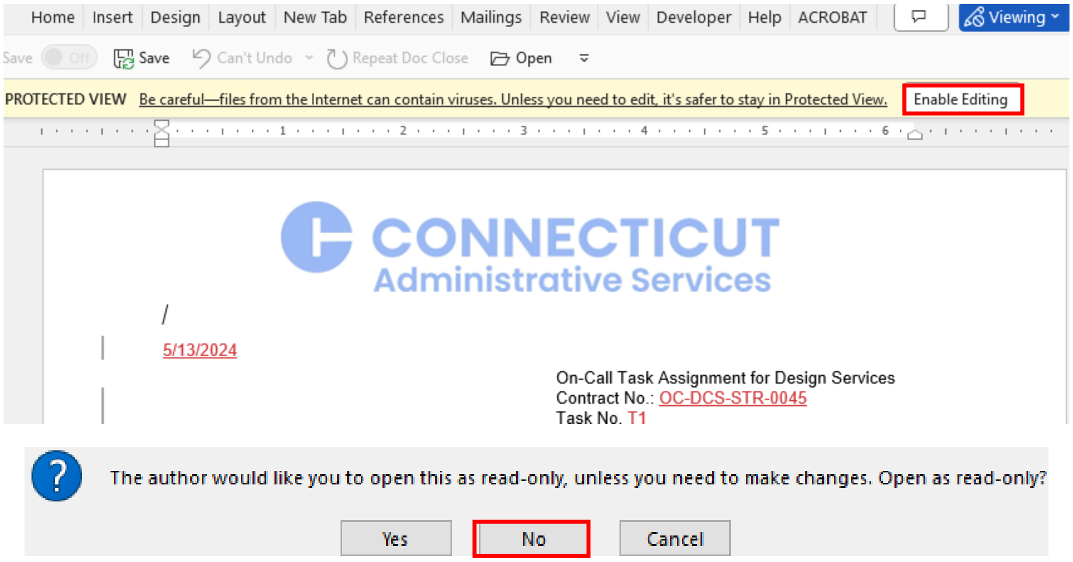




Click on the link to any of the documents within the task letter folder to view those documents. Click on the "Check Box" next to the link and click the "Download" link to download any of the subject documents for review and editing, or to review and edit a Word document in eBuilder (i.e. task letter), you can check out the subject document by clicking the "Edit" link under said document.

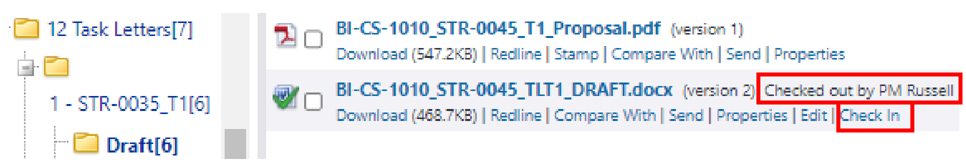


Then, after opening the document, click "Enable Editing" and then click "No" when the prompt appears.

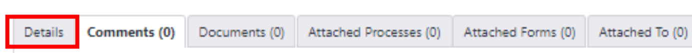


Review the task letter for completeness, compliance with the project scope and compliance with the subject On-Call Contract. If the task letter requires any revision, input those revisions using "Track Changes". Upon completion of your review, save and close the document.

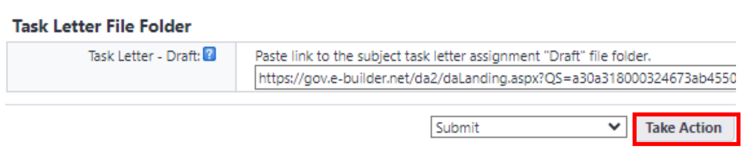
If the task letter was reviewed and revised in eBuilder, return to the "Documents" tab and find the draft task letter that has been "Checked out by… (you)". Next, click the "Check In" link, then click "OK" when the following prompt appears: "A new version of the following file was created during this check in" to complete the process of saving and/or accepting any proposed changes to the revised draft task letter.



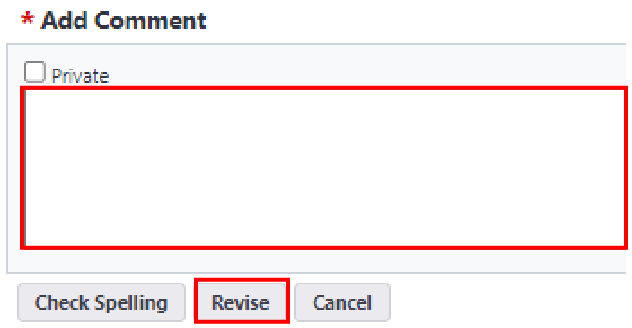
After the task letter review has been completed (either within or outside of eBuilder), return to the "Details" tab in the process instance.



Then, scroll down the bottom of the page and either select "Revise" from the dropdown list next to the "Take Action" button, if there are revisions that need to be incorporated into the subject task letter that require input by the PM, or if there are no revisions and/or the proposed revisions have been accepted, select "Submit" from the dropdown list and click the "Take Action" button to forward the task letter package to the assigned Paralegal for submission to SPRB.



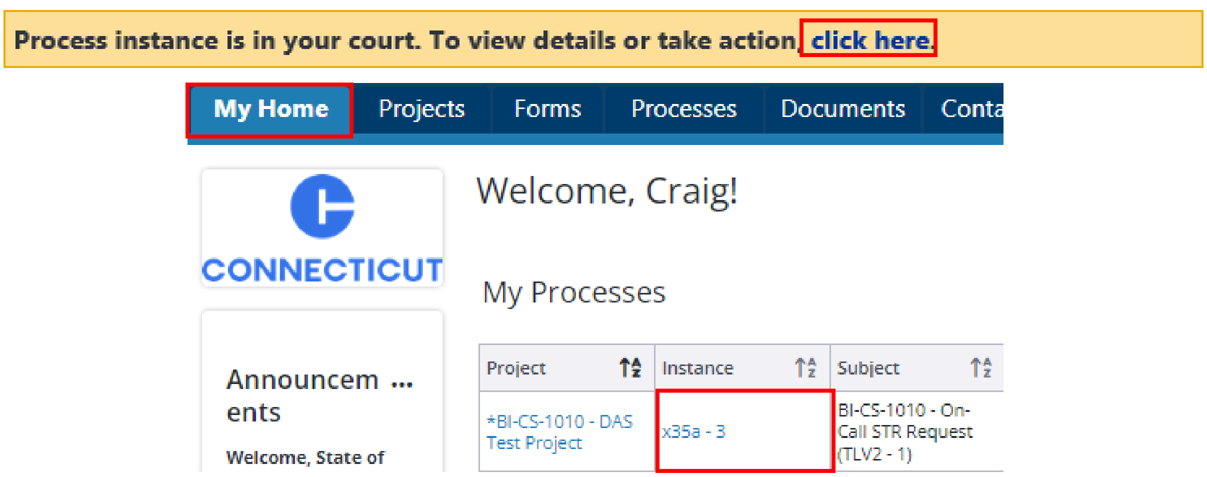
If "Revise" was selected, a prompt will appear to provide a comment with direction to complete the task letter submission package. If the task letter package was reviewed and edited outside of eBuilder, also include the location of the task letter file folder that the PM will need to access to make the proposed changes for resubmission. After adding your comment, click “Revise”.



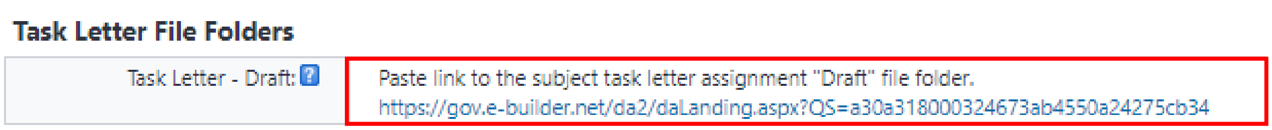
10.15 SPRB Review (OLAPP - Paralegals)

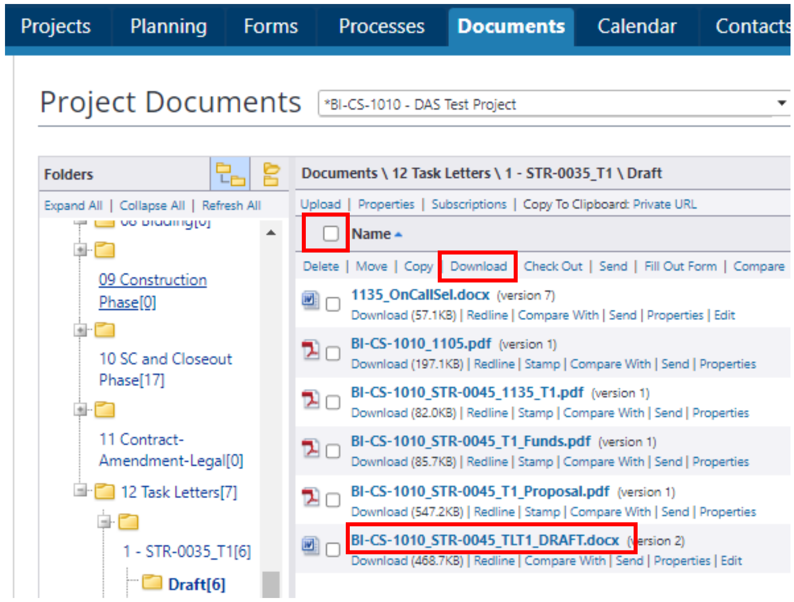
The OLAPP Paralegal assigned to the project will receive an email from eBuilder as notification that the task letter package has been forwarded to their attention to take action.

To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.

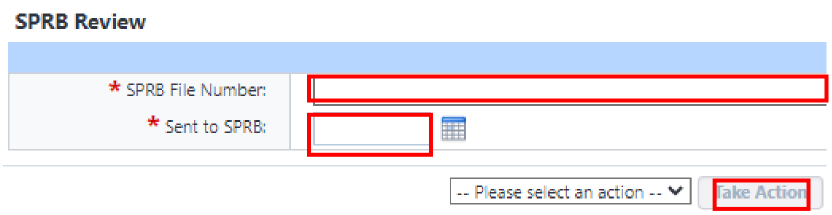


Scroll down to the “Task Letter File Folders” and right click on the link provided in the “Task Letter - Draft” field. Select “Open Link in New Tab” to open the subject Project On-Call Task Letter file folder. Click on the link to any of the task letter files to open said files for viewing. Click the checkbox, next to “Name”(see below), to select all documents in the submission package for download to your computer for submission to SPRB. After all of the documents have been selected, click the “Download” link.

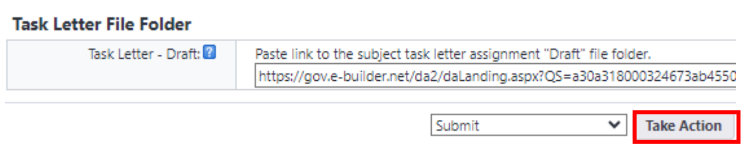




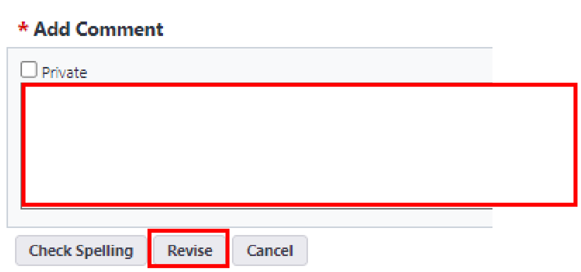
Save the compressed file folder to your computer and prepare the task letter package for SPRB review. After the task letter package has been prepared and submitted, return to the process instance and scroll down to the “SPRB Review” section to provide the “SPRB File Number” and the date “Sent to SPRB”.



You are now ready to take action. Proceed to the bottom of the page and select “Revise”, from the dropdown list next to the "Take Action" button, if there are any documents missing from the task letter submission package that are required for SPRB review. Select “Submit” from the dropdown list if the task letter package is complete and is ready for SPRB review. After making the selection, click the “Take Action” button. Note that the subject task letter package will not be submitted to SPRB through eBuilder. The TL Package should be submitted to SPRB through traditional means for their review.



If “Revise” was selected, a prompt will appear to provide a comment, which should be used to provide direction on what will be required to complete the submission package for SPRB review. After adding your comment, click “Revise” to return the task letter package to the PM for additional information.



10.16 Process Task Letter through DocuSign (CSS)

CSS will receive an email from eBuilder as notification that the task letter package has been forwarded to their attention to take action and will appear under "My Home" tab in the "My Processes" section in eBuilder to take action.

If the task letter submission package was submitted to SPRB for review and approval, CSS will scroll down to the bottom of the page and click the "Take Action" button. If the task letter submission package did not require SPRB approval, CSS will access the project file folder, download the final version of the task letter and process the task letter through DocuSign.

After initiating the processing of the task letter through DocuSign, click the "Take Action" button.

10.17 Task Letter Executed (CSS)

CSS will receive an email from eBuilder as notification that the task letter has been processed through DocuSign.

CSS will access the process instance, complete the "Task Letter Executed" section of eBuilder, upload a copy the executed task letter to the "Task Letter Executed" field for placement in the project file (Pre-Construction/On-Call Task Letters), and provide data input in the "Commitment Custom Fields" section, including Date of Final Approval, Date TL Signed by Consultant, Date Contract Executed, SPRB File No. (if applicable), Date Sent to SPRB (if applicable), and Date Approved by SPRB (if applicable). Select "Submit" to complete the task letter process.

Section 11: Contract and Amendment Process

THIS PROCESS IS CURRENTLY UNDER DEVELOPMENT

11.01 Accessing the Process (OLAPP Procurement or PM)

Log in to e-Builder: https://gov.e-builder.net/auth/www/index.aspx?ReturnUrl=%2f

On your homepage, go to the "Processes" tab and select the subject project for which you wish to draft a Contract or Amendment from the from the "All Projects" dropdown list. If the Contract or Amendment to be drafted is an On-Call, select "*Master On-Call" from the "All Projects" dropdown list.

Select "Contract and Amendment" from the "Type of Process" dropdown list and click "Start Selected Process Type".

11.02 Selecting the Contract Type (OLAPP Procurement or PM)

Select the type of Contract being submitted for approval from the "Contract Submission Type" dropdown list and click the "Take Action" button.

11.03 Selecting the Document Type (OLAPP Procurement or PM)

Select the type of document being submitted for approval from the "Document Type" dropdown list and click the "Take Action" button.

If the Contract Type selected was On-Call Contract, proceed to Section 11A – On-Call Contract Approval.

If the Contract Type selected was DBB, proceed to Section 11B – Design Bid Build Contract Approval.

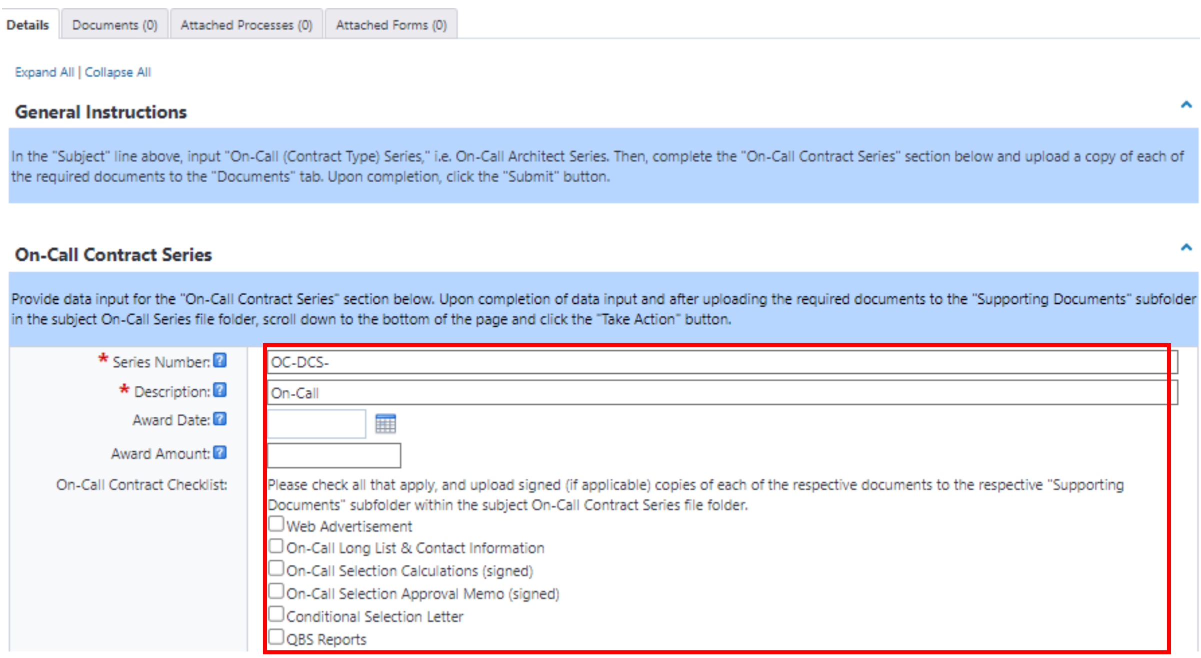
If the Contract Type selected was CMR, proceed to Section 11C – Construction Manager at Risk Contract Approval.

If the Contract Type selected was Formal, proceed to Section 11D – Formal Contract Approval.

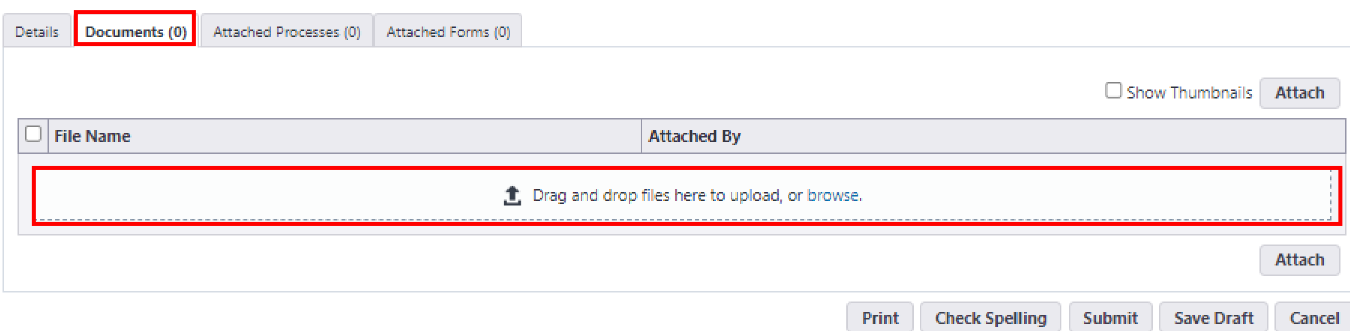
Section 11A: On-Call Contract Approval

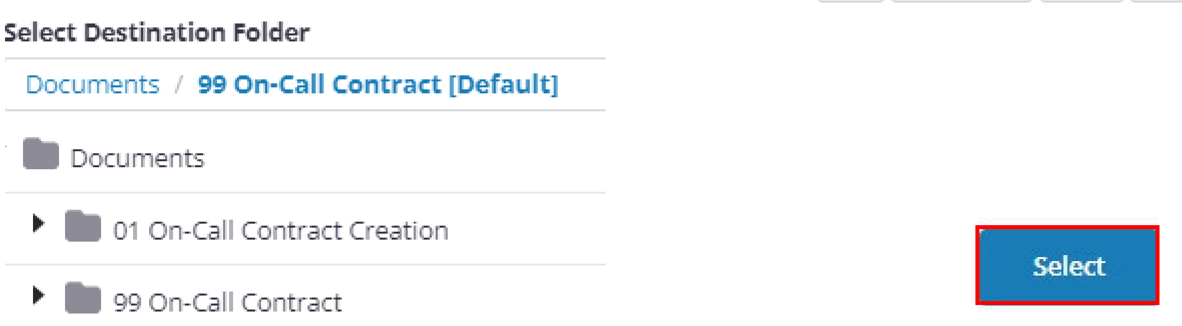
11A.01 On-Call Contract Series Initiation (OLAPP Procurement)

Review the “General Instructions” and complete the “On-Call Contract Series” section.

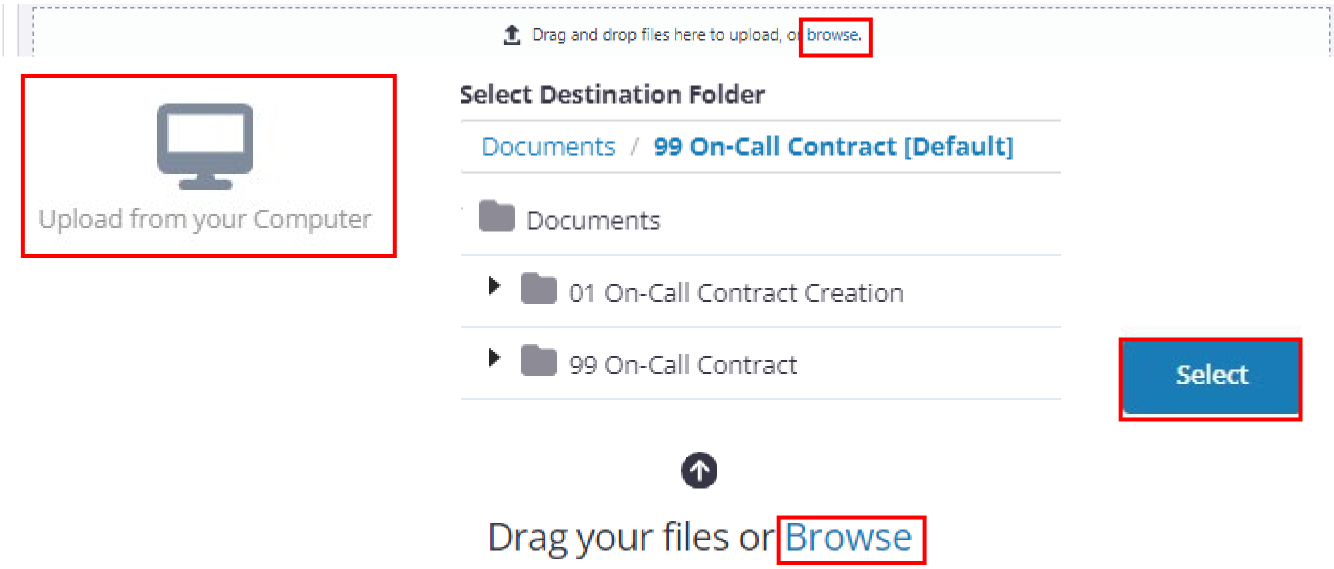


Upon completion, click on the “Documents” tab and upload a copy of each of the checklist items to the “Documents” tab. This can be done by dragging and dropping the subject documents into the space provided and clicking the “Select” button when prompted to upload the documents to the default file folder, or…





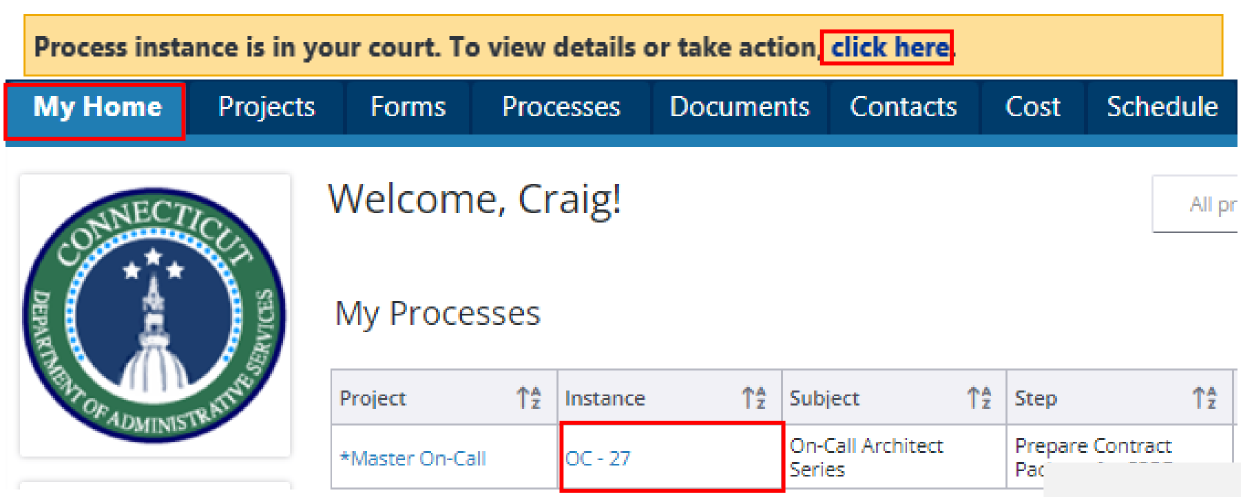
…by clicking the “browse” link, selecting “Upload from your Computer”, clicking the “Select” button, then clicking the “Browse” link, and then doing a search for the applicable files on your computer to select for upload to the default file folder.



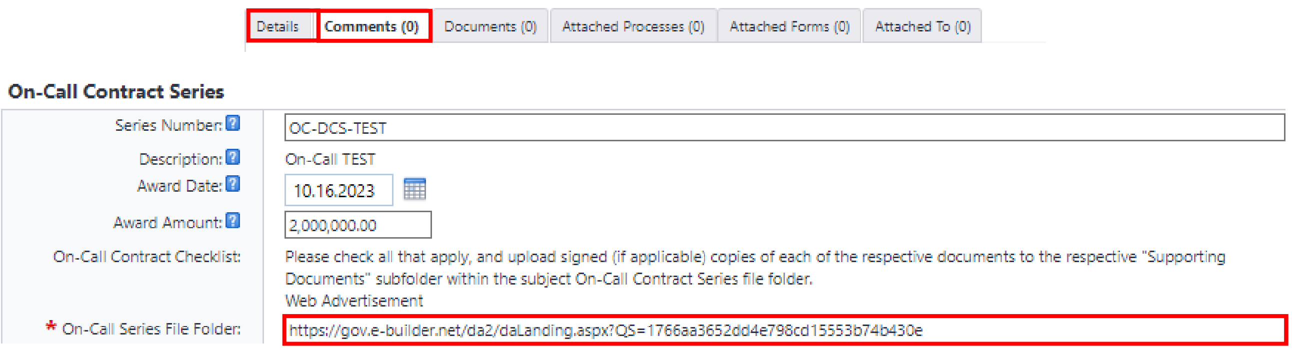
After all of the documents have been uploaded, click the “Submit” button.

Note: If legal requires additional documentation and/or information regarding the subject On-Call Contract Series submission, legal will return the submission to OLAPP Procurement. OLAPP Procurement will receive notification of the return, via email from eBuilder, that additional documentation and/or information is required.

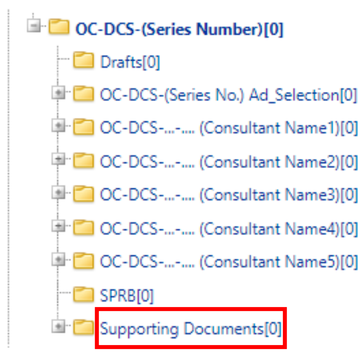
If legal needs additional information or documentation, and you receive and email notification from eBuilder, you can access the process instance by either clicking on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



Click on the “Comments” tab to see what additional information or documentation is required. If additional documentation is required, return to the “Details” tab, right click on the link in the "On-Call Series File Folder" field and select “Open link in new tab” to access the On-Call Contract Series file folder.

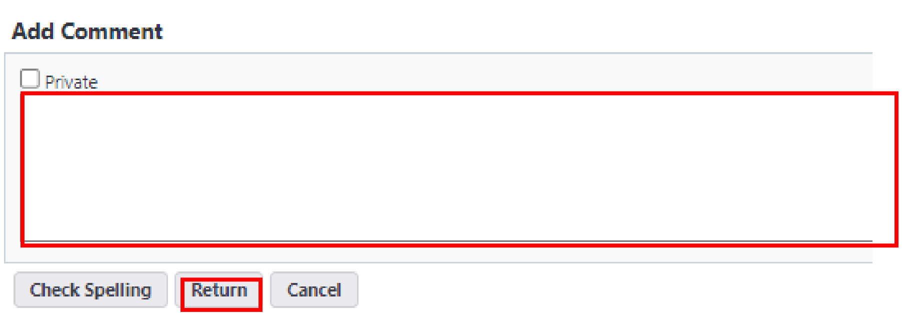


Then, open the subject On-Call Series file folder and upload the respective supporting documents to the “Supporting Documents” subfolder.



Upon completion, return to the “Details” tab in the subject On-Call Series process instance, scroll down to the bottom of the page and press the "Take Action" button.

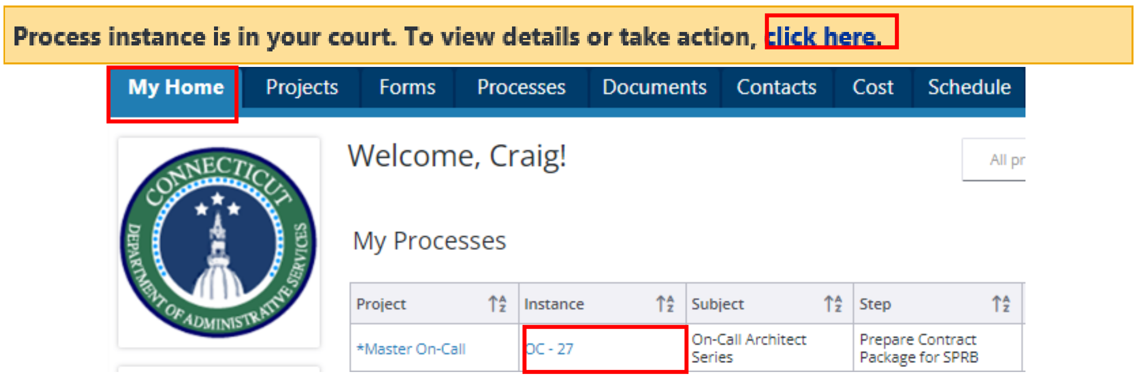
After clicking the “Take Action” button a prompt will appear that will allow you to provide a comment regarding the request for additional documentation and/or information. After providing the comment, click the “Return” button.



11A.02 On-Call Contract Series Initiation (CSS)

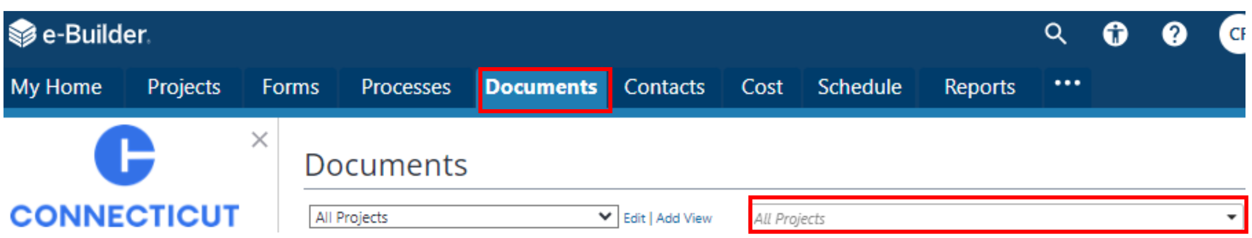
CSS will receive an email from eBuilder as notification that the required documents have been submitted by DAS Procurement to initiate the drafting of a new On-Call Contract Series.

To access the process instance, either click on the link provided in the email or log into eBuilder, select the "My Home" tab and click on the subject process instance link from the "My Processes" section.

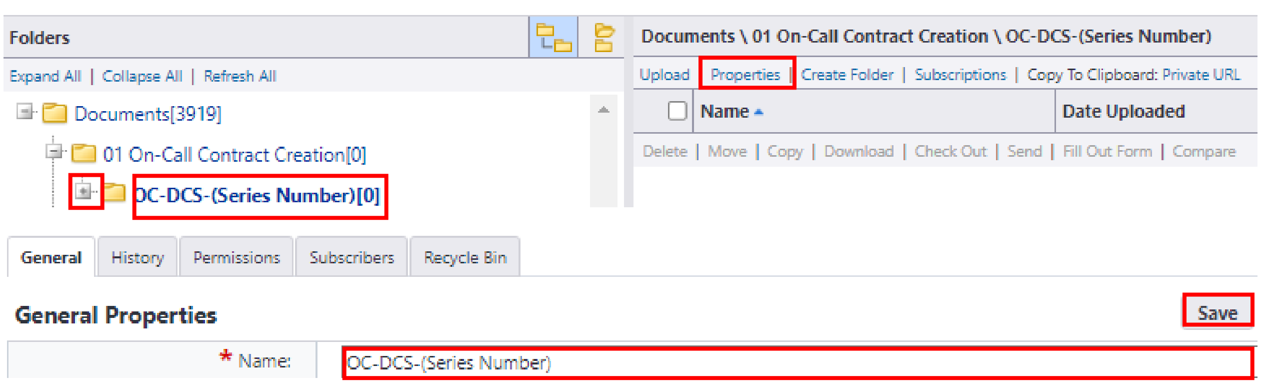


Refer to the "On-Call Contract Checklist" field in the "On-Call Contract Series" section for a list of the documents submitted.

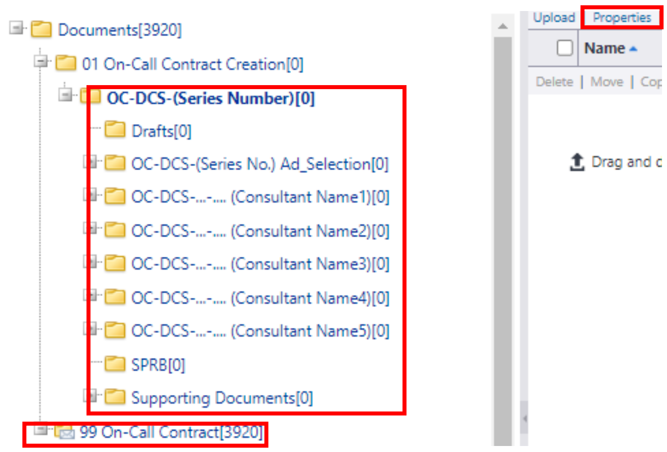
Open a duplicate eBuilder tab, click on the "Documents" tab once opened, and select "*Master On-Call" from the "Active Projects" dropdown list.



Click on the "+" next to the "01 On-Call Contract Creation" file folder to open the file folder and click on the file folder link entitled "OC-DCS-(Series Number)". After clicking on the file folder link, click the "Properties" link and rename the file folder for the new On-Call Contract Series, and click the "Save" button.

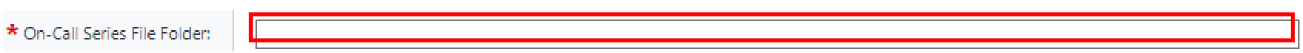


Then, open the On-Call Series subfolders and rename each of those file folders accordingly. Next, move all of the documents that were uploaded to the "01 On-Call Contract Creation" folder to the newly named On-Call Series subfolders. Upon completion, click on the newly named On-Call Series file folder, click on the "Properties" link again, and move the file folder into the "99 On-Call Contract" file folder.

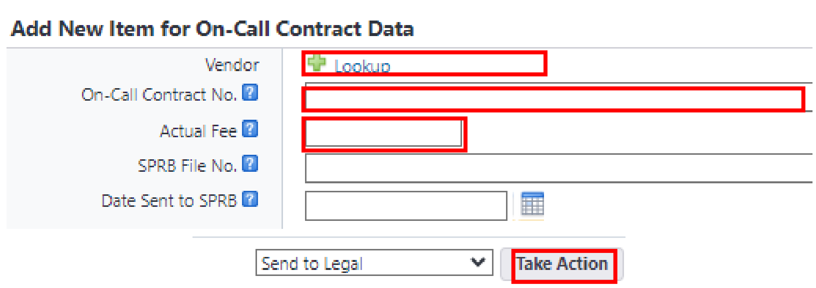


After completing the move, click on the newly named On-Call Series file folder, then click on the "Properties" link, and copy the "Private URL File" link that is displayed.

Return to the "Details" tab in the subject On-Call Series process instance and paste the link in the "On-Call Contract Series File Folder" field.



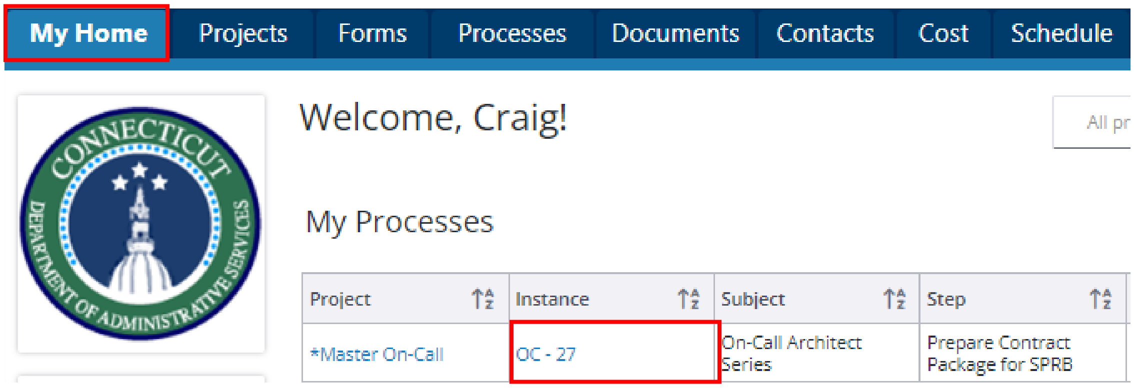
Then, complete the "On-Call Contract Data" section for each of the selected Vendors by filling out the respective fields highlighted in the section instructions and clicking the "Add" button. Repeat this process for each Vendor. Upon completion, click the "Take Action" button.



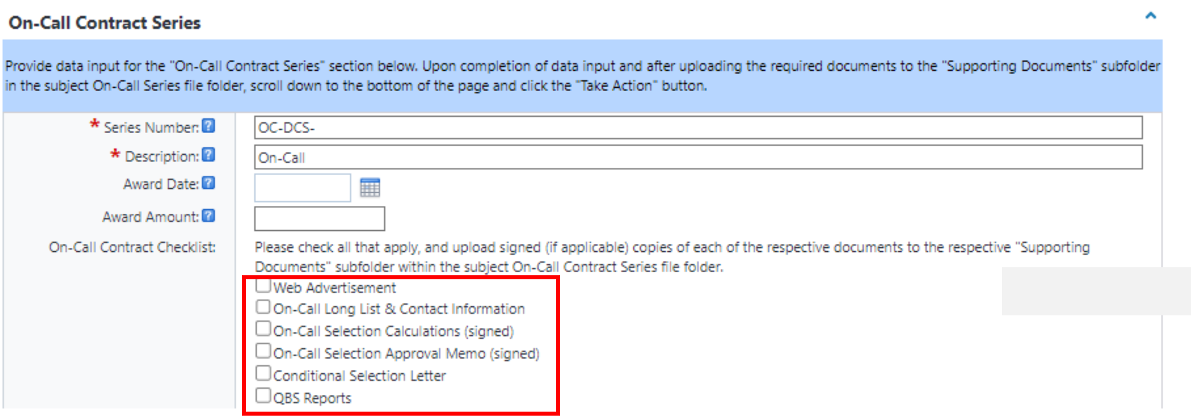
11A.03 Legal Assignment (Legal Director)

The Legal Director will receive an email from eBuilder as notification that the required documents have been submitted by DAS Procurement to initiate the drafting of a new On-Call Contract Series.

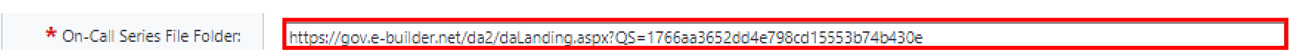
To access the process instance, either click on the link provided in the email or log into eBuilder, select the "My Home" tab and click on the subject process instance link from the "My Processes" section.



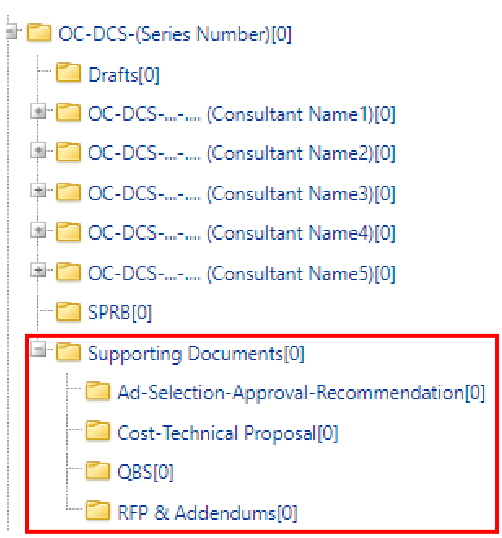
Refer to the "On-Call Contract Checklist" field in the “On-Call Contract Series” section for a list of the documents submitted.



Right click on the link in the "On-Call Series File Folder" field and select “Open link in new tab” to access the On-Call Contract Series file folder.

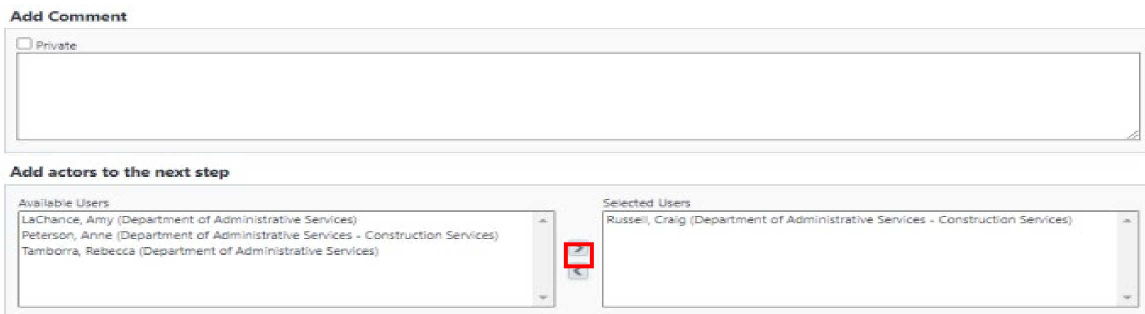


Open the subject On-Call Series file folder and click on the "Supporting Documents" subfolder, and the applicable sub-subfolders to view the "On-Call Contract Checklist" documents.



Upon completion of your review, return to the “Details” tab for the process instance, scroll down to the bottom of the page and select "Submit" from the dropdown list next to the "Take Action" button and then click the "Take Action" to assign an Attorney and a Paralegal to draft the contract.

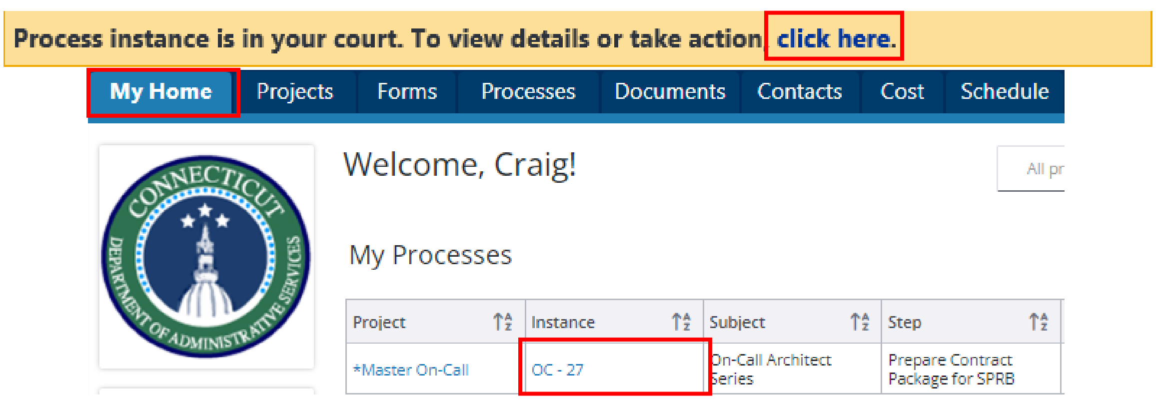
After the “Take Action” button has been clicked, a prompt will be displayed to provide a comment, and a list of Attorney’s and Paralegals will be visible to select from for assignment. Click on the name of the Attorney and Paralegal to be assigned, and then click on the “>” to move the Attorney and Paralegal from the “Available Users” to the “Selected Users” section. Click “Submit” to make the assignment.



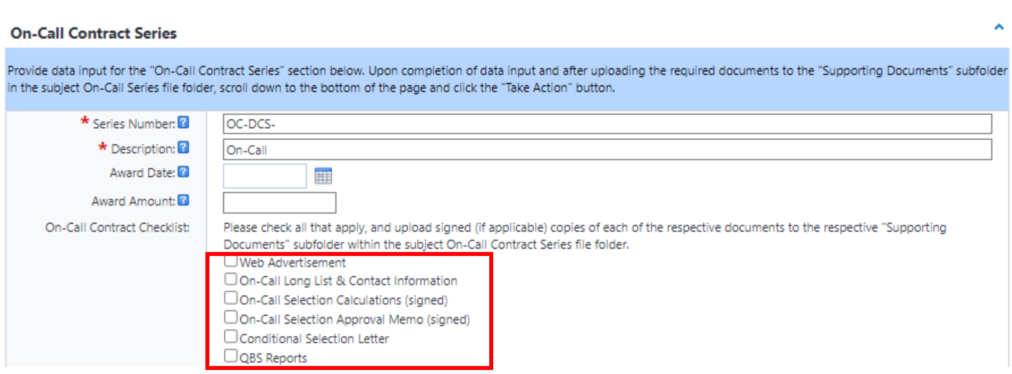
11A.04 Draft Contract/Credential Review (Attorney and/or Paralegal)

The Attorney and Paralegal assigned to draft the subject On-Call Contract Series will receive an email from eBuilder as notification that the required documents have been submitted by DAS Procurement to initiate the drafting of a new On-Call Contract Series.

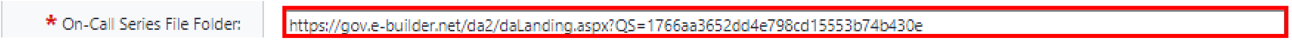
To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



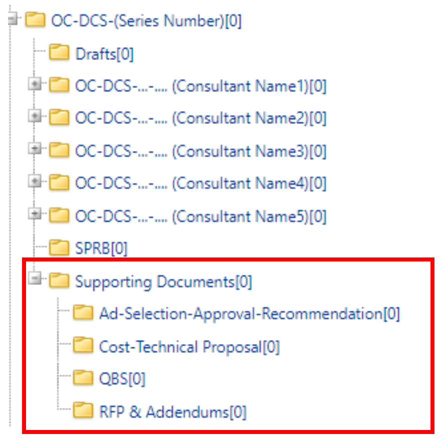
Refer to the "On-Call Contract Checklist" field in the “On-Call Contract Series” section for a list of the documents submitted.



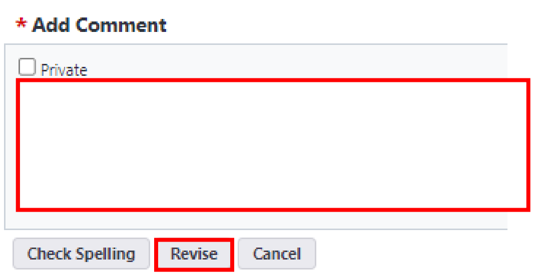
Right click on the link in the "On-Call Series File Folder" field and select “Open link in new tab” to access the On-Call Contract Series file folder.



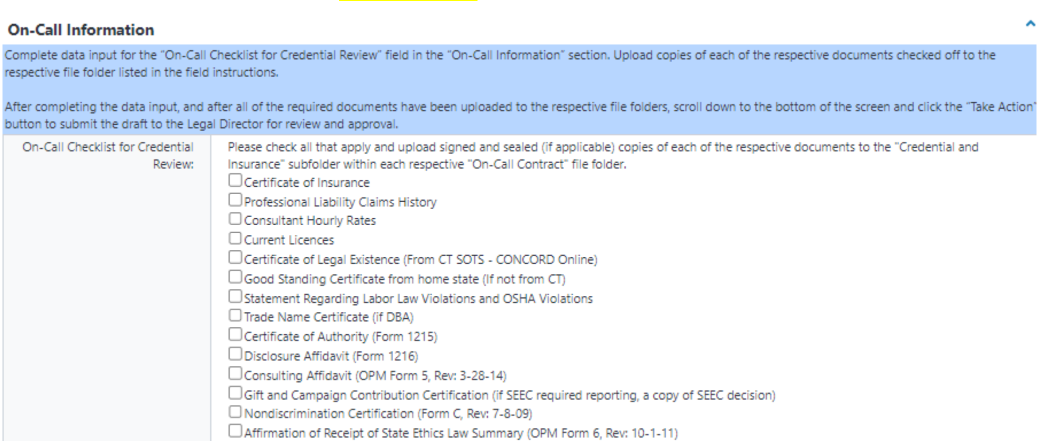
After opening the subject On-Call Series file folder, click on the "Supporting Documents" subfolder, and then click on the applicable sub-subfolders to view the "On-Call Contract Checklist" documents.



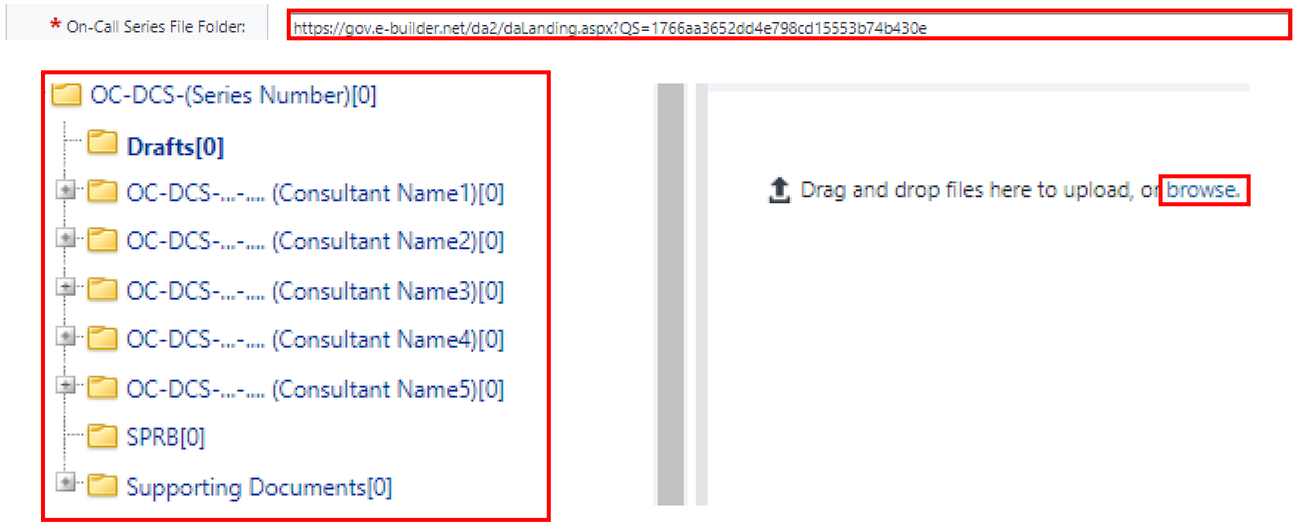
If additional documentation or information is required by OLAPP Procurement to initiate the drafting of said contract series, return to the “Details” tab of the process instance, scroll down to the bottom of the page and select "Revise" from the dropdown list next to the "Take Action" button and click the "Take Action" button. A prompt will appear to add a comment on the request of additional documentation. After adding the comment, click the “Revise” button.

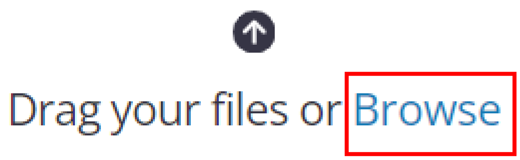


If all the documentation is in order to begin drafting the On-Call Contracts in the Contract Series, the Paralegal assigned to the project should return to the “Details” tab and begin providing data input for the “On-Call Checklist for Credential Review” field in the “On-Call Information” section. Upload copies of each of the respective documents checked off to the respective file folder listed in the field instructions.



To access said file folders, right click on the link in the "On-Call Series File Folder" field and select “Open link in new tab”. Then, click on the file folder that you want to upload the document to and click the “browse” link. After clicking the link, either drag and drop the document in the space provided or click “Browse” to search for the document on your computer and select the document for upload.





At the same time, the Attorney assigned to the project should begin preparing a draft contract for each of the selected Consultants in the subject On-Call Contract Series. Upon completion, upload a copy of each draft contract to the “Drafts” subfolder within the subject On-Call Series File Folder. To access the file folder, right click on the link in the "On-Call Series File Folder" field and select “Open link in new tab”. After opening the subject On-Call Series file folder, open the “Drafts” subfolder, click the “browse” link and either drag and drop the document in the space provided or click “Browse” to search for the document on your computer and select the document for upload (refer to previous page diagram).

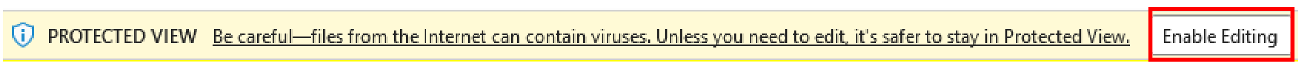
After the Attorney has completed the draft contracts, and the Paralegal has completed the data input, and after all of the required documents have been uploaded to the respective file folders, return to the “Details” tab for the process instance, scroll down to the bottom of the screen and click the “Take Action” button to submit the draft to the Legal Director for review and approval.

Note: If all of the required documentation has not yet been submitted by the selected firms by the time the draft On-Call Contract is ready for the Legal Director to review, you can proceed with clicking the “Take Action” button and finish the data input and uploading the required documents in step 11A.06 - Prepare On-Call Contract Packages for SPRB Review.

Note: If the Legal Director has recommended revisions to the On-Call Contract, the Legal Director will return the subject On-Call Series Contracts to this step.

If the Legal Director returns the Contract Series for revision, and you receive an email notification from eBuilder, you can access the process instance in the same manner as described at the beginning of the section. After opening the process instance, refer to the “Comments” tab for instructions regarding the revision. Then, return to the On-Call Series File Folder (right click on the link in the "On-Call Series File Folder" field and select “Open link in new tab”) and locate the document that needs to be revised. To view the edits provided and/or make additional edits to the document, click the “Edit” link for the subject document in the file folder to “Check Out” the document.

This will open the document in Word. Click the “Enable Editing” button in the Word document to review the document and begin editing.



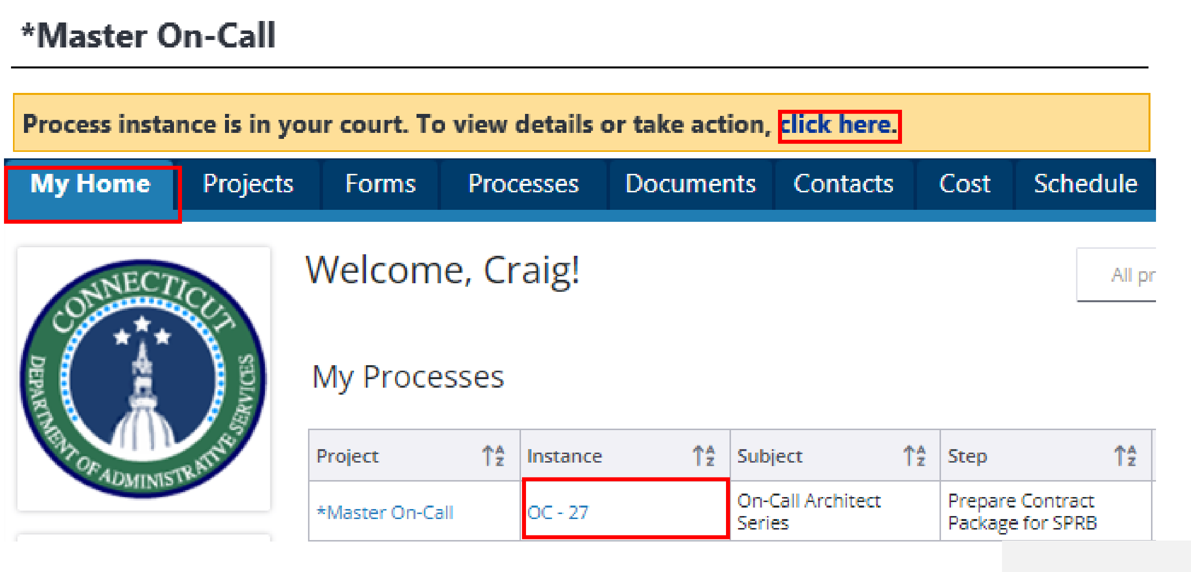
After making your edits, save and close the document in Word and return to the view of document in the file folder in eBuilder. Then, click the “Check in” link to return the revised document to eBuilder.

Upon completion, return to the “Details” tab of the process instance, scroll down to the bottom of the page and click the "Take Action" button. After clicking “Take Action”, a prompt will appear to allow you to provide a comment regarding the edits made.

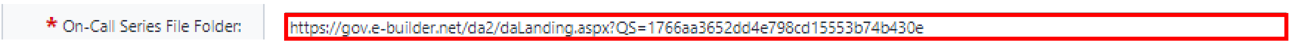
11A.05 Legal Director Contract Review

The Legal Director will receive an email from eBuilder as notification that the draft contract(s) for the subject On-Call Contract Series is ready to be reviewed.

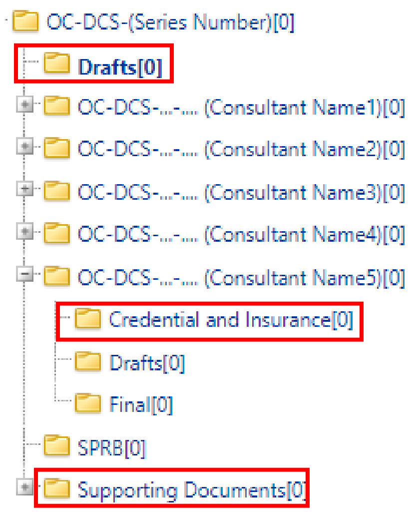
To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



After opening the process instance, right click on the link in the "On-Call Series File Folder" field and select “Open link in new tab”.

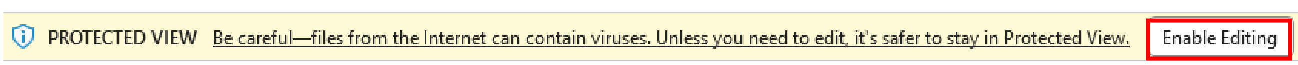


After opening the subject On-Call Contract Series file folder, click on the "Drafts" subfolder to open and view the draft Contracts. Open each of the respective On-Call Contract file folders and select the “Credentials and Insurance”, and “Supporting Documents” subfolders to review such documents related to each of the Contracts in the subject On-Call Series.



To view and edit a Word document that has been uploaded to eBuilder, click the “Edit” link for the subject document to “Check Out” the document.

This will open the document in Word. Click the “Enable Editing” button in the Word document to begin editing.



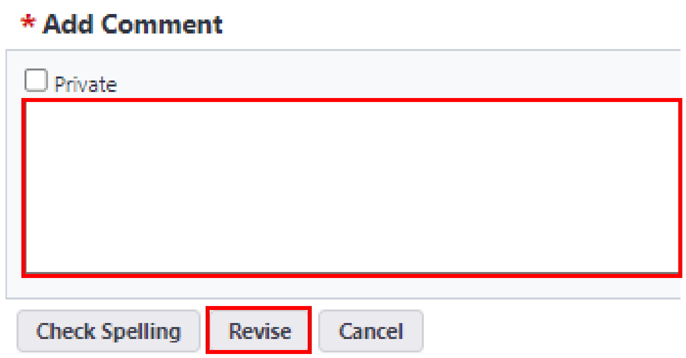
After making your edits, save and close the document and return to the view of the document in the file folder in eBuilder. Then, click the “Check in” link to return the revised document to eBuilder.

Upon completion, return to the “Details” tab of the process instance, scroll down to the bottom of the page and select one of the following from the dropdown list next to the "Take Action" button:

- Select "Revise" and then click the "Take Action" button to return the draft to the Attorney and/or Paralegal assigned to the project for additional review and revision; or

- Select "Submit" and then click the "Take Action" button to forward the process to Attorney and/or Paralegal assigned to the project to finalize the On-Call Contract for each of the selected firms and further prepare the On-Call Contract Series package for SPRB review.

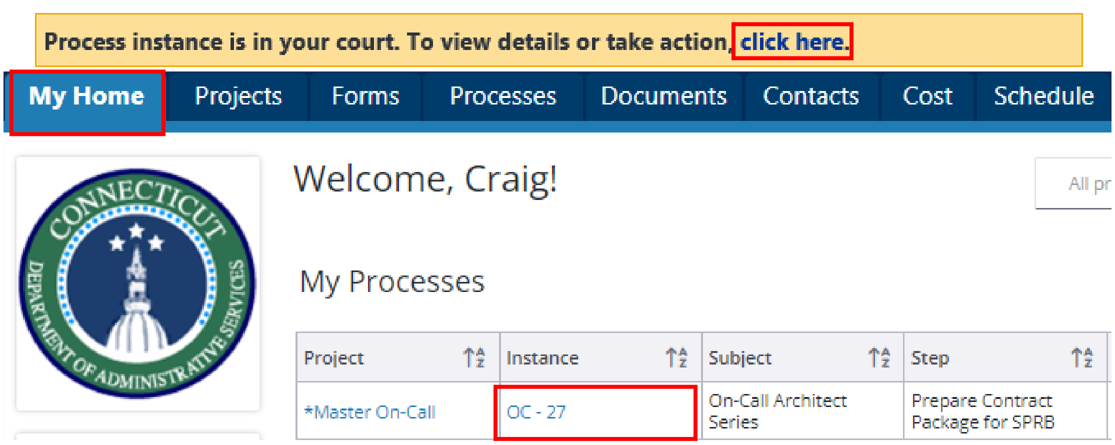
After clicking the "Take Action" button, a prompt will appear to allow for comments related to the draft agreement. After providing your comments and making your selection, either click the "Revise" or "Submit" button.



11A.06 Prepare On-Call Contract Packages for SPRB Review (Attorney and/or Paralegal)

The Attorney and/or Paralegal assigned to the subject On-Call Contract Series will receive an email from eBuilder as notification that the Legal Director has completed a review of the draft contract, and the Attorney and/or Paralegal can finalize the draft contract for each of the selected firms and begin preparing the On-Call Contract Series package for SPRB review.

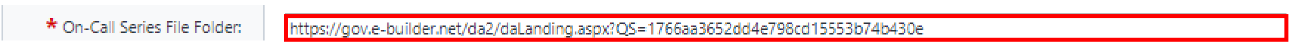
To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



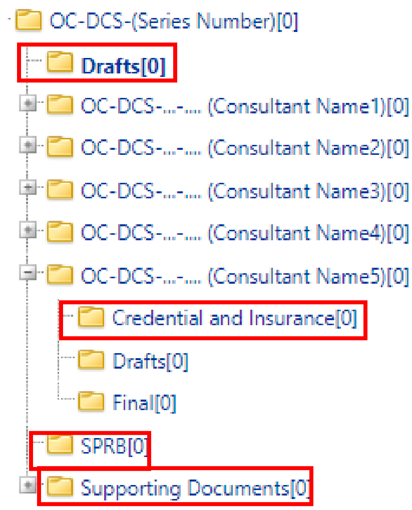
After opening the process instance, follow the instructions provided and complete the data input for the “On-Call Checklist for Credential Review”, if applicable, and complete the data input for the "On-Call SPRB Checklist" in the “On-Call Information” section.

Then, upload copies of each of the respective documents checked off in the “On-Call Checklist for Credential Review” and "On-Call SPRB Checklist" fields to the respective file folders listed in the field instructions; and upload copies of the final draft Contract for each of the selected firms to the “SPRB” file folder and into the "Drafts" subfolder within each respective "On-Call Contract" file folder.

To upload the aforementioned documents, right click on the link in the "On-Call Series File Folder" field and select “Open link in new tab”.

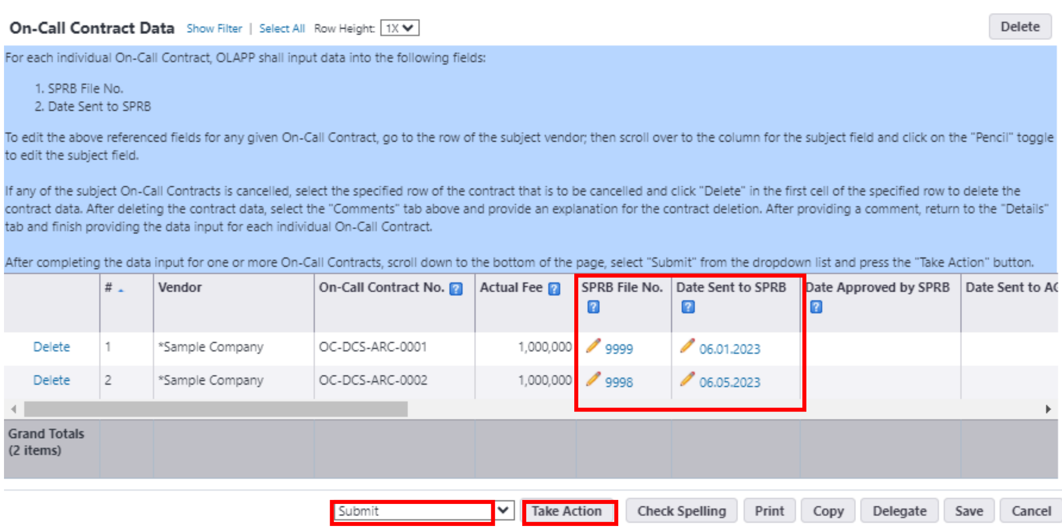


After opening the subject On-Call Contract Series file folder, upload any required documents to the respective subfolders in eBuilder in the same way as described in Section 11A.04.



Upon completion, return to the “Details” tab for the process instance and complete the section entitled “On-Call Contract Data” and provide data input for the “SPRB File No.” and “Date Sent to SPRB” fields for each of the respective On-Call Contracts.

To input data for the above referenced fields, go to the row of the respective vendor, then scroll over to the column for the subject field and click on the "Pencil" toggle ( ) to input the required data. After completing all of the data input, and after all of the required documents have been uploaded to the respective file folders, scroll down to the bottom of the page and click the “Take Action” button.



On-Call Contract Data Show Filter | Select All Row Height: 1X Delete

For each individual On-Call Contract, OLAPP shall input data into the following fields:

1. SPRB File No.
2. Date Sent to SPRB

To edit the above referenced fields for any given On-Call Contract, go to the row of the subject vendor; then scroll over to the column for the subject field and click on the "Pencil" toggle to edit the subject field.

If any of the subject On-Call Contracts is cancelled, select the specified row of the contract that is to be cancelled and click "Delete" in the first cell of the specified row to delete the contract data. After deleting the contract data, select the "Comments" tab above and provide an explanation for the contract deletion. After providing a comment, return to the "Details" tab and finish providing the data input for each individual On-Call Contract.

After completing the data input for one or more On-Call Contracts, scroll down to the bottom of the page, select "Submit" from the dropdown list and press the "Take Action" button.

	#	Vendor	On-Call Contract No.	Actual Fee	SPRB File No.	Date Sent to SPRB	Date Approved by SPRB	Date Sent to AG
Delete	1	*Sample Company	OC-DCS-ARC-0001	1,000,000	9999	06.01.2023		
Delete	2	*Sample Company	OC-DCS-ARC-0002	1,000,000	9998	06.05.2023		
Grand Totals (2 items)								

Submit | Take Action | Check Spelling | Print | Copy | Delegate | Save | Cancel

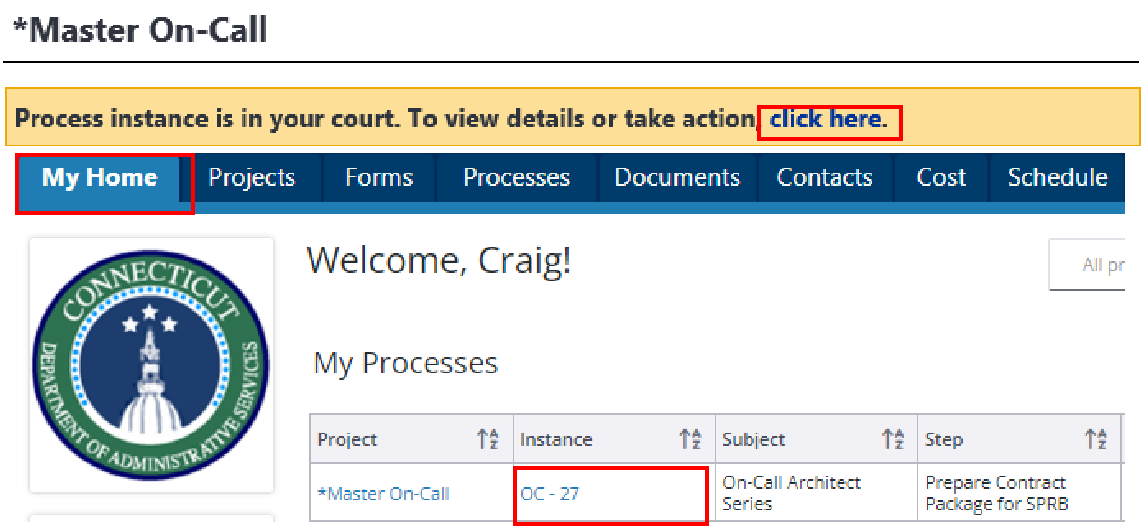
This will complete the On-Call Contract Approval Process for the Legal Department in eBuilder. The Legal Department should process the SPRB submission package to SPRB in the same format as it always has.

After SPRB has reviewed and approved any of the subject On-Call Contracts in the series, and after said Contract has been signed and executed, a copy of the Contract shall be sent to the Director of CSS to complete the data input related to each individual On-Call Contract and to upload a copy of said Contract to eBuilder to complete the process.

11A.07 SPRB Review/CSS Final Review (Possible Hold Step for SPRB to Review) – SPRB & CSS

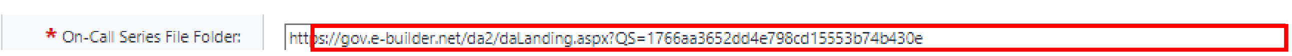
SPRB and CSS will receive an email from eBuilder as notification that the On-Call Contract series has been submitted to SPRB for review. This will serve as a hold step until such time that the SPRB has reviewed and approved one or more of the subject Contracts in the On-Call Series.

To access the process instance, either click on the link provided in the email or log into eBuilder, select the "My Home" tab and click on the subject process instance link from the "My Processes" section.

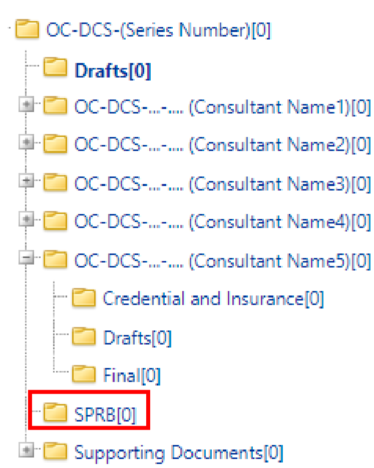


SPRB Review

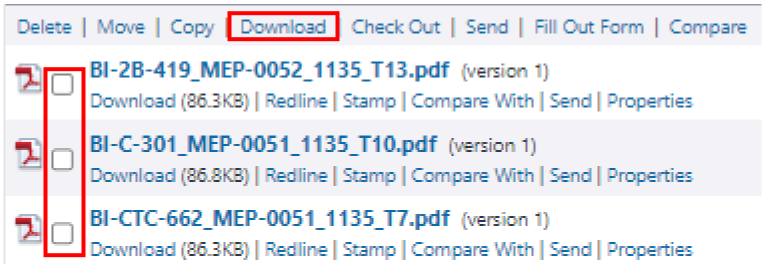
To access the documentation submitted for SPRB Review, click on the link in the "On-Call Series File Folder" field.



This will open the subject On-Call Series file folder. Within the subject file folder, click on the "SPRB" subfolder to view the SPRB submission package.



Select all of the documents in the "SPRB" file folder and then click on the "Download" link to download the files to a .zip file folder on your computer for review.



After completing the download, you can close out of eBuilder.

CSS Final Review

Upon receipt of one or more of the executed Contracts, CSS should open the process instance for the subject On-Call Series and select the "Comments" tab to note comments provided by previous actors in the process.

Then, return to the "Details" tab and provide data input for each field listed in the "On-Call Contract Data" section instructions for each of the On-Call Contracts that have been executed. A copy of the executed On-Call Contract should be uploaded to the "Documents" tab. When uploading the document, the file folder that is to be selected to upload the Contract to is the "Contracts" subfolder within the subject On-Call Contract file folder.

- To edit the "Document Uploaded" field for any given On-Call Contract, go to the row of the subject vendor; then scroll over to the column for the subject field and click on the dropdown list within the field to select your response. To edit all other fields, click on the "pencil" toggle under the respective column header to provide the necessary data input.

After entering the data for one or more On-Call Contracts, scroll down to the bottom of the page and select "Create OC" from the dropdown list and click the "Take Action" button to proceed to the "On-Call Contract Creation – Cost Integrated" process.

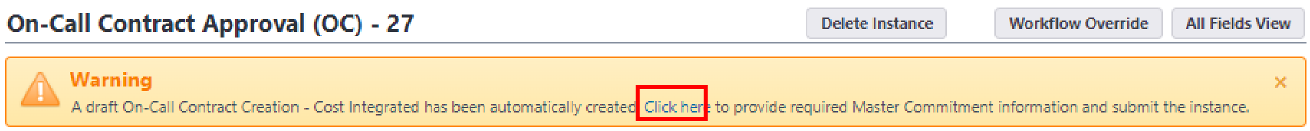
11A.08 On-Call Contract Creation – Cost Integrated (CSS)

CSS will receive an email from eBuilder as notification that one or more of the On-Call Contracts in the contract series have been executed and is ready to be set up as a Master Commitment.

To access the On-Call Contract Creation – Cost Integrated process, either click on the link provided in the email or log into eBuilder, select the "My Home" tab and click on the link in the "Process" column for the "Subject" - "On-Call … Series" from the "My Processes" section.

☐	Process	Subject	Step	In Step Since	Date Due	Status	Requested Comment
☐	OC - 23	On-Call Construction Administrator Minor Series	Finish	06.05.2023		Submitted	
☐	OC - 27	On-Call Architect Series	Cost Integrated OC	06.30.2023		Submitted	

Upon opening the On-Call Contract Creation – Cost Integrated process, a warning prompt will appear. Select the “Click here” link in the prompt to proceed to the next step and create the Master Commitment.



In the section entitled “Master Commitment Overview” section, provide data input for the following fields:

1. Master Commitment Type: Select “On-Call Contract” from the dropdown list.
2. Company: Select the vendor from the dropdown list that is assigned to the On-Call Contract.
3. Contact: Select a contact for the subject company from the dropdown list.

In the “Add New Master Commitment Item” section, provide data input for the following fields:

1. Account Code: Click the “ ” toggle.

   Select one of the following from the “Category” dropdown list:

   a. 2.0 – Total Environmental & HazMat.
   b. 8.0 – Total A/E.
   c. 10.0 – Total CA.
   d. 13.0 – Total Claims.

   Select one of the following from the “Code” dropdown list:

   a. 2.130 – Environmental On-Call Contract services
   b. 8.130 – A/E and all other On-Call Contract services.
   c. 10.130 – CA or Cx On-Call Contract services.
   d. 13.130 – ANLY-AUD On-Call Contract services.
2. Amount: Input the Award amount for the subject On-Call Contract.

Complete the “Master Commitment Custom Fields” section in its entirety for each individual on-call contract that has been executed. Each individual on-call contract will need to be submitted separately.

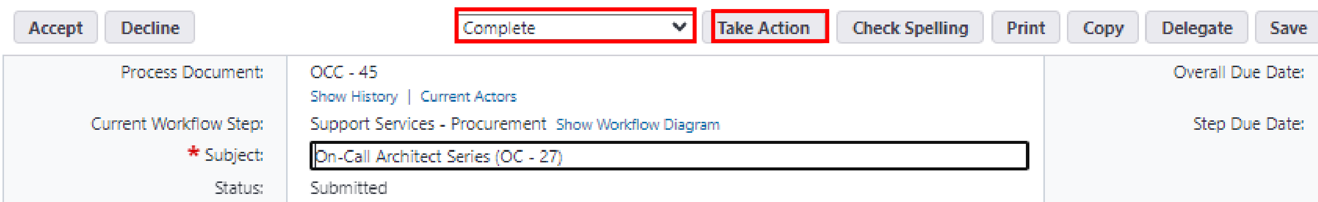
Helpful Hints for completing the “Master Commitment Custom Fields” section

1. Take a snip of the On-Call Contract Series data input prior to clicking the “Take Action” button. This will allow you to preserve the information for the data input for each individual Contract in the Cost Integrated process.

After entering the On-Call Contract data, scroll down to the bottom of the page and select "Submit" from the dropdown list and click the "Take Action" button.

Return to the “Processes” tab and click on the process instance link for the subject On-Call Contract Series.

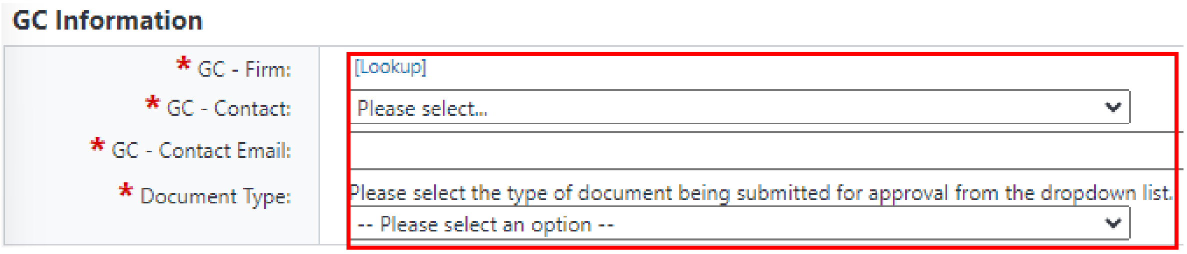
Answer the “All Contracts Complete?” question under the “On-Call Contract Series” section. Respond “No” to the “All Contracts Complete?” question if there are any Contracts in the series have not yet been executed. Respond “Yes” only if all of the Contracts have been executed and the data input has been completed for each contract. Upon completion, click the “Take Action” button to return the process instance to Cost Integrated step to input the next executed On-Call Contract, or to complete the process if the data for all of the executed Contracts has been input.



Section 11B: Design Bid Build Contract Approval

11B.01 DBB Contract Initiation (PM)

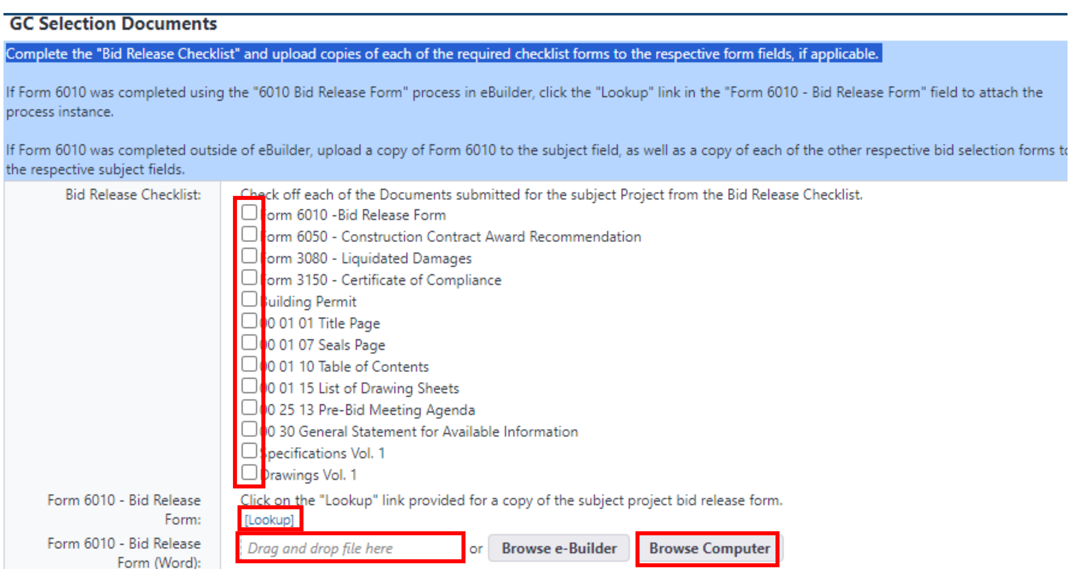
Follow the “General Instructions” and complete the “GC Information” section.



Then, scroll down and complete the “GC Selection Documents” section. Complete the "Bid Release Checklist" by checking off each of the documents that are to be submitted from the checklist. Then, upload copies of each of the required checklist forms to the respective form fields, if applicable.

If “Form 6010 – Bid Release Form” was completed using the “6010 Bid Release Form” process, click the “Lookup” link in the “Form 6010 – Bid Release Form” field to attach the process instance. If Form 6010 was completed outside of eBuilder, upload a copy of the completed form to the “Form 6010 – Bid Release Form (Word)” field, and then upload copies of each of the other required supporting documents to their respectively titled fields.

To upload the bid release documents, either drag and drop the subject document into the subject field or click the “Browse Computer” button next to the subject field to search your computer for the subject file to upload.

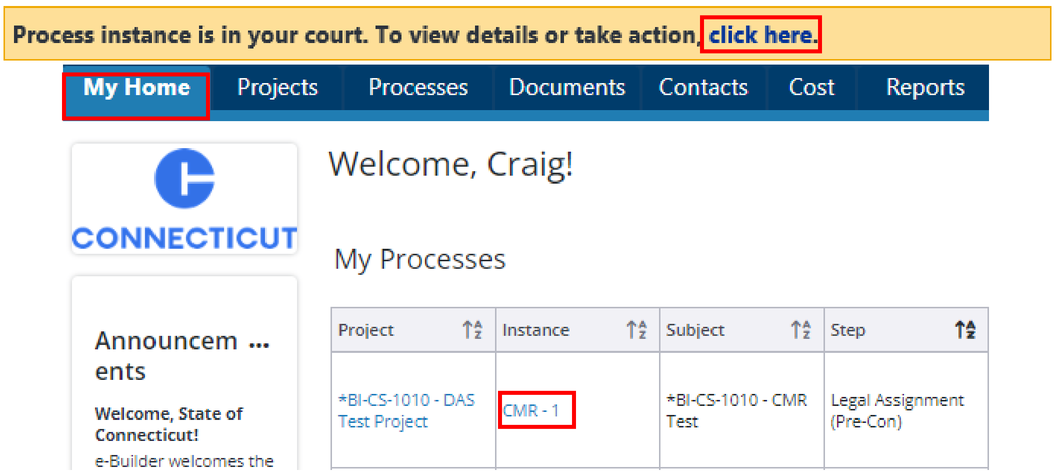


If the “Browse Computer” button was clicked, a prompt will appear. Click “Browse” to do a search of files on your computer for upload.

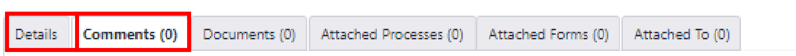
After the "GC Information" and "GC Selection Documents" sections are complete and all documents have been uploaded, return to the process instance and click the "Take Action" button to forward the process instance to the OLAPP Bidding Unit for review and drafting of the Contract.

Note: If the Bidding Unit requires additional documentation and/or information regarding the subject DBB Bid Selection submission, the submission will be returned to the Project PM and the PM will receive notification of the return, via email from eBuilder, that additional documentation and/or information is required.

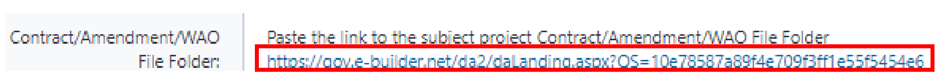
To access the process instance, either click on the link provided in the email or log into eBuilder, select the "My Home" tab and click on the subject process instance link from the "My Processes" section.



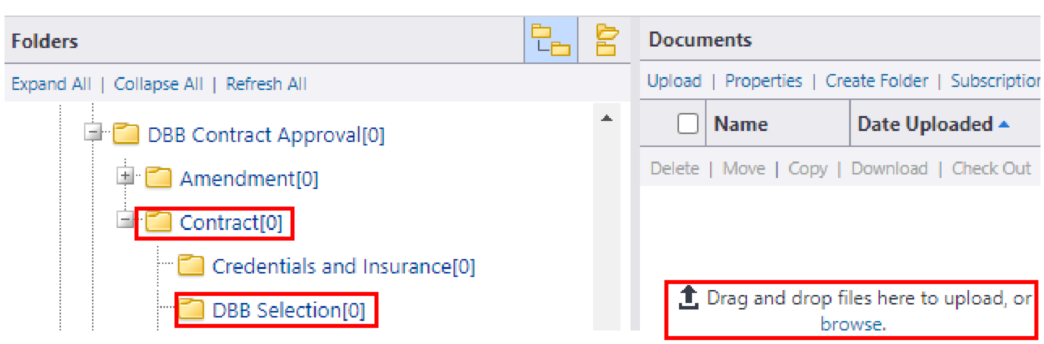
Click on the "Comments" tab to see what additional information or documentation is required.



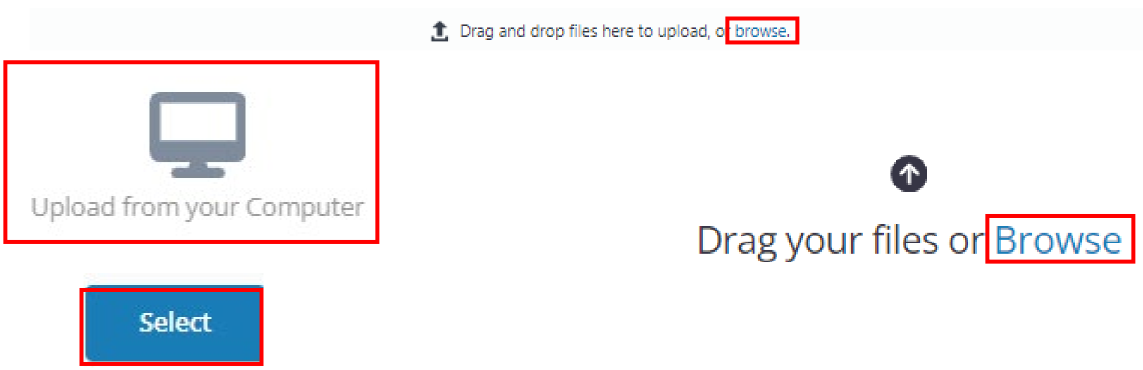
If additional documentation is required, return to the "Details" tab, scroll down to the "Contract / Amendment / WAO File Folder" field and right click on the link provided. Select "Open link in new tab".



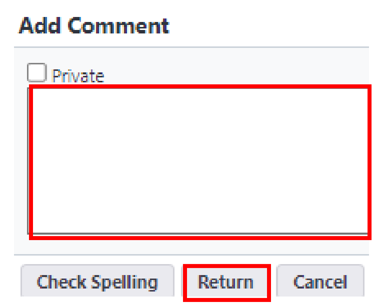
After opening the "DBB Contract Approval" file folder, select the "Contract/DBB Selection" subfolder, to begin uploading the missing documentation. You can upload documents by either dragging and dropping the documents in the space provided, or by clicking the "browse" link…



Then, select “Upload from your Computer”, click the “Select” button, and then click the “Browse” link to do a search on your computer for the applicable files to select for upload.



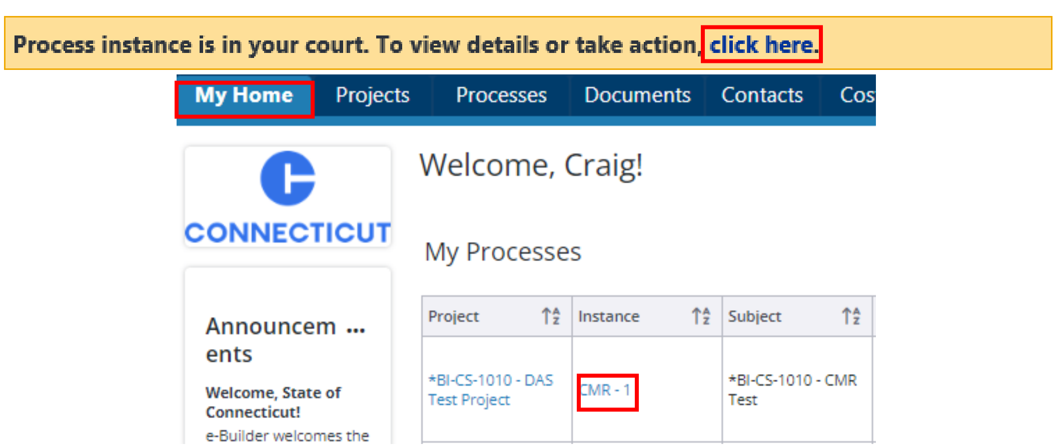
After all documents have been uploaded, return to the process instance and click the “Take Action” button to return the submission to the Bidding Unit. After clicking “Take Action”, a prompt will appear to allow you to provide comments regarding the revised submission. Click “Return” after adding your comments **(Add Picture)**.



11B.02 Role Assignment (CSS)

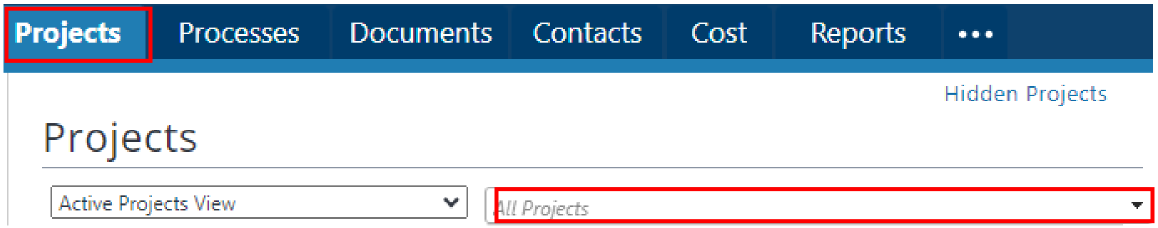
CSS will receive an email from eBuilder as notification to establish the role assignment for the subject DBB Contract.

To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the subject process instance link from the “My Processes” section **(Replace Picture)**.

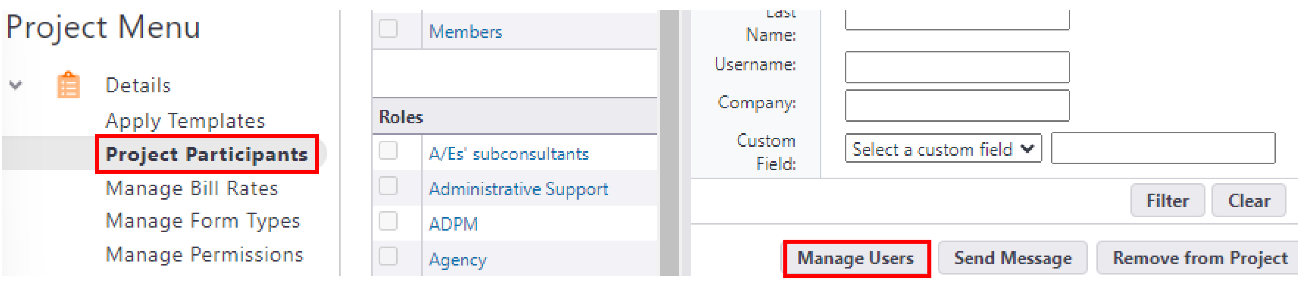


After opening the process instance, scroll down to the “GC Information” section and assign the “GC – Contact” listed to the GC Role on the subject project.

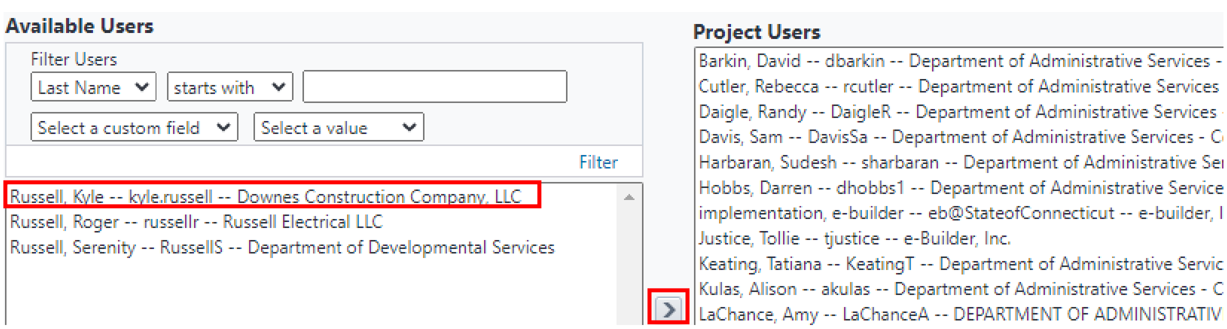
To assign the GC Contact to the GC Role, go to the “Projects” tab and select the subject project number/name from the “All Projects” dropdown list.



After opening the subject project, select “Project Participants” from the “Project Menu” and click the “Manage Users” button.

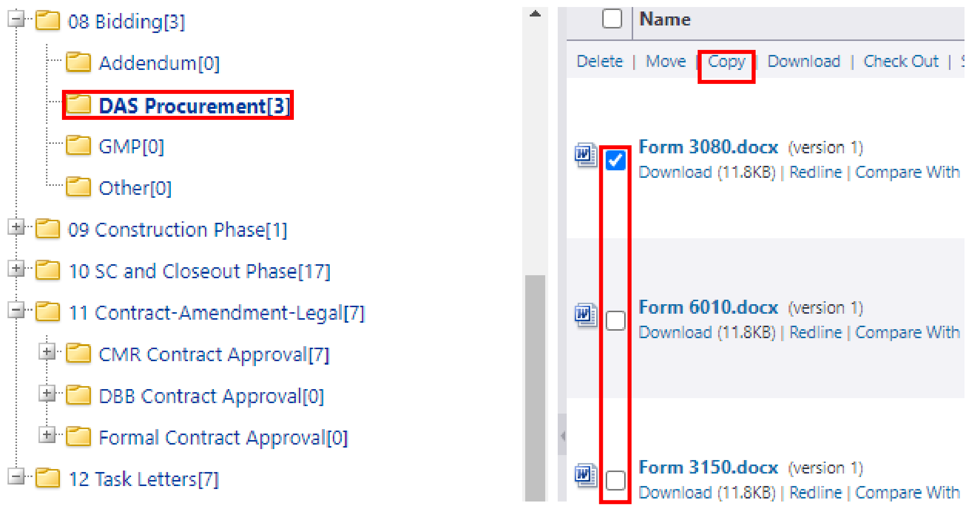


Search for the name of the “GC – Contact” from the list of “Available Users”, move that person into the list of “Project Users”, and click the “Save” button to add the user to the project role.

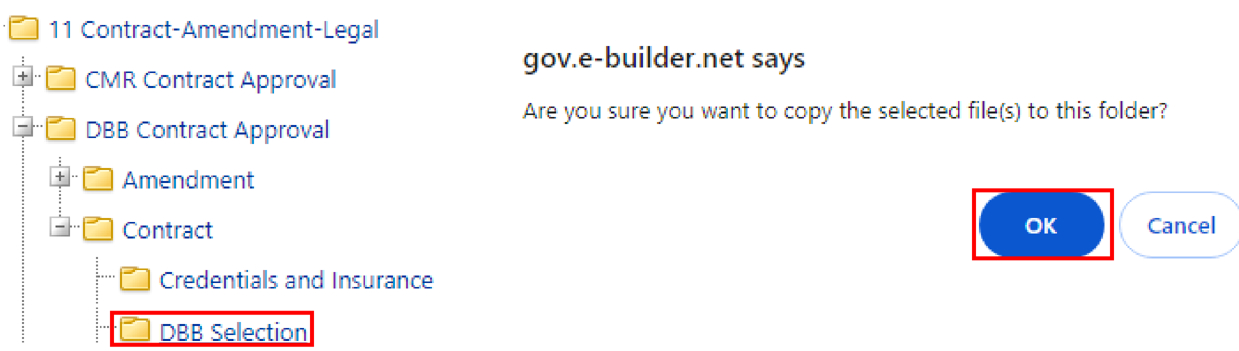


Return to the process instance and scroll down to the “GC Selection Documents” section. If "Form 6010 - Bid Release Form" was completed in eBuilder as part of the Form 6010 process, the documents that were uploaded as part of that process, will need to be copied from the subject project "08 Bidding/DAS Procurement" file folder to the "11 Contract-Amendment-Legal/DBB Contract Approval/Contract/DBB Selection" file folder.

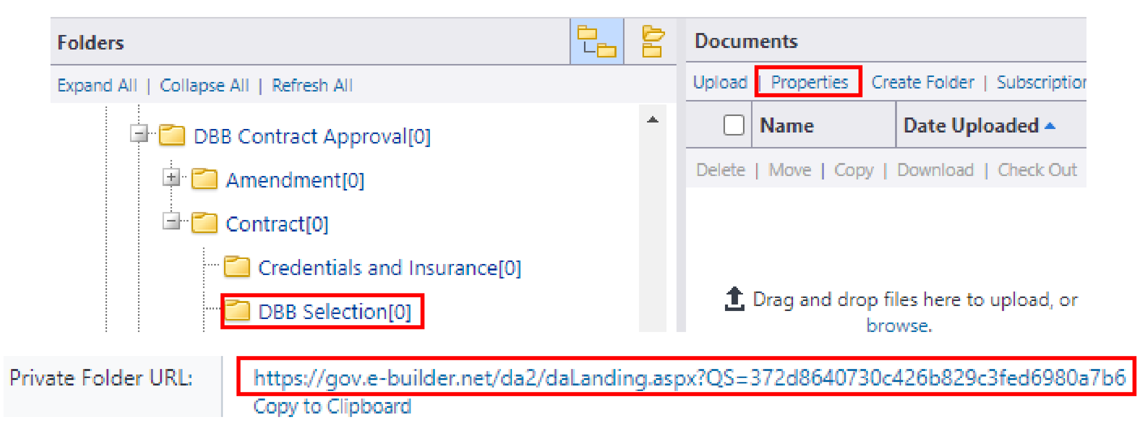
To copy the bid selection forms, open a new eBuilder tab, then click on the “Documents” tab within eBuilder and select the subject project number/name from the “All Projects” dropdown list. After opening the file folder structure, open the "08 Bidding/DAS Procurement" file folder to view the files that are to be copied. Check off each of the documents that need to be copied and then click the “Copy” link.



After clicking “copy”, a new screen will open showing the entire folder structure for the subject project. First, click on the “+” sign next to the "11 Contract-Amendment-Legal” file folder, and then do the same for the “DBB Contract Approval” and “Contract” file folders, and then click on the “DBB Selection" file folder to prepare the documents to be copied and click “OK” after the prompt appears.



After the documents have been copied to the “DBB Selection” file folder, click on the “Properties” link for said file folder. Copy the “Private Folder URL” link, so that it can be pasted in the “Contract/Amendment/WAO File Folder” field in the process instance.

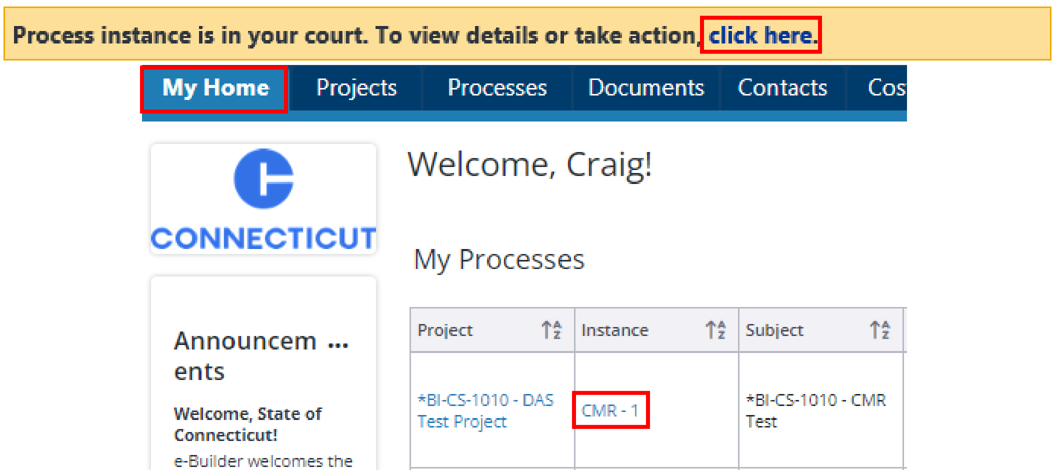


Return to the process instance and paste the copied link into the "Contract/Amendment/WAO File Folder" field. Upon completion, click the "Take Action' button.

11B.03 Bid Selection Review (Bidding Unit)

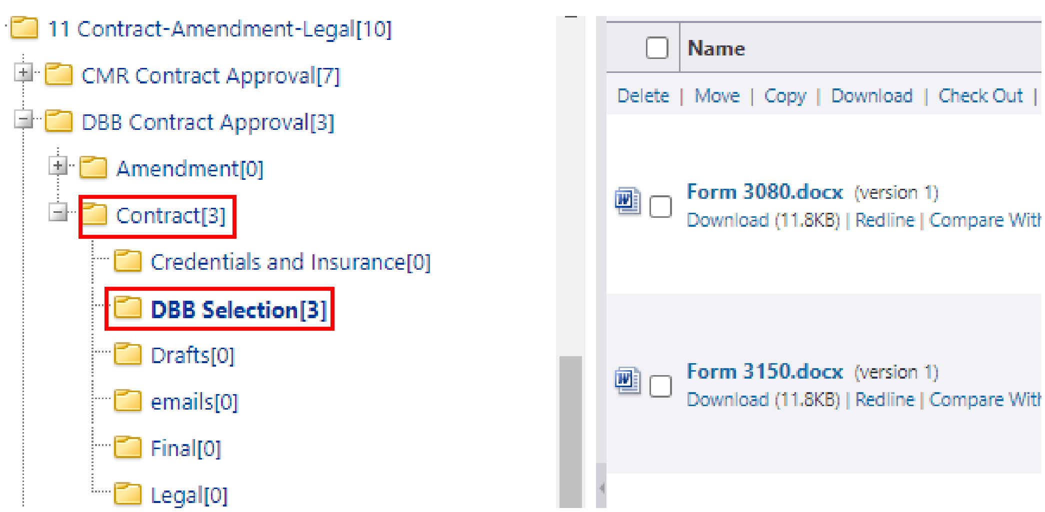
The Bidding Unit will receive an email from eBuilder as notification that the required documents have been submitted by the subject Project PM to initiate the drafting of a DBB Agreement for the subject project.

To access the process instance, either click on the link provided in the email or log into eBuilder, select the "My Home" tab and click on the subject process instance link from the "My Processes" section.

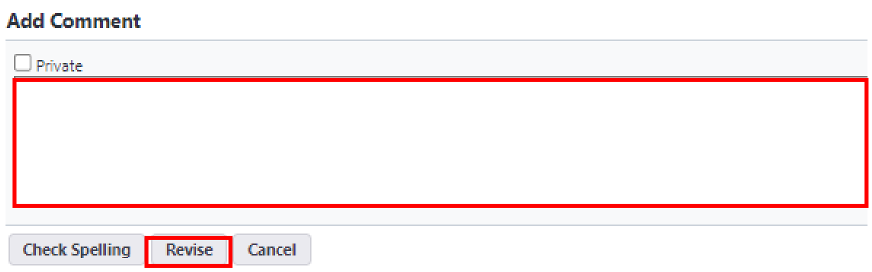


After opening the process instance, scroll down to the "DBB Contract" section and review the "Bid Release Checklist" of documents submitted by the Project PM. To view the actual documents submitted, right click on the link in the "Contract/Amendment/WAO File Folder" and select "Open link in new tab" to open the subject project "DBB Contract Approval" file folder **(Add Picture)**.

Then select the "Contract/DBB Selection" subfolder to view the selection documents submitted.



After completing your review, if it is determined that the "Bid Selection Checklist" and or the documents submitted are incomplete or insufficient, return to the process instance, scroll down to the bottom of the page and select "Revise" from the dropdown list next to the "Take Action" button and click "Take Action". This will return the process instance to the Project PM for the submission of additional information. After clicking "Take Action" a prompt will appear to add a comment for the PM regarding the requirements to complete the submission. Click "Revise" after your comments have been added.

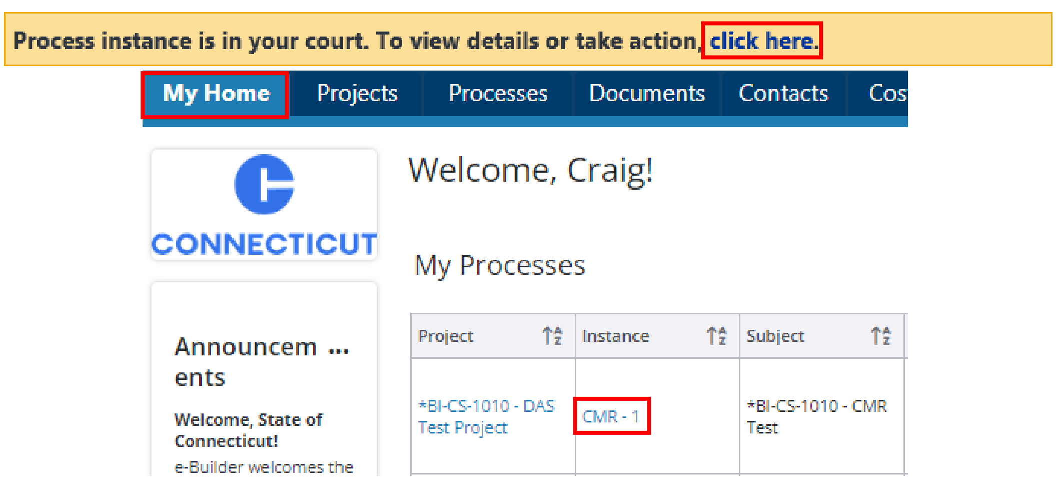


If it is determined that the "Bid Selection Checklist" and the documents submitted are sufficient, return to the process instance, scroll down to the bottom of the page and select "Submit" from the dropdown list next to the "Take Action" button and click "Take Action" to proceed to the next step in the process.

11B.04 Draft Contract (Bidding Unit)

The Bidding Unit will receive an email from eBuilder as notification that the required documents have been submitted to initiate the drafting of a DBB Agreement for the subject project.

To access the process instance, either click on the link provided in the email or log into eBuilder, select the "My Home" tab and click on the subject process instance link from the "My Processes" section.

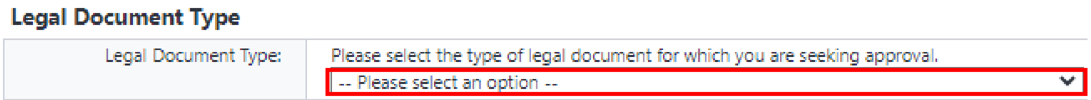


Proceed to Section 11E – Contract & Amendment Commitment Creation, which is automatically launched at the completion of this process, to create the commitment for the subject agreement.

Section 11C: Construction Manager at Risk Contract Approval

11C.01 CMR Contract/WAO/GMPA Initiation (OLAPP Procurement – Pre-Con; PM – WAO/GMPA)

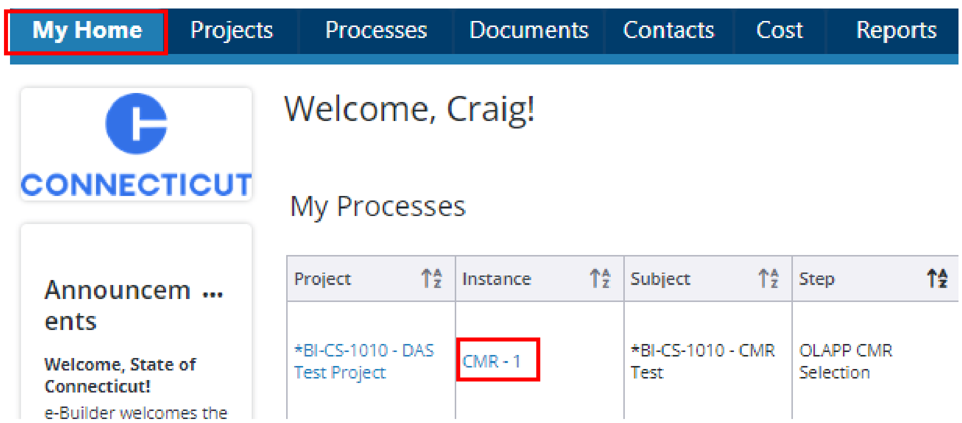
Select the legal document type from the dropdown list. Upon completion, click the “Take Action” button.



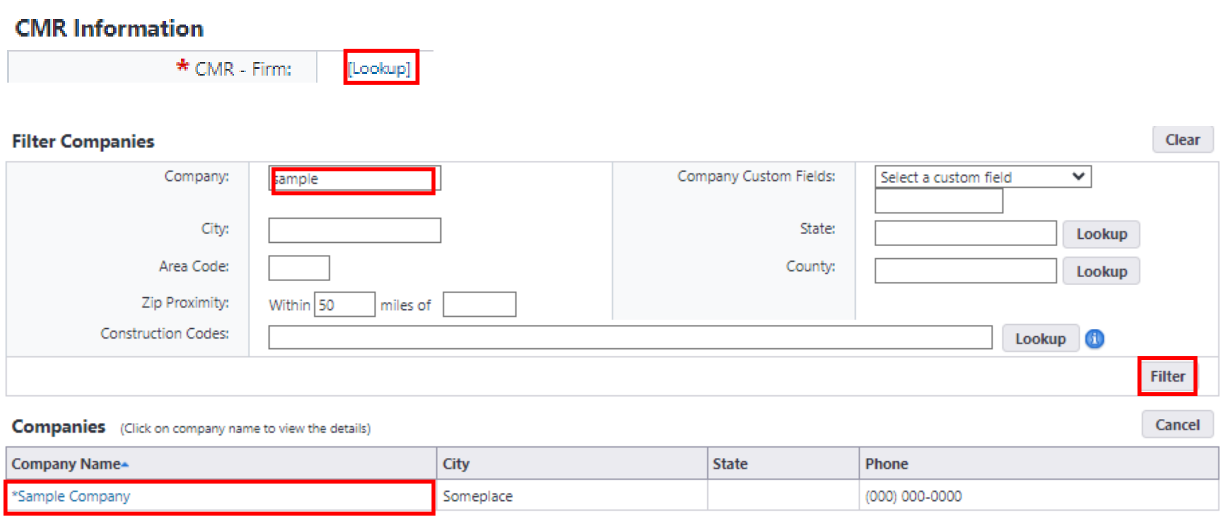
If Pre-Con was selected, proceed to 11C.02. If WAO or GMP was selected, proceed to CMR – WAO/GMP.

11C.02 CMR Selection – Pre-Con (OLAPP Procurement)

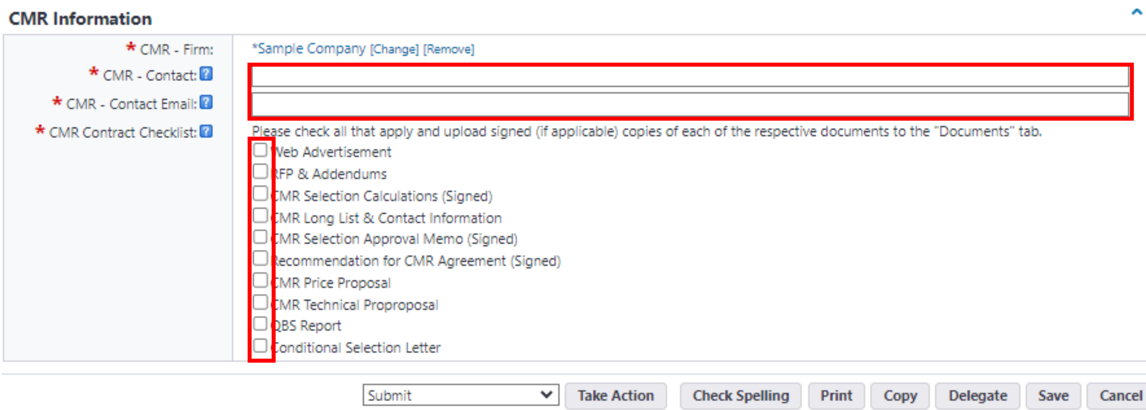
After clicking the “Take Action” button, select “My Home” tab and click on the process instance for the project for which you are seeking contract approval from the “My Processes” section.



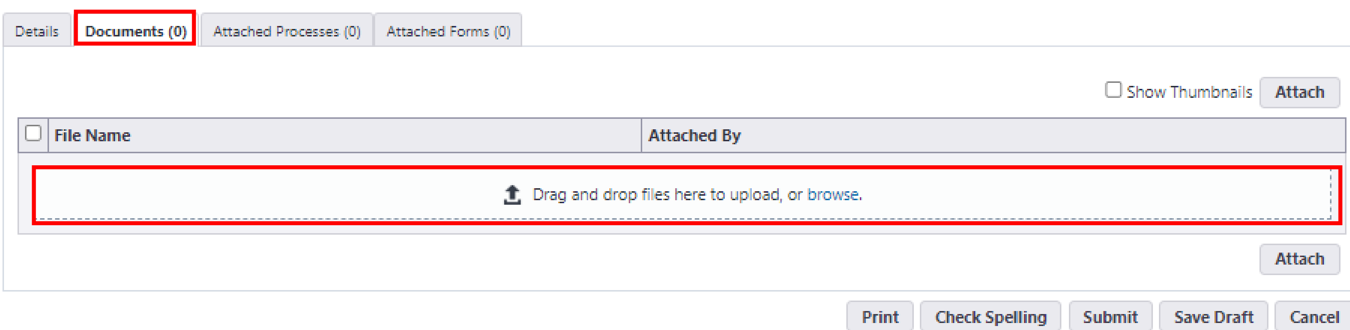
After opening the process instance, follow the instructions provided and complete the “CMR Information” section. To enter the “CMR Firm”, click the “Lookup” link to do a search for the selected firm. Then, enter the company name and click the “Filter” button to search for the firm. After clicking the “Filter” button, a list of companies will appear in the “Companies” section. Click on the link of the selected firm name from the list to add that company to the “CMR Information” section.



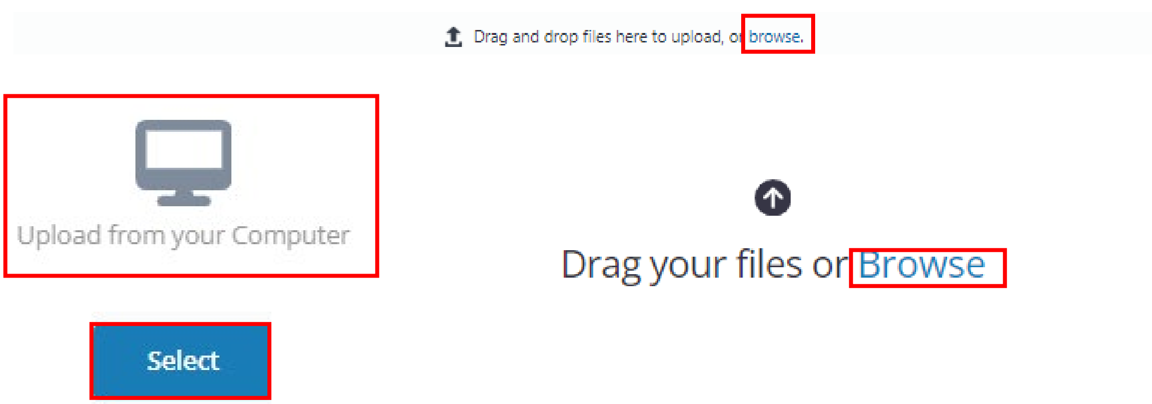
Complete the remainder of the “CMR Information” section. Check off each of the documents collected for the subject contract in the “CMR Contract Checklist Field”.



Upload a copy of each of the documents collected to the "Documents" tab. You can upload documents by either dragging and dropping the documents in the space provided, or



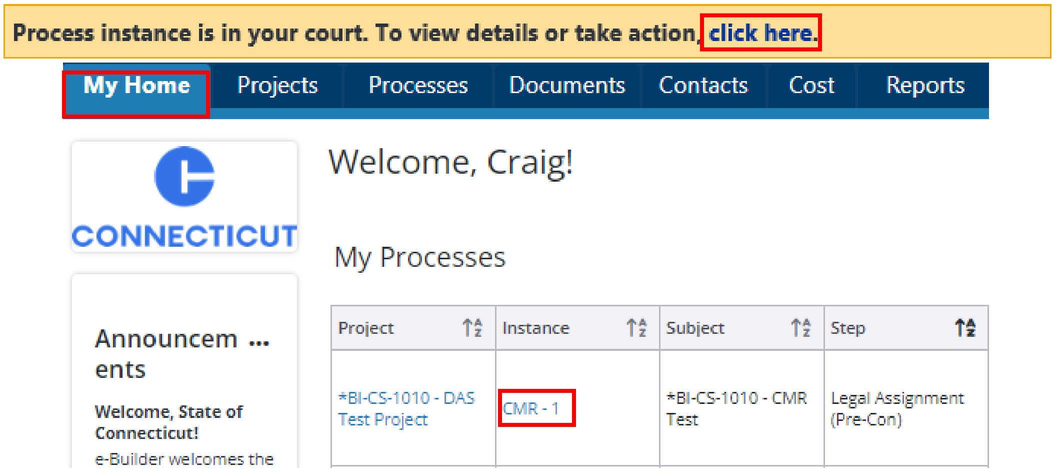
…by clicking the “browse” link, selecting “Upload from your Computer” and clicking the “Select” button, then clicking the “Browse” link to search for the applicable files on your computer to select for upload.



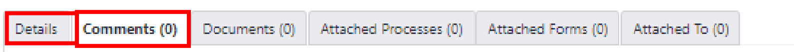
After the “CMR Information” section is complete and after all documents have been uploaded to the “Documents” tab, click the “Take Action” button to forward the submission to the Legal Department for review and assignment.

Note: If legal requires additional documentation and/or information regarding the subject CMR Contract submission, the submission will be returned and OLAPP Procurement will receive notification of the return, via email from eBuilder, that additional documentation and/or information is required.

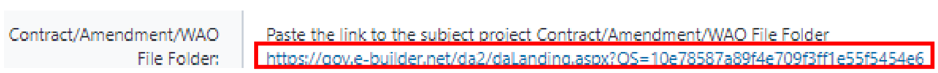
If legal needs additional information or documentation, and you receive and email notification from eBuilder, you can access the process instance by either clicking on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



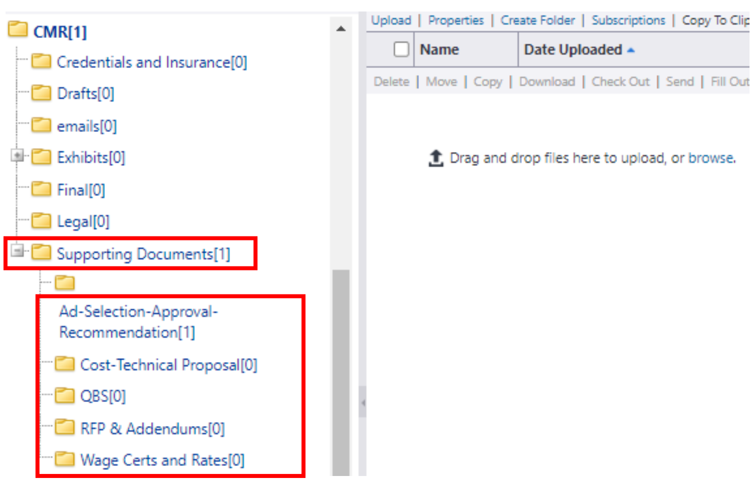
Click on the “Comments” tab to see what additional information or documentation is required.



If additional documentation is required, return to the “Details” tab, scroll down to the "Contract / Amendment / WAO File Folder" field and right click on the link provided. Select "Open link in new tab".

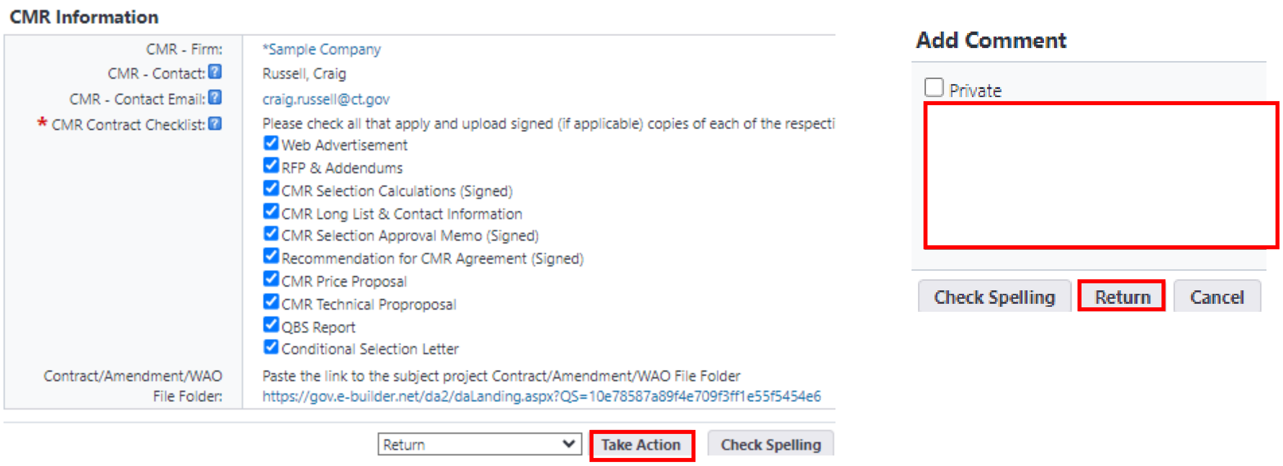


After opening the subject file folder, select the "Supporting Documents" subfolder, then select the appropriate “Supporting Documents” sub-subfolder to begin uploading the missing documentation.



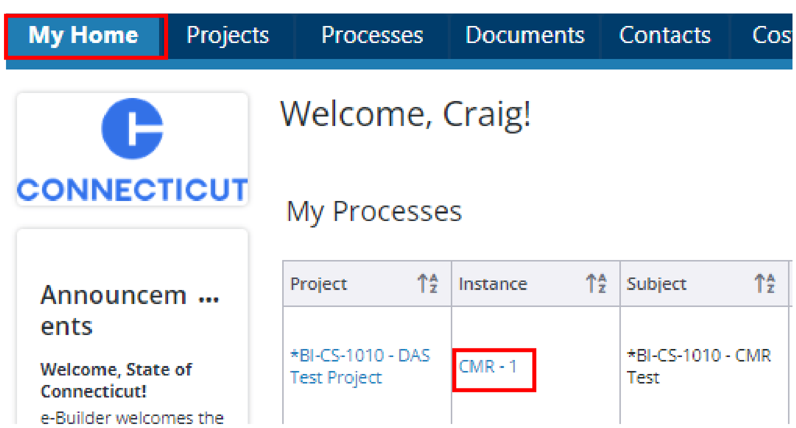
You can upload documents by either dragging and dropping the documents in the space provided, or by clicking the “browse” link, selecting “Upload from your Computer”, clicking the “Select” button, then clicking the “Browse” link, and then doing a search for the applicable files on your computer to select for upload to the default file folder (see diagrams from earlier in this section for assistance with uploading documents).

After all documents have been uploaded to the appropriate "Supporting Documents" subfolder, return to the process instance and click the "Take Action" button to return the submission to Legal. After clicking "Take Action", a prompt will appear to allow you to provide comments regarding the revised submission. Click "Return" after adding your comments.

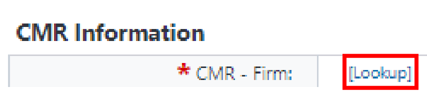


CMR Submittal WAO/GMPA (PM)

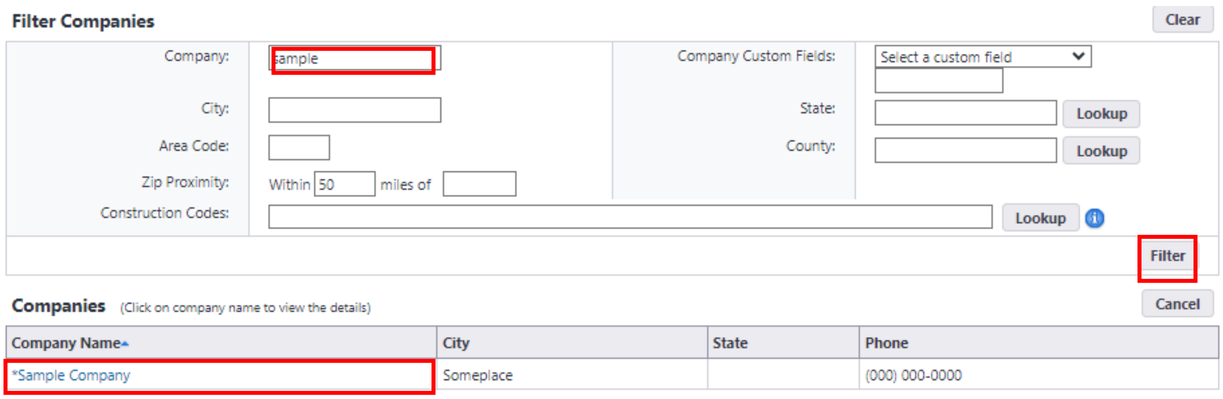
After clicking the "Take Action" button, select "My Home" tab and click on the process instance for the project for which you are seeking contract approval from the "My Processes" section.



If the CMR firm and contact information has not been infilled automatically after opening the process instance, follow the instructions provided and complete the "CMR Information" section. To enter the "CMR Firm", click the "Lookup" link to do a search for the selected firm.

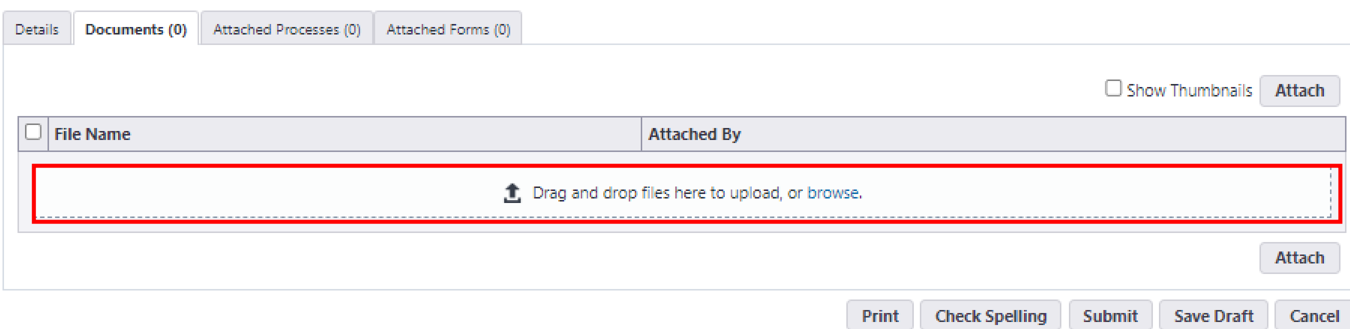


Then, enter the company name and click the "Filter" button to search for the firm. After clicking the "Filter" button, a list of companies will appear in the "Companies" section. Click on the link of the selected firm name from the list to add that company to the "CMR Information" section.

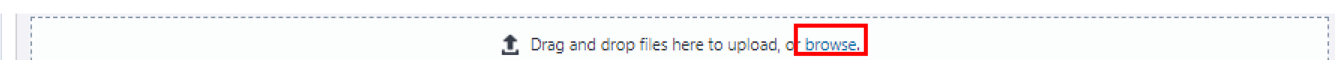


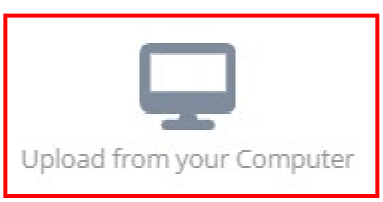
Complete the remainder of the “CMR Information” section.

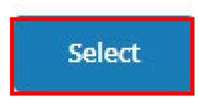
Then, upload a copy of the draft WAO or GMPA to the "Documents" tab. You can upload the document by either dragging and dropping the documents in the space provided, or

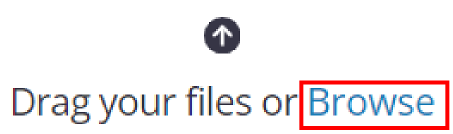


…by clicking the “browse” link, selecting “Upload from your Computer”, clicking the “Select” button, then clicking the “Browse” link to search for the applicable files on your computer for upload.







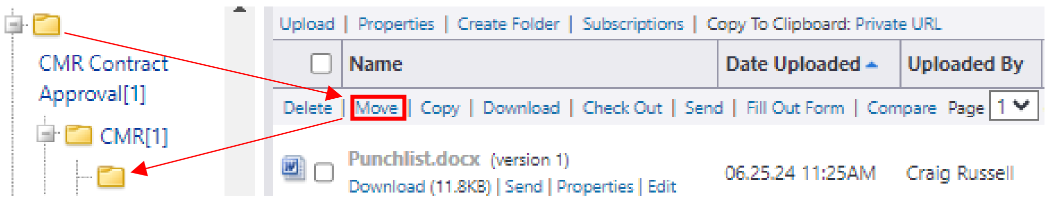


After the “CMR Information” section is complete and after the draft WAO or GMPA has been uploaded to the “Documents” tab, click the “Take Action” button to forward the submission to the Legal Department for review and assignment. Please refer to Section 11C.12 for the next step in the WAO/GMPA Approval Process.

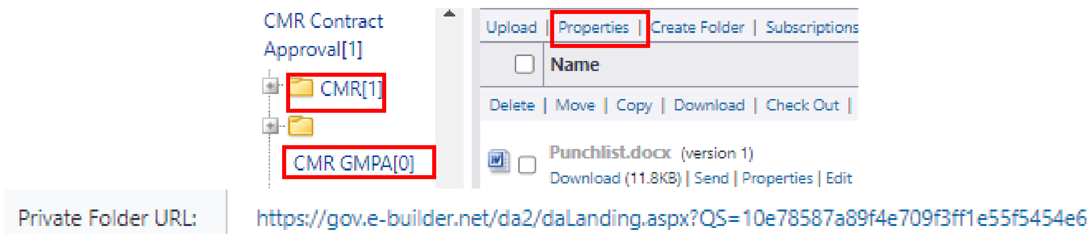
CMR Pre-Construction Contract

11C.03 Folder Creation – Pre-Con (CSS)

Follow the instructions provided and move the documents that were uploaded to “CMR Contract Approval” file folder into the respective CMR, GMPA, or WAO subfolder.



After moving the document(s) to the respective subfolder, click on the primary CMR, GMPA, or WAO file folder, click on the “Properties” link for that folder, and copy the “Private Folder URL” link.

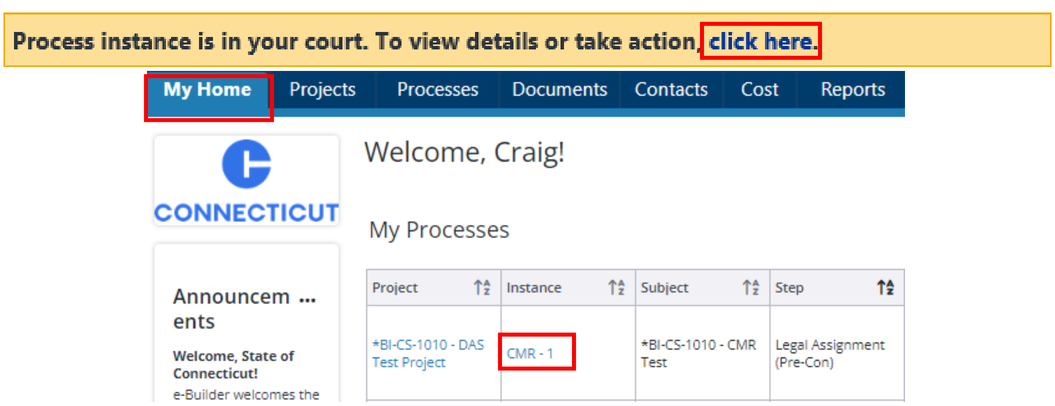


Return to the process instance and paste the link in the “Contract/Amendment/WAO File Folder” field. Then select the legal document type (Pre-Con, WAO/GMP) from the dropdown list next to the “Take Action” button and click the “Take Action” button.

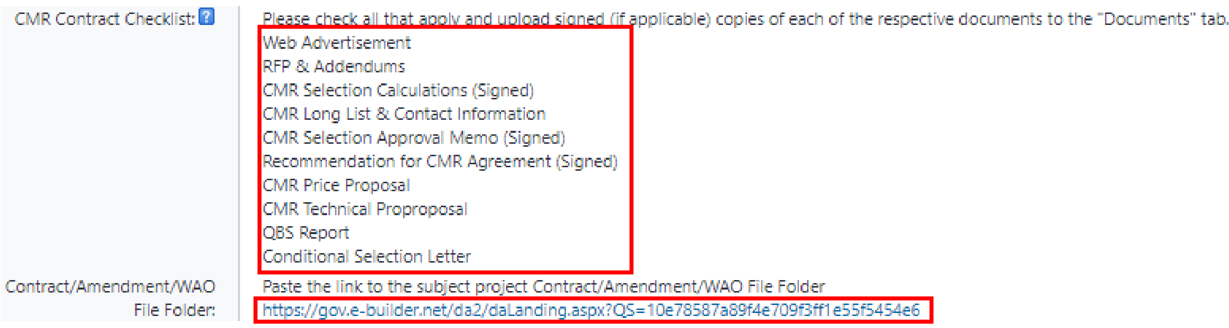
11C.04 Legal Assignment – Pre-Con (Legal Director)

The Legal Director will receive an email from eBuilder as notification that the required documents have been submitted by DAS Procurement to initiate the drafting of a CMR Pre-Construction Contract.

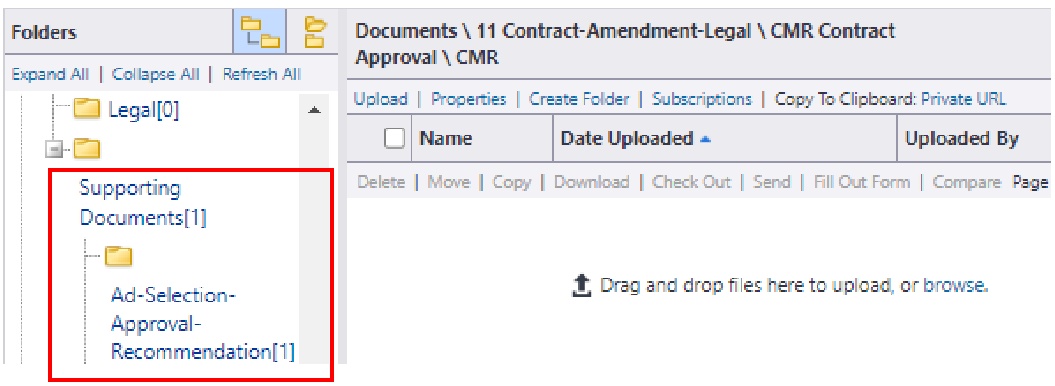
To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



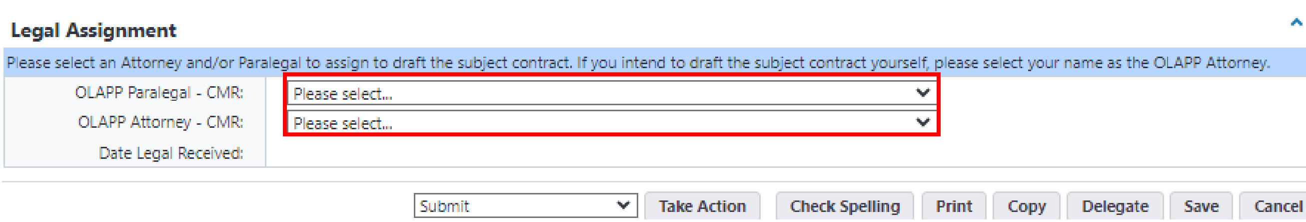
Follow the instructions provided in the “General Instructions” section. To view the documents that were checked off in the “CMR Contract Checklist” field, scroll down to the "Contract / Amendment / WAO File Folder" field and right click on the link provided. Select "Open link in new tab".



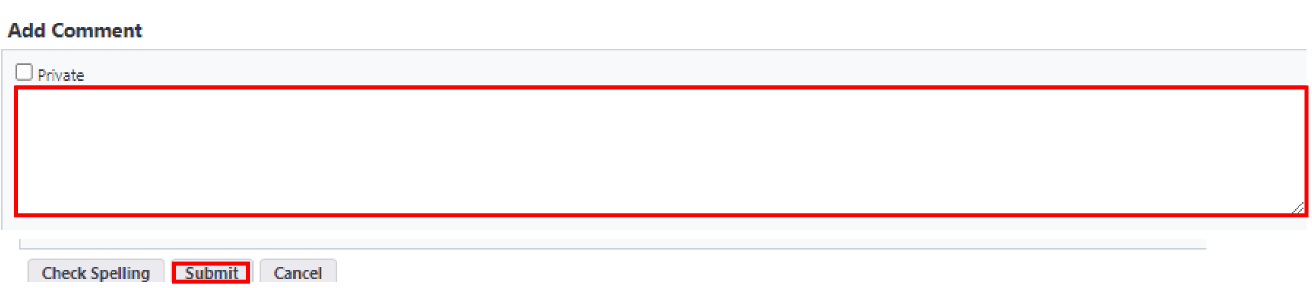
After opening the subject file folder, select the "Supporting Documents/Ad-Selection-Approval-Recommendation" subfolder to view the supporting documents submitted.



After you have completed your review of the document submission package, return to the process instance and scroll down to the section entitled "Legal Assignment". Select an "OLAPP Attorney" and/or an "OLAPP Paralegal" to assign to draft the contract. Upon completion, click the "Take Action" button.



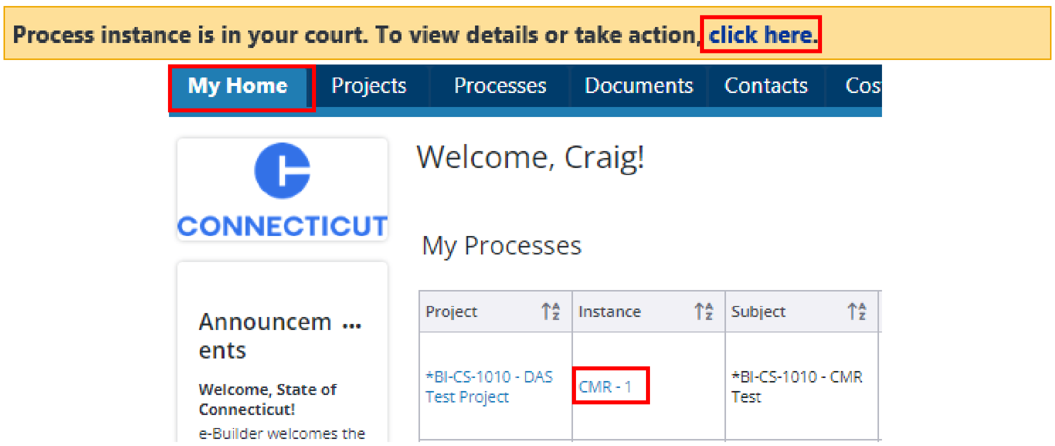
After clicking "Take Action", a prompt will appear that will allow you to add a comment regarding the contract submission package, if applicable. Upon completion, click the "Submit" button.



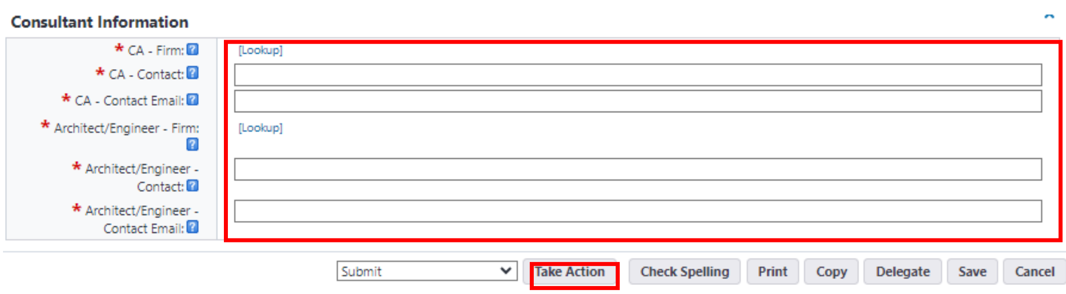
11C.05 Consultant Information – Pre-Con (PM)

The PM assigned to the project will receive an email from eBuilder as notification that the required documents have been submitted by DAS Procurement to initiate the drafting of a CMR Pre-Construction Contract for the subject project.

To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.

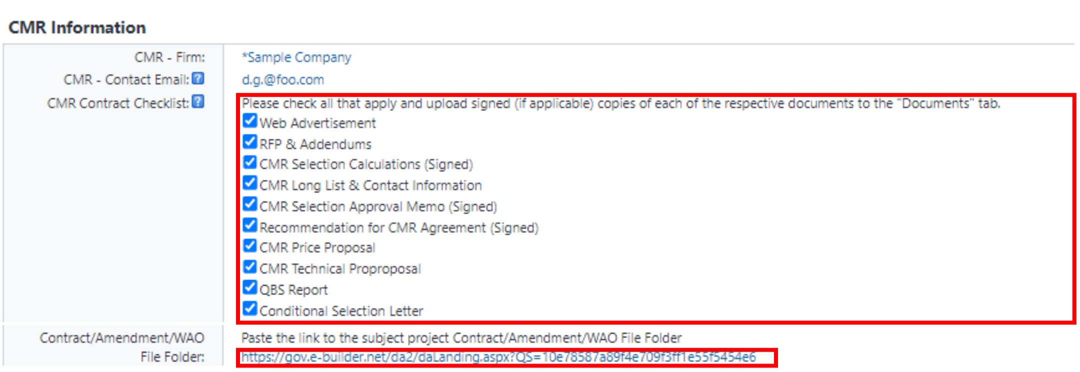


After opening the process instance, complete the section entitled "Consultant Information". Upon completion, click the "Take Action" to forward the draft to CSS to ensure that the roles for those Consultants have been assigned to the project.

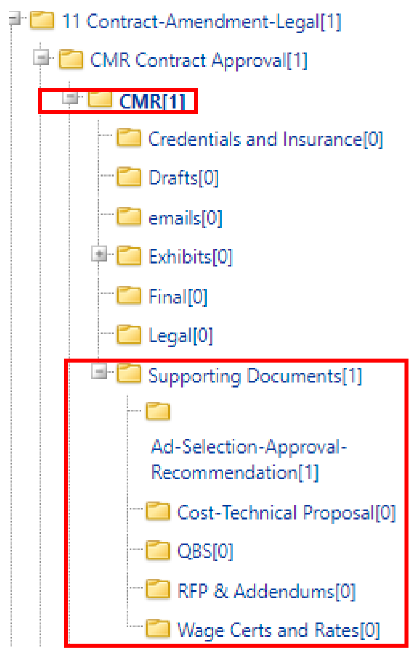


11C.06 CMR Contract Checklist Review – Pre-Con (Paralegal)

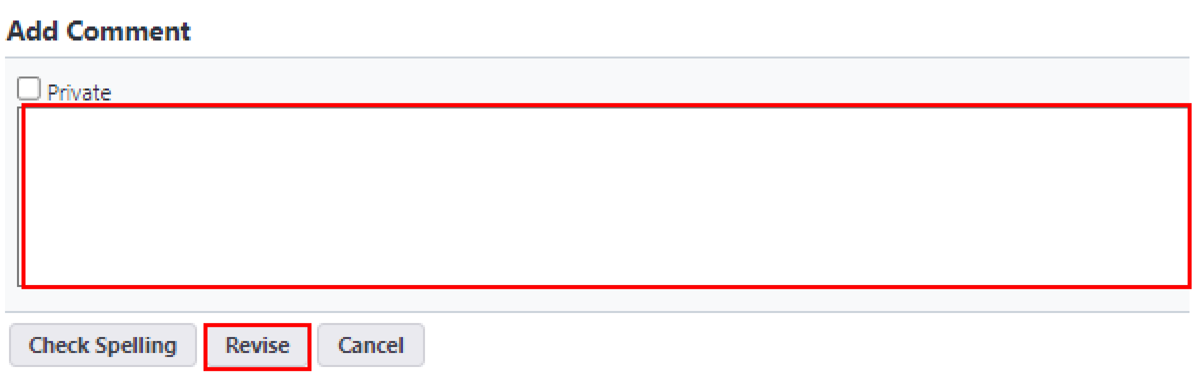
After opening the process instance, the Paralegal should scroll down to CMR Information section, review the “CMR Contract Checklist” field of documents submitted by OLAPP Procurement. To view the documents submitted, right click on the link in the "Contract/Amendment/WAO File Folder" and select "Open link in new tab" to open the subject project "CMR Contract Approval" file folder.



Then, select the "CMR" file folder/"Supporting Documents" subfolder to view the supporting documents submitted.



After completing your review, if it is determined that the "CMR Contract Checklist" and or the documents submitted are insufficient, return to the process instance, scroll down to the bottom of the page and select "Revise" from the dropdown list next to the "Take Action" button and click "Take Action". This will return the process instance to OLAPP Procurement for the submission of additional information. After clicking “Take Action” a prompt will appear to provide instruction regarding the requirements to complete the submission. Click “Revise” after your comments have been added.

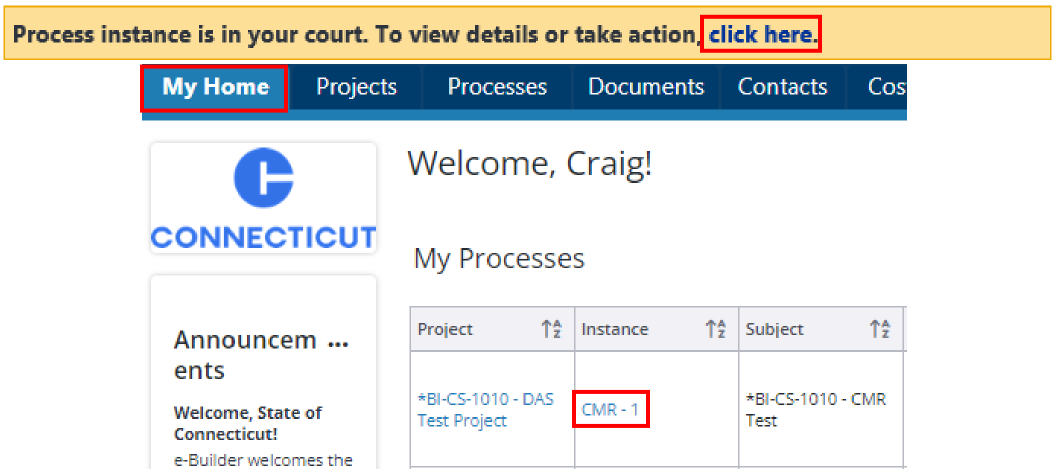


After completing your review, if it is determined that the "CMR Contract Checklist" and or the documents submitted are sufficient, return to the process instance, scroll down to the bottom of the page and select "Submit" from the dropdown list next to the "Take Action" button and click "Take Action" to proceed to drafting the Pre-Con Contract.

11C.06 Draft Contract/Credential Review – Pre-Con (Attorney, Paralegal)

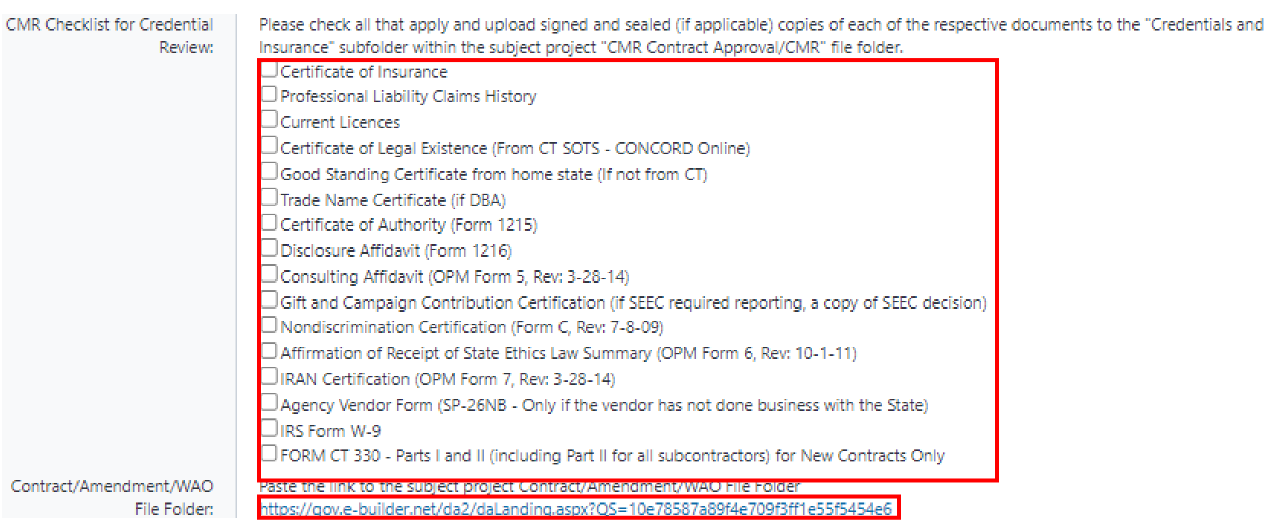
The Attorney and Paralegal assigned to the project will receive an email from eBuilder as notification that the required documents have been submitted by DAS Procurement to initiate the drafting of a CMR Pre-Construction Contract for the subject project.

To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.

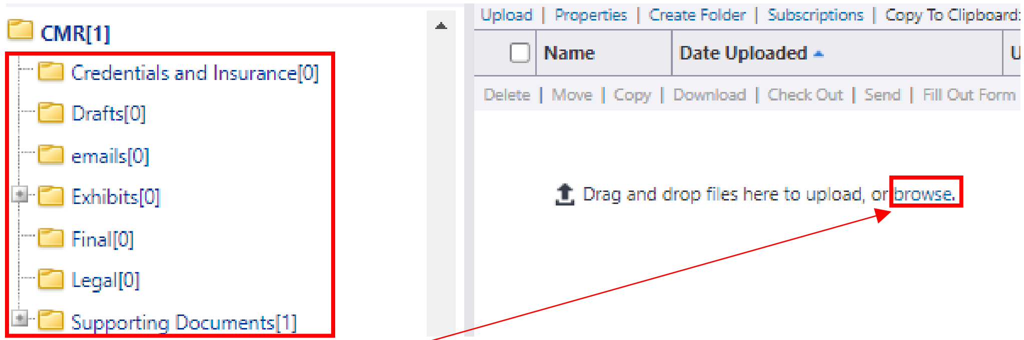


Credential Review – Pre-Con (Paralegal)

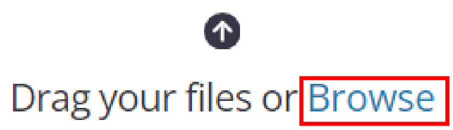
The Paralegal assigned to the project should begin collecting the required documents listed in the "CMR Checklist for Credential Review" field. Upon receipt of said documents, the Paralegal should return to this process instance and check off each of the documents collected in the “CMR Checklist for Credential Review” field and upload copies of said documents to the respective sub-subfolders in the subject project “CMR Contract Approval/CMR” file folder. To access the respective sub-subfolders, right click on the link in the "Contract/Amendment/WAO File Folder" and select "Open link in new tab" to open the subject project "CMR Contract Approval" file folder.



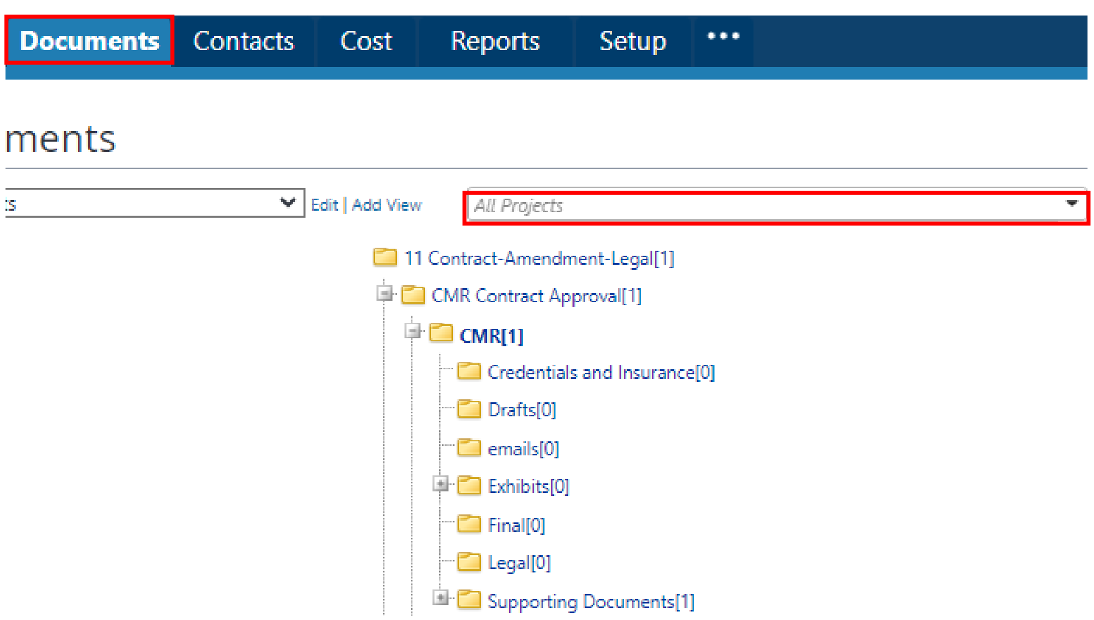
Then select the "CMR" file folder to view the respective subfolders to upload the required documents.



To upload the required documents, first select the file folder with which you wish to upload the document(s) and then click the “browse” link. After clicking “browse”, you can either drag and drop the documents into the space provided or click on the “Browse” link to search for the applicable files on your computer for upload.

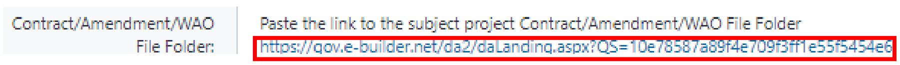


Note: Upon completion of the draft Contract, the Contract will be sent to the PM, ADPM, and if applicable, the CA and A/E for review. If all of the Credential Review documents have not yet been collected at the time the draft Contract is distributed, you can either wait until the draft Contract is returned to upload the remaining documents or you can log into eBuilder, select the “Documents” tab, and then select the subject project for which the Contract is being drafted from the “All Projects” dropdown list to open the subject project’s file folder structure. Scroll down to and select the “11 Contract-Amendment-Legal” file folder, then select the “CMR Contract Approval” file folder, then select “CMR” to view the respective subfolders, and then select the respective subfolder with which you wish to upload a document and upload the document using the instructions provided above.

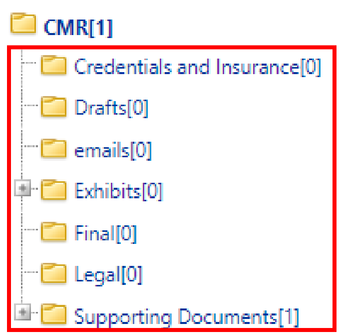


Draft Contract – Pre-Con (Paralegal/Attorney)

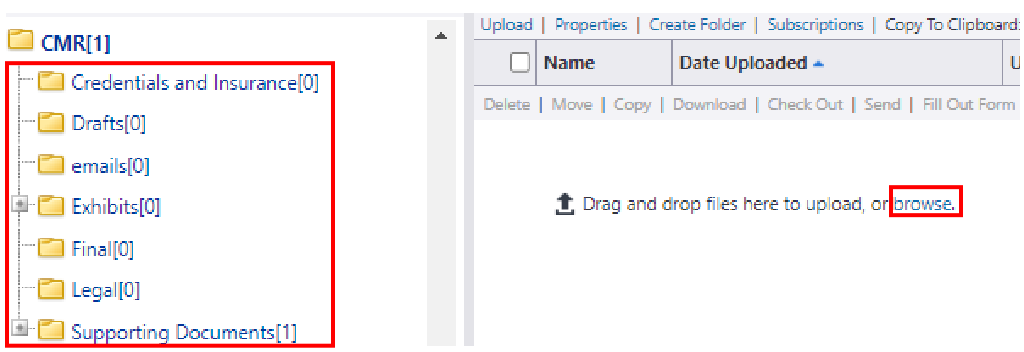
The Paralegal or Attorney assigned to the project should begin drafting the Pre-Construction CMR Contract Agreement. To view the documents submitted by OLAPP Procurement to initiate the drafting of Pre-Con Contract or to view any of the documents collected to date by the Paralegal in the “CMR Checklist for Credential Review” field, scroll down to the "Contract/Amendment/WAO File Folder" field, right click on the link and select "Open link in new tab" to open the subject project "CMR Contract Approval" file folder.

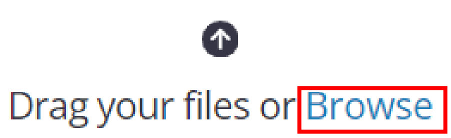


Then select the "CMR" file folder to view the respective subfolders. Click on the applicable subfolder or sub-subfolder to view the respective documents uploaded by OLAPP Procurement (Supporting Documents subfolder) or by the Paralegal (Credentials and Insurance) subfolder.



Upon completion of the draft CMR Pre-Construction Contract Agreement, return to the process instance and again, right click on the link in the "Contract/Amendment/WAO File Folder" and select "Open link in new tab". Then select the "CMR" file folder to view the respective subfolders to upload the Contract documents. To upload a copy of the draft Contract Agreement, and Exhibit documents to the respective subfolders in the subject project “CMR Contract Approval/CMR” file folder, first click on the subfolder with which you wish to upload the document to (Drafts” or “Exhibits”). After clicking “browse”, you can either drag and drop the documents into the space provided or click on the “Browse” link to search for the applicable files on your computer for upload.

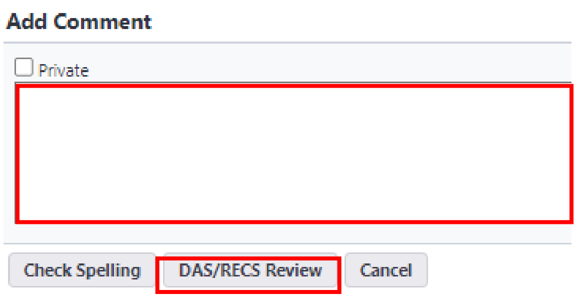




After uploading the draft Contract agreement, return to the process instance, scroll down to the bottom of the page and select "DAS/RECS Review" from the dropdown list next to the “Take Action” button and click the “Take Action” button to submit the draft contract to the project PM and ADPM for review, and then to the CMR and, if applicable, to the A/E and CA for review. A prompt will appear after the "Take Action" button is clicked to allow for comments related to the draft agreement.

When providing a comment, please note how you would like the subsequent users to propose changes to the subject contract, i.e. track changes, add comments in the Word document, add comments in the eBuilder process instance, etc. Upon completion, click the “DAS/RECS Review” button.

Repeat this step until such time that the draft Contract is in its final format and ready to be submitted to the Legal Direct for review.



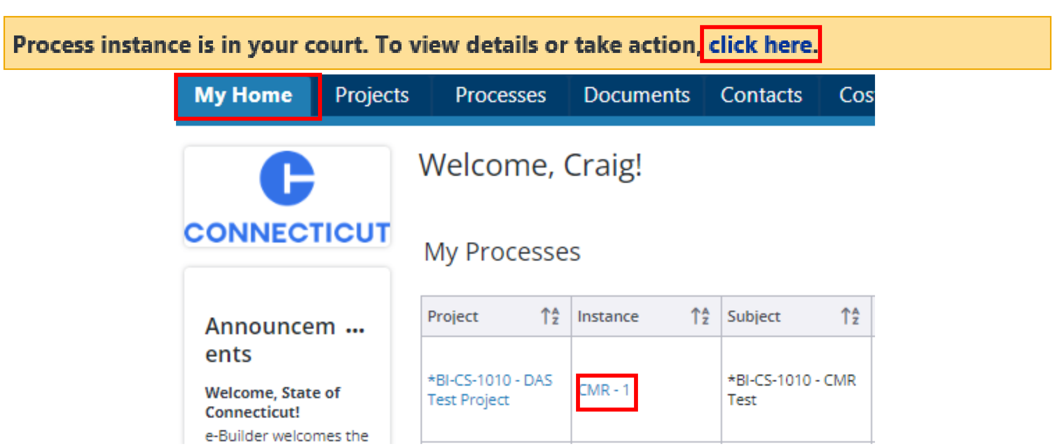
After all of the Credential Review documents have been collected, the draft contract is in its final format, and all such documents have been uploaded to the respective subfolders in the subject project “CMR Contract Approval/CMR” file folder, scroll down to the bottom of the page and select "Legal Director" from the dropdown list next to the “Take Action” button and click the “Take Action” button to submit the final draft contract to the Legal Director for review. A prompt will appear after the "Take Action" button is clicked to allow for comments related to the draft agreement. Upon completion, click the “Legal Director” button.

11C.07 DAS/RECS Contract Review – Pre-Con (PM/ADPM)

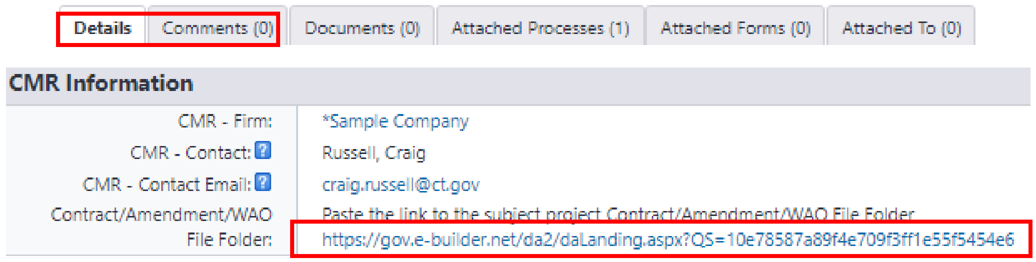
PM Review

The PM assigned to the project will receive an email from eBuilder as notification that a draft CMR Pre-Construction Contract for the subject project has been completed and is ready for DAS/RECS review.

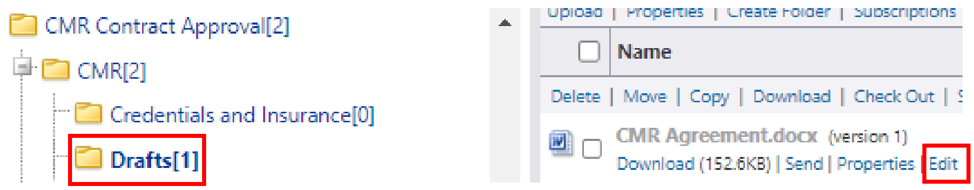
To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



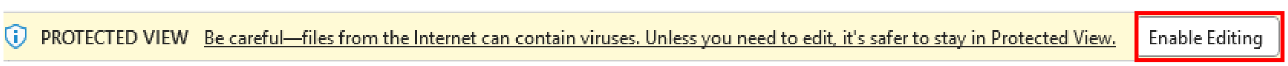
After opening the process instance, click on the “Comments” tab to view any comments provided by past actors. To review the draft contract, return to the “Details” tab and right click on the link provided in the "Contract/Amendment/WAO File Folder" field and select “Open link in new tab.



After opening the subject project contract approval file folder, open the “CMR” subfolder and then the "Drafts" sub-subfolder to view the draft contract. To check out the document for editing, click on the “Edit” link to open the draft Contract in Word.



After opening the draft Contract in Word, click the “Enable Editing” button at the top of the page.

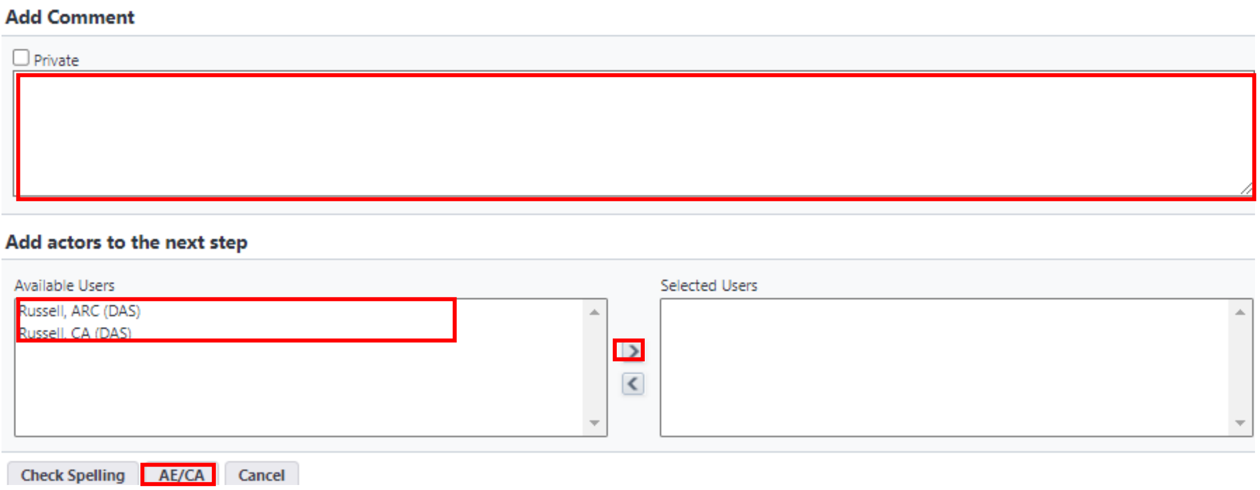


Review and revise the draft, accordingly, using the means and methods recommended by legal for making proposed revisions as described under the "Comments" tab. After completing your review and making any proposed edits to the draft Contract, return to the “Documents” tab, open the “CMR” subfolder and then the "Drafts" sub-subfolder. Then, click on the “Check In” link to check the draft Contract back into the “Drafts” subfolder with your saved edits.

After checking in the draft Contract, return to the process instance and scroll down to the bottom of the page to take action.

- Select “ADPM” from the dropdown list next to the “Take Action” button to send the draft to the ADPM for additional review and revision, or
- Select "CMR" to send the draft to the CMR for review and revision, or
- Select “A/E – CA” to send the draft to the A/E and/or the CA for review and revision, then click the “Take Action” button.

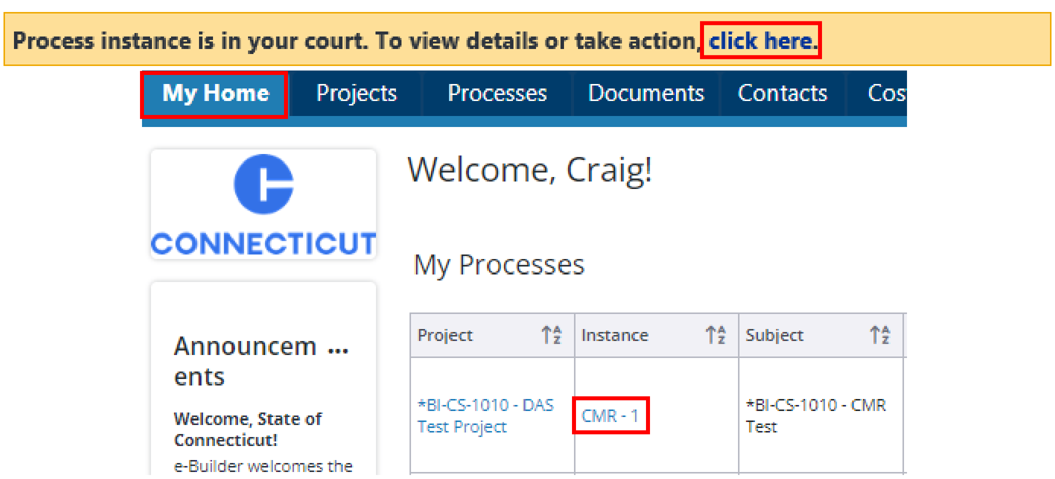
- Select "Return" from the dropdown list next to the “Take Action” button to return the draft to Legal for additional review and revision.
  - A prompt will appear after the "Take Action" button is clicked to allow for comments related to the draft agreement. If the “A/E – CA” was selected, you will also be required to select either one or both of the Consultants to send the draft agreement to. After adding a comment and, if applicable selecting the A/E and/or CA, click the “ADPM”, “CMR”, “AE/CA” or “Return” button respectively.



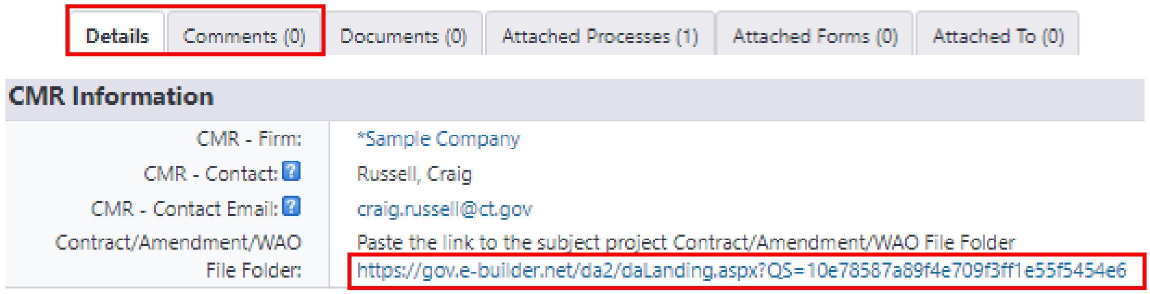
ADPM Contract Review – Pre-Con

The ADPM assigned to the project will receive an email from eBuilder as notification that a draft CMR Pre-Construction Contract for the subject project has been completed and is ready for DAS/RECS review.

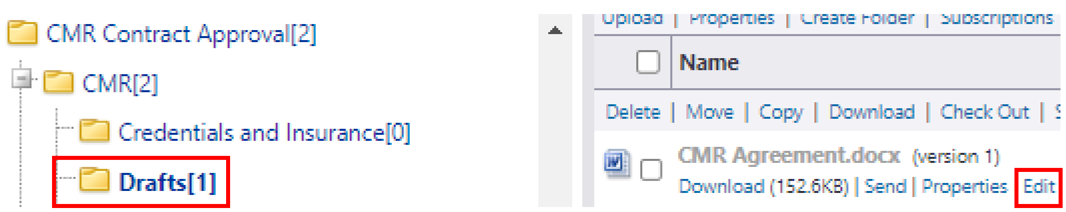
To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



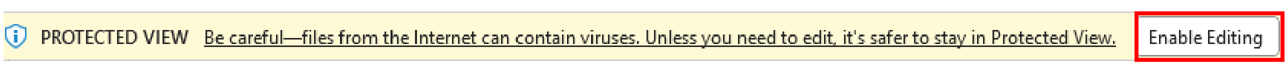
After opening the process instance, click on the “Comments” tab to view any comments provided by past actors regarding the draft Contract. To review the draft contract, return to the “Details” tab and right click on the link provided in the "Contract/Amendment/WAO File Folder" field, in the "CMR Information" section, and select “Open link in new tab.



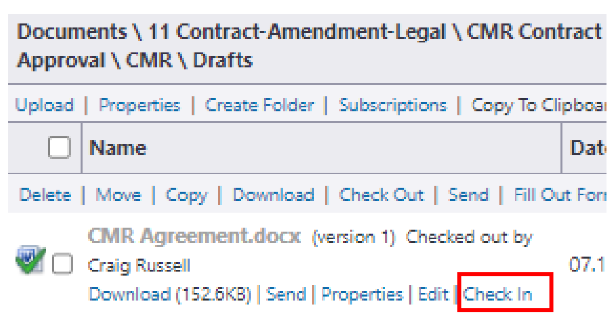
After opening the subject project contract approval file folder, open the “CMR” subfolder and then the "Drafts" sub-subfolder to view the draft contract. To check out the document for editing, click on the “Edit” link to open the draft Contract in Word.



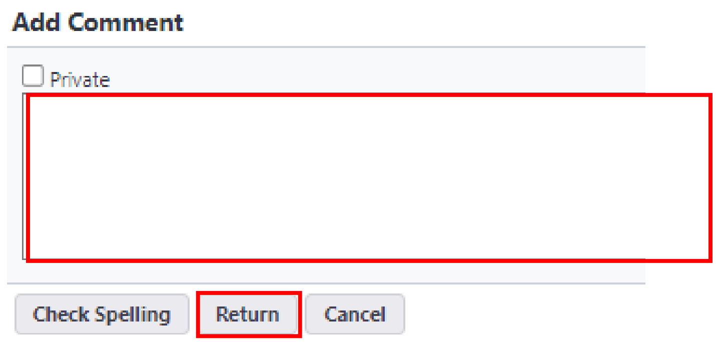
After opening the draft Contract in Word, click the “Enable Editing” button at the top of the page.



Review and revise the draft, accordingly, using the means and methods recommended by legal for making proposed revisions as described under the "Comments" tab. After completing your review and making any proposed edits to the draft Contract, return to the “Documents” tab, open the “CMR” subfolder and then the "Drafts" sub-subfolder. Then, click on the “Check In” link to check the draft Contract back into the “Drafts” subfolder with your saved edits.



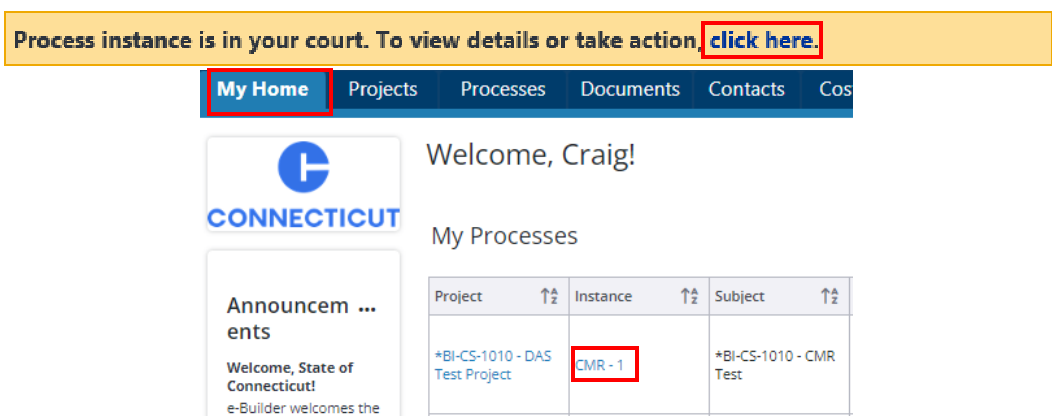
After checking in the draft Contract, return to the process instance, scroll down to the bottom of the page and click the "Take Action" button to return the draft contract to the PM for further processing. A prompt will appear after the "Take Action" button is clicked to allow for comments related to the draft agreement. After adding a comment, click the “Return” button.



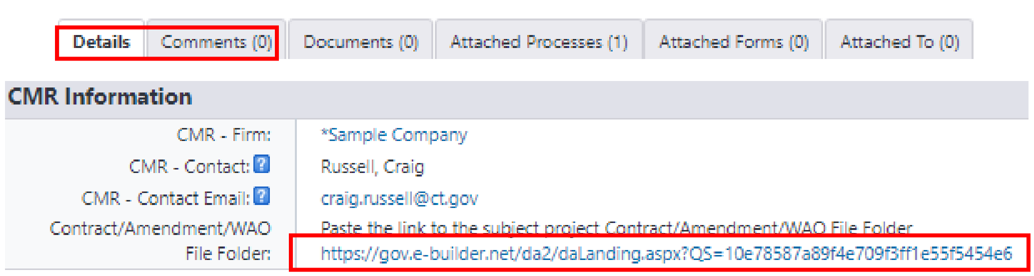
11C.08 CMR Contract Review – Pre-Con (CMR)

The CMR assigned to the project will receive an email from eBuilder as notification that a draft CMR Pre-Construction Contract for the subject project has been completed and is ready for the CMR to review.

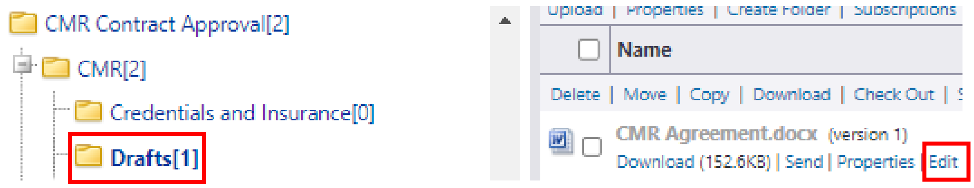
To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



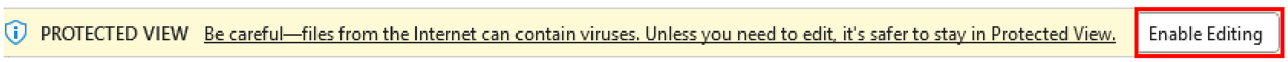
After opening the process instance, click on the “Comments” tab to view any comments provided by past actors. To review the draft contract, return to the “Details” tab and right click on the link provided in the "Contract/Amendment/WAO File Folder" field and select “Open link in new tab.



After opening the subject project contract approval file folder, open the “CMR” subfolder and then the "Drafts" sub-subfolder to view the draft contract. To check out the document for editing, click on the “Edit” link to open the draft Contract in Word.

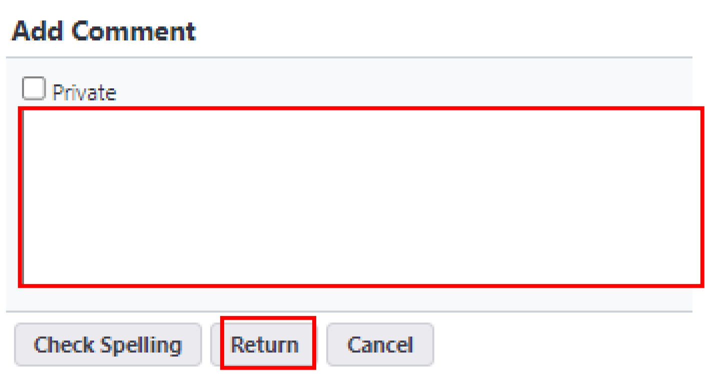


After opening the draft Contract in Word, click the “Enable Editing” button at the top of the page.



Review and revise the draft, accordingly, using the means and methods recommended by legal for making proposed revisions as described under the "Comments" tab. After completing your review and making any proposed edits to the draft Contract, return to the “Documents” tab, open the “CMR” subfolder and then the "Drafts" sub-subfolder. Then, click on the “Check In” link to check the draft Contract back into the “Drafts” subfolder with your saved edits.

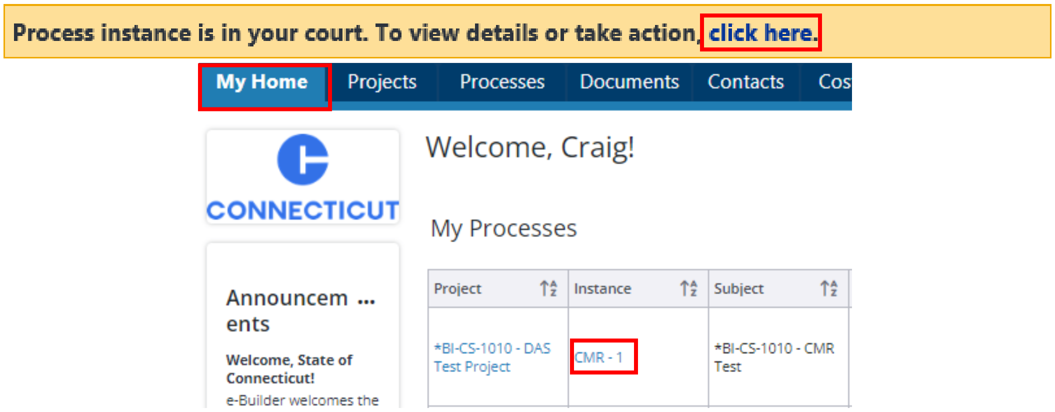
After checking in the draft Contract, return to the process instance, scroll down to the bottom of the page and click the "Take Action" button to return the draft contract to the PM for further processing. A prompt will appear after the "Take Action" button is clicked to allow for comments related to the draft agreement. After adding a comment, click the “Return” button.



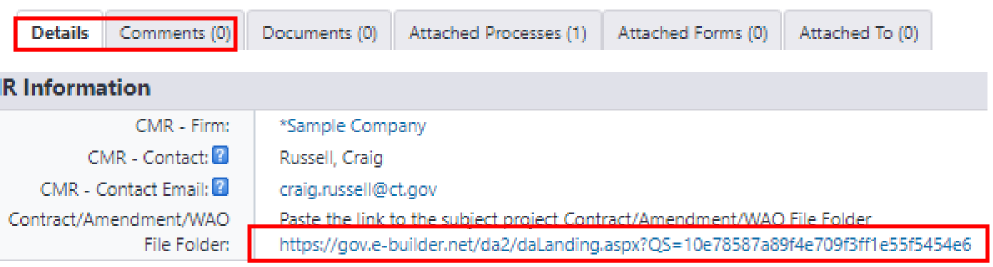
11C.09 A/E and CA Contract Review – Pre-Con (A/E, CA)

The A/E and CA assigned to the project will receive an email from eBuilder as notification that a draft CMR Pre-Construction Contract for the subject project has been completed and is ready for the A/E and CA to review.

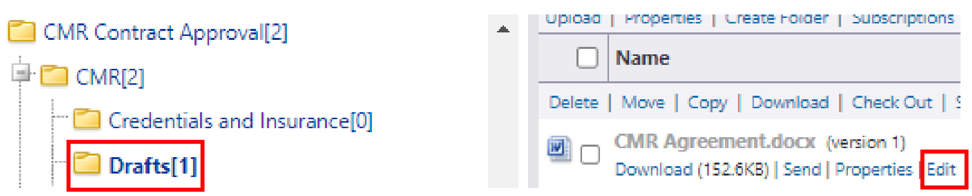
To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



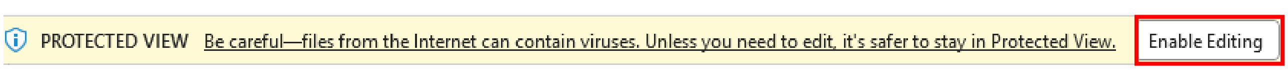
After opening the process instance, click on the “Comments” tab to view any comments provided by past actors. To review the draft contract, return to the “Details” tab and right click on the link provided in the "Contract/Amendment/WAO File Folder" field and select “Open link in new tab.



After opening the subject project contract approval file folder, open the “CMR” subfolder and then the "Drafts" sub-subfolder to view the draft contract. To check out the document for editing, click on the “Edit” link to open the draft Contract in Word.

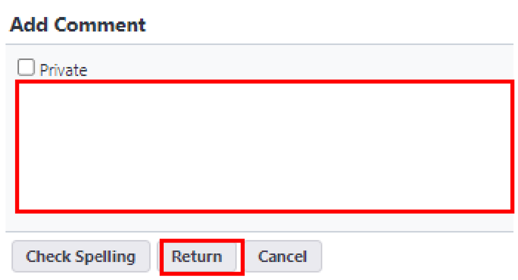


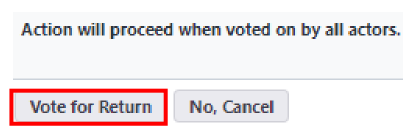
After opening the draft Contract in Word, click the “Enable Editing” button at the top of the page.



Review and revise the draft, accordingly, using the means and methods recommended by legal for making proposed revisions as described under the "Comments" tab. After completing your review and making any proposed edits to the draft Contract, return to the “Documents” tab, open the “CMR” subfolder and then the "Drafts" sub-subfolder. Then, click on the “Check In” link to check the draft Contract back into the “Drafts” subfolder with your saved edits.

After checking in the draft Contract, return to the process instance, scroll down to the bottom of the page and click the "Take Action" button to return the draft contract to the PM for further processing. A prompt will appear after the "Take Action" button is clicked to allow for comments related to the draft agreement. After adding a comment, click the “Return” button. The first actor to take action on the process instance (either the A/E or CA) will also receive a second prompt after clicking “Return”, at which time the “Vote for Return” button should be clicked.

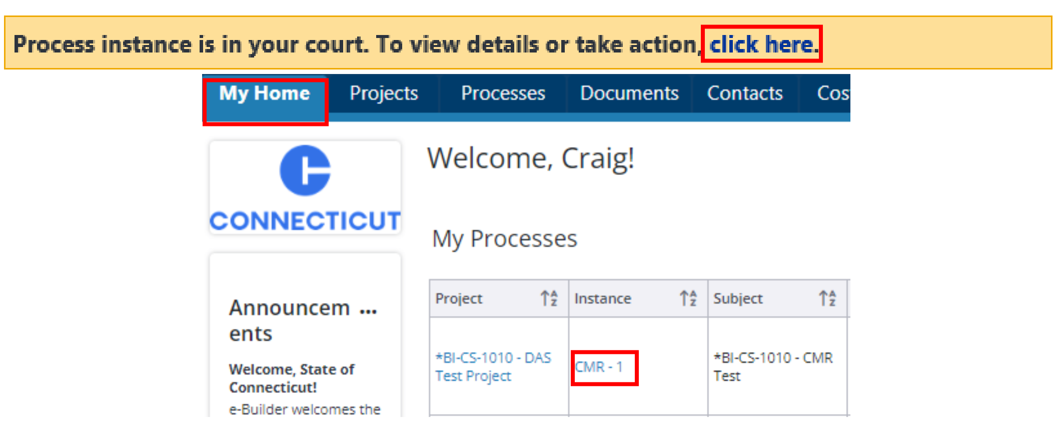




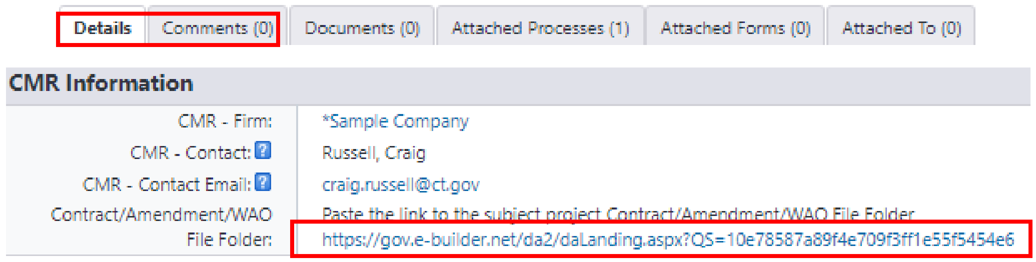
11C.10 Legal Director Contract Review – Pre-Con (Legal Director)

The Legal Director will receive an email from eBuilder as notification that a draft CMR Pre-Construction Contract for the subject project has been completed and is ready for the Legal Director to review.

To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.

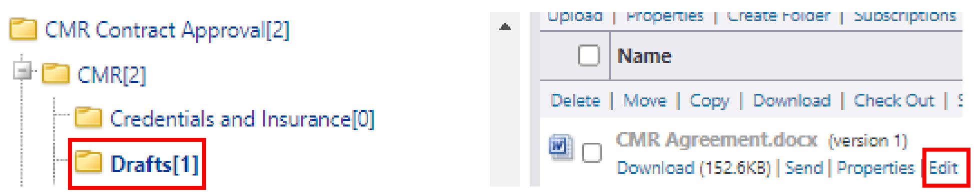


After opening the process instance, click on the “Comments” tab to view any comments provided by past actors. To review the draft contract, return to the “Details” tab and right click on the link provided in the "Contract/Amendment/WAO File Folder" field and select “Open link in new tab.

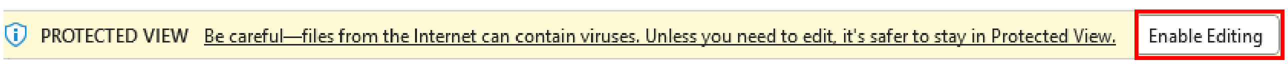


After opening the subject project contract approval file folder, open the “CMR” subfolder and then open the “Credentials and Insurance”, “Exhibits”, and “Supporting Documents” sub-subfolders to review such documents related to the Pre-Construction Contract. Then, open the "Drafts" sub-subfolder to view the draft contract.

To check out the document for editing, click on the “Edit” link to open the draft Contract in Word.

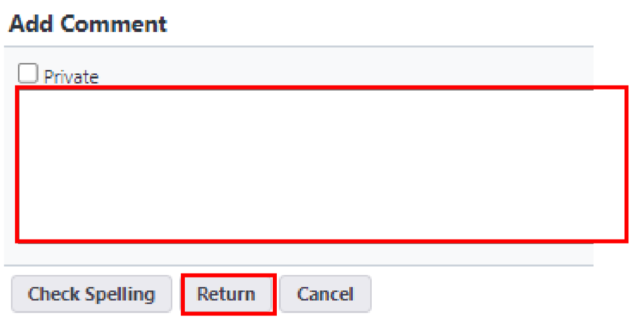


After opening the draft Contract in Word, click the “Enable Editing” button at the top of the page.



Review and revise the draft, accordingly, using the means and methods recommended by legal for making proposed revisions as described under the "Comments" tab. After completing your review and making any proposed edits to the draft Contract, return to the “Documents” tab, open the “CMR” subfolder and then the "Drafts" sub-subfolder. Then, click on the “Check In” link to check the draft Contract back into the “Drafts” subfolder with your saved edits.

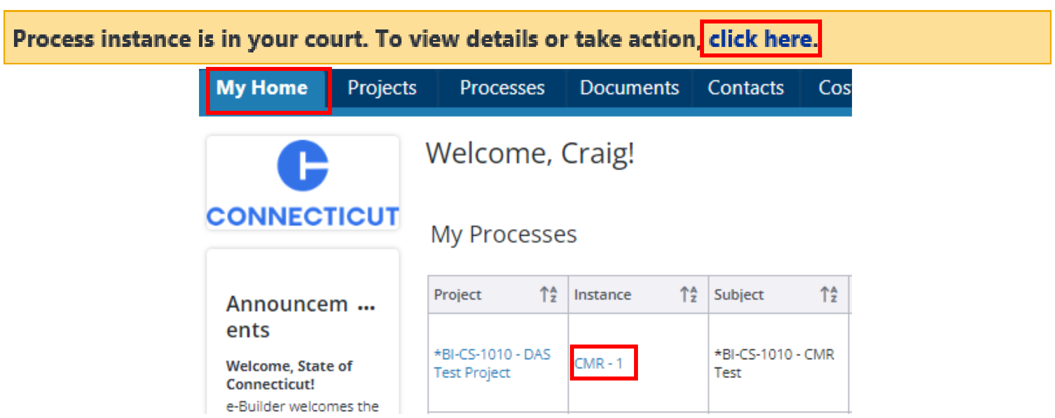
After checking in the draft Contract, return to the process instance, scroll down to the bottom of the page and either select “Return” from the dropdown list next to the “Take Action” button to return the Contract to the Attorney and Paralegal for additional edits, or select “Submit” to forward the Contract to the Paralegal to schedule a meeting for the signing of the Contract. A prompt will appear after the "Take Action" button is clicked to allow for comments related to the draft agreement. After adding a comment, click either the “Return” or “Submit” button respectively.



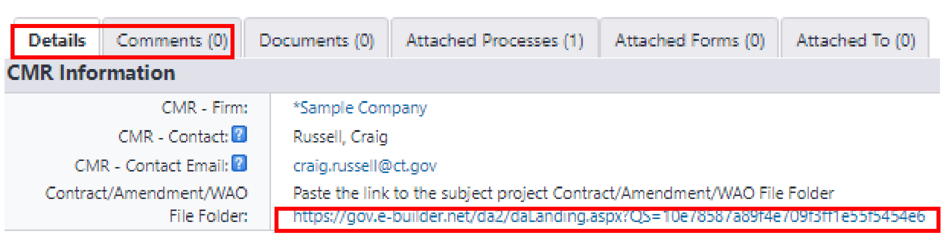
11C.11 Contract Signing – Pre-Con (Paralegal)

The Paralegal assigned to the project will receive an email from eBuilder as notification that the Legal Director has reviewed and approved the subject project draft Pre-Construction Contract Agreement.

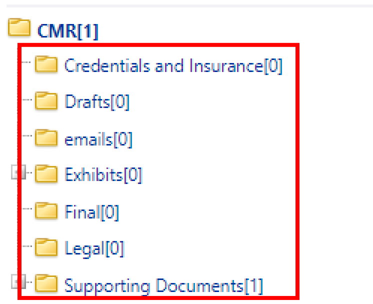
To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



After opening the process instance, click on the “Comments” tab to view any comments provided by past actors. To review the final Pre-Construction Contract package, return to the “Details” tab and right click on the link provided in the "Contract/Amendment/WAO File Folder" field and select “Open link in new tab.

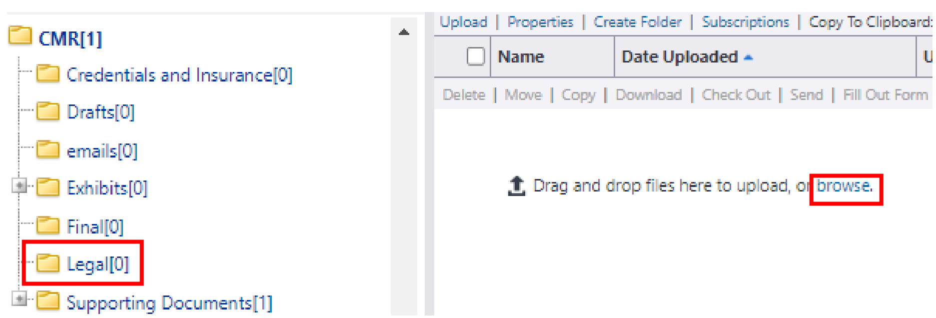


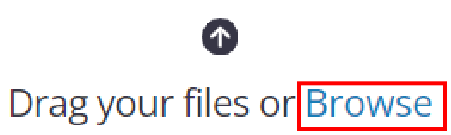
After opening the subject project contract approval file folder, open the “CMR” subfolder and then open the “Credentials and Insurance”, “Exhibits”, and “Supporting Documents” sub-subfolders to review such documents related to the Pre-Construction Contract. Then, open the "Drafts" sub-subfolder to view the draft contract.



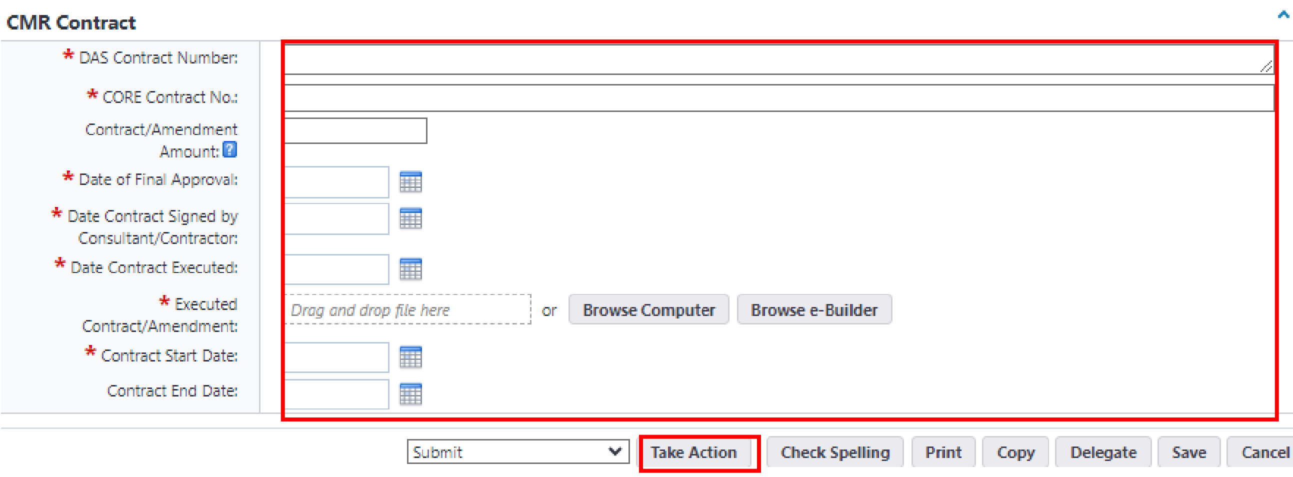
Proceed with scheduling a meeting with the respective parties to sign the contract, draft the AG checklist and submit to the OAG for review and signature.

After the Contract has been fully executed, return to the process instance, scroll down to the “CMR Information” section, right click on the link provided in the "Contract/Amendment/WAO File Folder" field, in the "CMR Information" section, then select “Open link in new tab”. After opening the subject project contract approval file folder, open the “CMR” subfolder and then the "Final" sub-subfolder. Upload copies of the AG memo, Agreement Cover Letter, CERT-134, CORE CT Entry, and Executed Contract Agreement to the “Final” subfolder by clicking the “browse” link and either dragging and dropping the documents into the space provided, or by clicking on the “Browse” link to search for the applicable files on your computer for upload.





After all documents have been uploaded to the “Final” sub-subfolder, return to this process instance, scroll down to the “CMR Contract” section, upload a copy of the executed agreement to the "Executed Contract / Amendment" field and provide a response to the remaining questions in the “CMR Contract” section. Upon completion, click the "Take Action" button to complete the process for the Pre-Construction Contract.

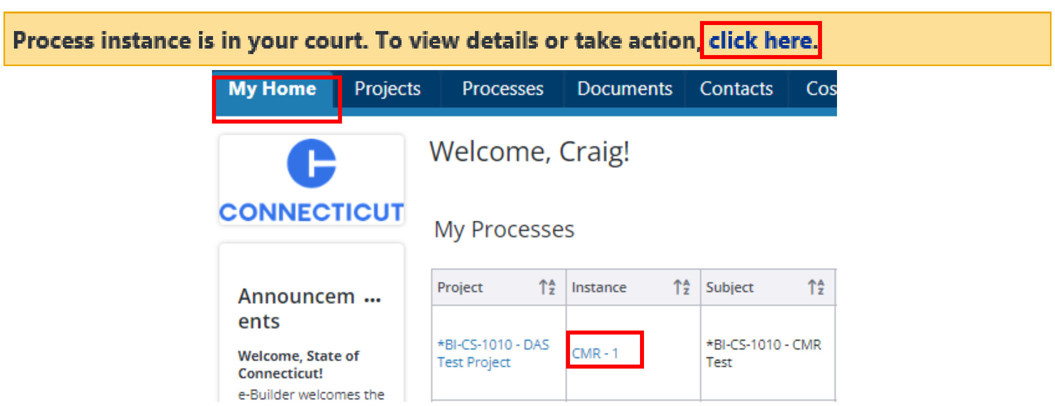


CMR WAO/GMP

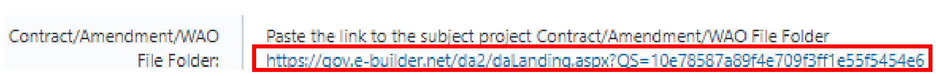
11C.12 Legal Assignment – WAO/GMP (Legal Director)

The Legal Director will receive an email from eBuilder as notification that the PM assigned to the subject project has submitted a draft WAO or GMP from the CMR for review and approval.

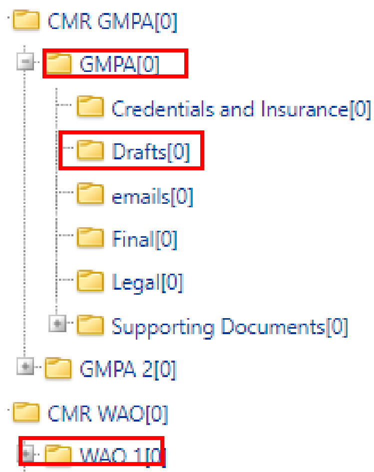
To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



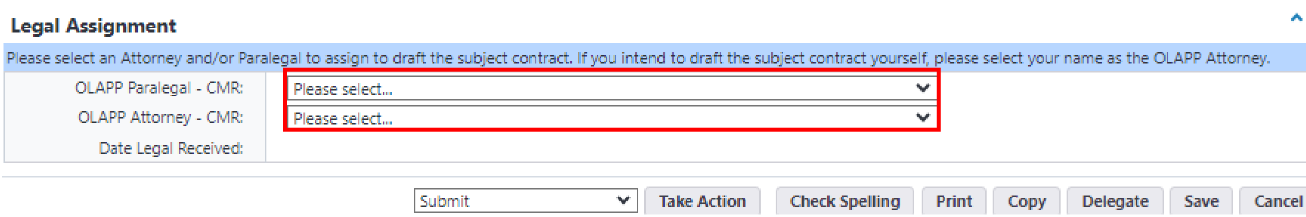
To view the draft submission, right click on the link in the "Contract/Amendment/WAO File Folder" and select "Open link in new tab" to open the subject project "CMR Contract Approval" file folder.



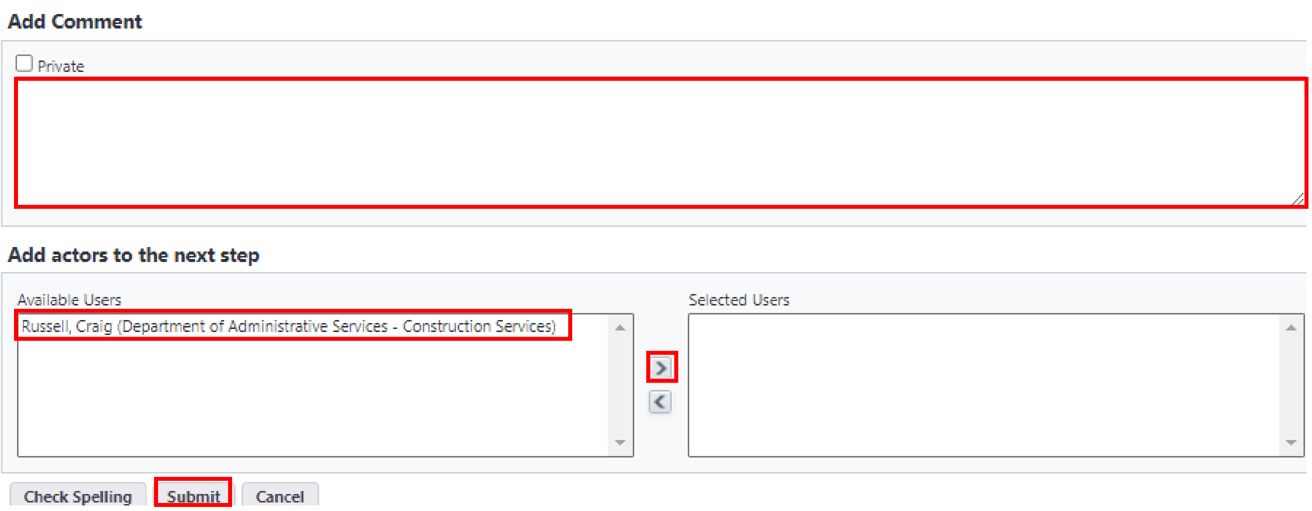
Then, depending upon the document type, select either the "CMR GMPA/GMPA 1" or "CMR WAO/WAO 1" subfolder, and then select the "Drafts" sub-subfolder to view the draft submission.



After you have completed your review of the document submission package, return to the process instance and scroll down to the section entitled "Legal Assignment". If the "OLAPP Paralegal - CMR" and the "OLAPP Attorney - CMR" fields have not been filled automatically, select an "OLAPP Attorney - CMR" and/or an "OLAPP Paralegal - CMR" to assign to draft the WAO or GMP. Upon completion, click the "Take Action" button to forward the process instance to CSS to set up the role assignment.



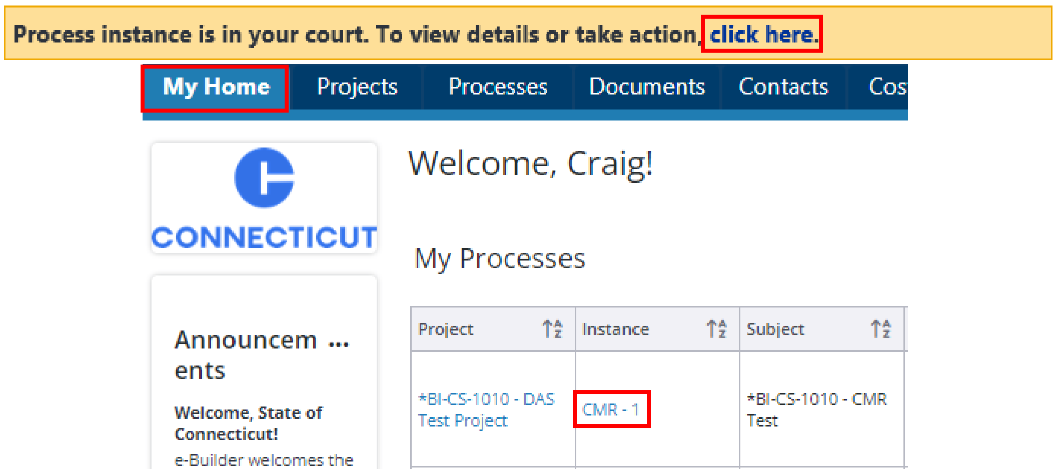
After clicking "Take Action", a prompt will appear that will allow you to add a comment regarding the contract submission package, if applicable. You will also be required to select the Paralegal assigned to the project to forward the submission package. Upon completion, click "Submit".



11C.13 Draft WAO/GMPA - Credential Review (Attorney, Paralegal)

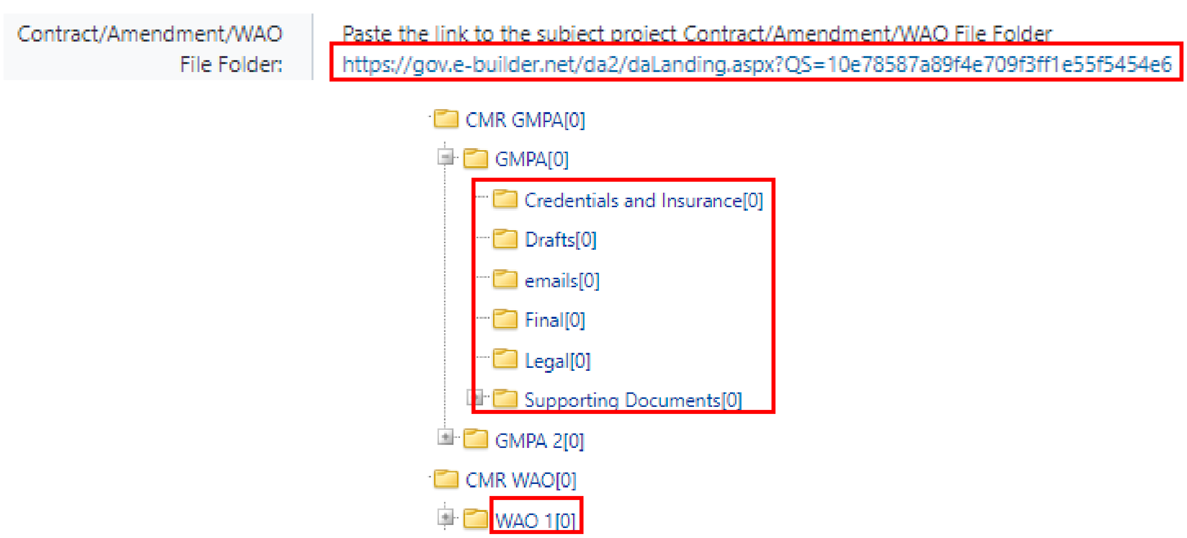
The Attorney and Paralegal assigned to the project will receive an email from eBuilder as notification that the PM assigned to the subject project has submitted a draft WAO or GMPA from the CMR for review and approval for the subject project.

To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



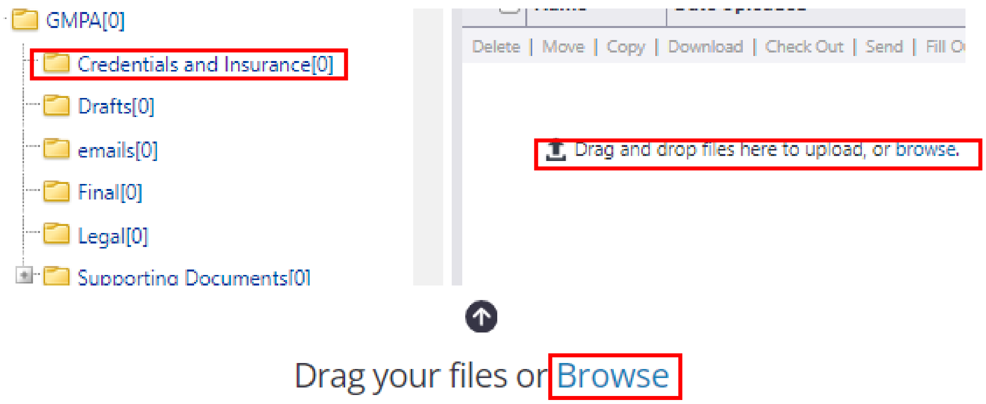
Credential Review – WAO/GMPA (Paralegal)

The Paralegal assigned to the project should begin collecting the required documents listed in the "CMR Checklist for WAO/GMP Review" field. Upon receipt of said documents, the Paralegal should return to this process instance and check off each of the documents collected in the “"CMR Checklist for WAO/GMP Review" field and upload copies of said documents to the respective sub-subfolders in the respective subject project “CMR Contract Approval/CMR GMPA/GMPA 1” or the “CMR Contract Approval/CMR WAO/WAO 1” subfolder. To access the respective submittal or to access the file folder structure to upload the checklist documents, scroll down to the "CMR Information" section and right click on the link in the "Contract / Amendment / WAO File Folder" field and select “Open link in new tab”.

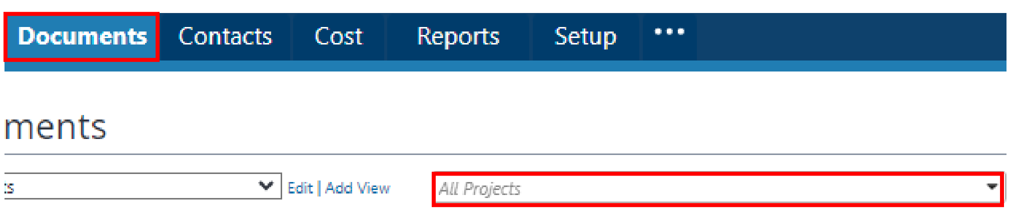


Then, select the respective “GMPA/GMPA 1” or “WAO/WAO 1” subfolder, and then select the respective “Credentials and Insurance” sub-subfolder to upload credentials and insurance information; or select “emails” to upload any correspondence related to the submittal, select “Legal” to upload any documents that are to be saved, viewed, and or edited by Legal Staff only; or select “Supporting Documents”, “Approvals & Confirmations”, “Bonds”, “Subconsultant SOTS”, or “Wage Certs and Rates” for an upload of any of those respective documents to their respective file folders.

To upload the required documents, first select the file folder with which you wish to upload the document(s) and then click the “browse” link. After clicking “browse”, you can either drag and drop the documents into the space provided or click on the “Browse” link to search for the applicable files on your computer for upload.



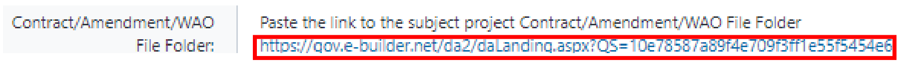
Note: Upon completion of the draft WAO or GMPA, the subject document will be sent to the PM, ADPM, CA, A/E, and CMR for review. If all of the CMR Checklist for WAO/GMP Review documents have not yet been collected at the time the WAO or GMPA is distributed, you can either wait until the WAO or GMPA is returned to upload the remaining documents or you can log into eBuilder, select the “Documents” tab, and then select the subject project for which the WAO or GMPA is being drafted from the “All Projects” dropdown list to open the subject project’s file folder structure.



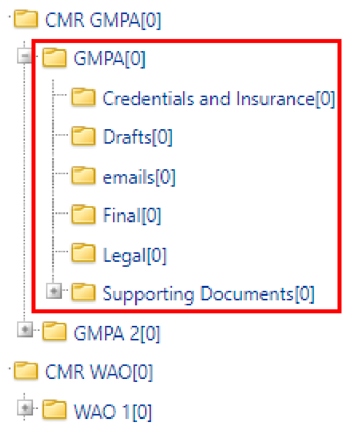
Scroll down to and select the “11 Contract-Amendment-Legal” file folder, then select the “CMR Contract Approval” file folder, then select the respective “WAO“ or “GMP” file folder to view the respective subfolders. Then select the respective subfolder with which you wish to upload a document and follow the instructions above to upload the document.

Draft WAO/GMP (Paralegal/Attorney)

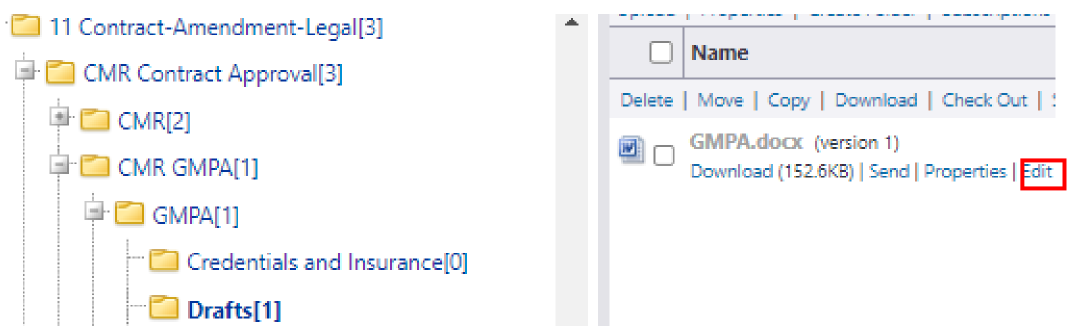
The Attorney assigned to the project should begin to review and revise the draft submittal. To view the draft submittal or any of the documents collected to date by the Paralegal in the “CMR Checklist for Credential Review” field, scroll down to the "Contract/Amendment/WAO File Folder" field, right click on the link and select "Open link in new tab" to open the subject project "CMR Contract Approval" file folder.



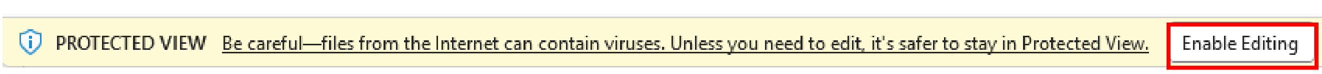
Then, select the respective "CMR GMPA" or “CMR WAO” file folder; and then select “Drafts” to view the draft submittal or select any of the other respective subfolders to view the supporting documents related to the draft submittal.



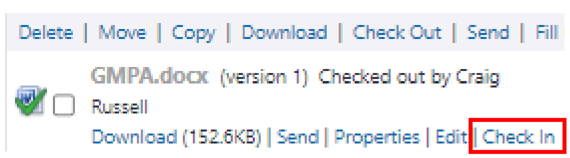
To edit the draft submittal, click the “Edit” link to “Check Out” the document.



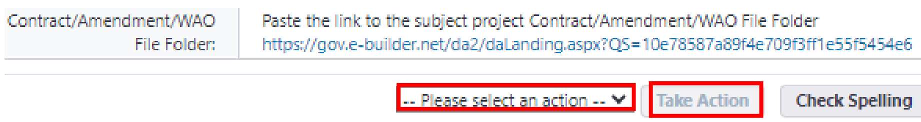
After clicking “Edit”, the document will open in Word with a “Protected View” prompt. Click on the “Enable Editing” button within the prompt to begin editing the document.



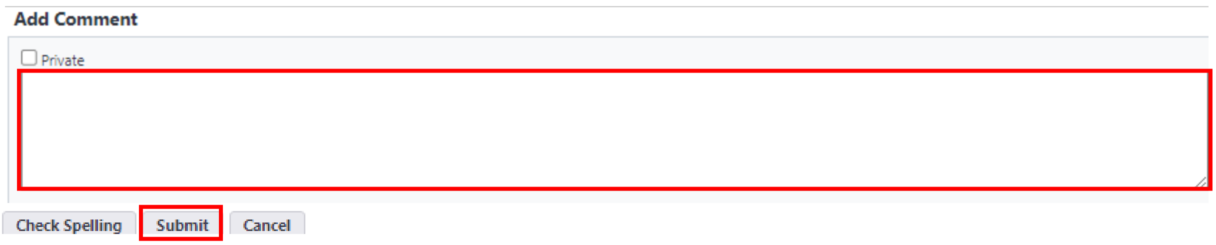
Review and revise the document as needed. After completing any edits, save the document, return to the “Drafts” sub-subfolder and “Check-In” the document.



Upon completing edits to the draft WAO/GMP, return to this process instance, scroll down to the bottom of the page and either select "Return" to send the draft WAO/GMP to the project PM and ADPM for additional review and to further allow for DAS/CS to submit the draft WAO/GMP to the CMR for review; or select "Approvals" to send the file to the Paralegal assigned to the project to obtain approvals from the A/E, CA, CHRO and, if applicable, CSCU; or select "Submit", if the draft agreement has been finalized and all of the required supporting documents have been collected and determined to be acceptable, to send the final draft WAO/GMP to the Legal Director for review and approval.



A prompt will appear after clicking "Take Action" to allow for comments related to the draft agreement. After adding a comment click the “PM”, “Approvers”, or “Submit button respectively.

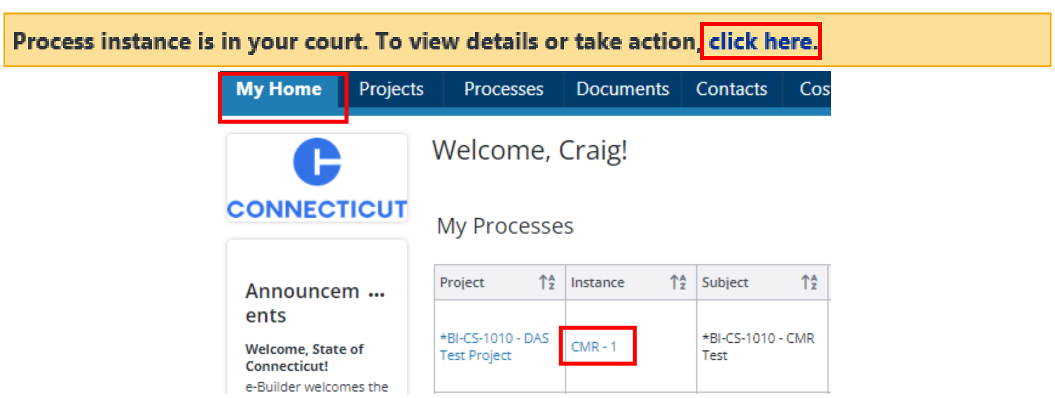


11C.14 DAS/RECS - WAO/GMP Review (PM/ADPM)

PM Review

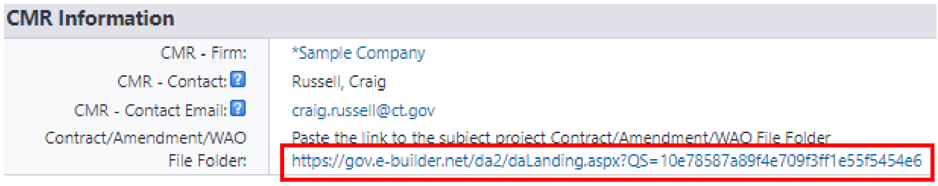
The PM assigned to the project will receive an email from eBuilder as notification that the draft GMP or WAO for the subject project has been reviewed and revised by Legal and is now ready for DAS/RECS review.

To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.

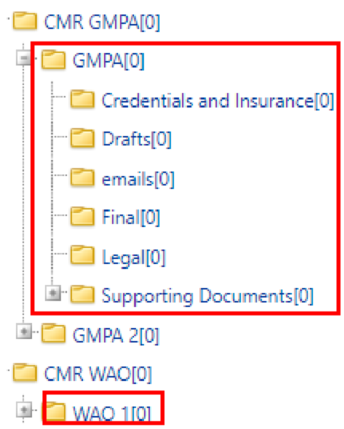


After opening the process instance, click on the “Comments” tab to view any comments provided by past actors.

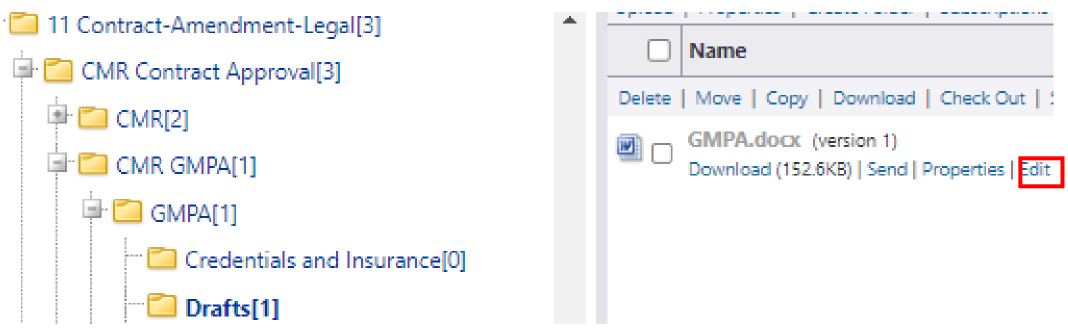
To review the draft contract, return to the “Details” tab and right click on the link provided in the "Contract/Amendment/WAO File Folder" field and select “Open link in new tab.



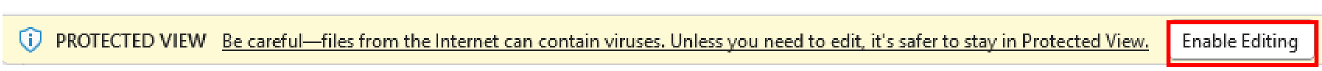
Then, select the respective "GMPA/Drafts" or “WAO/Drafts” subfolder to view the draft submittal or select any of the other respective subfolders to view the supporting documents related to the submittal.



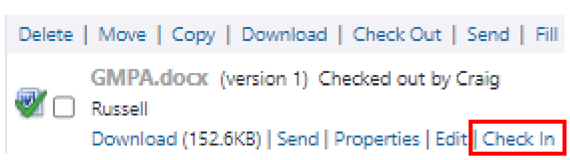
To review and edit the revised draft submittal, click the “Edit” link to “Check Out” the document.



After clicking “Edit”, the document will open in Word with a “Protected View” prompt. Click on the “Enable Editing” button within the prompt to begin editing the document.

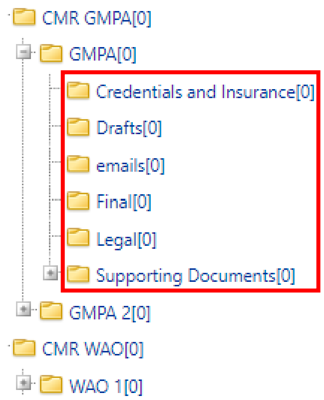


Review and revise the draft using the means and methods recommended by legal for making proposed revisions as described under the "Comments" tab. After completing your review and making any proposed edits to the revised draft submittal, return to the “Documents” tab, open the respective “CMR GMPA” or “CMR WAO” subfolder and then open the "Drafts" sub-subfolder. Click the “Check In” link to check the revised draft submittal back into the “Drafts” subfolder with your saved edits.



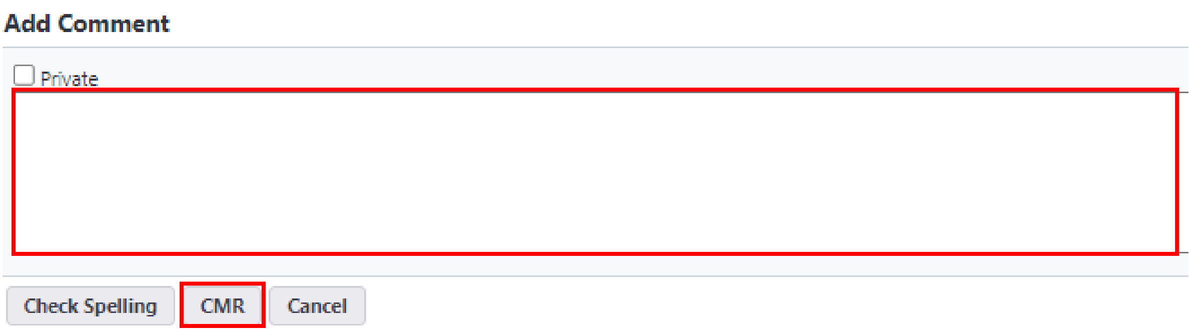
To view any of the supporting documents submitted from the “CMR Checklist for WAO/GMP Review”, select either the respective “Credentials and Insurance” sub-subfolder to view the credentials and insurance submission; or select “emails” to view any correspondence related to the submittal; or select

"Supporting Documents" and then select "Approvals & Confirmations", "Bonds", "Subconsultant SOTS", or "Wage Certs and Rates" to view any of those respective documents.



After completing your review and checking in the revised draft submittal, return to the process instance and scroll down to the bottom of the page to take action. Prior to returning the revised draft agreement to Legal, be sure to upload a copy of the funding verification for the agreement to the "Funding Verification" field before taking action.

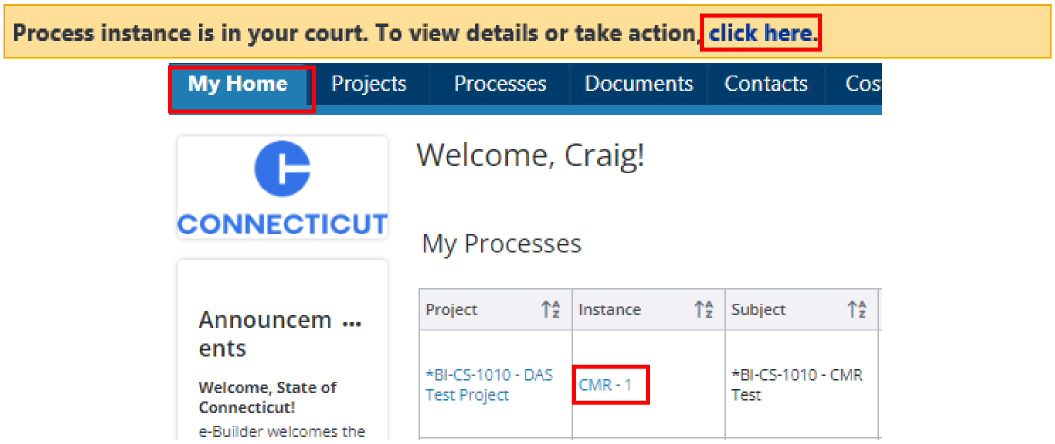
- Select "ADPM" from the dropdown list next to the "Take Action" button to send the draft to the ADPM for additional review and revision, or
- Select "CMR" to send the draft to the CMR for review and revision, or
- Select "Return" from the dropdown list next to the "Take Action" button to return the draft to Legal for additional review and revision.
    - A prompt will appear after the "Take Action" button is clicked to allow for comments After adding a comment, click the "ADPM", "CMR", or "Return" button respectively.



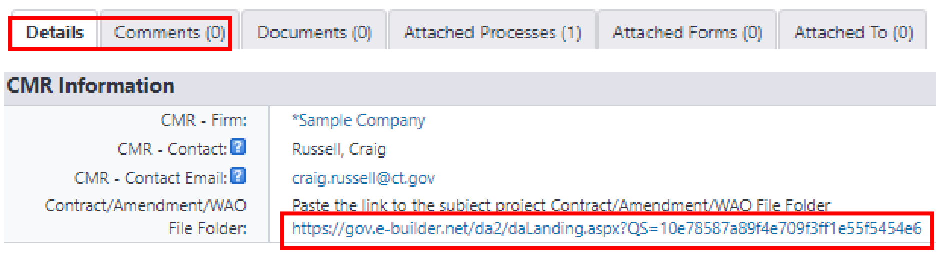
ADPM Review

The ADPM assigned to the project will receive an email from eBuilder as notification that the draft GMP or WAO for the subject project has been reviewed and revised by DAS Legal and is now ready for DAS/RECS review.

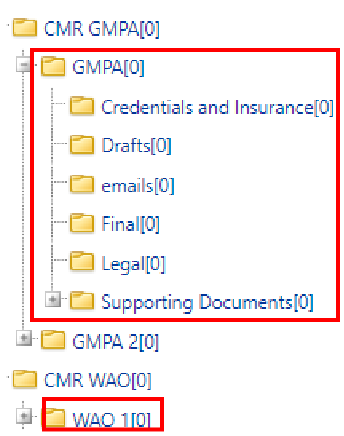
To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



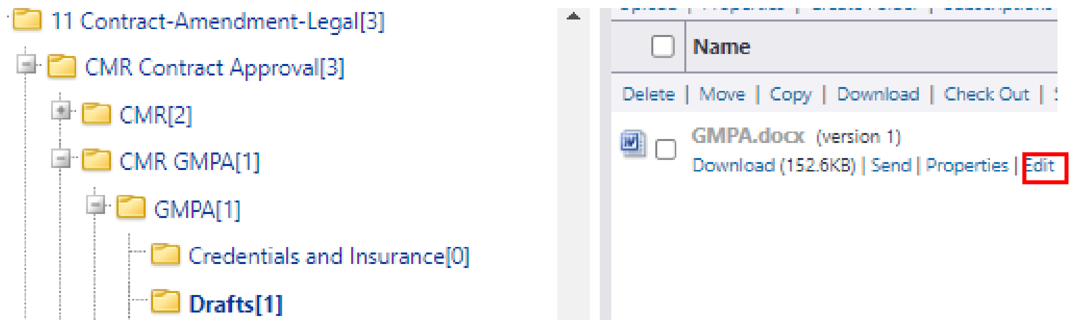
After opening the process instance, click on the “Comments” tab to view any comments provided by past actors. To review the draft contract, return to the “Details” tab and right click on the link provided in the "Contract/Amendment/WAO File Folder" field and select “Open link in new tab.



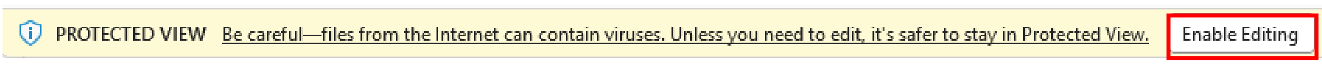
Then, select the respective "CMR GMPA" or “CMR WAO” file folder; and then select “Drafts” to view the draft submittal or select any of the other respective subfolders to view the supporting documents related to the draft submittal.



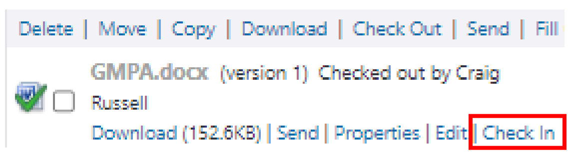
To review and edit the revised draft submittal, click the “Edit” link to “Check Out” the document.



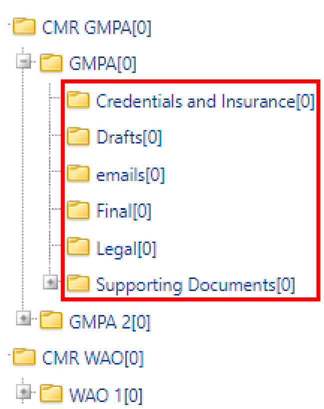
After clicking “Edit”, the document will open in Word with a “Protected View” prompt. Click on the “Enable Editing” button within the prompt to begin editing the document.



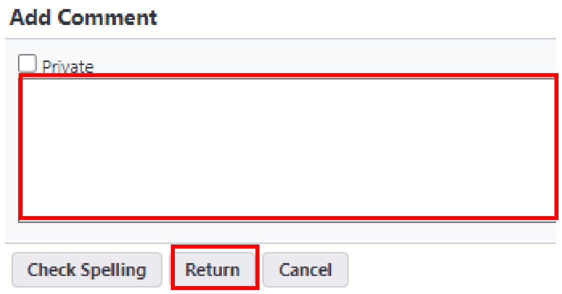
Review and revise the draft, accordingly, using the means and methods recommended by legal for making proposed revisions as described under the "Comments" tab. After completing your review and making any proposed edits to the revised draft submittal, return to the “Documents” tab, open the respective “CMR GMPA” or “CMR WAO” subfolder and then open the "Drafts" sub-subfolder. Click the “Check In” link to check the revised draft submittal back into the “Drafts” subfolder with your saved edits.



To view any of the supporting documents submitted from the “CMR Checklist for WAO/GMP Review”, select either the respective “Credentials and Insurance” sub-subfolder to view the credentials and insurance submission; or select “emails” to view any correspondence related to the submittal; or select “Supporting Documents” and then select “Approvals & Confirmations”, “Bonds”, “Subconsultant SOTS”, or “Wage Certs and Rates” to view any of those respective documents.



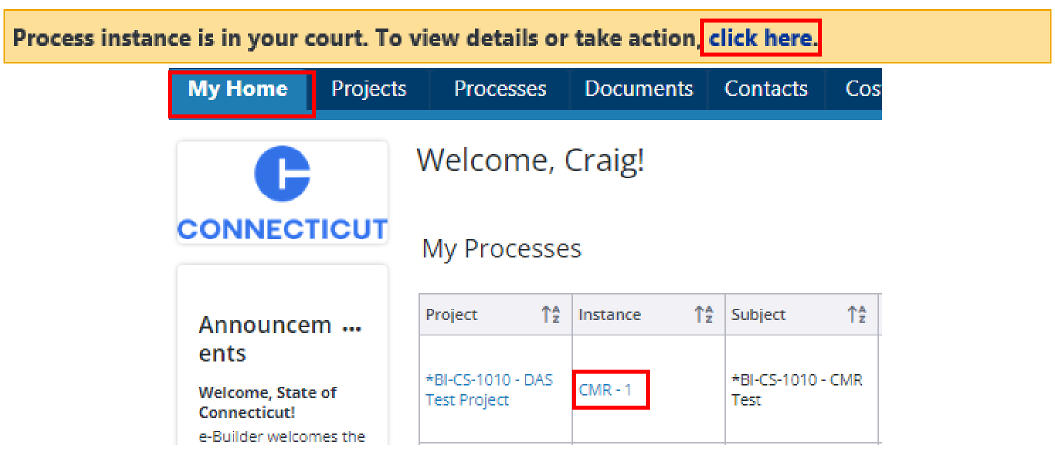
After completing your review and checking in the revised draft submittal, return to the process instance, scroll down to the bottom of the page and click the "Take Action" button to return the draft contract to the PM for further processing. A prompt will appear after the "Take Action" button is clicked to allow for comments related to the draft agreement. After adding a comment, click the “Return” button.



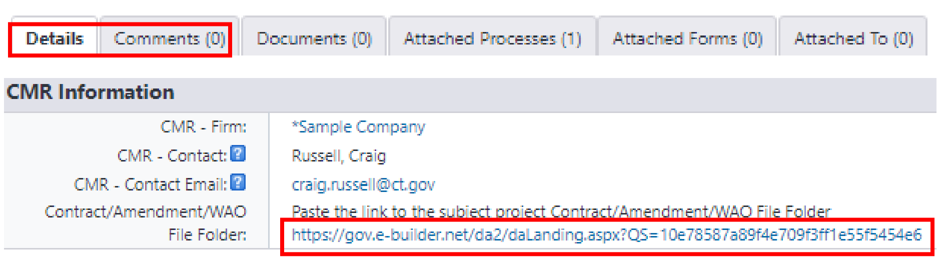
11C.15 CMR WAO/GMP Review (CMR)

The CMR assigned to the project will receive an email from eBuilder as notification that the subject project GMP or WAO has been reviewed and revised by DAS Legal, the DAS PM and ADPM assigned to the project, and is now ready for the CMR’s review.

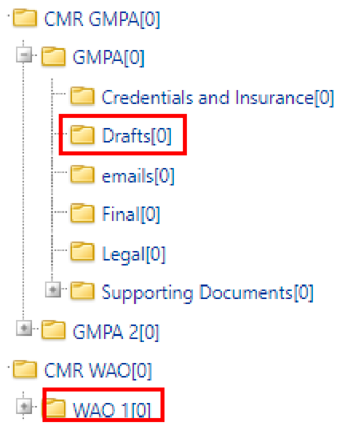
To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



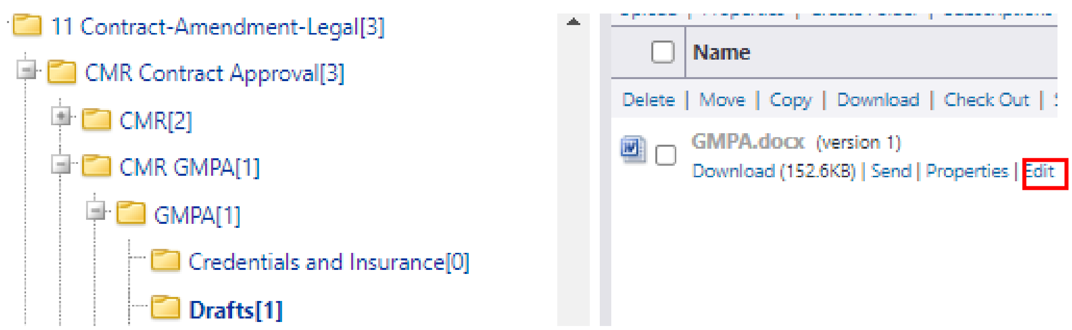
After opening the process instance, click on the “Comments” tab to view any comments provided by past actors. To review the draft contract, return to the “Details” tab and right click on the link provided in the "Contract/Amendment/WAO File Folder" field and select “Open link in new tab.



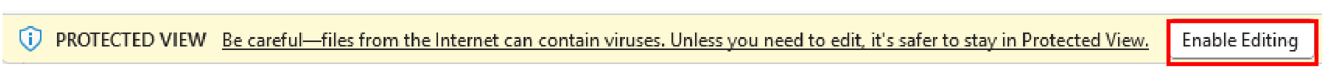
Then, select the respective "CMR GMPA" or "CMR WAO" file folder; and then select "Drafts" to view the draft submittal.



To review and edit the revised draft submittal, click the "Edit" link to "Check Out" the document.



After clicking "Edit", the document will open in Word with a "Protected View" prompt. Click on the "Enable Editing" button within the prompt to begin editing the document.

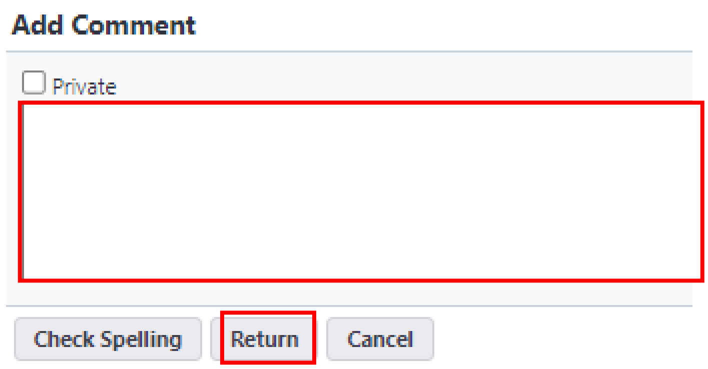


Review and revise the draft, accordingly, using the means and methods recommended by legal for making proposed revisions as described under the "Comments" tab.

After completing your review and making any proposed edits to the revised draft submittal, return to the "Documents" tab, open the respective "CMR GMPA" or "CMR WAO" subfolder and then open the "Drafts" sub-subfolder. Click the "Check In" link to check the revised draft submittal back into the "Drafts" subfolder with your saved edits.

After checking in the revised draft submittal, return to the process instance, scroll down to the bottom of the page and click the “Take Action” button to return the submission to the DAS RECS. A prompt will appear after the "Take Action" button is clicked to allow for comments related to the draft agreement.

A prompt will appear after the "Take Action" button is clicked to allow for comments related to the draft agreement. After adding a comment, click the “Return” button.

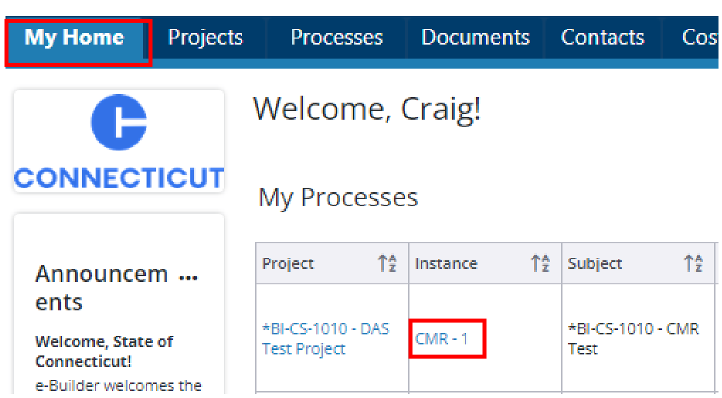


11C.16 A/E, CA, CHRO, CCSU Review Placeholder (Paralegal - GMP/WAO)

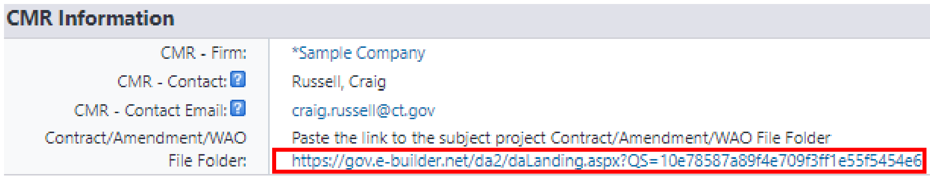
The Paralegal assigned to the project will receive an email from eBuilder as notification that the subject project GMPA or WAO has been reviewed and revised by DAS Legal, the DAS PM and ADPM assigned to the project. At this time, the:

- CHRO Director should be contacted for approval to proceed;
- A/E should be contacted, via email, to obtain approval on the final version of the WAO/GMP and its attachments, the schedule, the Assumptions and Clarifications, the list of plans and specifications, and any addenda thereto, Supplements, Alternates and prices, Unit prices;
- CA should be contacted, via email, to obtain approval on the final version of the WAO/GMP and its attachments, the schedule, the GMP amount and support for the amount, the permitted allowances, and the Assumptions and Clarifications, Supplements, Alternates and prices, Unit prices; and, if the project is for CSUS,
- CSCU Director of Facilities should be contacted, if applicable, to review and approve the final version of the WAO/GMP and its attachments.

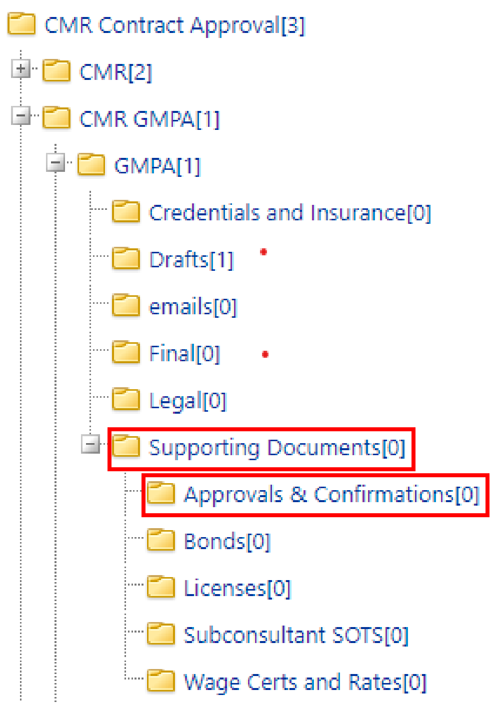
Upon receipt of each approval, the Paralegal should log into eBuilder, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



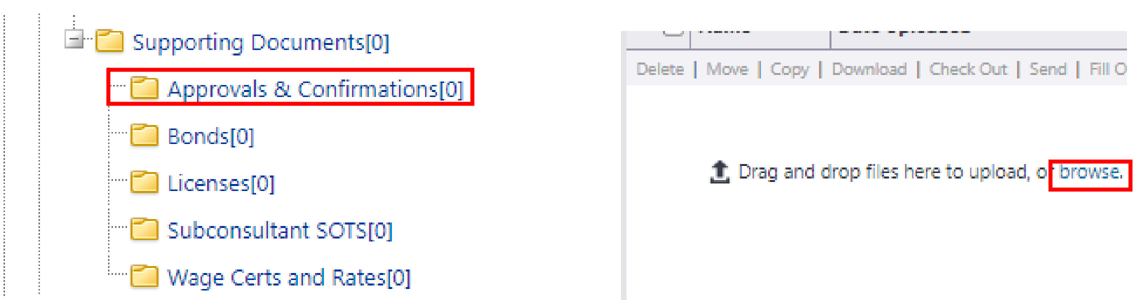
After opening the process instance, scroll down to the “CMR Information” and check off the respective approval in the “CMR Checklist for WAO/GMP Review” field, then right click on the link provided in the "Contract/Amendment/WAO File Folder" field and select “Open link in new tab.

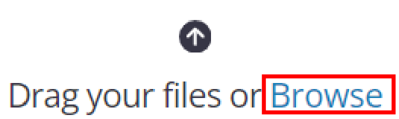


After opening the subject project contract approval file folder, open the respective “WAO/WAO 1/Supporting Documents” or “GMPA/GMPA 1/Supporting Documents” subfolder, and then open the “Approvals and Confirmations” sub-subfolder to upload the corresponding documents.



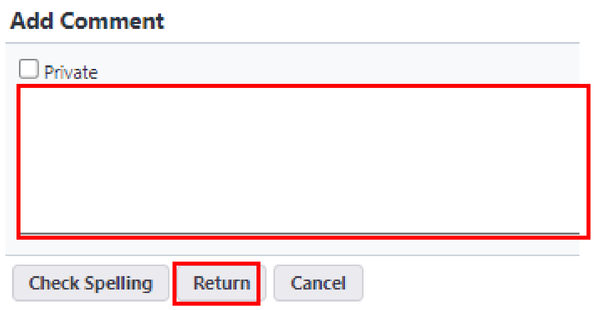
After opening the “Approvals and Confirmations” subfolder, you can upload the approvals by clicking the “browse” link. After clicking “browse”, you can either drag and drop the documents into the space provided or click on the “Browse” link to search for the applicable files on your computer to upload.





After each approval has checked off and uploaded, or if any of the respective reviewers require additional information prior to approval, return to this process instance, scroll down to the bottom of the page and click the “Take Action” button to return the process instance to the WAO/GMP - Draft/Credential Review step to be revised by the Legal Department or so the Legal Department can forward the information to the appropriate party.

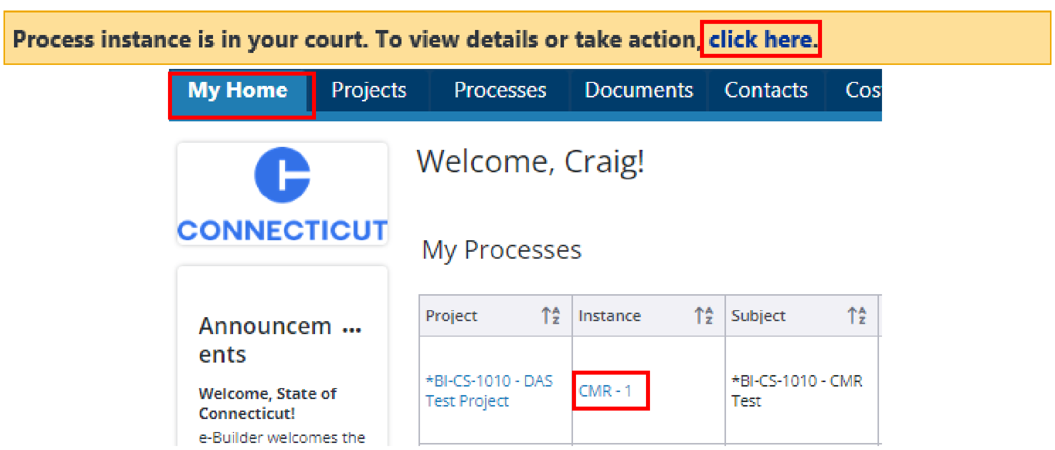
After clicking “Take Action”, a prompt will appear to allow you to add comments, if applicable. Click the “Return” button after your comment has been added.



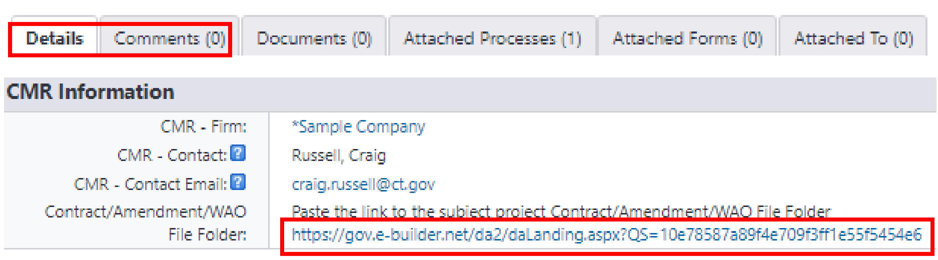
11C.17 Legal Director Review (Legal Director)

The Legal Director will receive an email from eBuilder as notification that the subject project GMP or WAO has been finalized and is now ready for your review.

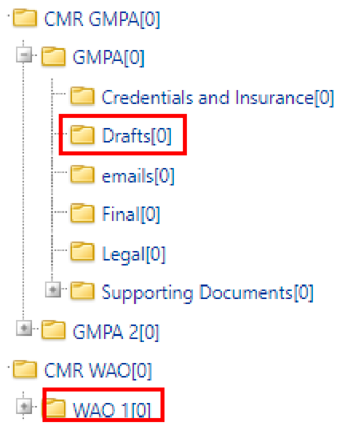
To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



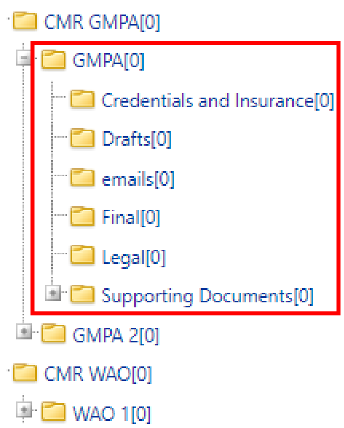
After opening the process instance, click on the “Comments” tab to view any comments provided by past actors. To review the draft contract, return to the “Details” tab and right click on the link provided in the "Contract/Amendment/WAO File Folder" field and select “Open link in new tab.



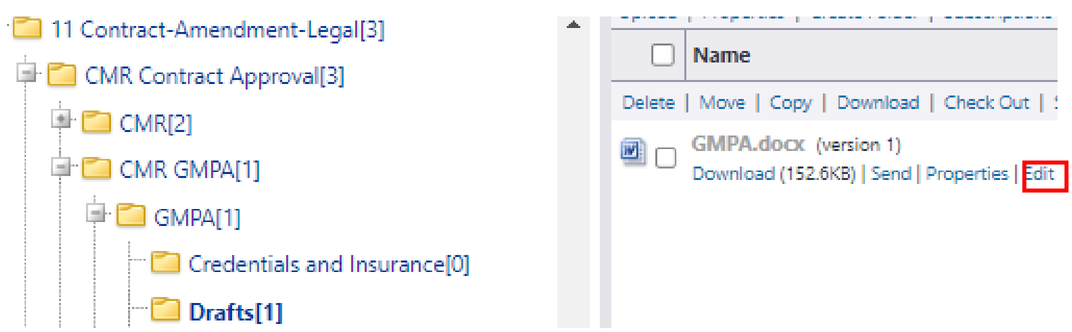
Then, select the respective "CMR GMPA" or “CMR WAO” file folder; and then select “Drafts” to view the draft submittal.



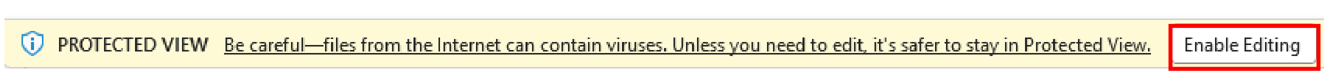
Then, select the respective "CMR GMPA" or “CMR WAO” file folder; and then select “Drafts” to view the final draft submittal or select any of the other respective subfolders to view the supporting documents related to the draft submittal.



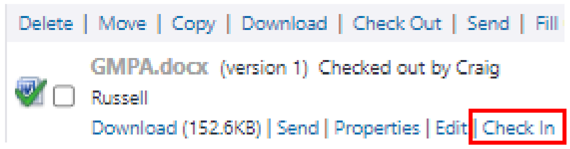
To edit the draft submittal, click the “Edit” link to “Check Out” the document.



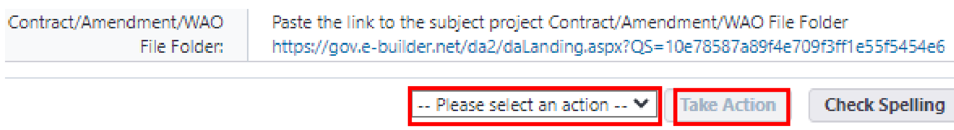
After clicking “Edit”, the document will open in Word with a “Protected View” prompt. Click on the “Enable Editing” button within the prompt to begin editing the document.



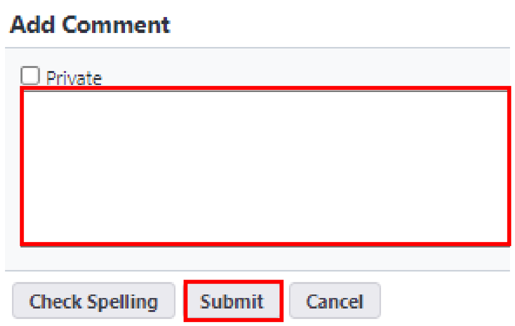
Review and revise the draft, accordingly, using the means and methods recommended by legal for making proposed revisions as described under the "Comments" tab. After completing any edits, save the document, return to the “Drafts” sub-subfolder and “Check-In” the document.



Upon completing edits to the draft WAO/GMP, return to the subject process instance, scroll down to the bottom of the page and select "Return" to return the draft to the Attorney/Paralegal assigned to the project for additional review and revision, or select "Submit" to submit the draft to a placeholder to allow the assigned Paralegal to process the agreement through DocuSign.



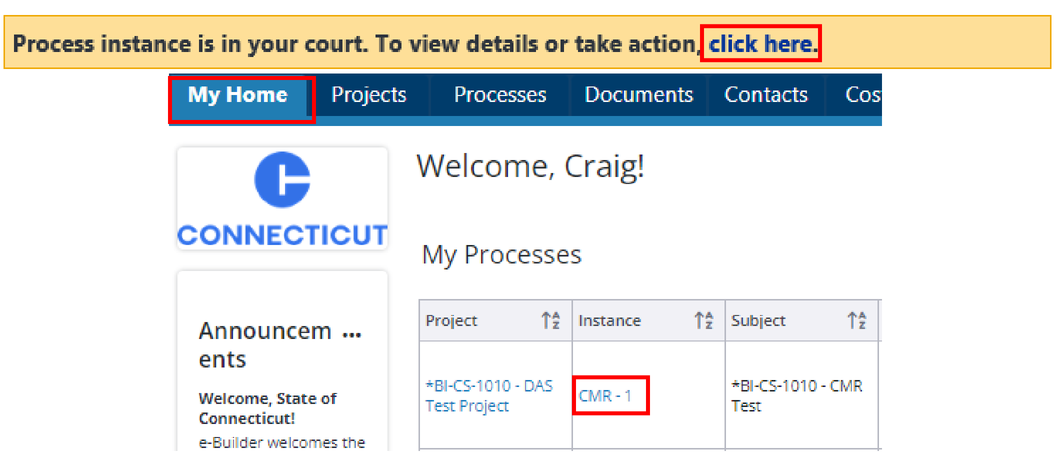
A prompt will appear after clicking "Take Action" to allow for comments related to the final draft agreement. After adding a comment click the “Submit” or “Return” button respectively.



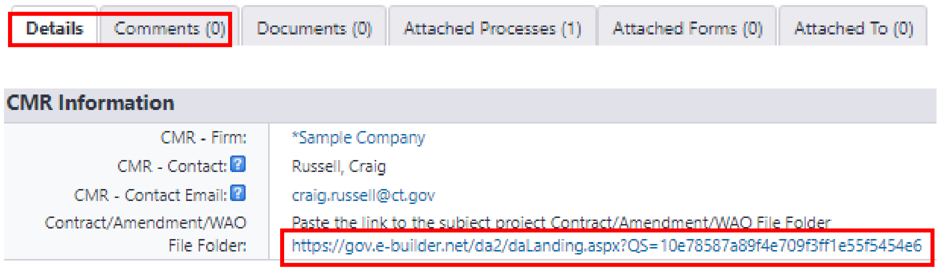
11C.18 GMPA/WAO Signing (Paralegal – GMPA/WAO)

The Paralegal assigned to the project will receive an email from eBuilder as notification that the Legal Director has reviewed and approved the subject project draft GMPA or WAO for signature.

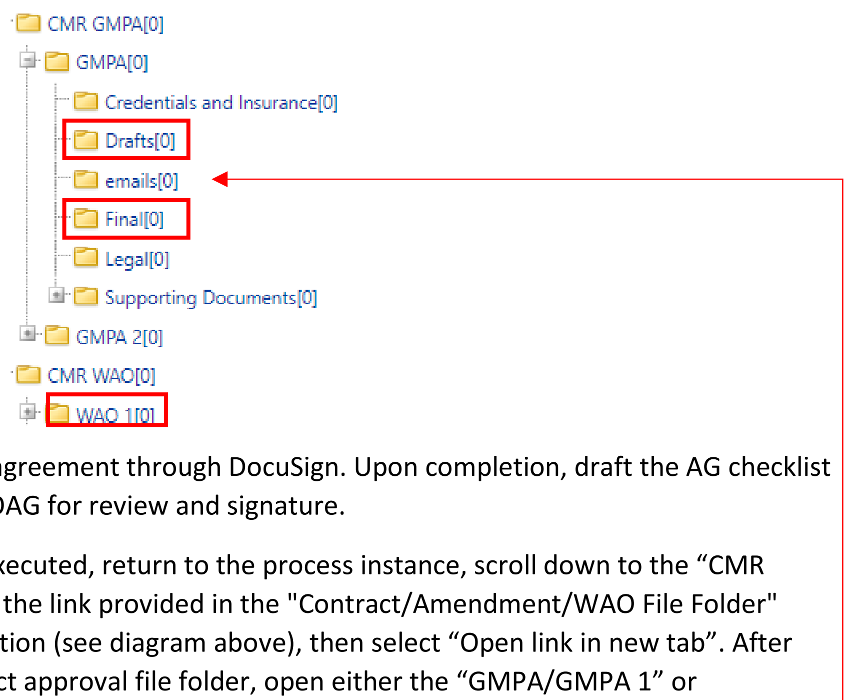
To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



After opening the process instance, click on the “Comments” tab to view any comments provided by past actors. To view the final version of the draft contract for processing, return to the “Details” tab and right click on the link provided in the "Contract/Amendment/WAO File Folder" field and select “Open link in new tab.



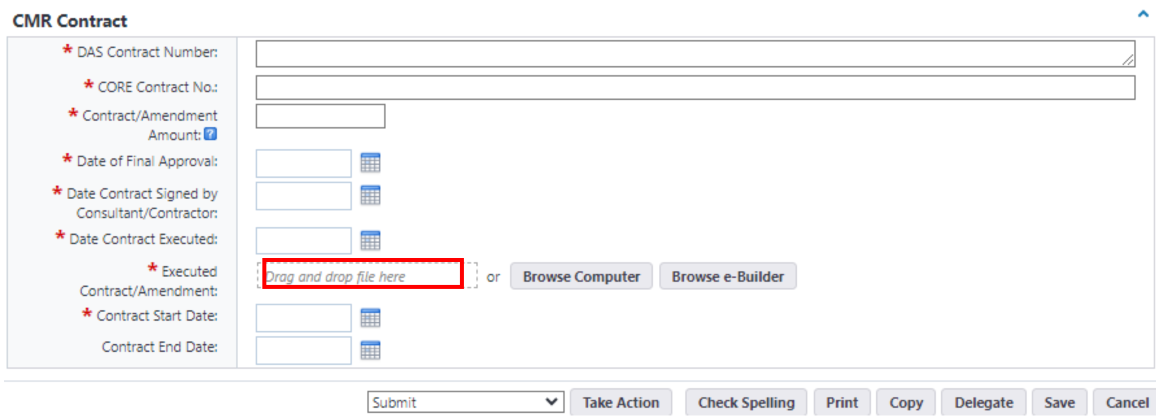
Then, select the respective "CMR GMPA" or “CMR WAO” file folder; and then select the “Drafts” subfolder to view the final version of the draft submittal, or select the “Credentials and Insurance”, “Exhibits”, or “Supporting Documents” sub-subfolders to view such documents related to the GMPA or WAO agreement.



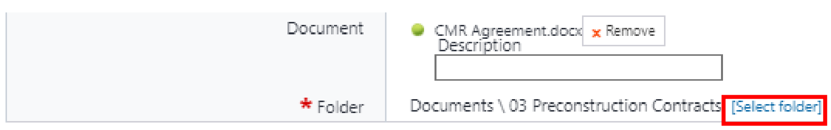
Proceed in processing the subject agreement through DocuSign. Upon completion, draft the AG checklist and submit the agreement to the OAG for review and signature.

After the Contract has been fully executed, return to the process instance, scroll down to the “CMR Information” section, right click on the link provided in the "Contract/Amendment/WAO File Folder" field, in the "CMR Information" section (see diagram above), then select “Open link in new tab”. After opening the subject project contract approval file folder, open either the “GMPA/GMPA 1” or “WAO/WAO 1” subfolder and then open the "Final" sub-subfolder (see diagram above). Upload copies of the AG memo, Agreement Cover Letter, CERT-134, CORE CT Entry, and Executed Contract Agreement to the “Final” subfolder, using the means and methods described in Section 11C.13.

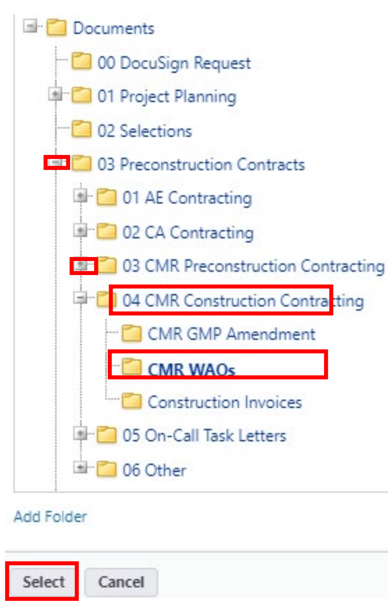
After all documents have been uploaded to the “Final” sub-subfolder, return to the process instance, scroll down to the “CMR Contract” section, and upload a copy of the executed agreement to the "Executed Contract / Amendment" field by dragging and dropping the document into the space provided.

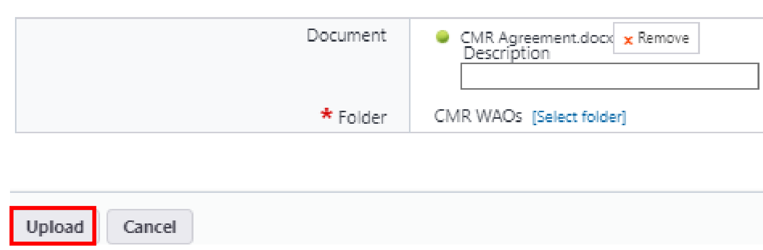


Note: After dragging and dropping the agreement into the “Executed Contract/Amendment” field, a prompt will appear that will allow you to select the specific subfolder within the “03 Preconstruction Contracts” file folder to upload the document. To select the file folder, first click the “Select folder” link in the prompt.

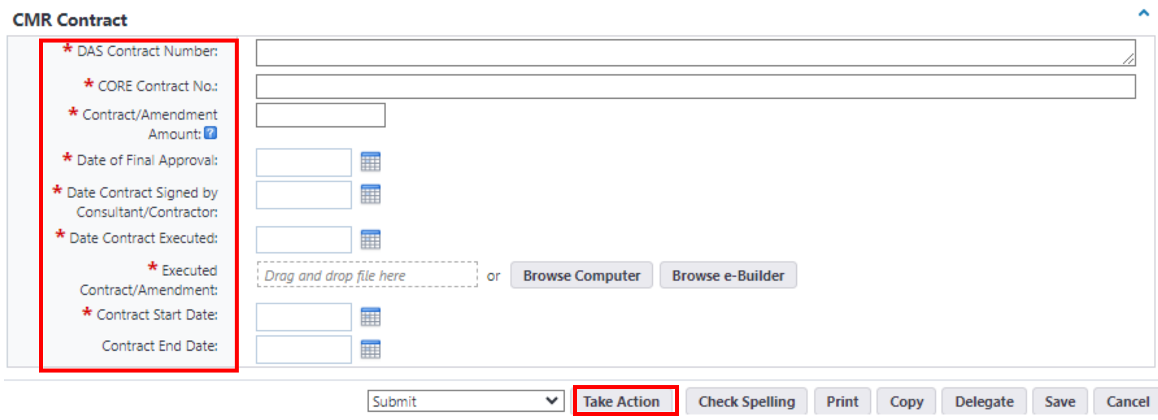


Then, click on the “+” next to the “03 Preconstruction Contracts” to expand the file folder. Then click on the “+” to expand the “04 CMR Construction Contracting” subfolder, and then click on the respective “CMR GMP Amendment” or “CMR WAOs” sub-subfolder to upload the document to and click the “Select” button, and then click the “Upload” button to upload the document.





After uploading the executed agreement, provide a response to the remaining questions in the "CMR Contract" section. Upon completion, click the "Take Action" button to complete the process.



Proceed to Section [11E – Contract & Amendment Commitment Creation](), which is automatically launched at the completion of this process, to create the commitment for the subject agreement.

Section 11D: Formal Contract Approval

11D.01 (Coming Soon)

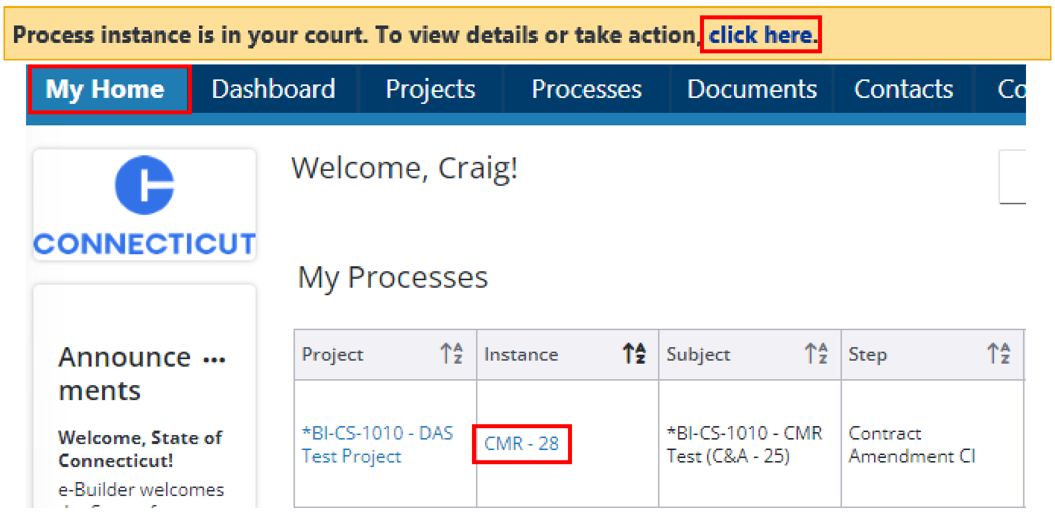
Proceed to Section 11E – Contract & Amendment Commitment Creation, which is automatically launched at the completion of this process, to create the commitment for the subject agreement.

Section 11E: Contract & Amendment Commitment Creation

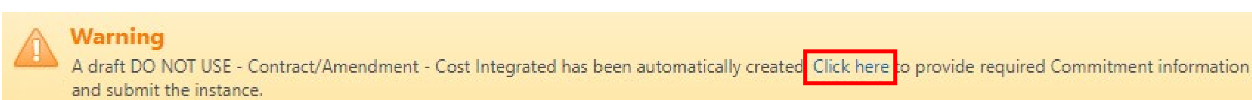
11E.01 Commitment Creation (CSS)

CSS will receive an email from eBuilder as notification that a contract or amendment has been executed. The commitment process has been spawned to create a commitment for the subject agreement.

To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



After the process instance is opened, a “Warning” prompt will appear at the top of the page. Click on the “Click here” link within the warning notification to access the cost integrated process to enter the commitment details for the subject agreement. DO NOT TAKE ANY ACTION on this page.



After opening the spawned process instance, scroll down to the “Contract Information” section and fill in the “Document Type”; the “Award Date”, and “Award Amount”, if applicable; and the “SPRB File Number”, “Sent to SPRB”, and “Approved by SPRB”, if applicable.

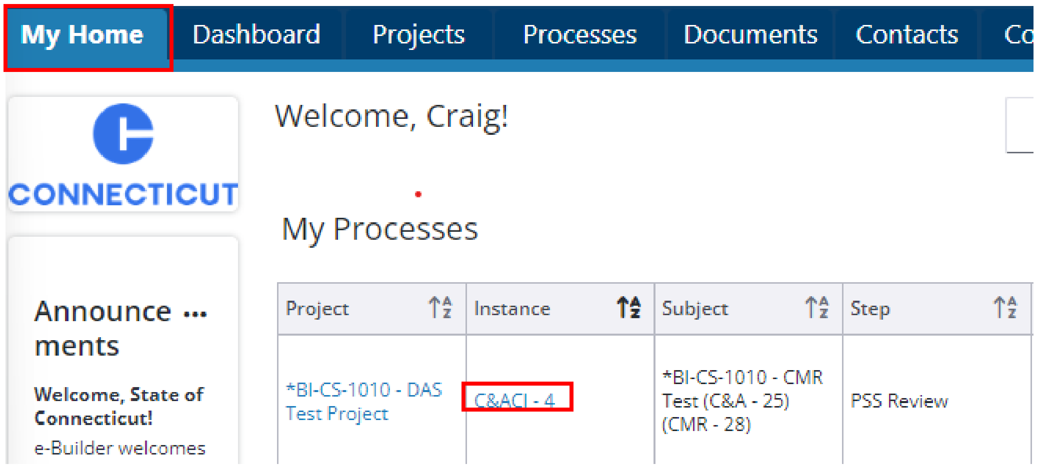
Then, complete the “Commitment Details” section, selecting the “Commitment Type” and “Company”.

Under the “Commitment Others” section, input the “Commitment Date” and “Notice to Proceed” date, if applicable.

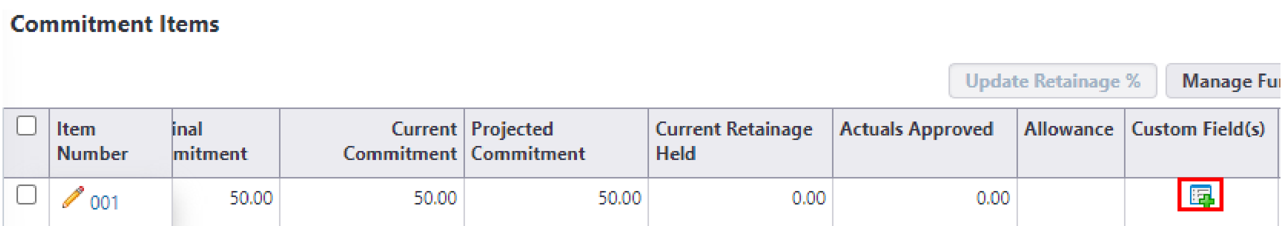
Then, scroll down to the “Add New Commitment Item Section”. Select the appropriate “Budget Line Item” and “Funding Rule”, and then input the total fee in the “Amount” field. Click the “Add” button upon completion, and then click the “Submit” button.

Note: The “Commitment Custom Fields” section will automatically fill out when you proceed to the next step in the process.

Return to the “Home” tab and open the new process instance for the subject project.



Review the “Commitment Custom Fields” and ensure all applicable fields have been filled out. Take a screen shot of the “Commitment Custom Fields”. Then, scroll down to the “Commitment Items” section and click on the “Custom Fields” icon.



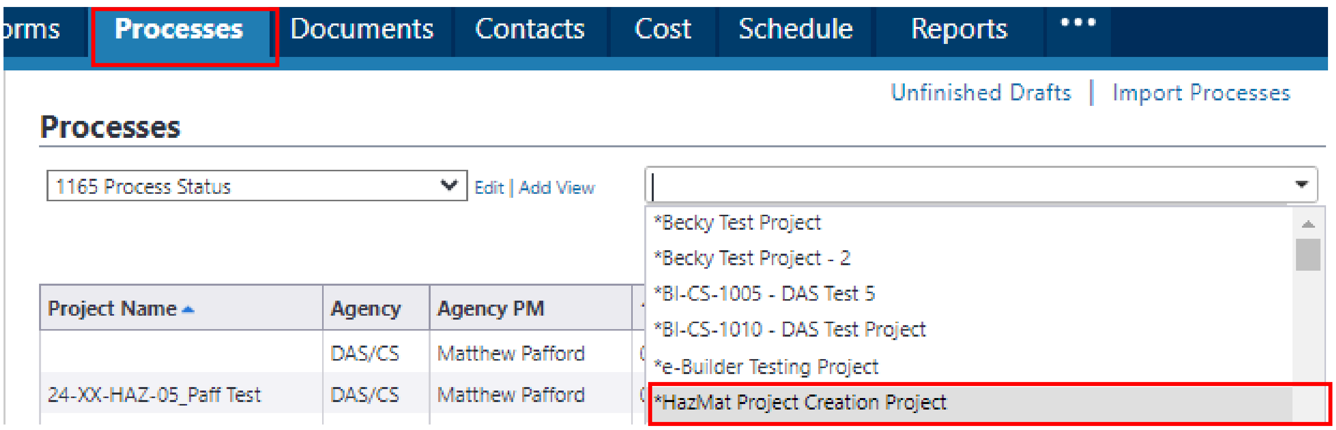
Replicate the data field input from the “Commitment Custom Fields” section to the “Commitment Items Custom Fields” section. Upon completion, click “Save”, then click the “Take Action” button.

Section 12: 1165 HazMat Project Intake Request

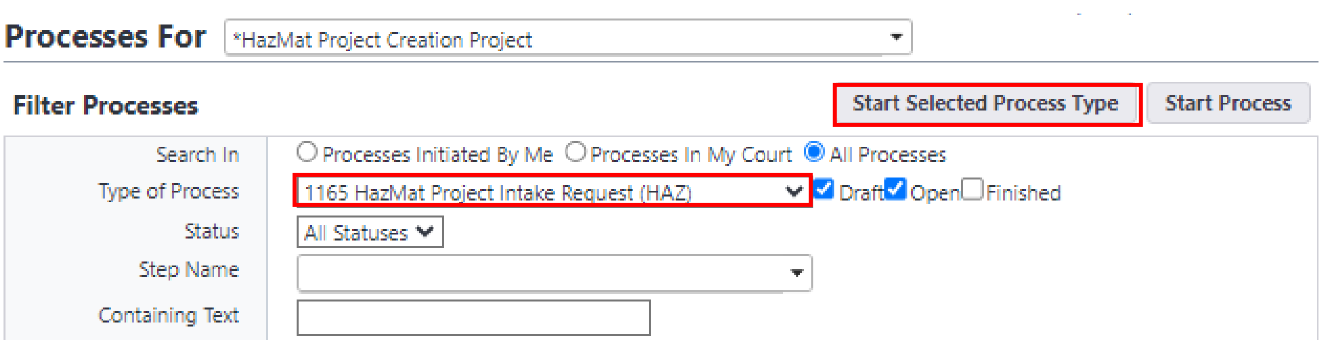
12.01 Accessing the Process

Log in to e-Builder: https://gov.e-builder.net/auth/www/index.aspx?ReturnUrl=%2f

On your homepage, go to the “Processes” tab and select the “*HazMat Project Creation Project” from the “All Projects” dropdown list.

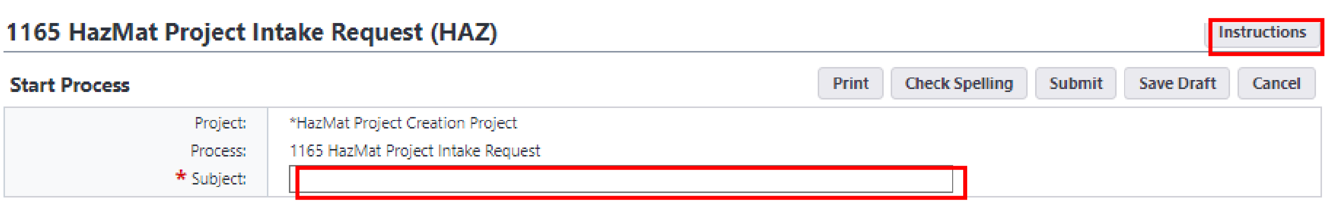


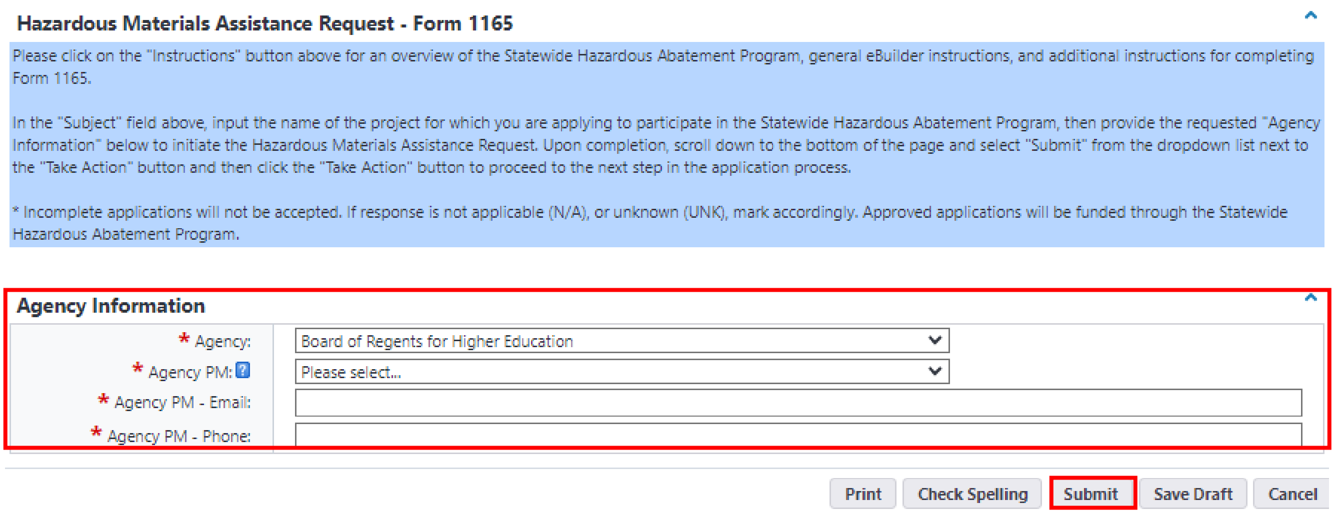
Click the “Start Selected Process Type” button. The Type of Process should be listed as “1165 HazMat Project Intake Request (HAZ)”.



12.02 Hazardous Materials Assistance Request (Agency PM)

Click the “Instructions” button at the top of the page for an overview of the Statewide Hazardous Abatement Program, general eBuilder instructions, and additional instructions for completing Form 1165.

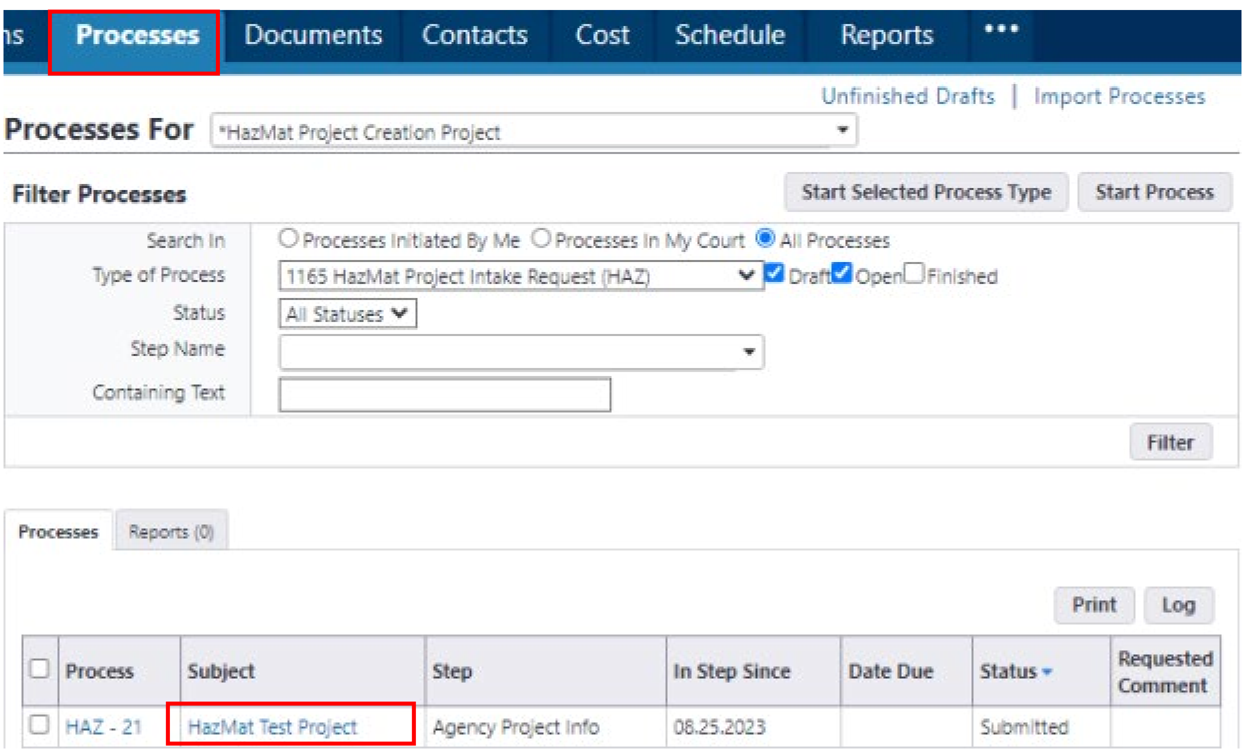




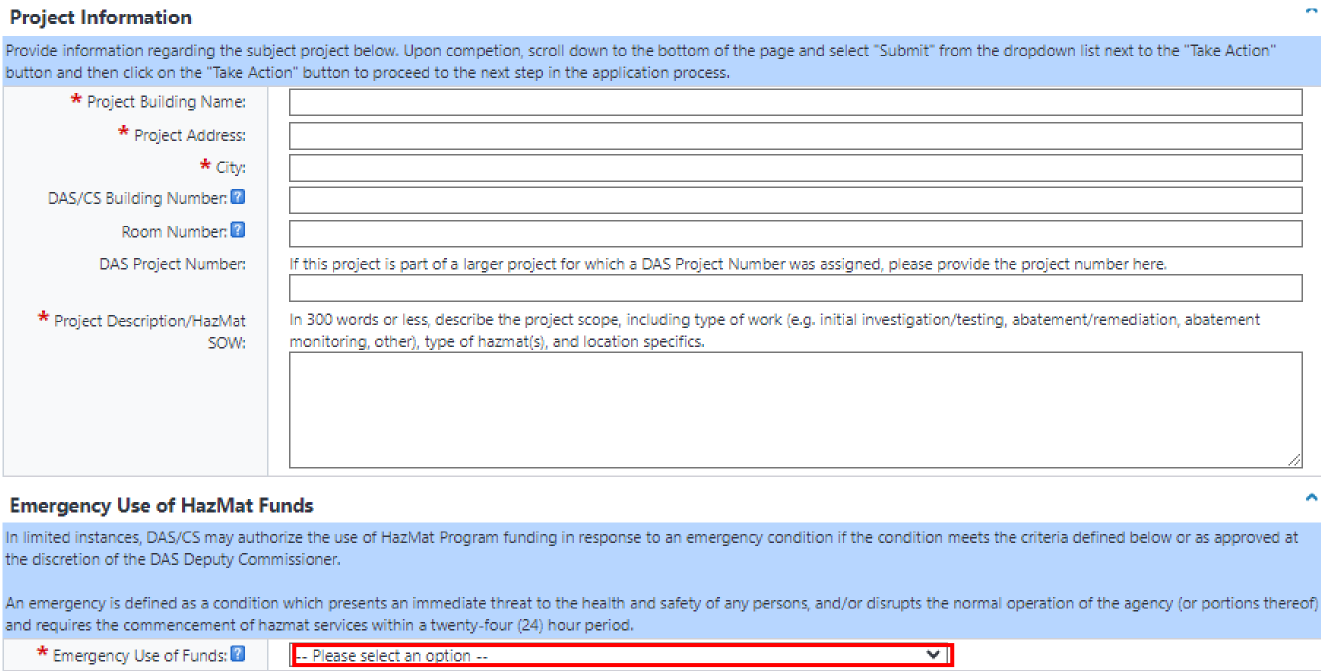
* If the name of the Agency PM is not listed in the dropdown list, please notify Craig Russell by email at craig.russell@ct.gov to have that individual added to the list and provide that individual with an eBuilder license, username, and password.

12.03 HazMat Project Information (Agency PM)

Return to the "Processes" tab and click on the link for the subject project in the "Subject" column.



Review the general instructions for and complete the sections entitled “Project Information” and “Emergency Use of HazMat Funds”.



Project Information

Provide information regarding the subject project below. Upon competion, scroll down to the bottom of the page and select "Submit" from the dropdown list next to the "Take Action" button and then click on the "Take Action" button to proceed to the next step in the application process.

* Project Building Name:

* Project Address:

* City:

DAS/CS Building Number:

Room Number:

DAS Project Number: If this project is part of a larger project for which a DAS Project Number was assigned, please provide the project number here.

* Project Description/HazMat SOW: In 300 words or less, describe the project scope, including type of work (e.g. initial investigation/testing, abatement/remediation, abatement monitoring, other), type of hazmat(s), and location specifics.

Emergency Use of HazMat Funds

In limited instances, DAS/CS may authorize the use of HazMat Program funding in response to an emergency condition if the condition meets the criteria defined below or as approved at the discretion of the DAS Deputy Commissioner.

An emergency is defined as a condition which presents an immediate threat to the health and safety of any persons, and/or disrupts the normal operation of the agency (or portions thereof) and requires the commencement of hazmat services within a twenty-four (24) hour period.

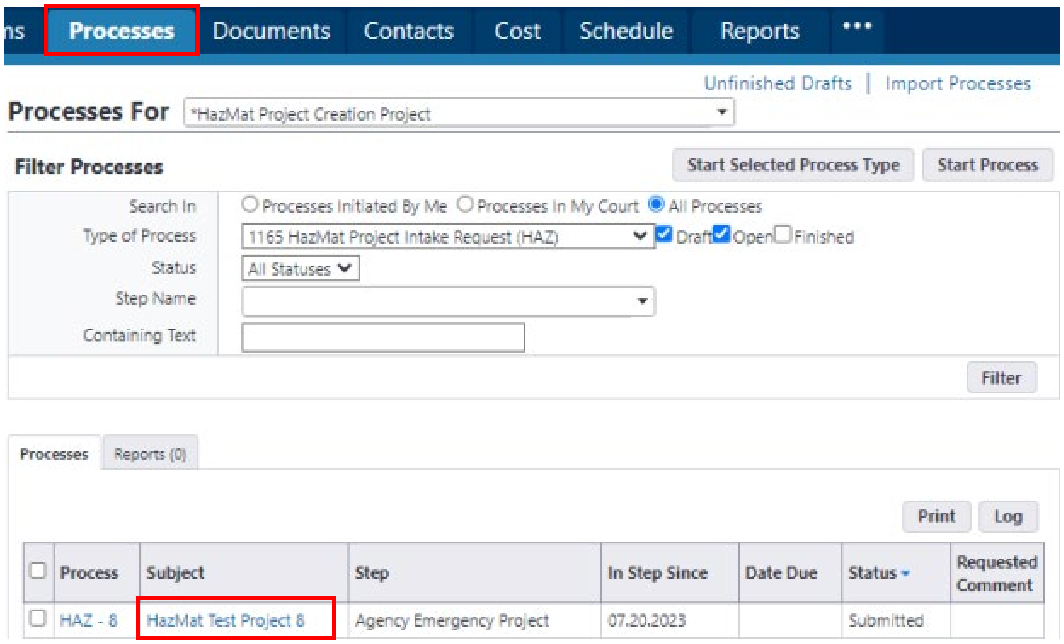
* Emergency Use of Funds: -- Please select an option --

- Only answer “Yes” to the “**Emergency Use of Funds**” question if the subject project presents a condition that is an immediate threat to the health and safety of any persons, and/or disrupts the normal operation of the agency (or portions thereof) and requires the commencement of hazmat services within a twenty-four (24) hour period.

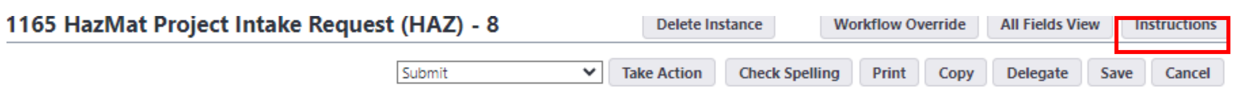
Upon completion, scroll down to the bottom of the page and select “Submit” from the dropdown list next to the “Take Action” button and click the “Take Action” button. If you answered “Yes” to the “Emergency Use of Funds” question, proceed to Section 12.04. If you answered “No”, proceed to Section 12.05.

12.04 HazMat Emergency Project (Agency PM)

If the response to the “Emergency Use of Funds” question was “Yes”, return to the “Processes” tab and click on the link for the subject project in the “Subject” column. The “Step” column should denote the subject project as “Agency Emergency Project”.

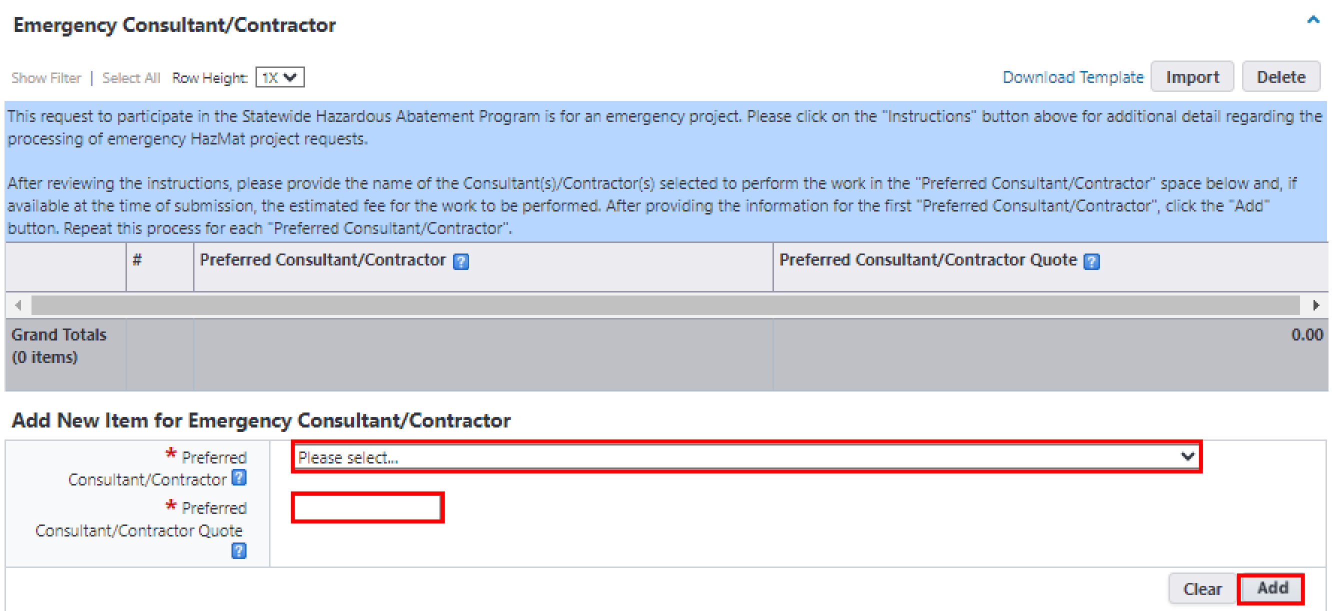


Click the “Instructions” button at the top of the page for an overview of the processing of emergency HazMat project requests.

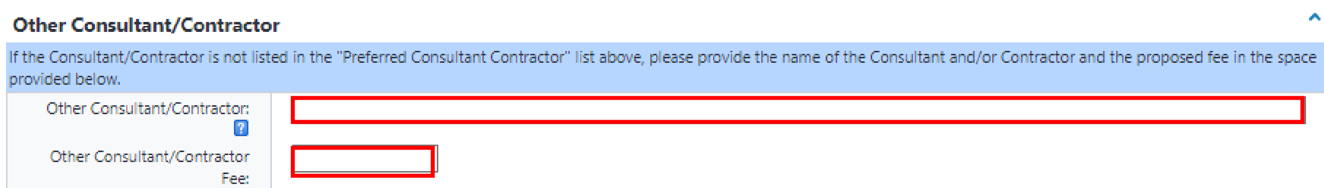


Review the general instructions for and complete the sections entitled “Services Requested”, “Emergency Consultant/Contractor”, “Statement of Verification” and “Terms of Acceptance & Signature”.

To complete the "Emergency Consultant/Contractor" section, scroll down to subsection "Add New Item for Emergency Consultant/Contractor" and select the "Preferred Consultant/Contractor" from the dropdown list provided and provide the "Preferred Consultant/Contractor Quote". Select "Other" from the dropdown list if your selected Consultant/Contractor is not formally listed. After providing the information for the first Consultant/Contractor, click the "Add" button and repeat this process if applicable.



If "Other" was selected from the "Preferred Consultant/Contractor" dropdown list, then provide the name of the Consultant/Contractor and the proposed fee in the "Other Consultant/Contractor" section.



After adding the Emergency Consultant/Contractor, answer the "Estimated Fee Known" question by selecting "Yes" or "No" from the dropdown list.

- Answer "Yes" if the estimated fee is known for all "Preferred Consultant/Contractor"(s).
- Answer "No" if the estimated fee is unknown for either the Consultant or Contractor and leave the "Preferred Consultant/Contractor Quote" field blank.

  * Please note that if no fee was provided at the time of submission, you will have 24 hours after the work has started to acquire a rough estimate from the Consultant and/or Contractor for the services that are to be provided. sufficient time to assess and gain a better understanding of the emergency project, so that a rough estimate can be provided.

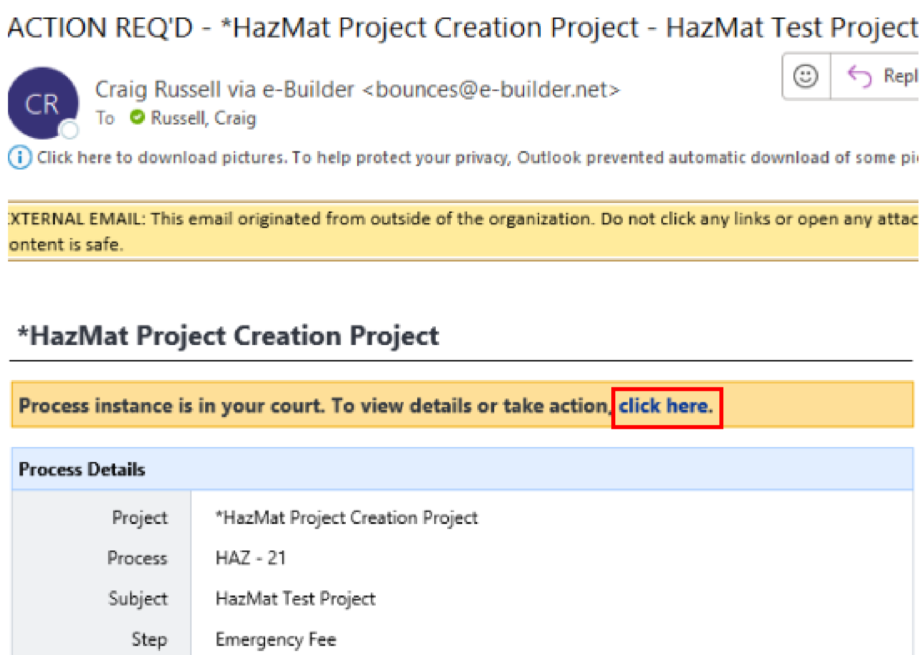
After responding the “Estimated Fee Known?” question, complete the sections entitled “Statement of Verification” and “Terms of Acceptance and Signature”.

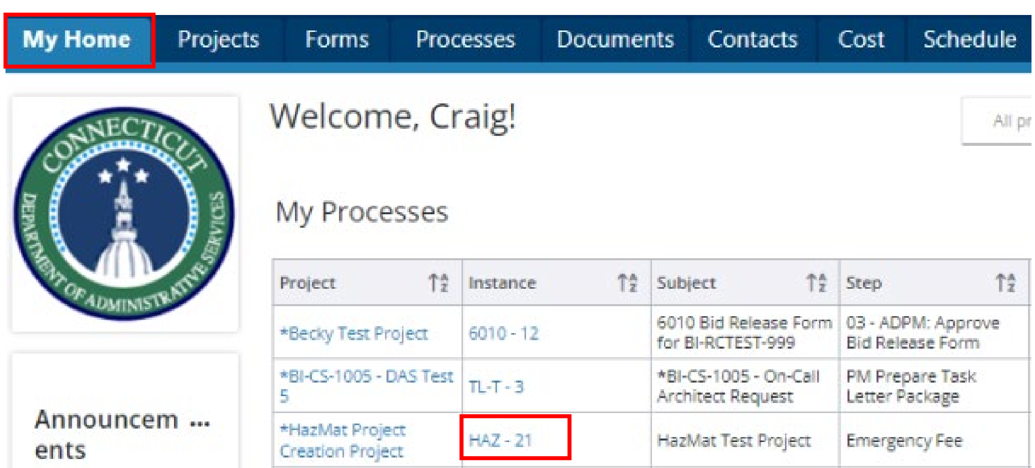
Upon completion of all sections, scroll down to the bottom of the page and select “Submit” from the dropdown list next to the “Take Action” button and click the “Take Action” button.

The Client Agency may begin work immediately after notifying DAS/CS of the emergency project through the submission of Form 1165. Pre-approval is not required to initiate the work on an emergency project.

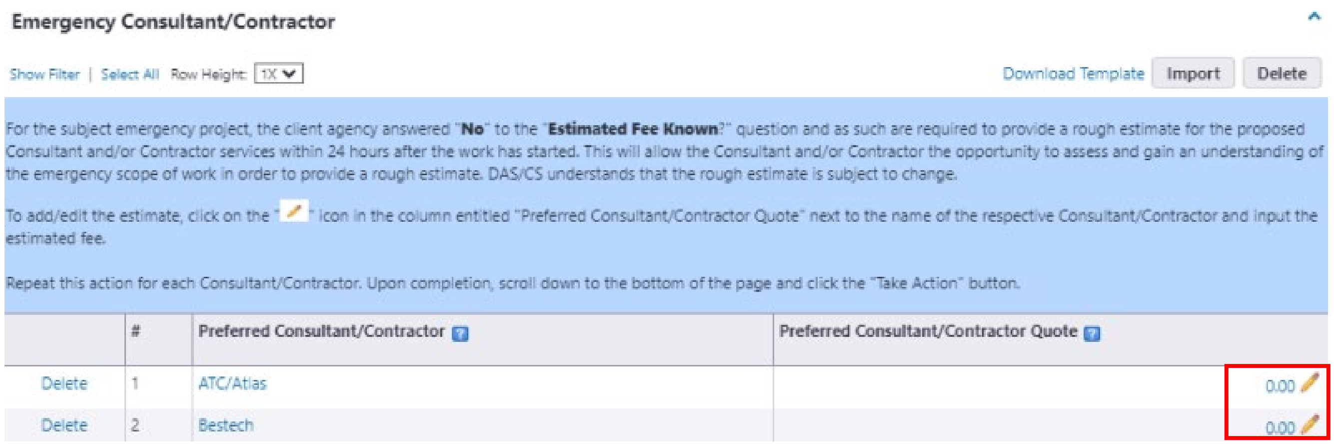
If the client agency answered "No" to the "Estimated Fee Known?" question, then the client agency will receive an email notification through eBuilder that action is required by the client agency to complete the application.

To access the application, the client agency can either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the link in the “Instance” column for the “*HazMat Project Creation Project” from the “My Processes” section. The “Step” column should read “Emergency Fee”.



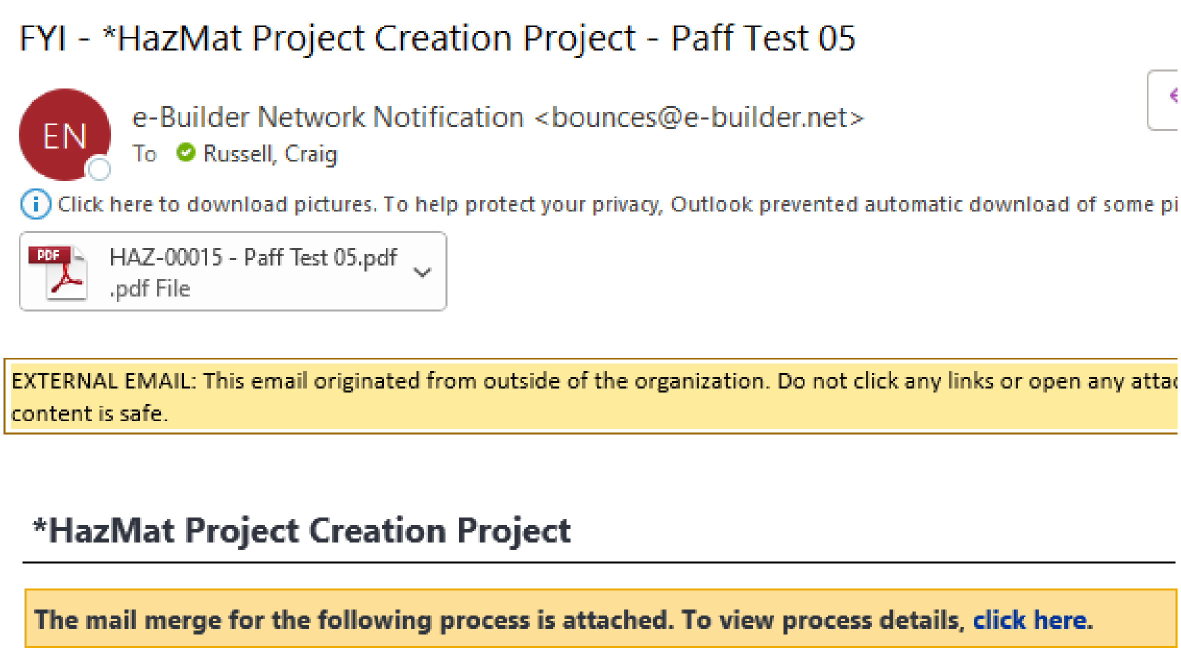


To add the rough estimate, click on the " " icon in the column entitled "Preferred Consultant/Contractor Quote", next to the name of the respective Consultant/Contractor, and input the estimated fee. Repeat this action for each Consultant/Contractor.



Upon completion, scroll down to the bottom of the page and click the "Take Action" button to submit the application to the DAS Supervising Environmental Analyst for review and for sign off on the application.

After the application has been signed and executed, the client agency will receive an email notification from eBuilder with a copy of the executed Form 1165.

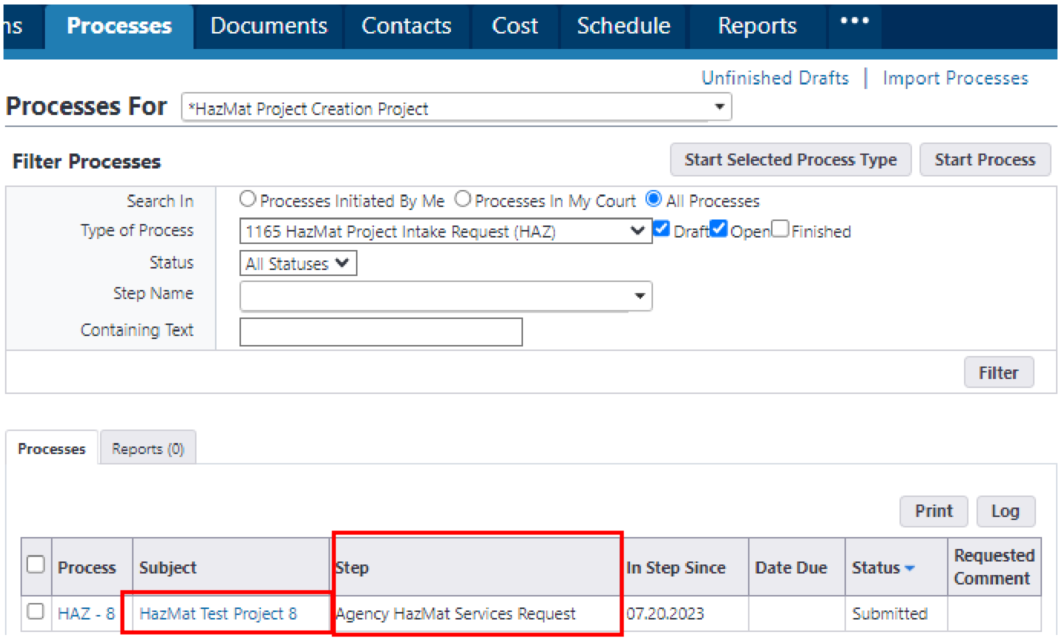


At the conclusion of the emergency project, the consultant/contractor shall provide an itemized invoice for time and materials for services performed, and payment will be made in accordance with the approved rates in the appropriate state contracts. DAS/CS reserves the right to reject payment at the discretion of the DAS Chief Architect.

This concludes the HazMat Application process for emergency projects for the client agency in eBuilder.

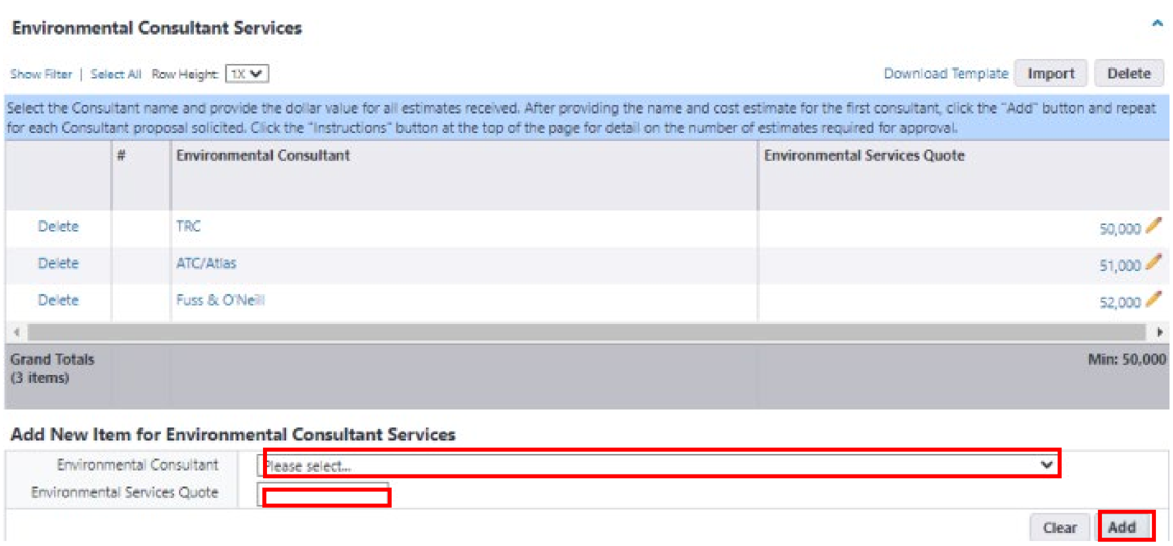
12.05 HazMat Services Requested (Agency PM)

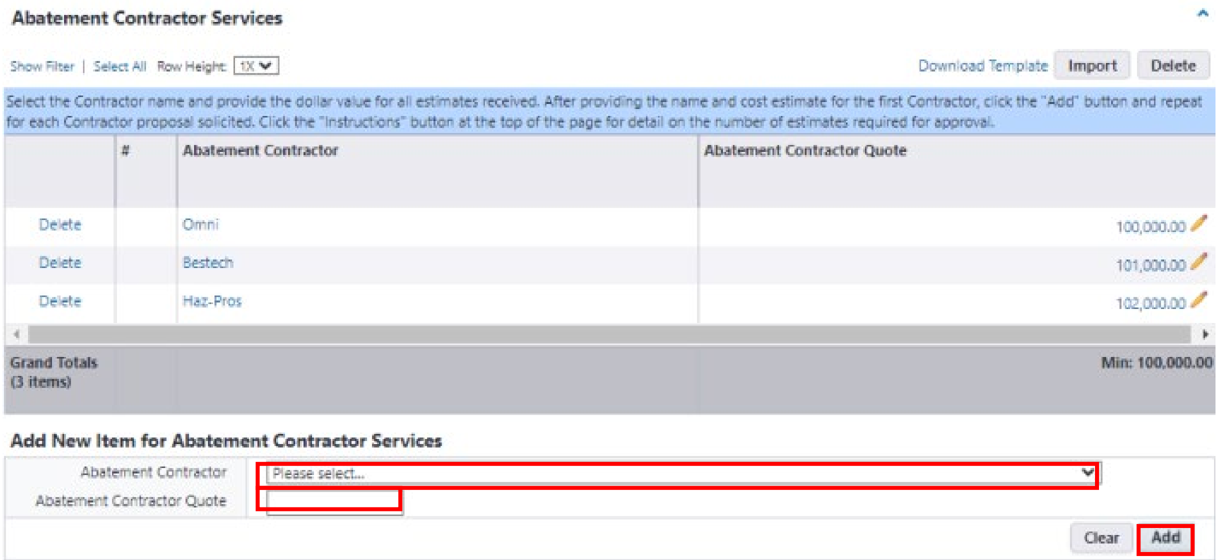
If the response to the "Emergency Use of Funds" question was "No", return to the "Processes" tab and click on the link for the subject project in the "Subject" column. The "Step" column should denote the subject project as "Agency HazMat Service Request".



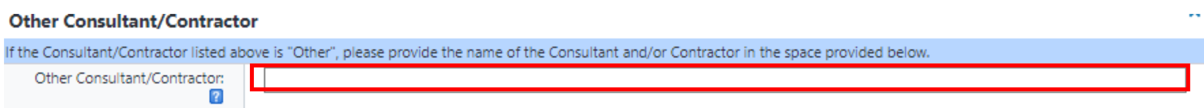
Review the General Instructions for and complete the sections entitled "Services Requested", "Environmental Consultant Services", "Abatement Contractor Services", "Other Consultant/Contractor" - if applicable, "Preferred Consultant/Contractor", "Service Justification" if applicable, "Work Plans & Cost Estimates", and "Terms of Acceptance & Signature".

To complete the "Environmental Consultant Services" and "Abatement Contractor Services" sections, scroll down to the subsection entitled "Add New Item for…" in those respective sections and select one of the "Environmental Consultants" and/or "Abatement Contractors" solicited from the dropdown list and input the "Environmental Services Quote" and/or "Abatement Contractor Quote". Click the "Add" button and repeat this process for all Consultants/Contractors solicited.

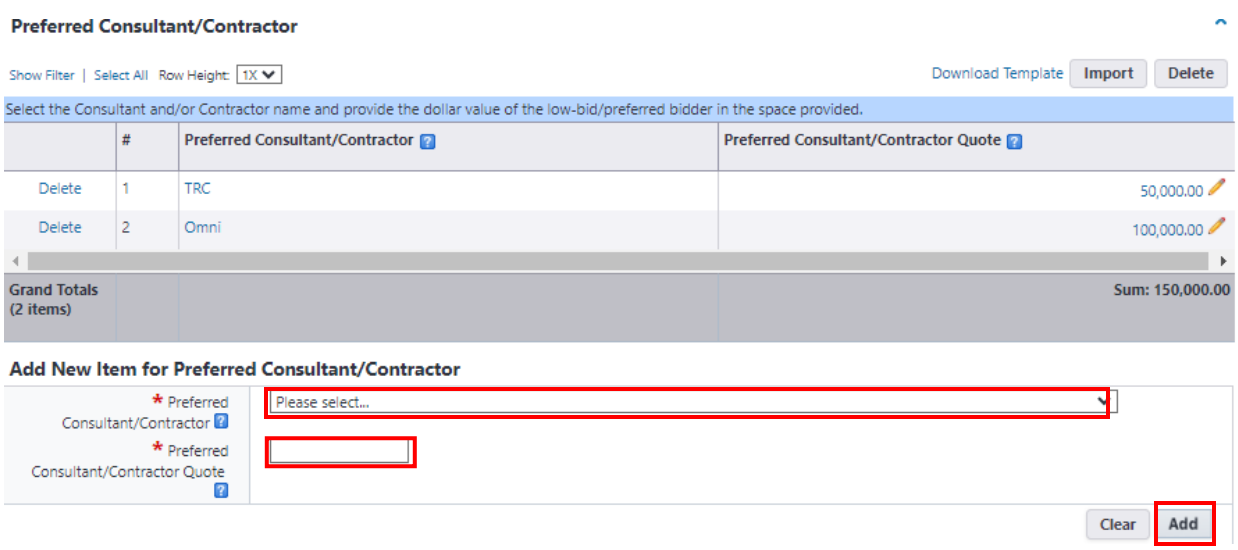




If the Consultant and or Contractor is not in the respective dropdown list, select "Other" from the respective dropdown list and provide the name of said Consultant/Contractor and their proposed fee in the "Other Consultant/Contractor" section.

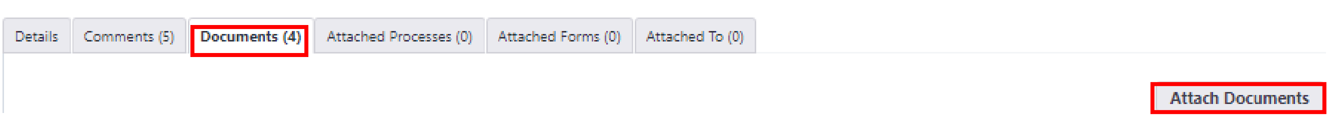


Complete the same steps noted above for the "Preferred Consultant/Contractor" section, adding only the "Preferred Consultant/Contractor" and their respective quotes.

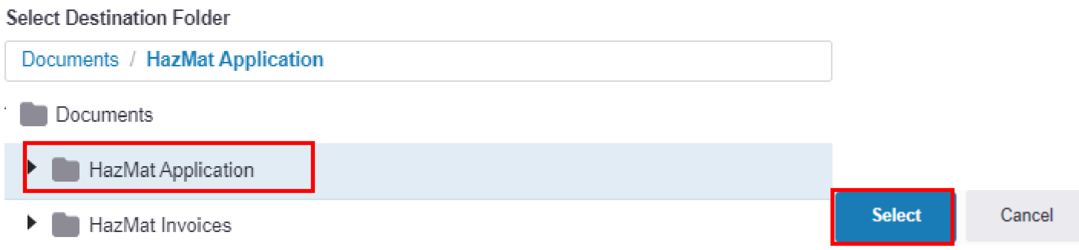


If the "Preferred Consultant/Contractor" is not the low bid, complete the "Service Justification" section.

Review the instructions and complete the "Work Plans & Cost Estimates" section. After reviewing the instructions, click on the "Documents" tab, and then click the "Attach Documents" button.



Once prompted, select “Upload from your Computer”, click “HazMat Application” as the destination folder and press the “Select” button.



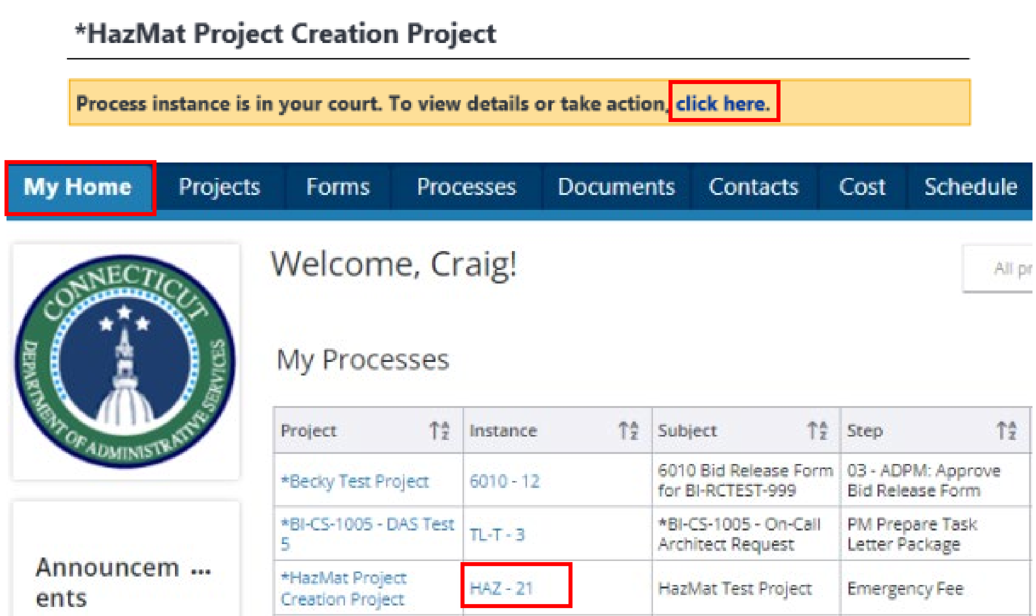
Upload the required documents into the space provided. Please note that the upload process may be delayed.

Upon completion of the upload, click on the “Details” tab to return to the application. Scroll down to the end of the application and complete the section entitled “Terms of Acceptance and Signature”.

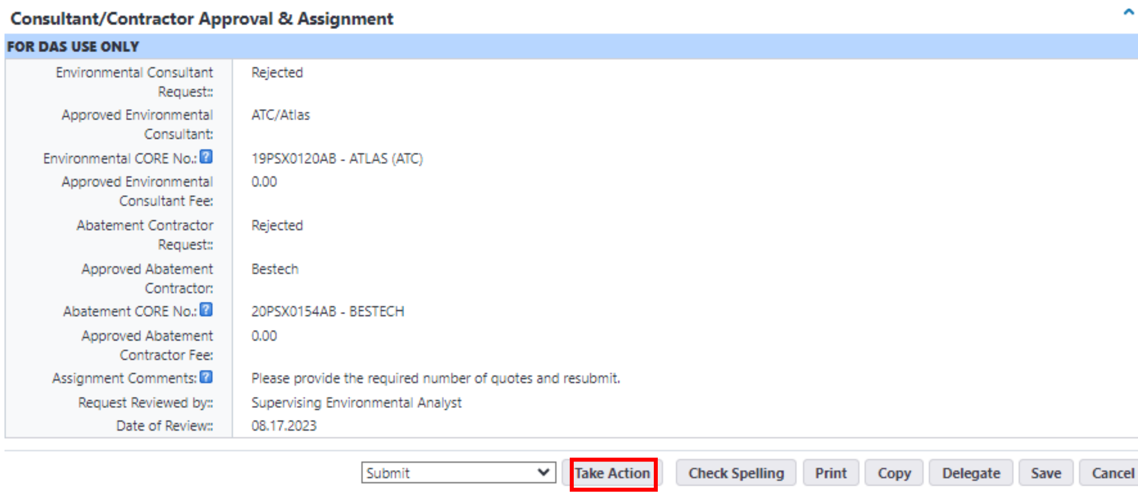
Upon completion of all sections, select “Submit” from the dropdown list next to the “Take Action” button at the bottom of the page, and click the “Take Action” button.

After the Supervising Environmental Analyst reviews the application for approval, the client agency will receive an email notification through eBuilder that either the application will need to be revised to be considered for approval, or the request has been approved and assigned.

To access the application after the Environmental Analyst has completed his review, the client agency can either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the link in the “Instance” column for the “*HazMat Project Creation Project” from the “My Processes” section. The “Step” column should read “Agency Project Info”.



After opening the application in eBuilder, scroll down to the bottom of the page and review the section entitled “Consultant/Contractor Approval and Assignment”.


Consultant/Contractor Approval & Assignment

FOR DAS USE ONLY	
Environmental Consultant Request::	Rejected
Approved Environmental Consultant:	ATC/Atlas
Environmental CORE No.:	19PSX0120AB - ATLAS (ATC)
Approved Environmental Consultant Fee:	0.00
Abatement Contractor Request::	Rejected
Approved Abatement Contractor:	Bestech
Abatement CORE No.:	20PSX0154AB - BESTECH
Approved Abatement Contractor Fee:	0.00
Assignment Comments:	Please provide the required number of quotes and resubmit.
Request Reviewed by::	Supervising Environmental Analyst
Date of Review::	08.17.2023

Submit | Take Action | Check Spelling | Print | Copy | Delegate | Save | Cancel

If the application was rejected, the field entitled “Assignment Comments” will provide the reason for rejection and instructions for corrective action, if applicable.

After reviewing the “Assignment Comments”, revise the application in accordance with the comments. Upon completion, scroll down to the bottom of the page and click the “Take Action” button to resubmit your application.

If the application was approved, follow the same process noted above to access the application. After opening the application in eBuilder, scroll down to the bottom of the page to the section entitled “Consultant/Contractor Approval and Assignment” and review the field entitled “Assignment Comments”. This will serve as the notification to the client agency and the assigned consultant/contractor that the application has been approved and the Supervising Environmental Analyst will follow up with the respective parties to schedule a scope review meeting.

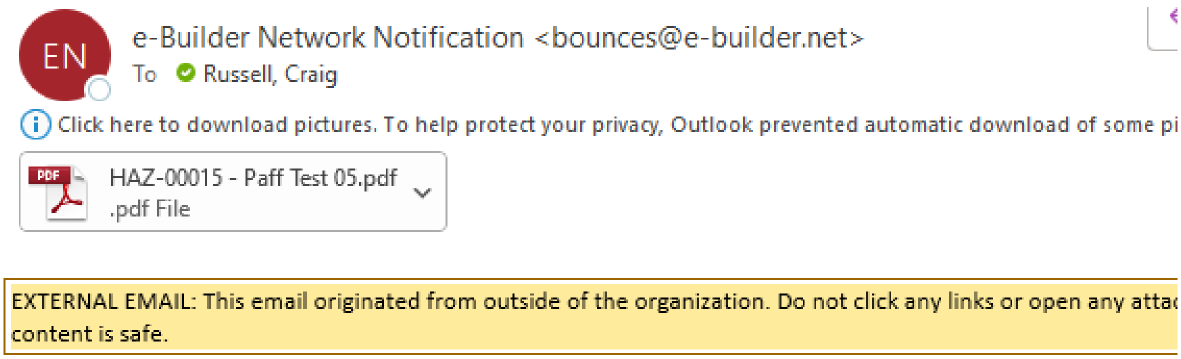
The process is similar to the recommendation of the Notice to Proceed.

After the Supervising Environmental Analyst provides a recommendation for the Notice to Proceed, the client agency will receive an email notification through eBuilder that either the application has been submitted to the DAS Authorized Authority for signature or that the application will need to be revised before it can be considered for recommendation.

If the application is rejected, the client agency should access the application by either clicking on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the link in the “Instance” column for the “*HazMat Project Creation Project” from the “My Processes” section. The “Step” column should read “Agency Project Info” (see sample diagrams above for illustrations regarding accessing the application). After opening the application in eBuilder, scroll down to the bottom of the page and review the section entitled “Notice to Proceed Recommendation” and refer to the field entitled “Notice to Proceed Comments” for an explanation of rejection and instructions for corrective action, if applicable.

After reviewing the “Notice to Proceed Comments”, revise the application in accordance with the comments. Upon completion, scroll down to the bottom of the page and click the “Take Action” button to resubmit your application.

If the application is recommended for a Notice to Proceed, the application will be forwarded to the DAS Authorized Authority to sign-off on the project. After the application has been signed and executed, the client agency will receive an email notification from eBuilder with a copy of the executed Form 1165.

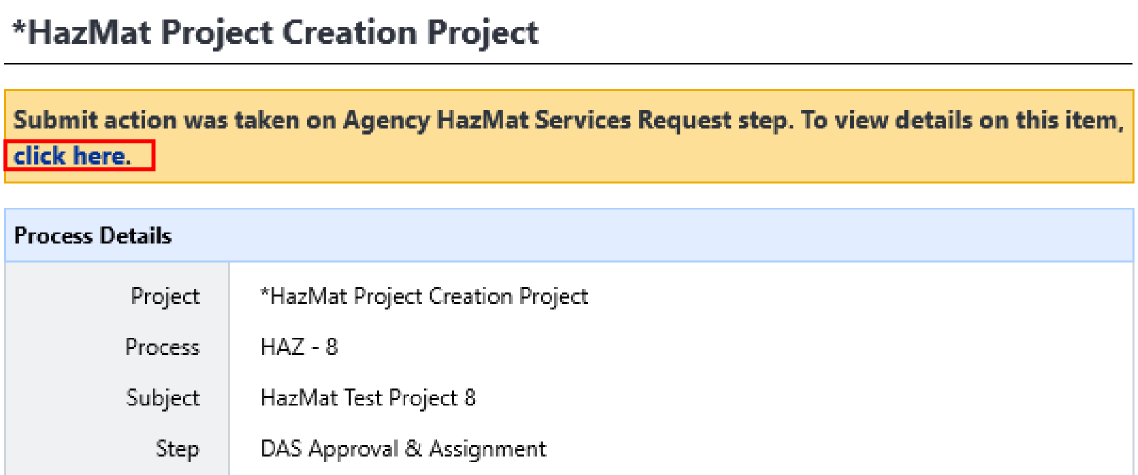


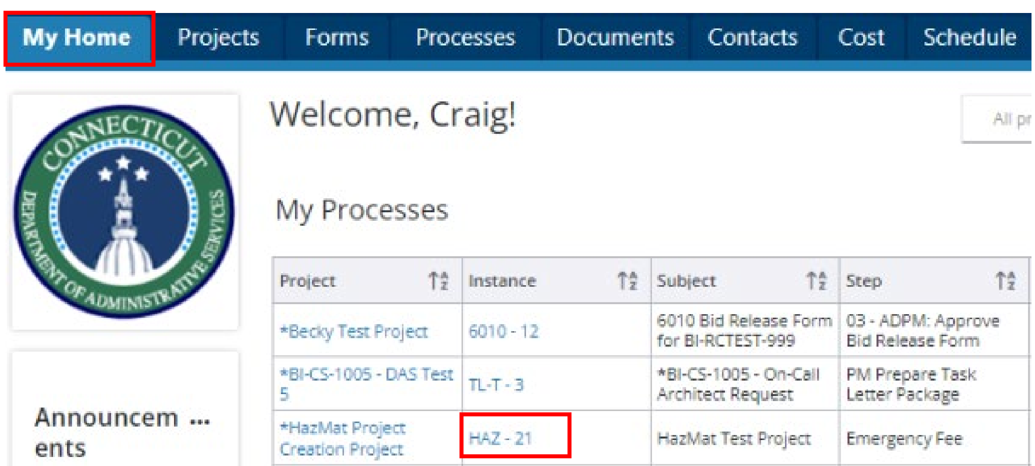
This concludes the HazMat Application process for the client agency in eBuilder.

12.06 DAS Approval & Assignment (Environmental Analyst – DAS Only)

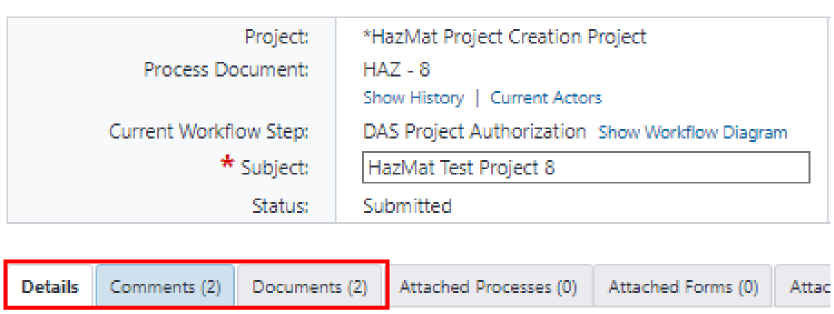
The Environmental Analyst will receive an email from eBuilder as notification that the HazMat Assistance Request has been submitted for DAS Approval and Assignment.

To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the link in the “Instance” column for the “*HazMat Project Creation Project” from the “My Processes” section. The “Step” column should read “DAS Approval & Assignment”.

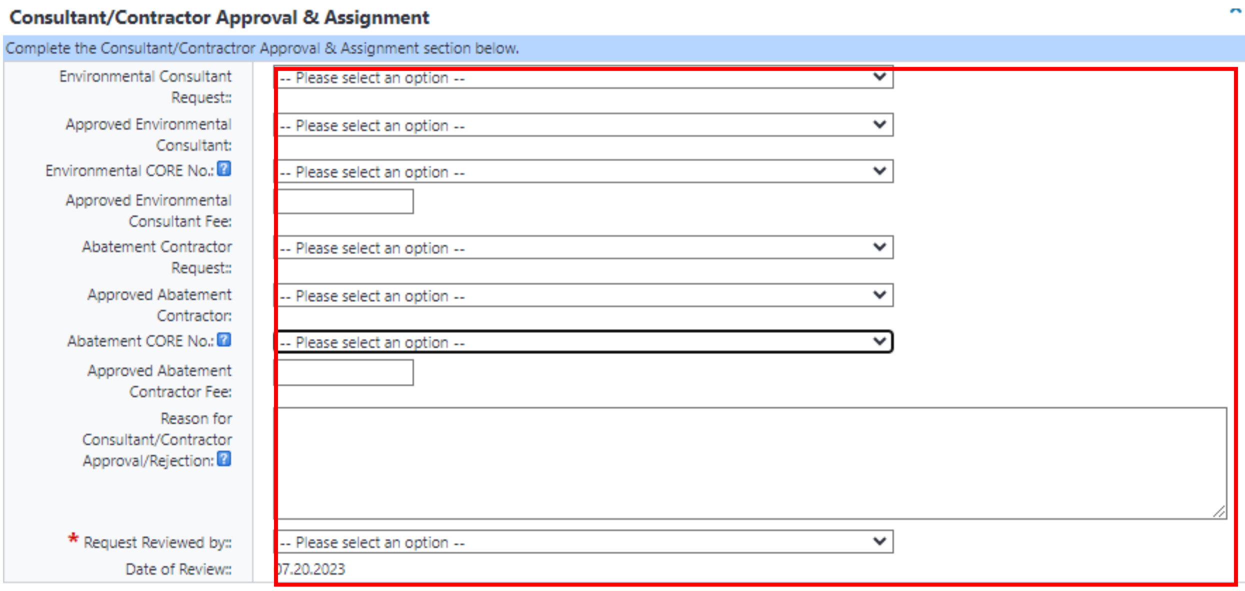


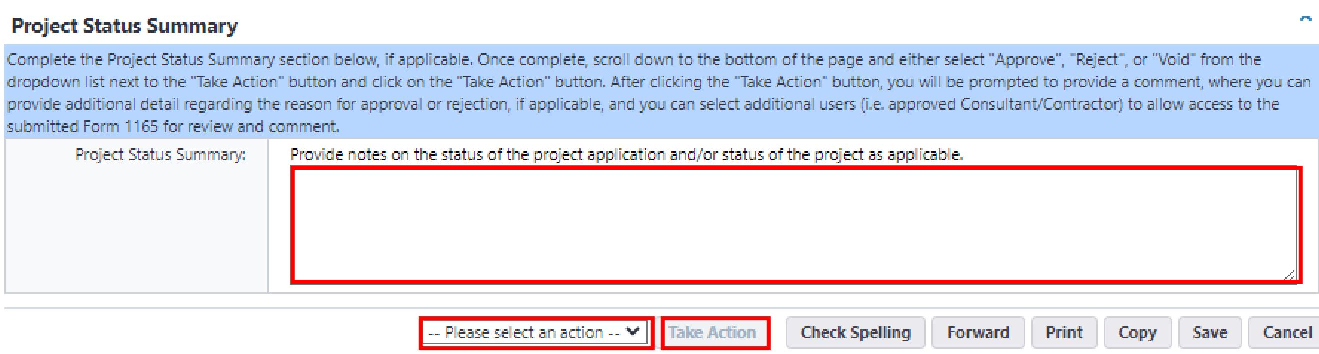


Review the application submission under the “Details” tab. To review any comments provided on the application submission, click on the “Comments” tab. To review any supporting documents submitted with the application, click on the “Documents” tab.



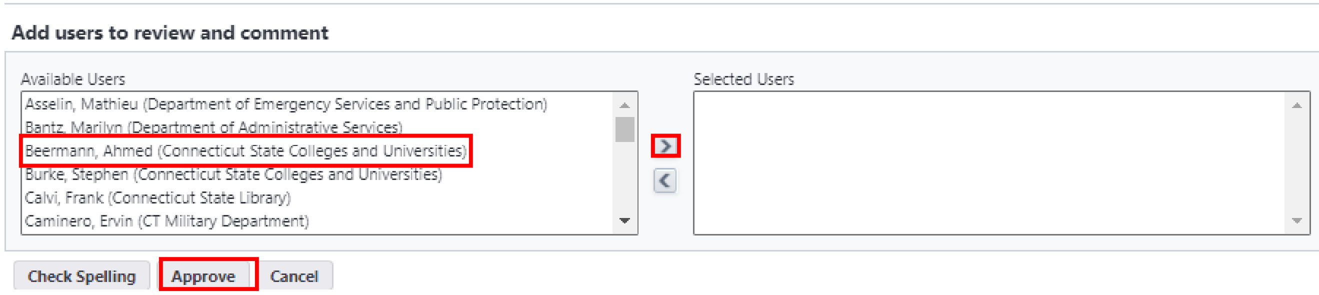
After reviewing the application submission, scroll down to the sections entitled “Consultant/Contractor Approval & Assignment” and “Project Status Summary”, review the general instructions for and complete those sections.





Upon completing all sections, scroll down to the bottom of the page and select either “Approve”, “Reject”, or “Void” from the dropdown list next to the “Take Action” button and click “Take Action”.

If “Approve” was selected, you will be prompted to “Add users for review and comment”, which will allow access to the submitted Form 1165 to those selected users for review and comment. Select the approved consultant/contractor from the list of “Available Users” to grant them access to review the application and receive notification that a scope review meeting is to be scheduled.



If “Reject” was selected, Form 1165 will be returned to the client agency for revision, if applicable.

12.07 Emergency Assignment/NTP (Environmental Analyst – DAS Only)

The Environmental Analyst will receive an email from eBuilder as notification that an Emergency HazMat Assistance Request has been submitted for DAS Review and Processing.

To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the link in the “Instance” column for the “*HazMat Project Creation Project” from the “My Processes” section. The “Step” column should read “Emergency Assignment/NTP”. Please refer to the diagrams in Section 12.0.6 DAS Approval & Assignment for a visual representation on accessing the process.

Review the general instructions and complete the “Emergency Assignment”, “Notice to Proceed Recommendation”, and ”Project Status Summary” sections.

When completing the “Emergency Assignment” section (*see diagram on the next page*):

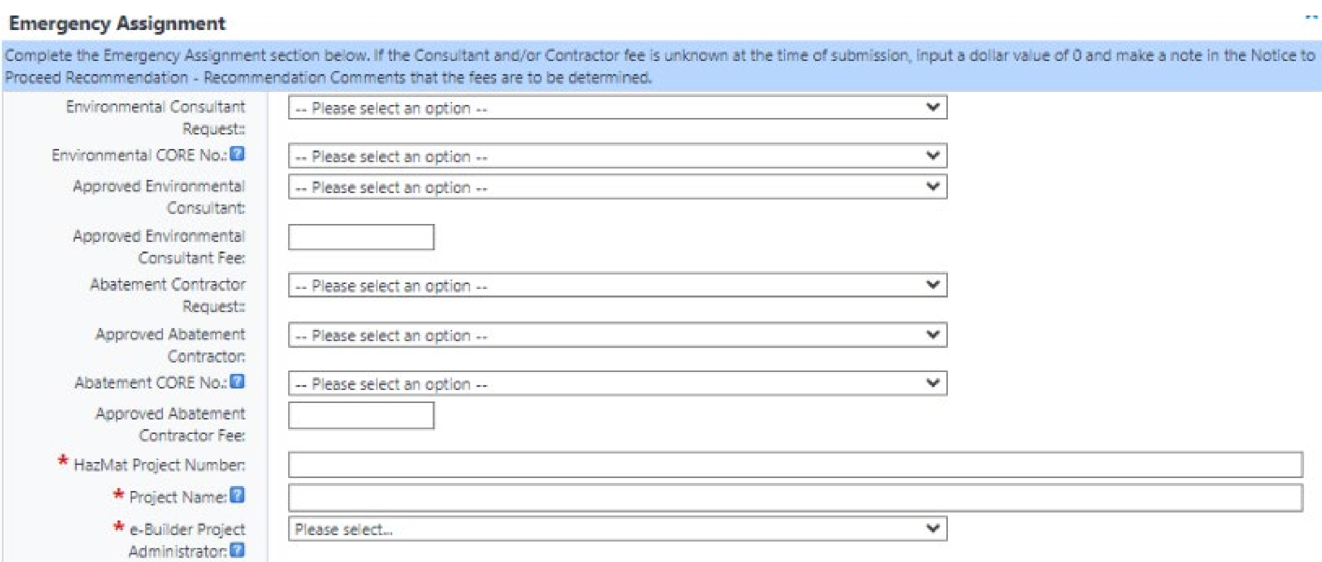
a) Select “Emergency” from the dropdown list for the fields entitled “Environmental Consultant Request” and “Abatement Contractor Request”;

b) Input the names and quotes provided by the client agency from the “Preferred Consultant/Contractor” section into the respective “*Approved*” consultant, contractor and fee fields.

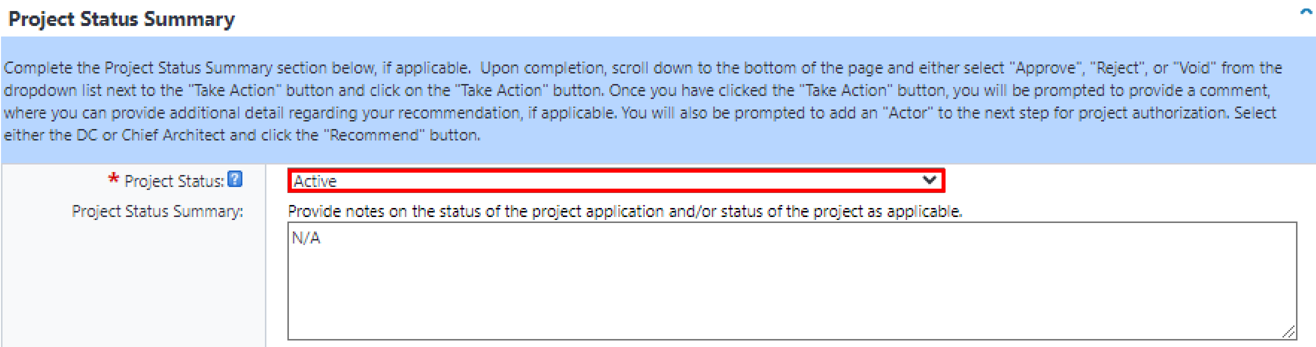
c) The “Project Name” field should consist of the following: “HazMat Project Number – HazMat Project Name” as listed under “Subject” at the top of the page, i.e. 24-CSCU-HAZ-01 - HazMat Test Project 8.

d) Select Craig Russell as the “eBuilder Project Administrator”.

Select Matthew Pafford as the “Project Manager” of the HazMat Program.



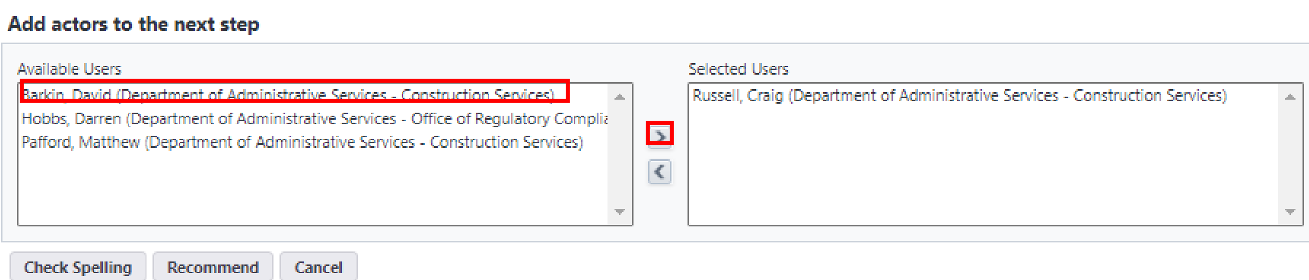
When completing the “Project Status Summary” section, select “Active” from the dropdown list for “Project Status”.



Upon completion of all sections, scroll down to the bottom of the page and select “Recommend” from the dropdown list next to the “Take Action” button and click the “Take Action” button.

After clicking the “Take Action” button, you will be prompted to “Add actors to the next step”, which will direct the application to the Authorized Authority to sign off on the approval of the application; and to “Add users to review and comment”, which will allow selected users access to the submitted Form 1165 for review and comment.

To add an actor to act as the Authorized Signatory, select the individual’s name from the list of “Available Users” for which you wish to sign off on the application, then click on the “>” to move that individual into “Selected Users”.



Repeat this process to “Add users for review and comment”. Select the “Approved” Consultant and/or Contractor from the list of “Available Users” so that they can receive notification that the application is being processed and to allow them access to the application for review and comment. After adding the actors and users, click the “Recommend” button. Proceed to Section 12.10 Form 1165 Executed.

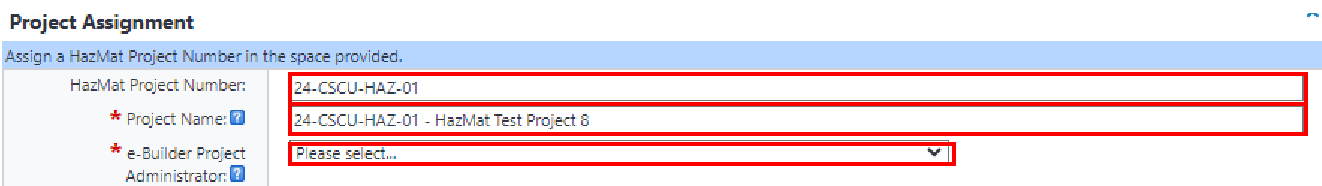
12.08 Scope Review/NTP Recommendation/Project Assignment (EA – DAS Only)

The “Scope Review/NTP/Project Assignment” step should not be completed until after the scope review meeting has been scheduled and completed.

After the scope review meeting, the Environmental Analyst can access the process instance by either clicking on the link provided in the aforementioned email or by logging into eBuilder, selecting the “My Home” tab and clicking on the link in the “Instance” column for the “*HazMat Project Creation Project” from the “My Processes” section. The “Step” column should read “Scope Review/NTP/Project Assignment”. Please refer to the diagrams in Section 12.06 DAS Approval & Assignment for a visual representation on accessing the process.

Review the general instructions and complete the “Scope Review”, “Consultant/Contractor Approval & Assignment”, “Notice to Proceed Recommendation”, “Project Assignment”, and ”Project Status Summary” sections.

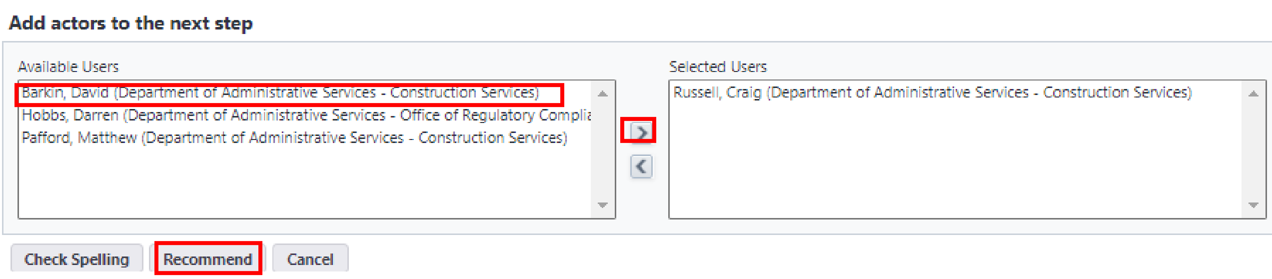
- When completing the “Project Assignment” section, the “Project Name” should consist of the following: “HazMat Project Number – HazMat Project Name” as listed under “Subject” at the top of the page, i.e. 24-CSCU-HAZ-01 - HazMat Test Project 8. Select Craig Russell as the “eBuilder Project Administrator”. Select Matthew Pafford as the “Project Manager” of the HazMat Program.



- When completing the “Project Status Summary” section, select “Active” from the dropdown list for “Project Status”.

If “Recommend” was selected, you will be prompted to “Add actors to the next step”, which will direct the application to the Authorized Authority to sign off on the approval of the application.

To add a user, select the individuals name from the list of “Available Users” for which you wish to sign off on the application, then click on the “>” to move that individual into “Selected Users” and click the “Recommend” button.

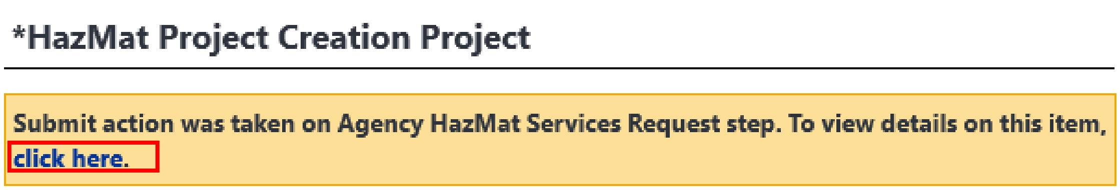


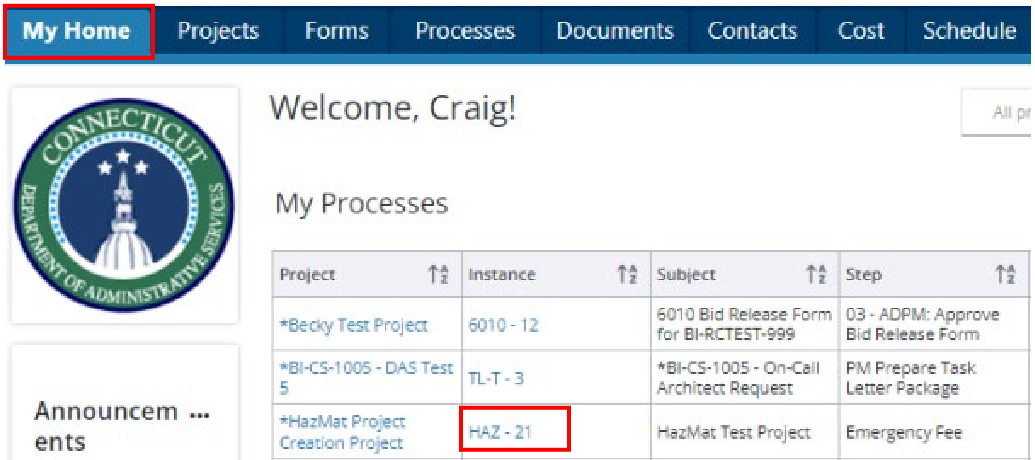
If “Reject” was selected, Form 1165 will be returned to the client agency for revision, if applicable.

12.09 Project Authorization (Chief Architect/Deputy Commissioner – DAS Only)

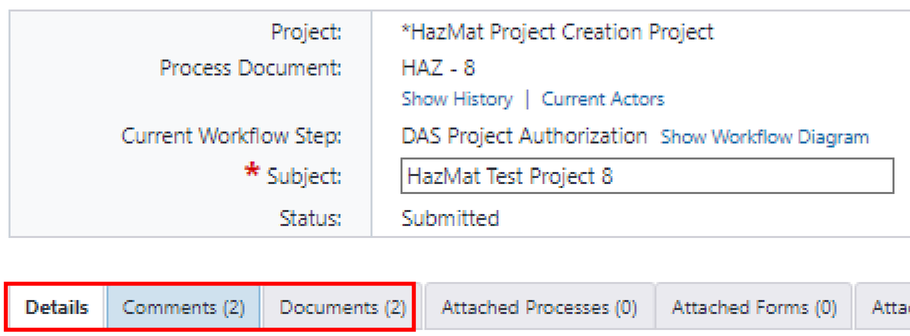
Either the Chief Architect or the Deputy Commissioner will receive an email from eBuilder as notification that the HazMat Assistance Request has been submitted for Project Authorization.

To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the link in the “Instance” column for the “*HazMat Project Creation Project” from the “My Processes” section.

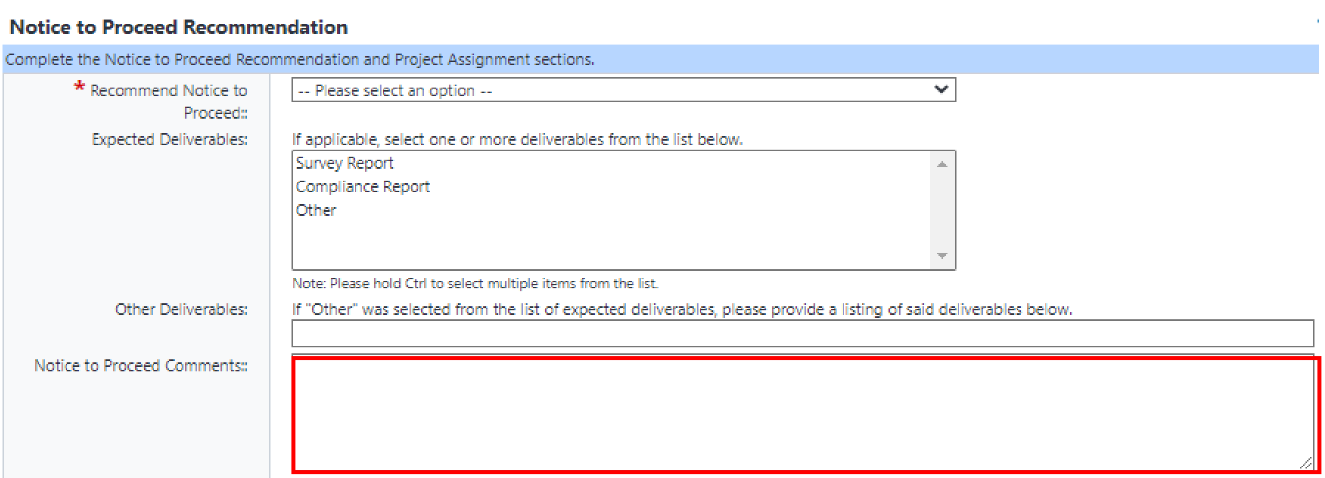




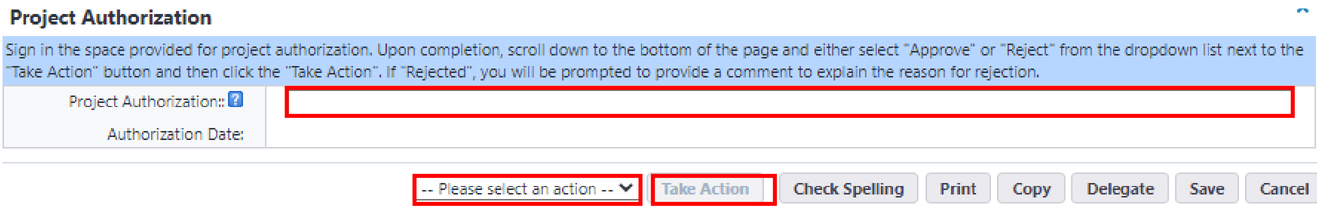
Review the application submission under the "Details" tab. To review any comments provided on the application submission, click on the "Comments" tab. To review any supporting documents submitted with the application, click on the "Documents" tab.



To review comments specific to the "Recommendation for Notice Proceed", scroll down to the section entitled "Notice to Proceed Recommendation" and refer to the field entitled "Notice to Proceed Comments".

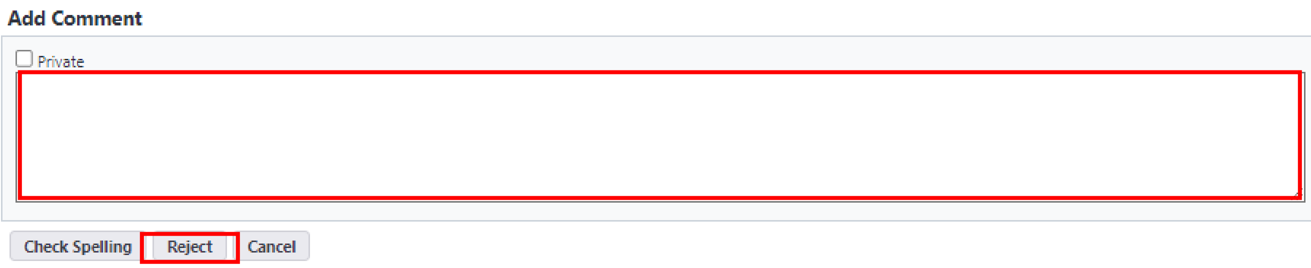


After completing your review of the application submission, scroll down to the section entitled "Project Authorization", review the general instructions for and complete that section.



Upon completion of all sections, scroll down to the bottom of the page and select either "Approve" or "Reject" from the dropdown list next to the "Take Action" button and click the "Take Action" button.

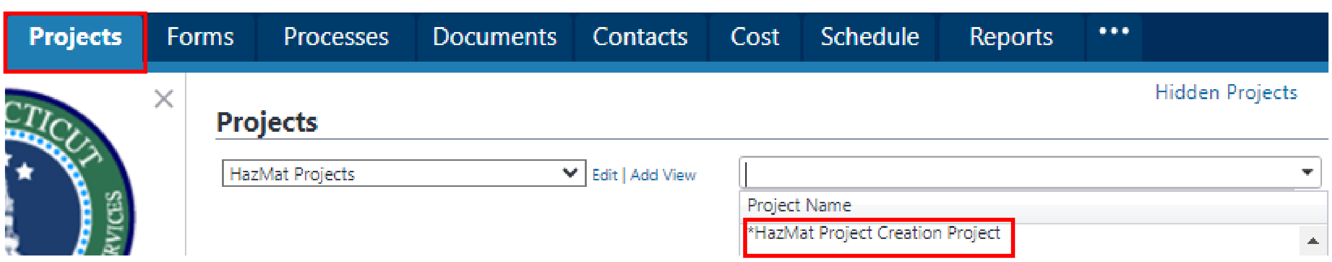
If "Reject" was selected, you will be prompted to provide a comment to explain the reason for rejection and to provide guidance for corrective action. After providing the comment, click the "Reject" button.



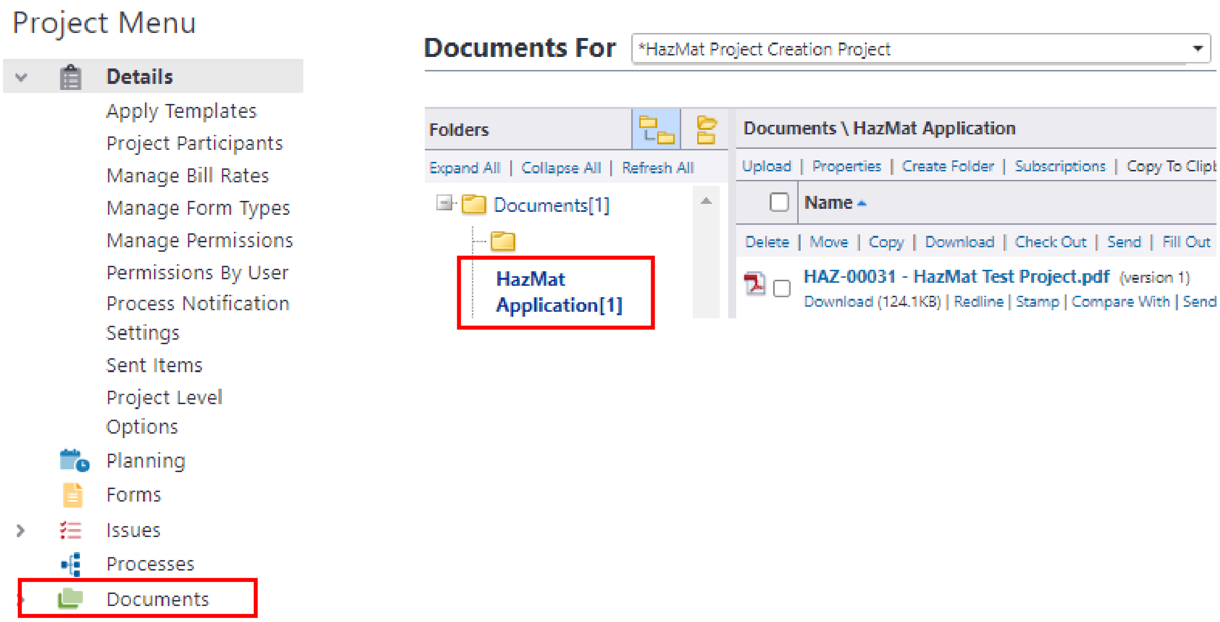
If "Approve" was selected, the application will be finalized, and an email will be distributed through eBuilder to the client agency that includes a copy of the executed Form 1165. The executed Form 1165 will also be uploaded to the eBuilder the subject project "HazMat Application" project file folder.

12.10 Project Files (Environmental Analyst – DAS Only)

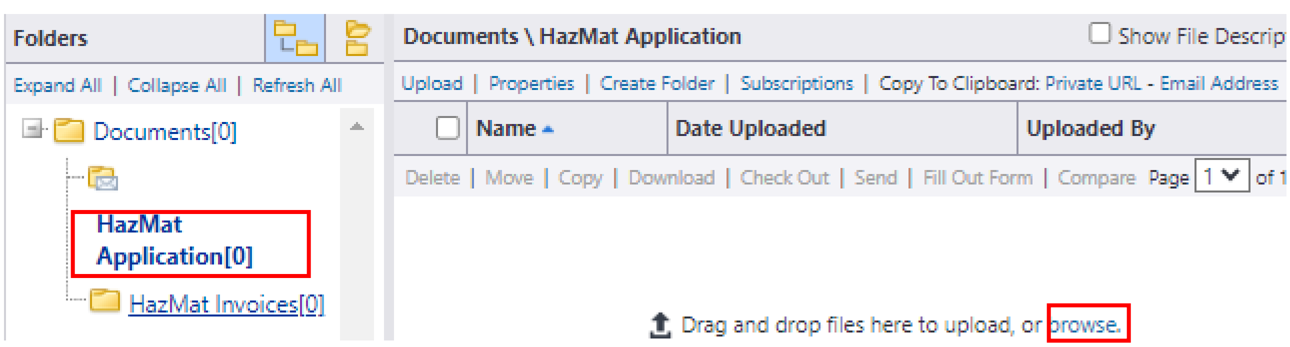
To access the newly created HazMat Project/HazMat Application file folder, go to the "Projects" tab and select the name of the newly created project from the dropdown list, i.e. 24-CSCU-Hazmat-900 – HazMat Test Project.

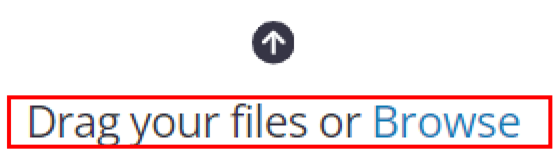


Next, select “Documents” from the “Project Menu” on the lefthand side of your screen. After selecting “Documents”, click on the “HazMat Application” file folder to access the newly executed Form 1165 and any other documents that were uploaded as part of the HazMat Project Intake Process.



If Work Plans and/or Cost Estimates were not uploaded as part of the 1165 Project Intake Process, you should upload them to the “HazMat Application” file folder upon receipt. To upload files, click the “browse” link to open the “Upload” prompt and then either drag and drop the files in the space provided, or click “Browse” to open the file structure on your computer so that you can search for the respective file that you want to upload.





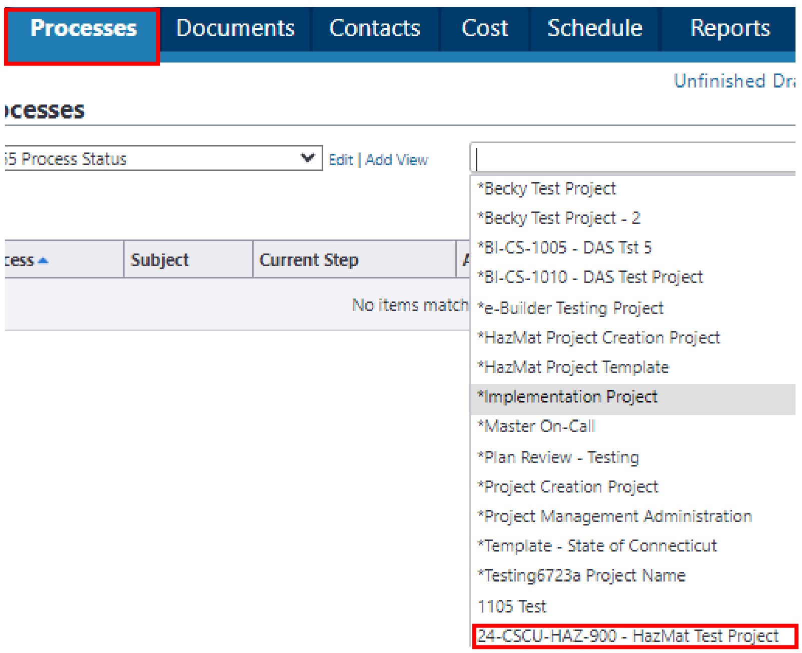
Note that the upload of files may be delayed. The prompt will note when the upload is complete. Upon completion, click “Done”. This concludes the HazMat Project Intake process.

Section 13: HazMat Commitment

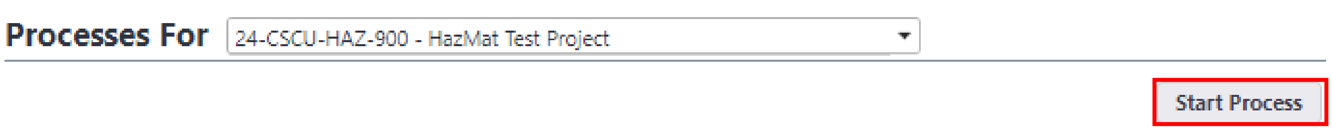
13.01 Accessing the Process

Log in to e-Builder: https://gov.e-builder.net/auth/www/index.aspx?ReturnUrl=%2f

On your homepage, go to the “Processes” tab and select the hazmat project number for the project for which you want to make against from the “All Projects” dropdown list.



Click the “Start Process” button and select the “HazMat Commitment” link.



13.02 HazMat Commitment

Read the “General Instructions”, fill in the “Subject” field in accordance with the instructions and click the “Submit” button.

After clicking “Submit”, you will be returned to the “Processes” tab. Click on the link to the project listed in the “Subject” column.

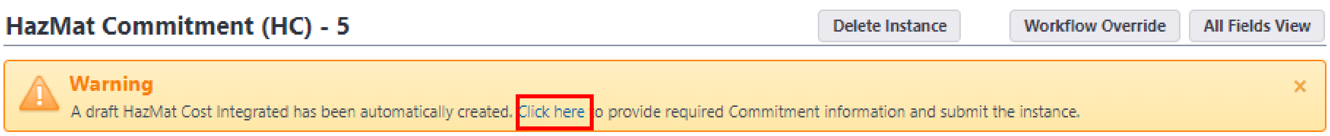
	Process	Subject	Step	In Step Since	Date Due	Status	Requested Comment
☐	HC - 4	24-CSCU-HAZ-900 - Environmental & Abatement	Finish	10.02.2023		Submitted	
☐	HC - 5	24-CSCU-HAZ-900 - Environmental & Abatement	HazMat Consultant / Contractor	10.04.2023		Submitted	

Read the “General Instructions”, revise the Consultant/Contractor Information, if applicable, and click the “Take Action” button.

After clicking “Take Action”, you will be returned to the “Processes” tab. Click on the link to the project listed in the “Subject” column again to spawn the cost integration for the commitment process.

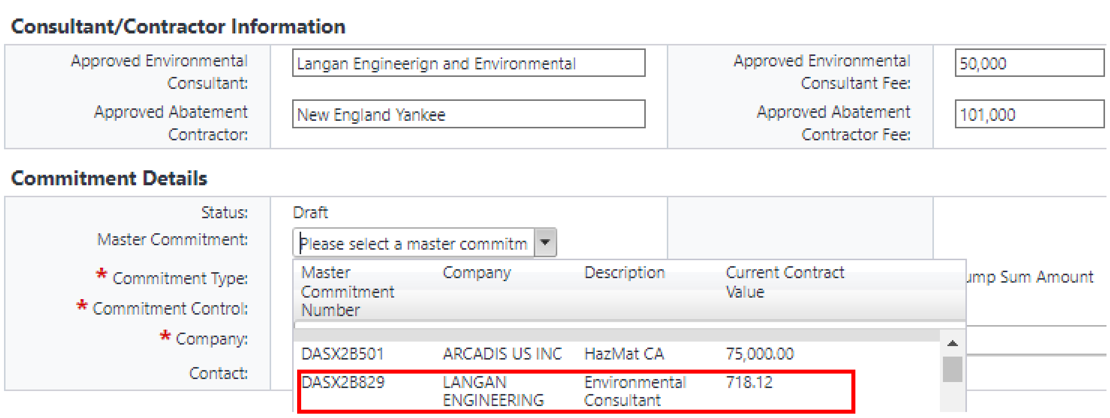
13.03 HazMat Cost Integration

When spawning the commitment process, you will receive a “Warning” notification. Click on the link within the warning notification to access the cost integrated process where you can enter the commitment details for the subject HazMat project.



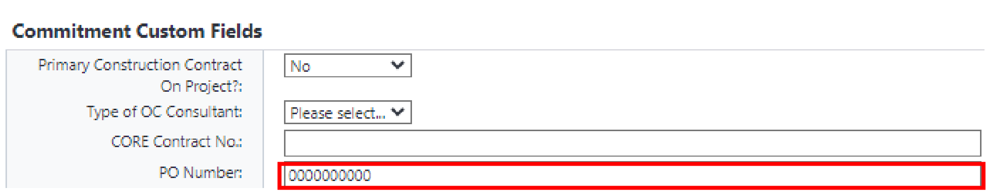
Begin the HazMat Cost Integrated process by completing the “Commitment Details” section. Under “Commitment Details”, go to the “Master Commitment” field and select the Master Commitment Contract, from the dropdown list, for either the “Approved Environmental Consultant” or “Approved Abatement Contractor” listed under the Consultant/Contractor Information section.

* This process will be repeated at a later stage if there are multiple Consultant / Contractor(s) listed within the Consultant/Contractor Information section.



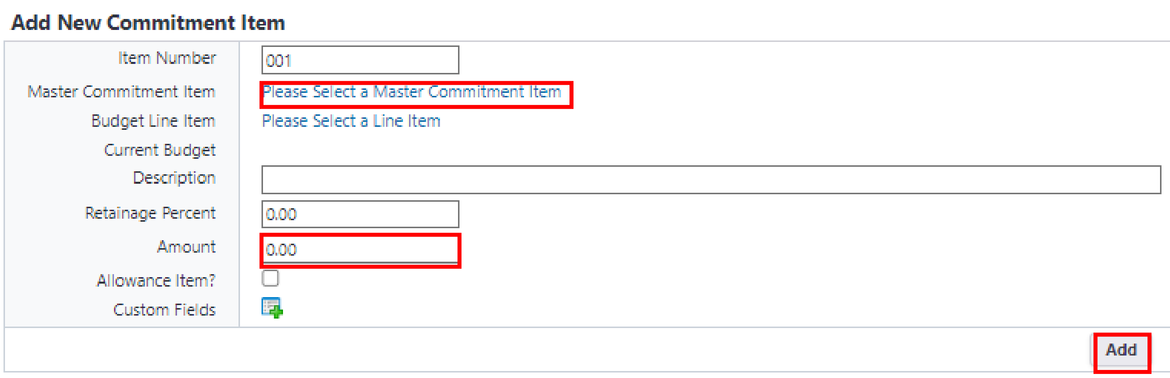
After selecting the Master Commitment Contract, all of the remaining fields in the “Commitment Details” section will infill automatically, but for the “Contact” field for the company. You may leave this field blank, or you may select a contact from the dropdown list. Please note that the contact is specific to the contract, not to the project.

After completing the “Commitment Details” section, scroll down to the “Commitment Custom Fields” section and input the “CORE Contract No.” for the subject Consultant/Contractor and the “PO Number” assigned to the CORE Contract.

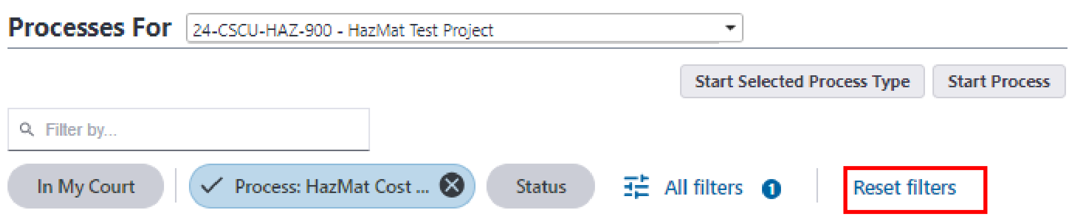


Then, scroll down to the "Add New Commitment Item" section. Click on the link in the "Master Commitment Item" field and then click on the "Item Number" link under "Master Commitment Items".

Next, input the dollar amount of the approved fee for the subject Consultant/Contractor in the "Amount" field and click the "Add" button. Upon completion, scroll down to the bottom of the page and click the "Submit" button.



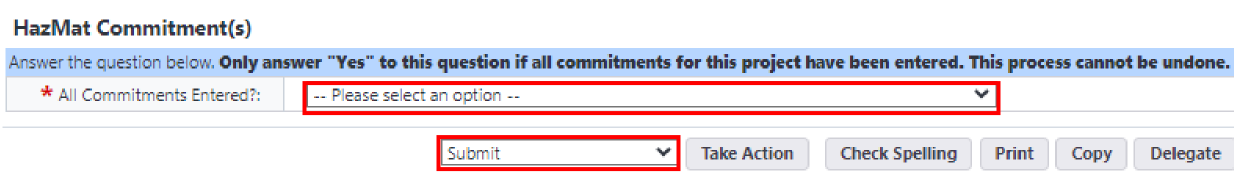
After clicking "Submit", you will be returned to the "Processes" tab. First, click on the "Reset filters" link.



Then, click on the project link in the "Subject" column to return to the HazMat Commitment Process (The "Step" column should read "Commitments Complete?").

Process	Subject	Step	In Step Since	Date Due	Status	Requested Comment
HC - 7	24-CSCU-HAZ-900 - Environmental & Abatement	Commitments Complete?	10.05.2023		Approved	

Read the HazMat Commitment(s) instructions, answer the "All Commitments Entered" question and click the "Take Action" button.



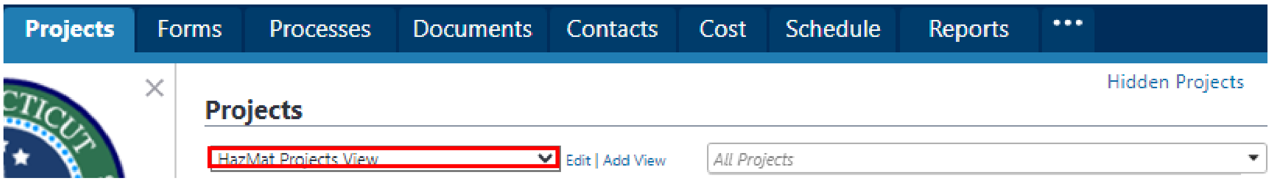
If you answered "No" to the question, you will be returned to the "Processes" tab. Click on the project link under the "Subject" column to spawn the commitment process again (The "Step" column should read "Spawn Commitment") . Repeat Step 13.02 until all commitments have been entered.

	Process	Subject	Step	In Step Since	Date Due	Status	Requested Comment
☐	HC - 7	24-CSCU-HAZ-900 - Environmental & Abatement	Spawn Commitment	10.05.2023		Approved	

If you answered "Yes" to the question, the commitment process will be completed. The commitment status will be marked as "Pending", so that the line item can be adjusted if necessary. The commitment status will need to be "Approved", prior to payment.

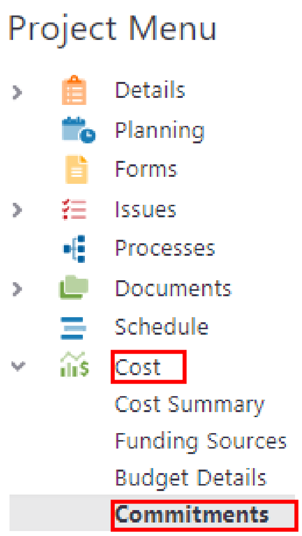
13.04 Edit or Approve a HazMat Commitment

Click on the "Projects" tab and select "HazMat Projects View" from the View dropdown list.

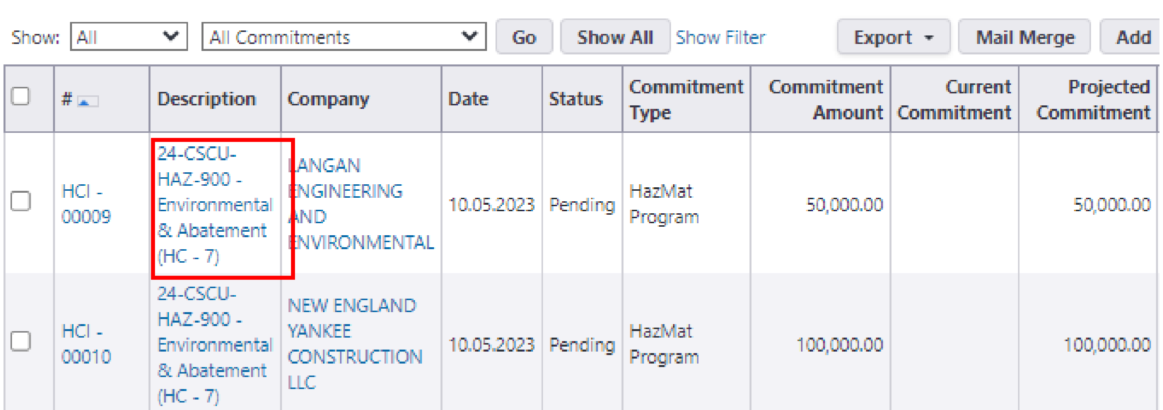


Click on the link in the "Project Name" column to access the HazMat Project Details page.

After opening the HazMat Project Details page, select "Cost" from the "Project Menu" and then select "Commitments" under the Cost dropdown list. This will open the Commitments display page, which will show all commitments related to that project.

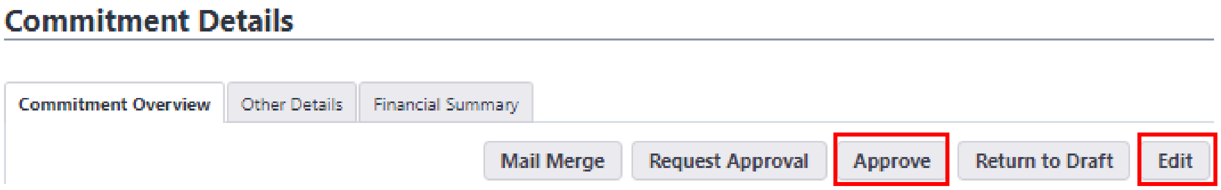


Click on the link in the "Description" column to access the "Commitment Details" page for the line-item commitment you wish to edit or approve.



	#	Description	Company	Date	Status	Commitment Type	Commitment Amount	Current Commitment	Projected Commitment
☐	HCI - 00009	24-CSCU-HAZ-900 - Environmental & Abatement (HC - 7)	LANGAN ENGINEERING AND ENVIRONMENTAL	10.05.2023	Pending	HazMat Program	50,000.00		50,000.00
☐	HCI - 00010	24-CSCU-HAZ-900 - Environmental & Abatement (HC - 7)	NEW ENGLAND YANKEE CONSTRUCTION LLC	10.05.2023	Pending	HazMat Program	100,000.00		100,000.00

After opening the “Commitment Details” page, you can either click the “Approve” button, if you wish to approve the commitment as is, or click the “Edit” button if you wish to edit the commitment amount.



If the “Edit” button was clicked, then scroll down to the section entitled “Commitment Items” and scroll over to the column entitled “Amount”. Click on the “Pencil” toggle to edit the commitment amount. Upon completion, scroll down to the bottom of the page and click the “Save” button.


Commitment Items

Item Number	Master Commitment Item	Line Item	Description	Current Budget	Retainage Percent	Amount
001	001 - Total Haz-Mat	02.000	Total Environmental Remediation & Haz-Mat Abatement By Owner	1,151,000.00	0.00	50,000.00

After saving your changes, you can either click the “Approve” button, if you wish to approve the commitment, or closeout of the “” page until such time that you wish to approve the commitment.

Section 13A: HazMat Commitment Change Orders

13A.01 Hazmat change orders in e-Builder

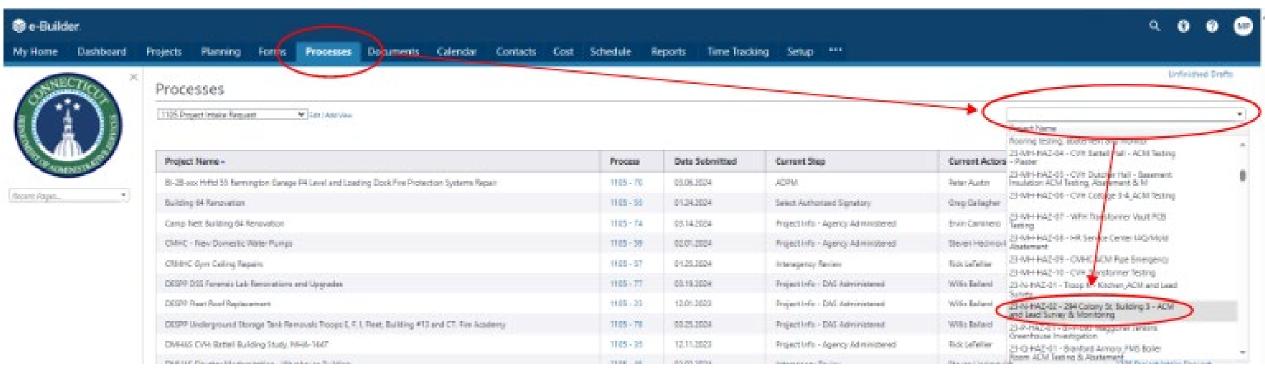
To process a HazMat Commitment Change Order in eBuilder, the Client Agency will need to acquire a proposal from the hazmat consultant or contractor that includes the following information:

- A brief description of the change;
- A brief description of the *reason* for the change;
- Estimated change in project cost;
- Estimated change to the project's timeframe or schedule;
- Any additional supporting documentation, if applicable.

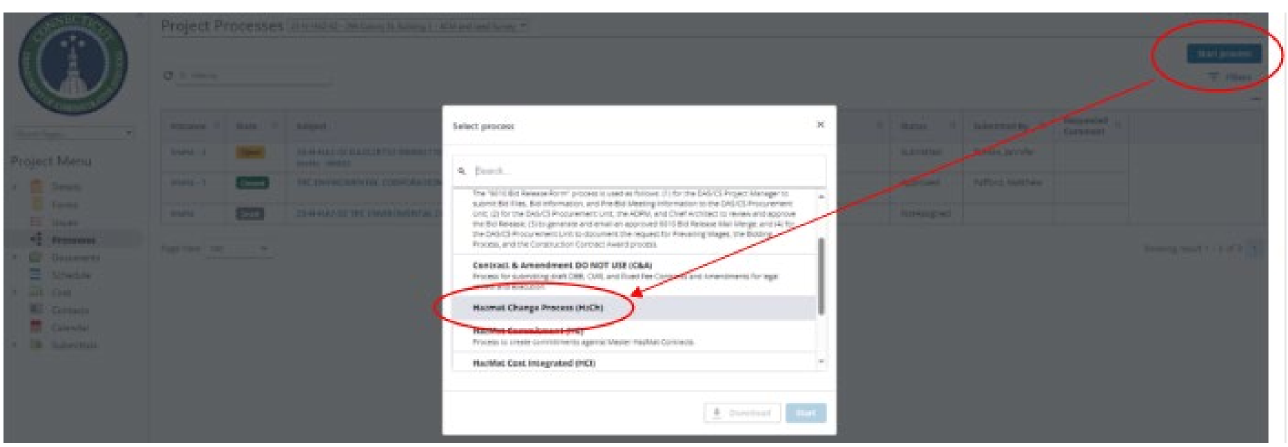
13A.02 Accessing the Process (Agency)

After acquiring the change order proposal from the hazmat consultant or contractor, the Agency PM should log in to [e-Builder]() to initiate the HazMat Commitment Change Order Process.

After logging in, select the "Processes" tab and then use the drop-down menu on the right to navigate to the subject project:



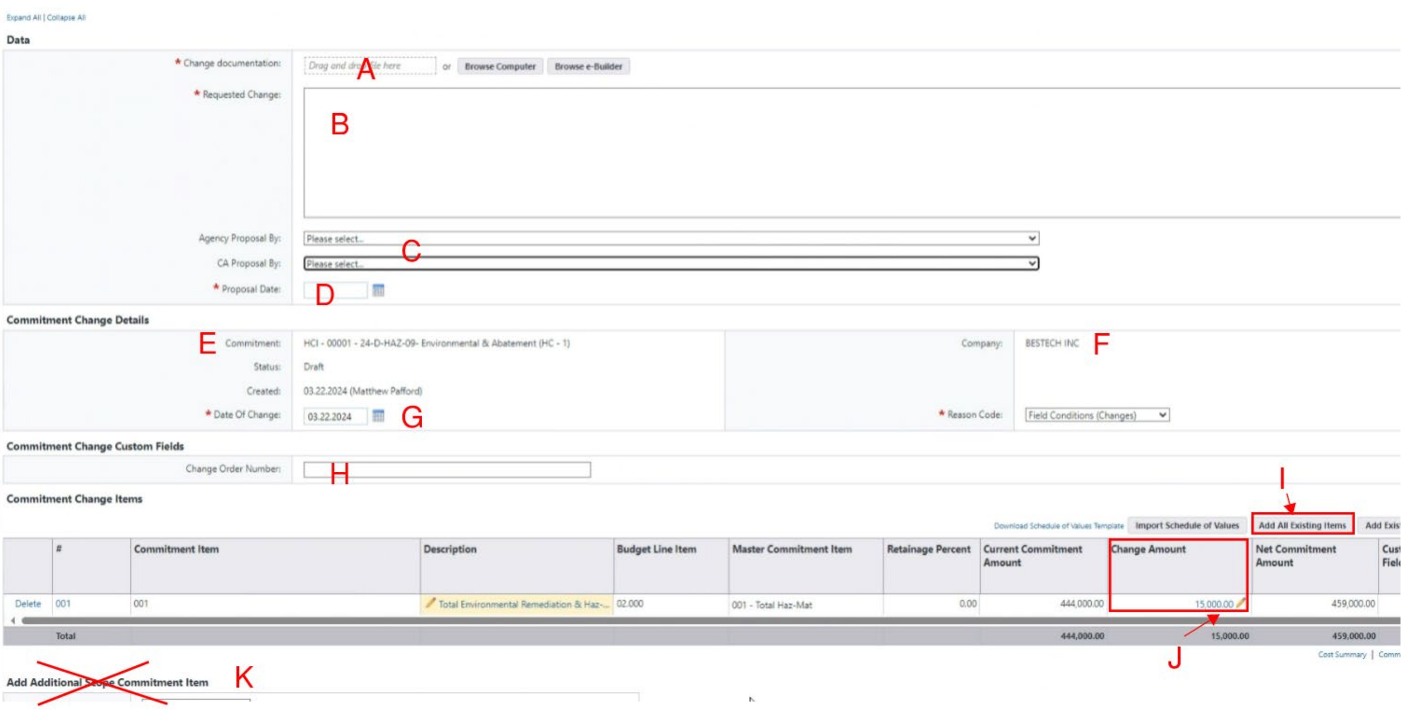
After selecting the subject project, click "Start Process" and select "Hazmat Change Process (HzChz)" in the pop-up window to begin a new change order instance:



13A.03 Complete the form

Complete the following sections of the HazMat Commitment Change Order:

A. Upload the change documentation from the consultant or contractor;
B. Type a brief description of the requested change;
C. Select either the Agency staff or CA person requesting the change;
D. Enter or select the proposal date;
E. Select the correct vendor commitment to be changed;
F. Double check that the correct vendor was selected;
G. Verify or edit the selected date;
H. Enter the change order number (e.g. 01, 02, 03, etc.);
I. Click the "Add All Existing Items" button;
J. Click on the pencil or numbers in the "Change Amount" column of the SOV row to be changed and enter the requested change amount; and
K. The "Add Additional Scope Commitment Item" section is not needed.

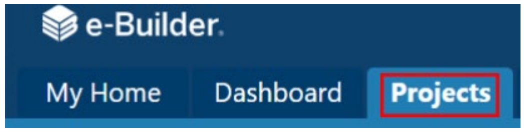


Upon completion, click the "Submit" button at the top or bottom of the window.

Section 13B: Filing Environmental Reports

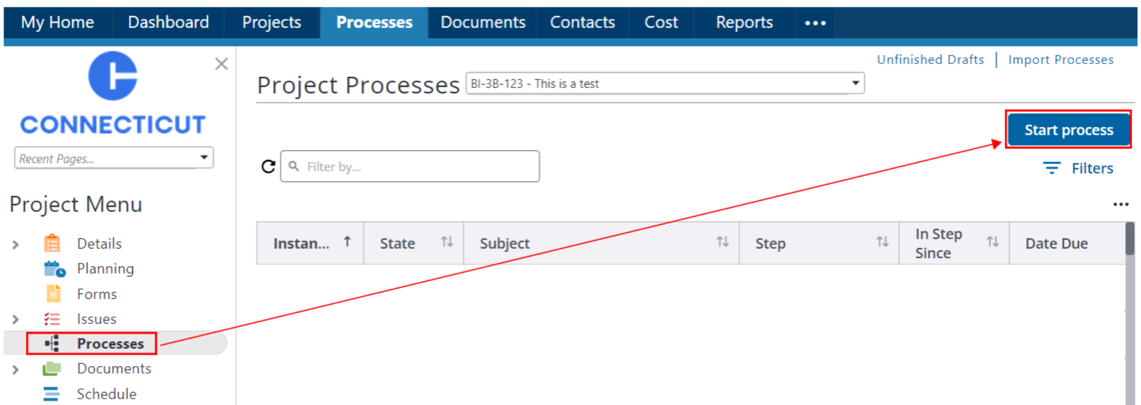
13B.01 Navigating to the Project Processes Module

Log in to e-Builder: https://gov.e-builder.net. On your homepage, find your project by clicking on the top tab for “Projects”:



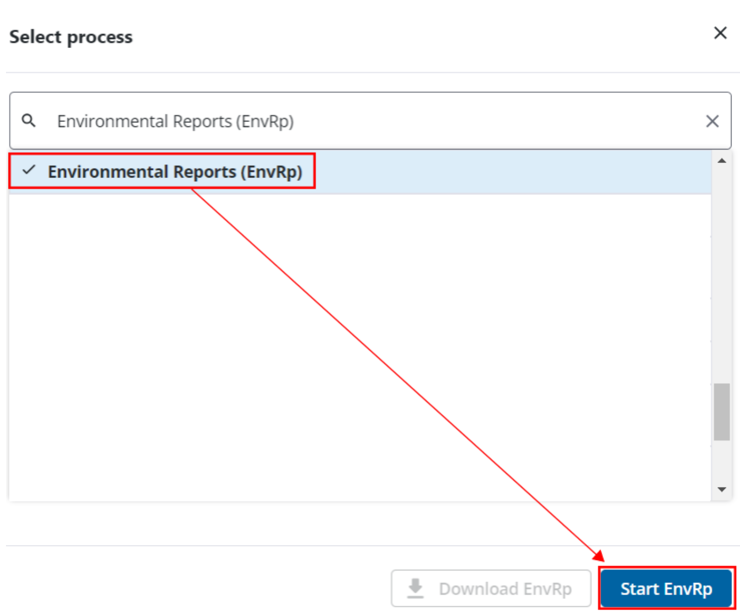
In the list that appears, click on the name of the project you would like to access:

The Project Menu will appear in the left panel. Click “Processes.” Then, click “Start process.”



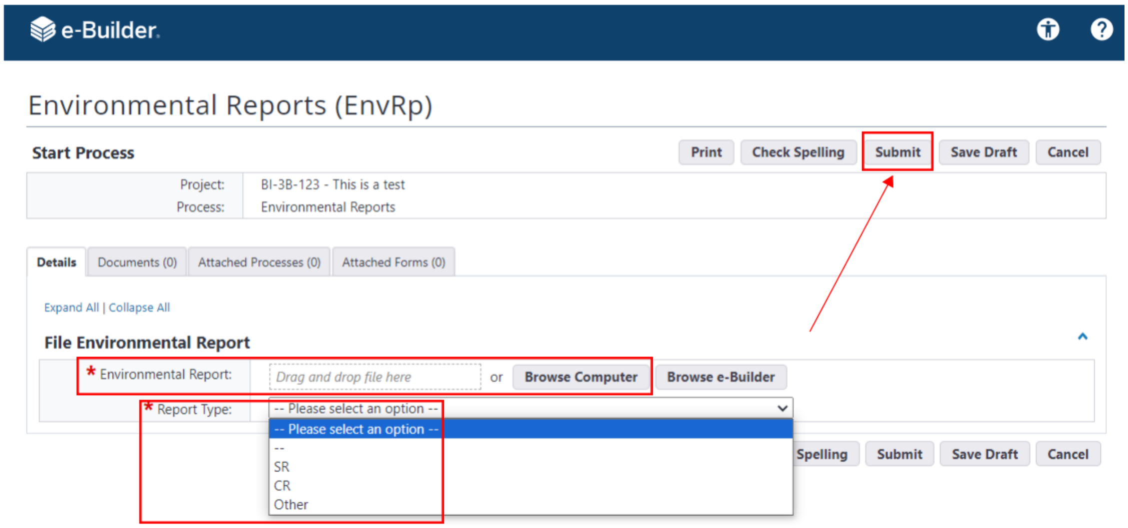
13B.02 Start Environmental Report Process Instance

In the “Select process” pop up window, search for and select “Environmental Report (EnvRp)”, and then click “Start EnvRp”.



13B.03 Completing Form, Uploading Report and Submitting

In the process instance pop-up that appears, upload the report by dragging and dropping it in to the "Drag and drop file here" block, or by using the tool to locate and upload the file using the "Browse Computer" button. Then select the correct Report Type. When complete, click, "Submit." This will cause the report to be entered onto the DAS SharePoint site, so there is no need for the user to separately email it. The user submitting should receive an email notification that the report was submitted.

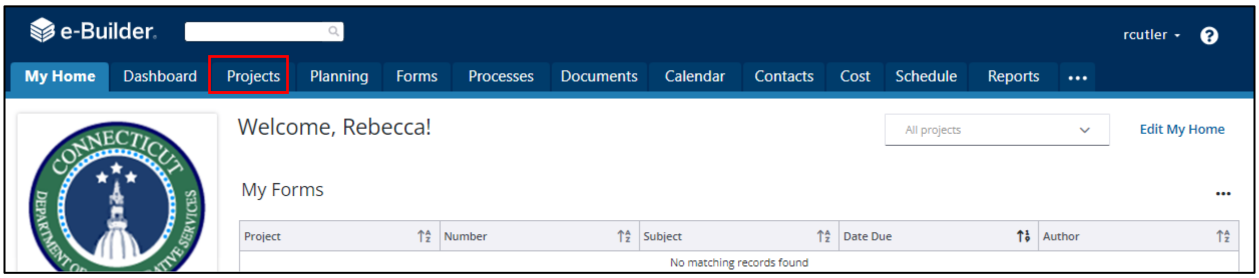


Section 14: 6010 Bid Release Form

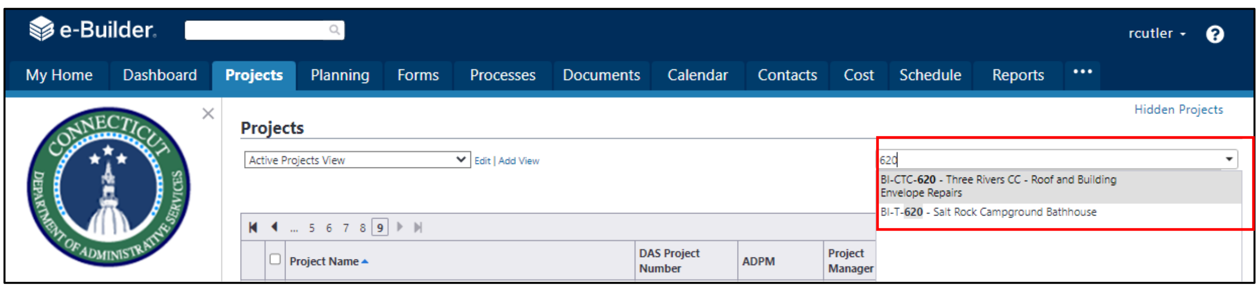
14.01 Accessing the Form

Log in to e-Builder: https://gov.e-builder.net/auth/www/index.aspx?ReturnUrl=%2f

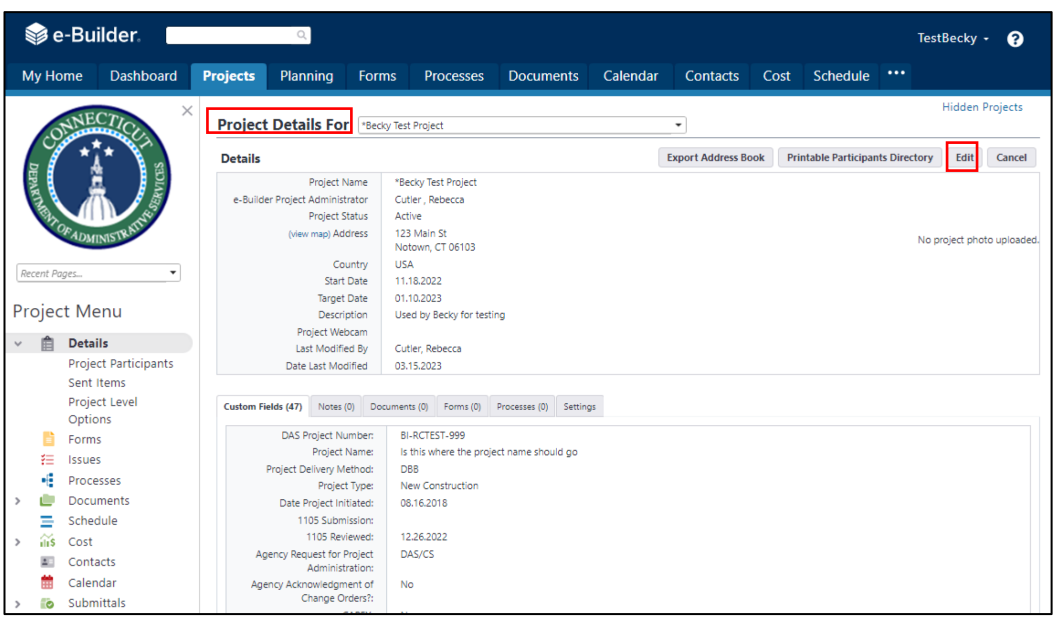
On your homepage, find your project by clicking on the top tab for "Projects":



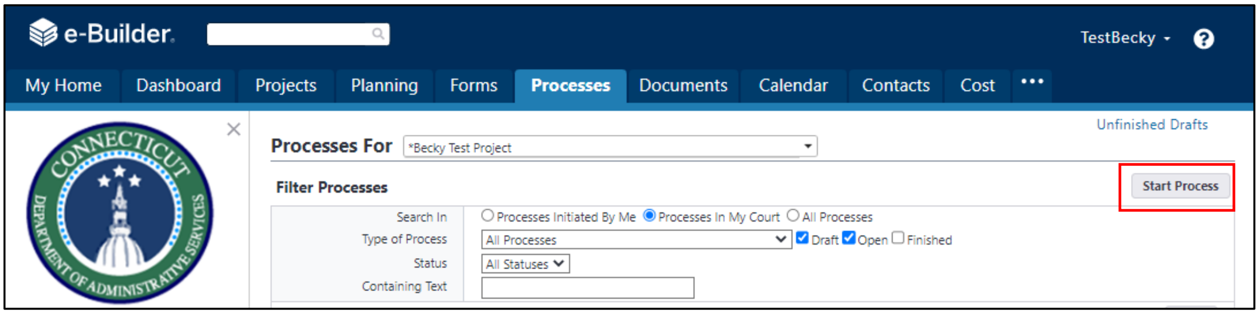
Search for your project by entering the project number. Click on your project to bring up the "Project Details" page.



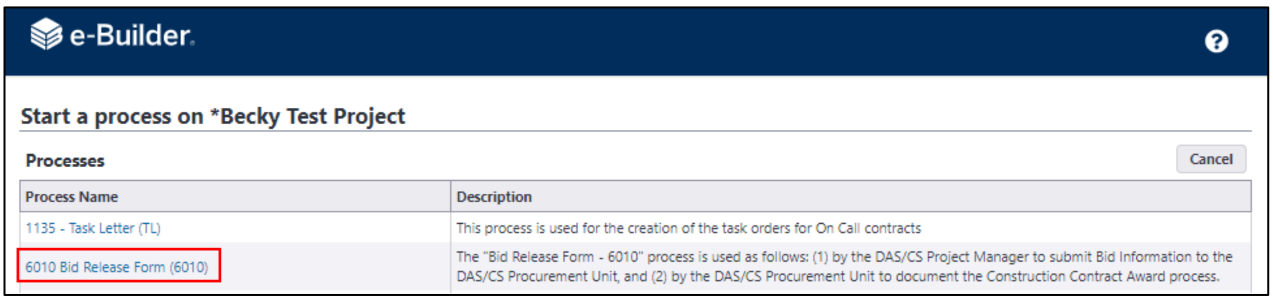
The "Project Details" page is your home page for your project. (Click "Edit" to edit info.). Under the "Project Menu" on the left, click on Processes to find project-specific processes.



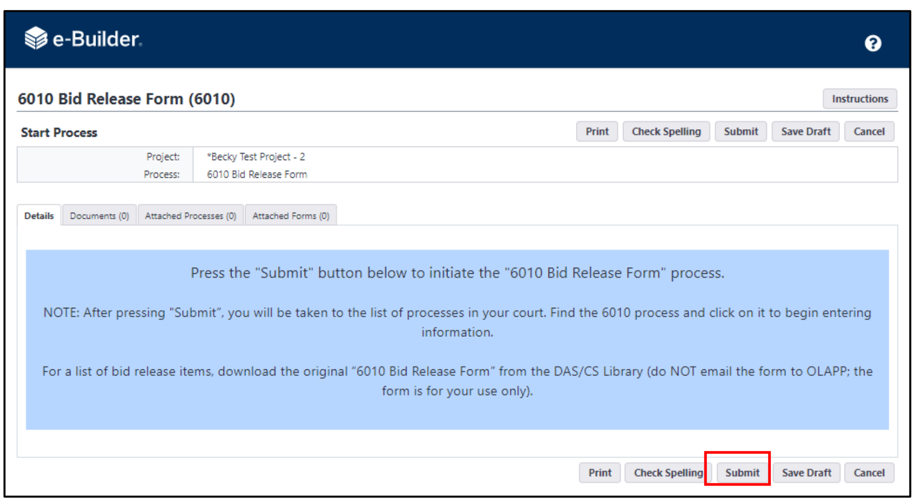
Click on “Start Process” to find and start a process.



Click on “6010 Bid Release Form (6010)” to begin the process.

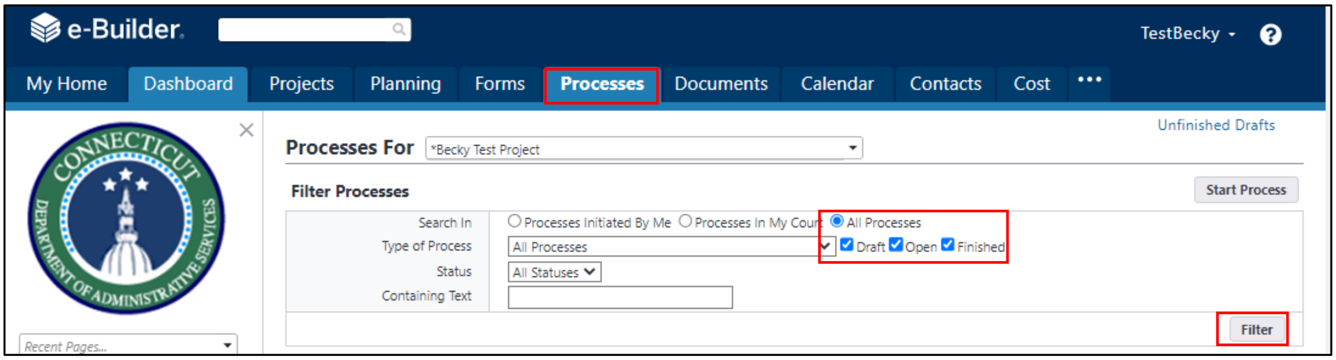


Read the first page and then click on “Submit”.

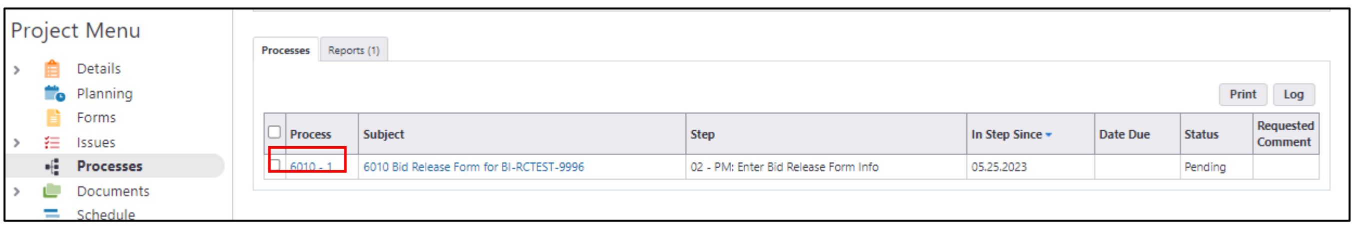


14.02 Project Manager Instructions for Entering Bid Release Form Information:

On the Processes page, if you cannot find the process, check the boxes for “Draft”, “Open”, and “Finished”, and click on “Filter”. This should show you the process for 6010.

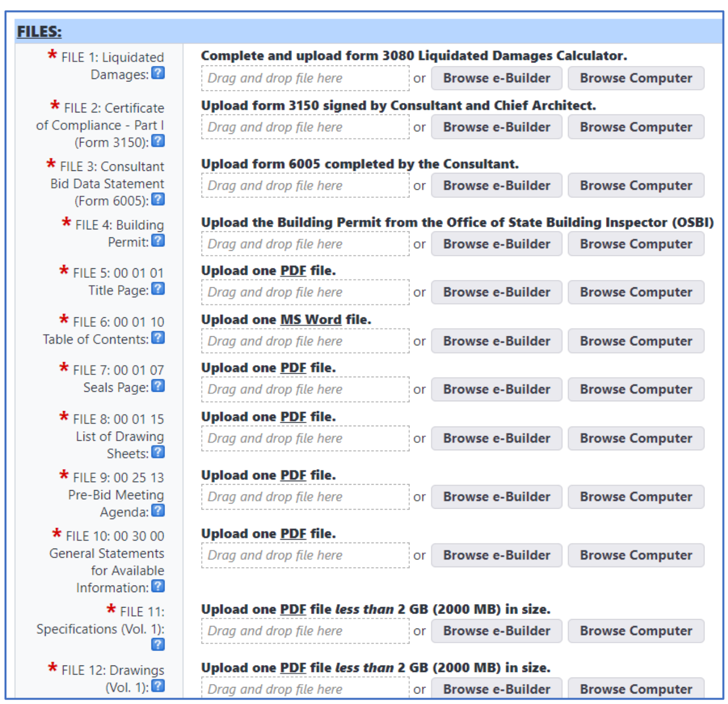


On the Processes page for the Project, click on the process for 6010.



Read the “Bid Release Form Instructions”.

Upload all files indicated with a red asterisk (*).



Enter all Bid Information as instructed. Any items indicated with a red asterisk (*) are required.

For Supplemental Bids and Named Subcontractors, follow the instructions in the process. Once the Bid Information has been entered, you have three options:

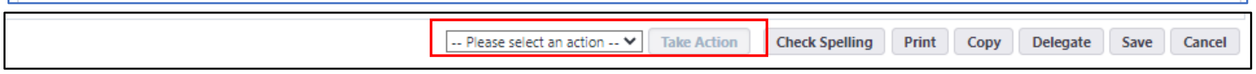
1. Save as a Draft: Select "Save".
2. Perform Final Review Prior to Submitting to the Procurement Unit: Click on "Please select an action", select "Review", then click on "Take Action".
3. Delete this Process: Click on "Please select an action", select "Void", then click on "Take Action".

NOTE: You will LOSE all of the information you have input and will NOT be able to return to this page.

"TAKE ACTION" INSTRUCTIONS:

NOTES TO PROJECT MANAGER:

- To save as a draft, select "**Save**" at the bottom of this page.
- To perform the final review prior to submitting to Bidding, click "**Please select an action**", select "**Review**", and then click "**Take Action**".
- To delete this process, click "**Please select an action**", select "**Void**" and "**Take Action**". **NOTE:** You will **LOSE** all of the information you have submitted and will **NOT** be able to return to this page.



14.03 Project Manager Instructions for Reviewing the Bid Release Form Information:

From the Processes page for the Project, click on the process for 6010. Review the Bid Information. If the information is correct and complete, you have three options:

1. Save as a Draft: Select "Save".
2. Submit to the Procurement Unit: Click on "Please select an action", select "Submit", then click on "Take Action".
3. Delete this Process: Click on "Please select an action", select "Void", then click on "Take Action".

The process is then in Procurement Unit's ball court.

BID RELEASE FORM SUBMITTAL & "TAKE ACTION" INSTRUCTIONS:

NOTES TO PROJECT MANAGER:

- Review all of the information above.
- Ensure that any information with a "*" has been completed (it is required).
- To save as a draft, select "**Save**" at the bottom of this page.
- To submit to Bidding, click "**Please select an action**", select "**Submit**", and then click "**Take Action**".
- To delete this process, click "**Please select an action**", select "**Void**" and "**Take Action**". **NOTE:** You will **LOSE** all of the information you have submitted and will **NOT** be able to return to this page.

14.04 Procurement Unit Instructions for Bid Release Form:

Read the instructions. Download the files. Review the Bid Information.

At the bottom (or top) of the page, click on “Please select an action” and select “Approve” or “Revise”. Then click on “Take Action”. The process is then in the ADPM’s ball court.

OLAPP: BID RELEASE FORM INSTRUCTIONS:

- Review the information below.
- If ***incorrect***, select “**Revise**” and “**Take Action**” at the bottom of the page. **Add comments** to describe information to be corrected.
- If ***correct***, select “**Approve**” and “**Take Action**” at the bottom of the page.

6010 BID RELEASE FORM (“mail merge”):

Once approved by the ADPM and Chief Architect, the “**6010 Bid Release Form**” will be printed to PDF and emailed to:

- DAS/CS Agency Legal Director
- DAS/CS Chief Architect
- DAS/CS DPM
- DAS/CS ADPM for Project
- DAS/CS Project Manager
- DAS/CS OLAPP Bidding Unit
- Agency Representative
- Teams Project File

14.05 ADPM Instructions for Bid Release Form:

Read the instructions. Review the Bid Information.

Click on “Please select an action” and select “Approve” or “Revise”. Then click on “Take Action”. The process is then in the Chief Architect’s ball court.

ADPM: BID RELEASE FORM INSTRUCTIONS:

- Review the information below.
- If ***incorrect***, select “**Revise**” and “**Take Action**” at the bottom of the page. **Add comments** to describe information to be corrected.
- If ***correct***, select “**Approve**” and “**Take Action**” at the bottom of the page.

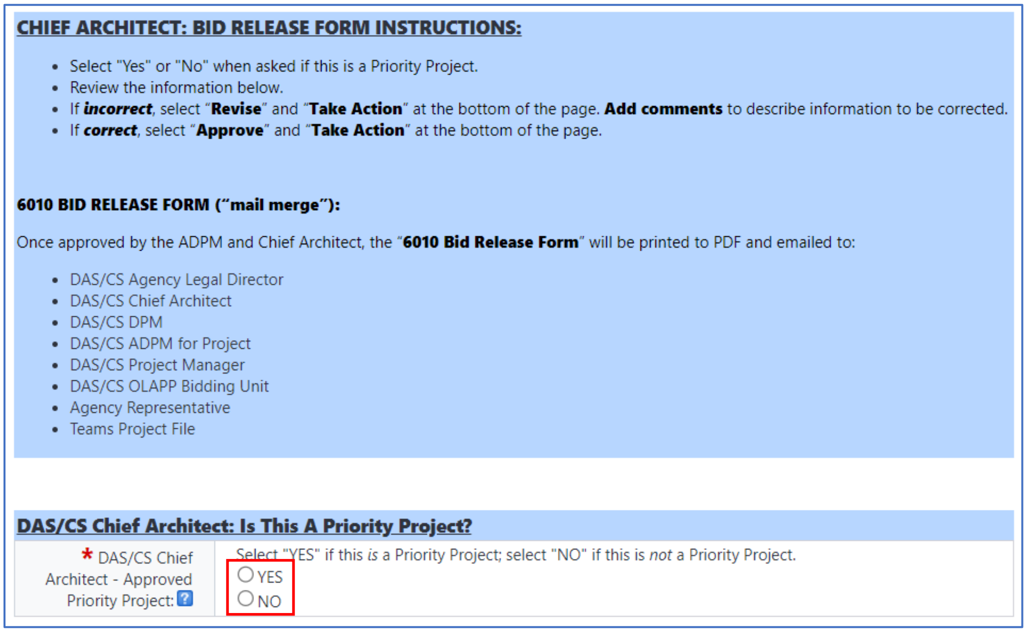
6010 BID RELEASE FORM (“mail merge”):

Once approved by the ADPM and Chief Architect, the “**6010 Bid Release Form**” will be printed to PDF and emailed to:

- DAS/CS Agency Legal Director
- DAS/CS Chief Architect
- DAS/CS DPM
- DAS/CS ADPM for Project
- DAS/CS Project Manager
- DAS/CS OLAPP Bidding Unit
- Agency Representative
- Teams Project File

14.06 Chief Architect Instructions for Bid Release Form:

Read the instructions. Select Yes or No for Priority Project. Review the bid information. Click on “Please select an action” and select “Approve” or “Revise”. Then click on “Take Action”.



CHIEF ARCHITECT: BID RELEASE FORM INSTRUCTIONS:

- Select "Yes" or "No" when asked if this is a Priority Project.
- Review the information below.
- If ***incorrect***, select "**Revise**" and "**Take Action**" at the bottom of the page. **Add comments** to describe information to be corrected.
- If ***correct***, select "**Approve**" and "**Take Action**" at the bottom of the page.

6010 BID RELEASE FORM (“mail merge”):

Once approved by the ADPM and Chief Architect, the "**6010 Bid Release Form**" will be printed to PDF and emailed to:

- DAS/CS Agency Legal Director
- DAS/CS Chief Architect
- DAS/CS DPM
- DAS/CS ADPM for Project
- DAS/CS Project Manager
- DAS/CS OLAPP Bidding Unit
- Agency Representative
- Teams Project File

DAS/CS Chief Architect: Is This A Priority Project?

* DAS/CS Chief Architect - Approved Priority Project:	Select "YES" if this *is* a Priority Project; select "NO" if this is *not* a Priority Project. YES NO

14.07 6010 Mail Merge:

When the 6010 Bid Release Form has been reviewed and approved by the Procurement Unit, the ADPM, and the Chief Architect, the 6010 Bid Release Form “mail merge” will be generated as a PDF document and emailed to everyone as indicated at the beginning of the process.

The 6010 Mail Merge will also be saved in the following e-Builder Documents folder:
Documents > 08 Bidding > DAS Procurement

Once the 6010 Mail Merge step is complete, the process is in the Procurement Unit’s ball court.

14.08 Procurement Unit Instructions for Pre-Bid Meeting Information:

Enter the Date of the Bid Advertisement and the Planned Date of the Bid Advertisement Ending. Select “Send” and “Take Action” to forward the process to the Project Manager.

The process is then in the Project Manager’s ball court, who will have three (3) days to enter the Pre-Bid Meeting Information and re-submit back to the Procurement Unit.

BID SCHEDULE:

- **Bidding:** Enter the following information for the bid:

Date of Bid Advertisement:	**Date of Bid Advertisement on State Contracting Portal:** 10.31.2023
Planned Date of Bid Opening:	**Planned Date of Bid Advertisement Ending on State Contracting Portal:** 11.23.2023

14.09 Project Manager Instructions for Pre-Bid Meeting Information:

Enter the Pre-Bid Meeting Information and send the process back to Bidding within three (3) days by selecting “Send” and “Take Action”. The process is then in the Procurement Unit’s ball court.

REQUEST FOR PRE-BID MEETING INFORMATION:

NOTES TO PROJECT MANAGER:

- Using the bid information provided below by the OLAPP Bidding Unit, enter the **Pre-Bid Meeting Information**.
- Send to the Bidding Unit within **three (3) business days** of this request.

Date of Bid Advertisement:	**Date of Bid Advertisement on State Contracting Portal:** 10.31.2023
Planned Date of Bid Opening:	**Planned Date of Bid Advertisement Ending on State Contracting Portal:** 11.23.2023
* PRE-BID MEETING Attendance:	**Select One for Pre-Bid Meeting Attendance:** ○ No Pre-Bid Meeting Will Be Held ○ Attendance is Encouraged ◉ Attendance is MANDATORY
PRE-BID MEETING Date:	**Date of Pre-Bid Meeting:** 11.01.2023
PRE-BID MEETING Time:	**Time of Pre-Bid Meeting (with AM or PM):** 10:00 am
PRE-BID MEETING Location:	**Exact Location of Pre-Bid Meeting (building name, room number, street, town, etc.):** Town Hall, 123 Main St, Notown, CT 06555
PRE-BID MEETING Site Contact:	**Site Contact for Pre-Bid Meeting (name, cell phone number, email address, etc.):** Ms. Jane Doe (860-555-1234); janedoe@fakegmail.com

14.10 Procurement Unit Instructions for Reviewing the Pre-Bid Meeting Information:

Review the Pre-Bid Meeting Information. You have three options:

1. Select “Save” to save as a draft.
2. If the information is correct, select “Go to Wages” and “Take Action” to enter the dates that the Prevailing Wages were requested from the Department of Labor.
3. If edits are required, select “Revise” and “Take Action” to send the process back to the Project Manager.

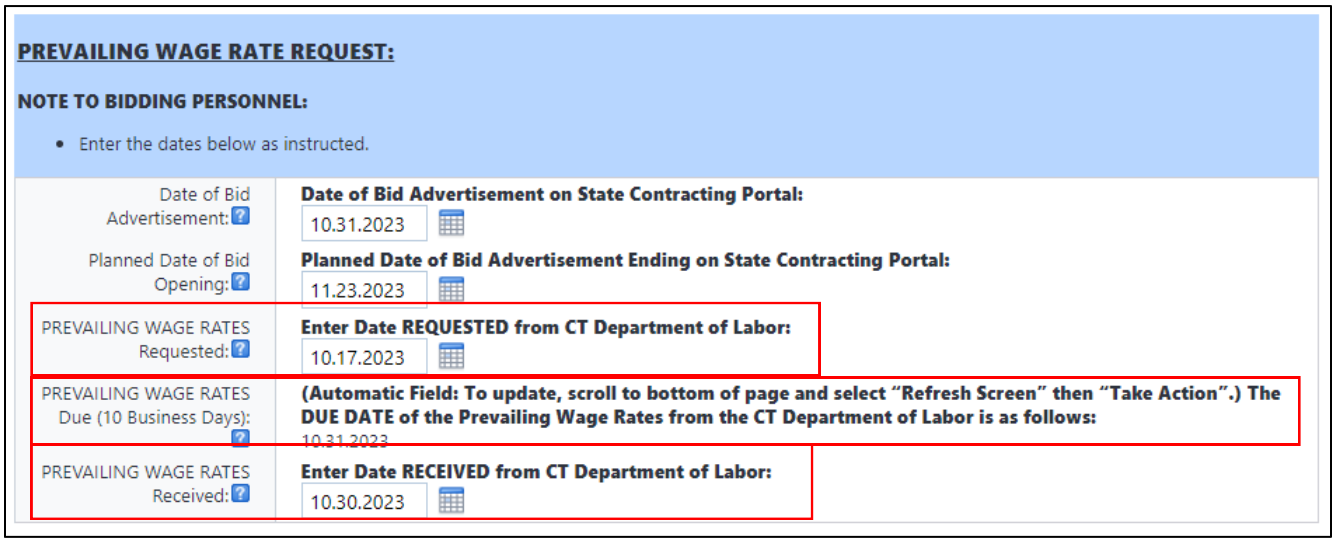
PRE-BID MEETING INFORMATION:

Date of Bid Advertisement:	**Date of Bid Advertisement on State Contracting Portal:** 10.31.2023
Planned Date of Bid Opening:	**Planned Date of Bid Advertisement Ending on State Contracting Portal:** 11.23.2023
PRE-BID MEETING Attendance:	**Select One for Pre-Bid Meeting Attendance:** Attendance is MANDATORY
PRE-BID MEETING Date:	**Date of Pre-Bid Meeting:** 11.01.2023
PRE-BID MEETING Time:	**Time of Pre-Bid Meeting (with AM or PM):** 10:00 am
PRE-BID MEETING Location:	**Exact Location of Pre-Bid Meeting (building name, room number, street, town, etc.):** Town Hall, 123 Main St, Notown, CT 06555
PRE-BID MEETING Site Contact:	**Site Contact for Pre-Bid Meeting (name, cell phone number, email address, etc.):** Ms. Jane Doe (860-555-1234); janedoe@fakegmail.com

14.11 Procurement Unit Instructions for Prevailing Wage Rates:

NOTE: Instructions are provided in eBuilder for requesting Prevailing Wage Rates from the Department of Labor. The request itself is conducted separately from e-Builder. E-Builder is only used to track the dates that the wage rates were requested and the dates they were received.

Enter the Date Requested and (if available) Date Received. Select either "Refresh Screen" (to view the date that the wage rates are due) or "Go to Bid" to view Bid Information from the Project Manager and to begin entering additional Bid Information.



PREVAILING WAGE RATE REQUEST:

NOTE TO BIDDING PERSONNEL:

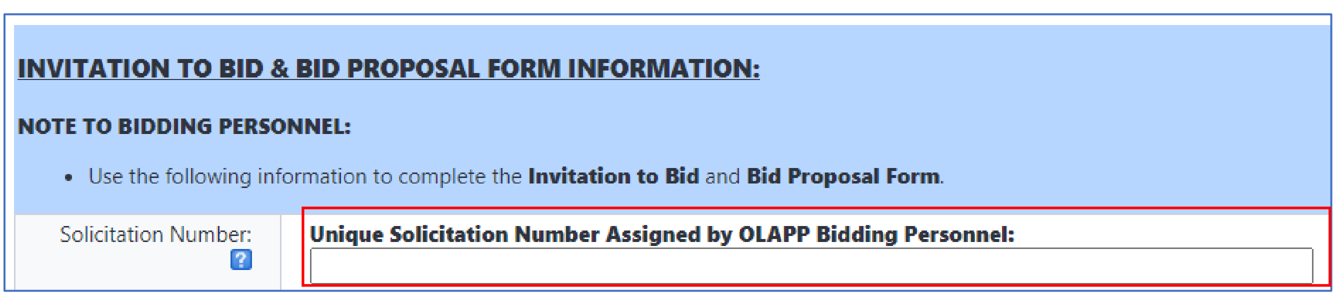
- Enter the dates below as instructed.

Date of Bid Advertisement:	**Date of Bid Advertisement on State Contracting Portal:** 10.31.2023
Planned Date of Bid Opening:	**Planned Date of Bid Advertisement Ending on State Contracting Portal:** 11.23.2023
PREVAILING WAGE RATES Requested:	**Enter Date REQUESTED from CT Department of Labor:** 10.17.2023
PREVAILING WAGE RATES Due (10 Business Days):	**(Automatic Field: To update, scroll to bottom of page and select "Refresh Screen" then "Take Action".) The DUE DATE of the Prevailing Wage Rates from the CT Department of Labor is as follows:** 10.31.2023
PREVAILING WAGE RATES Received:	**Enter Date RECEIVED from CT Department of Labor:** 10.30.2023

14.12 Procurement Unit Instructions for Bidding Information:

NOTE: After Pre-Bid Meeting Information and Prevailing Wages Request Information has been entered, the Procurement Unit arrives at the final Bid Information page. The Procurement Unit will insert the Unique Solicitation Number and use the information to complete the Invitation to Bid and Bid Proposal Form outside of e-Builder. The Procurement Unit will also enter the Actual Date that the Bid Advertisement ends as well as the Number of Addendum for the Solicitation.

Follow the instructions on the e-Builder page in order to enter information and dates. Select "Refresh Screen" and "Take Action" at the bottom (or top) of the page in order to update Automatic Fields.

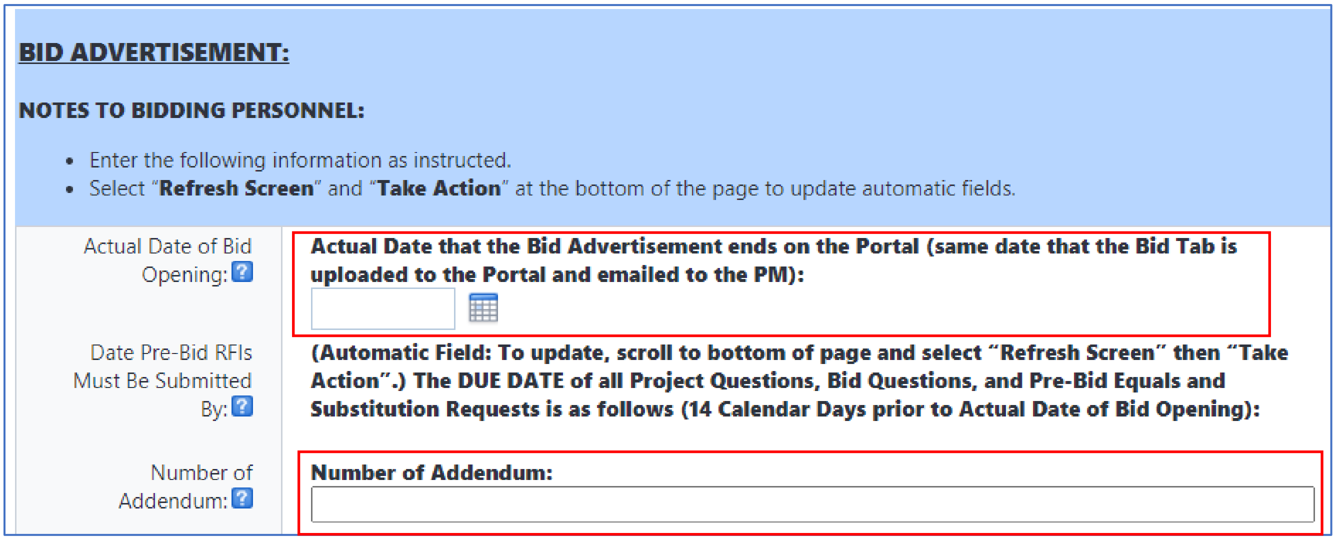


INVITATION TO BID & BID PROPOSAL FORM INFORMATION:

NOTE TO BIDDING PERSONNEL:

- Use the following information to complete the **Invitation to Bid** and **Bid Proposal Form**.

Solicitation Number:	**Unique Solicitation Number Assigned by OLAPP Bidding Personnel:**



BID ADVERTISEMENT:

NOTES TO BIDDING PERSONNEL:

- Enter the following information as instructed.
- Select "**Refresh Screen**" and "**Take Action**" at the bottom of the page to update automatic fields.

Actual Date of Bid Opening:	**Actual Date that the Bid Advertisement ends on the Portal (same date that the Bid Tab is uploaded to the Portal and emailed to the PM):**
Date Pre-Bid RFIs Must Be Submitted By:	**(Automatic Field: To update, scroll to bottom of page and select "Refresh Screen" then "Take Action".) The DUE DATE of all Project Questions, Bid Questions, and Pre-Bid Equals and Substitution Requests is as follows (14 Calendar Days prior to Actual Date of Bid Opening):**
Number of Addendum:	**Number of Addendum:**

14.13 Procurement Unit Instructions for 6010 Bid Release Form Closeout:

Once the Project has gone into construction (or the Bid is cancelled/no award), close the e-Builder 6010 Bid Release Form process by selecting "Closeout" and "Take Action".

NOTE: "Closeout" will permanently close the process – do NOT select this option if the process is still open.

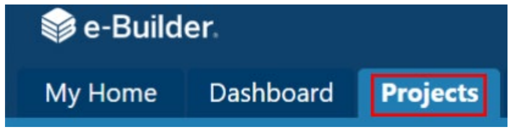
Section 15: Design Review Submittal

Coming soon.

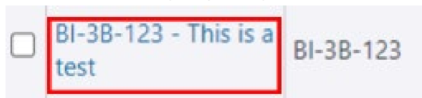
Section 15A: 3050 Delegated Design

15A.01 Navigating to the Project Processes Module

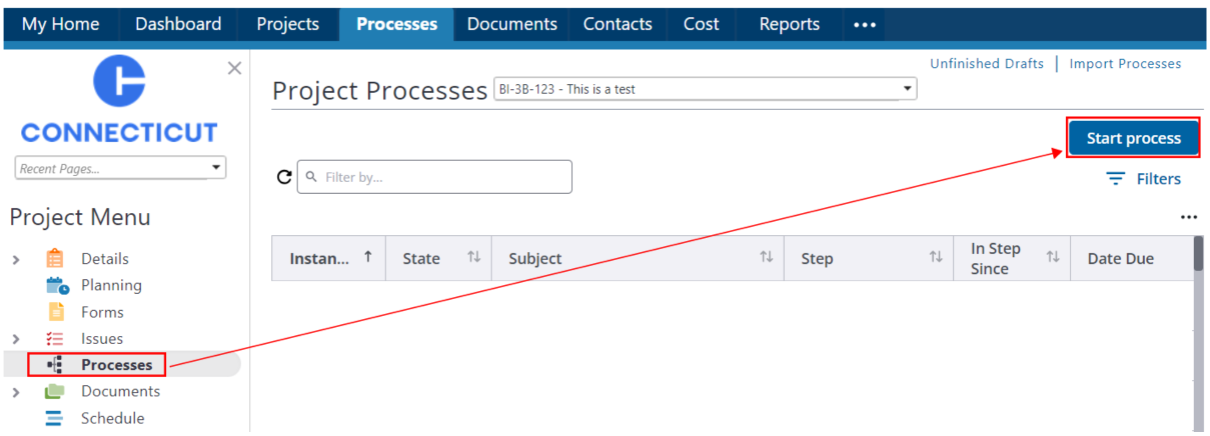
Log in to e-Builder: https://gov.e-builder.net. On your homepage, find your project by clicking on the top tab for "Projects":



In the list that appears, click on the name of the project you would like to access:

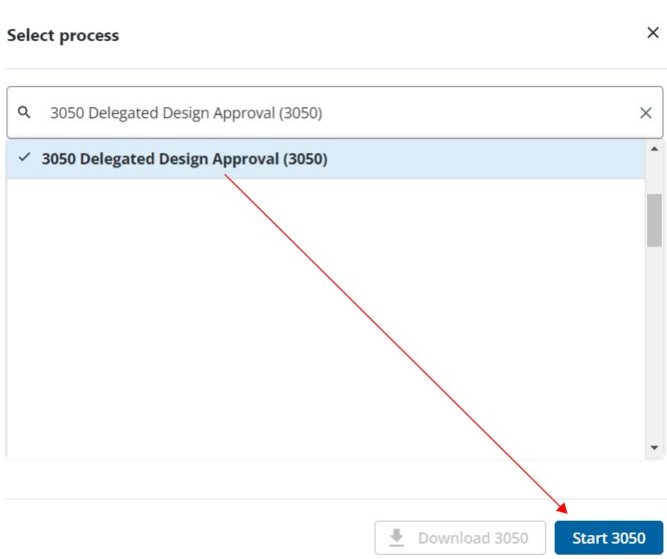


The Project Menu will appear in the left panel. Click "Processes." Then, to the upper right, click "Start process."



15A.02 Start 3050 Delegated Design Process Instance (A/E users)

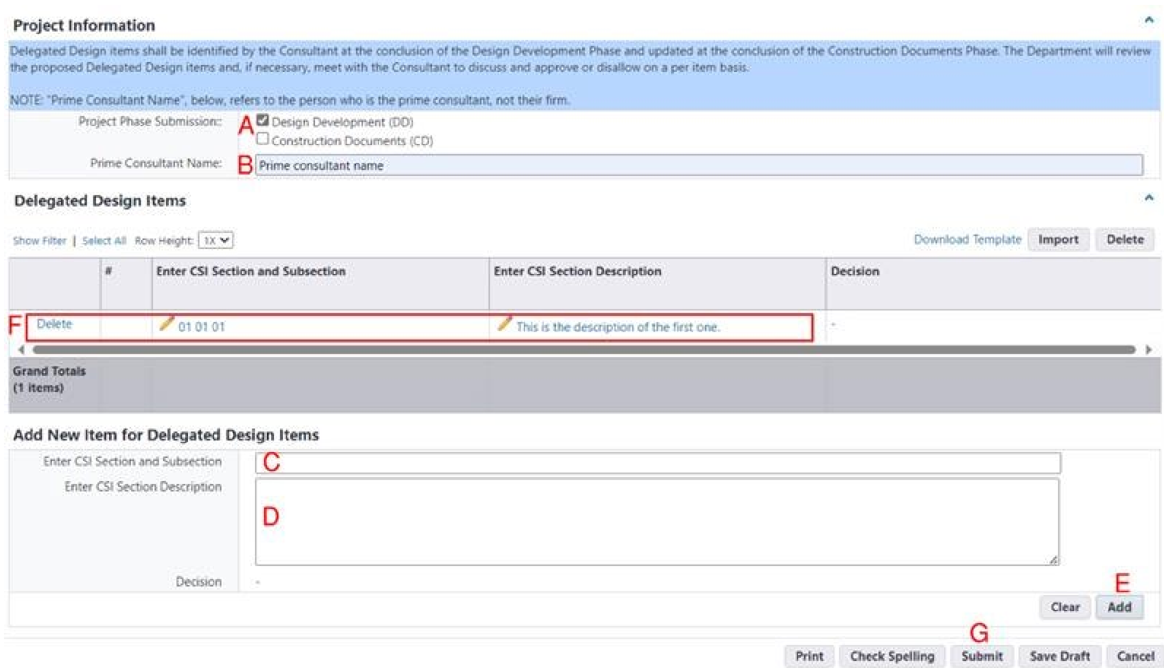
In the "Select process" pop up window, the A/E user is to search for and select "3050 Delegated Design Approval (3055)". Then click "Start 3050."



15A.03 Complete 3050 Application (A/E users)

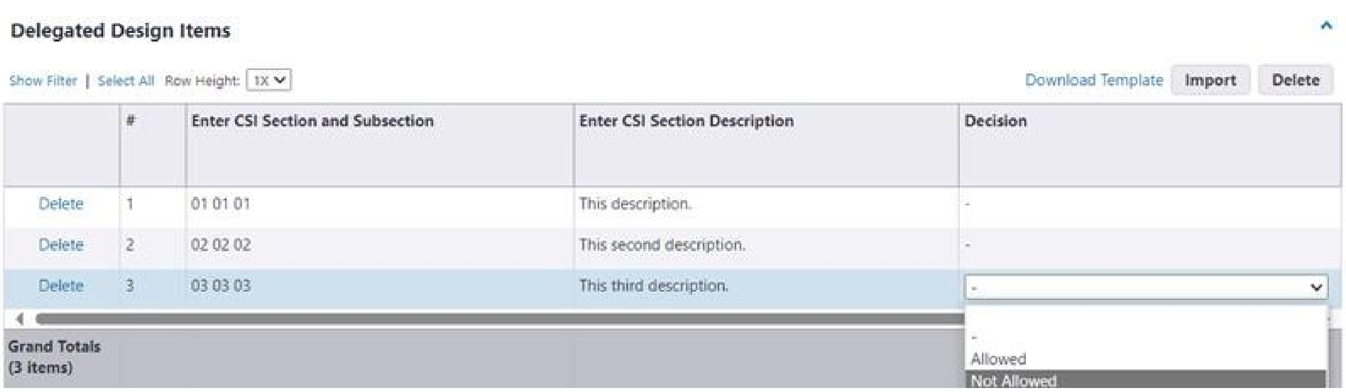
The 3050 Delegate Design Approval form should appear as a pop-up window. The A/E user then completes the form:

A. Selecting the design phase
B. Entering the prime consultant name
C. Entering CSI section number
D. Entering CSI section description
E. Clicking "Add" (repeating steps C to E for as many sections as are needed)
F. The sections, after clicking "Add" in step E should appear here. They can be edited by clicking a pencil icon or deleted.
G. When complete, click "Submit" to send into workflow.



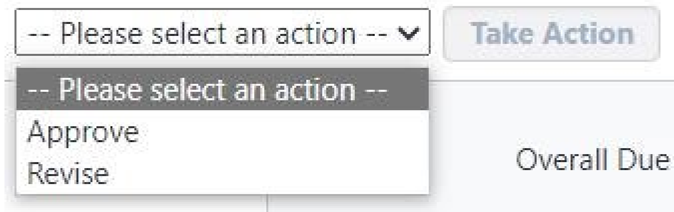
15A.04 Project Manager Review (DAS PMs)

Under "Delegated Design Items", the DAS Project Manager shall click in the "Decision" column of the item to suggest a decision on each. Then, the PM selects "Allowed" or "Not Allowed". The choice should appear as selected. Repeat for each proposed item.



The Project Manager than completes the step by taking one of the available workflow actions:

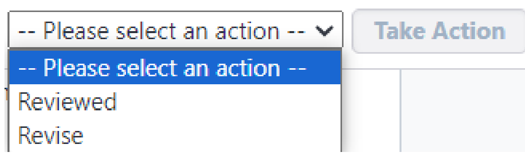
1. **Approve** will approve the decision selections and move the workflow to the next step.
2. **Revise** will send the item back to the A/E for any needed changes.



15A.05 Technical Services Review (Tech Services)

Technical Services has two workflow options after review of a draft 3050:

3. **Reviewed** proceeds the item to the ADPM for review.
4. **Revise** sends the item back to the Project Manager for any needed changes.



15A.06 ADPM and Chief Architect Review (ADPM and Chief Architect)

The ADPM and Chief Architect, at their steps in the workflow, have the same options available to the DAS Project Managers in step 15A.04, above, and are able to make changes in the draft/final decision.

Section 16: (Reserved for future instructions)

Section 17: Create Schedule of Values

17.01 SOV Approval for Upload

Construction Support Services (CSS) will upload SOVs into e-Builder commitments upon the request of the DAS project manager for that project. Please submit a request for the project manager to ask CSS to carry out the upload of the file described in Section 17.02, below.

17.02 SOV file format

When sending the SOV for upload, please follow the following format:

1. Use Excel, another similar spreadsheet format or CSV. Please do not send it in PDF, Word or similar file formats.
2. If the file is Excel or another spreadsheet, the data should be in a single sheet, not divided between two or more sheets.
3. Ensure that each SOV row has at least columns for (1) description or title and (2) SOV dollar amount. A row line number is permitted, as well.
4. For any consultant commitment that has a consultant contingency, please place the consultant contingency first, above all other SOV rows. Clearly label this row, such as "Consultant Contingency – Do Not Invoice This Line". Include the amount of the contingency in this row. (See Section 17A for how contingency transfers are to be proposed and approved.) The contingency line will probably be line 002 in the commitment.
5. Do not have any blank rows.
6. If it is desired to have rows that are section titles, please place this title in the description column and place a $0 in the amount column.

17.51 "Commitment Value Broken Down by SOV" Entry

When commitments are entered into e-Builder, they typically have one or more Commitment Lines for the whole amount of the new contract or contract amendment. SOV breakdown is accomplished by way of a Commitment Change that zeroes out this Commitment Line and then adds new Commitment Lines for each of the SOV lines.

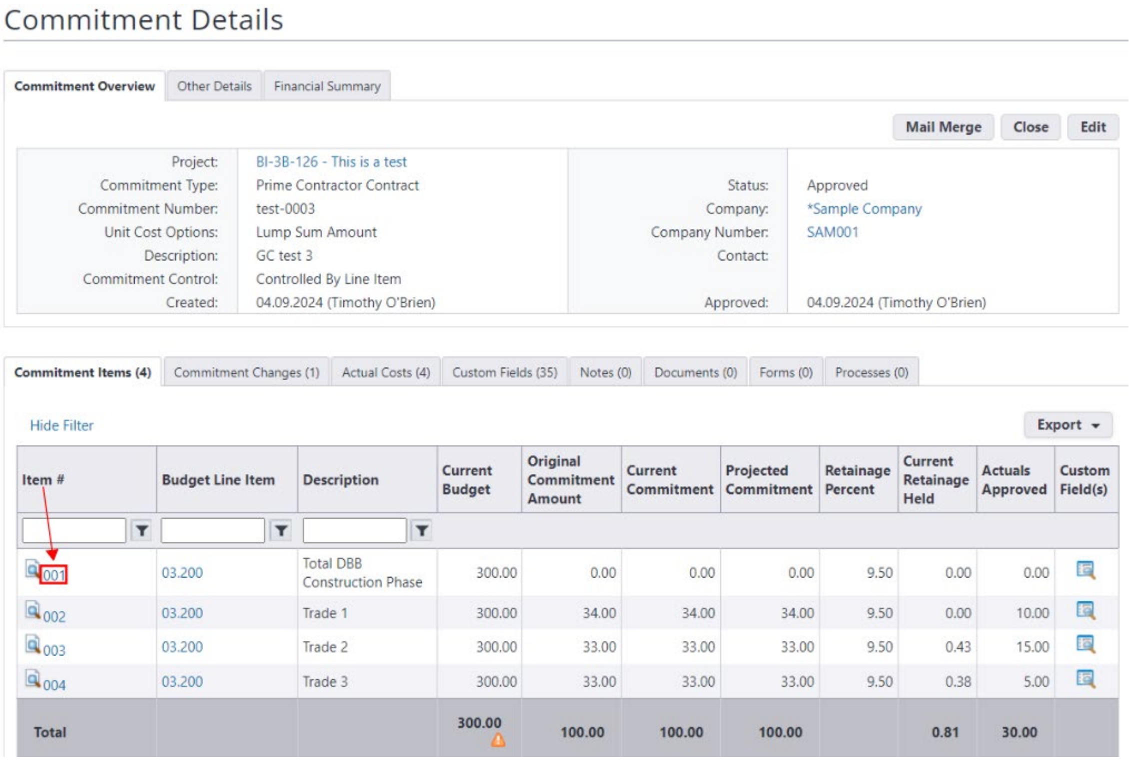
Commitment Change Items (4) | Custom Fields (11) | Notes (0) | Documents (0) | Forms (0) | Processes (0)

Show Filter — Export

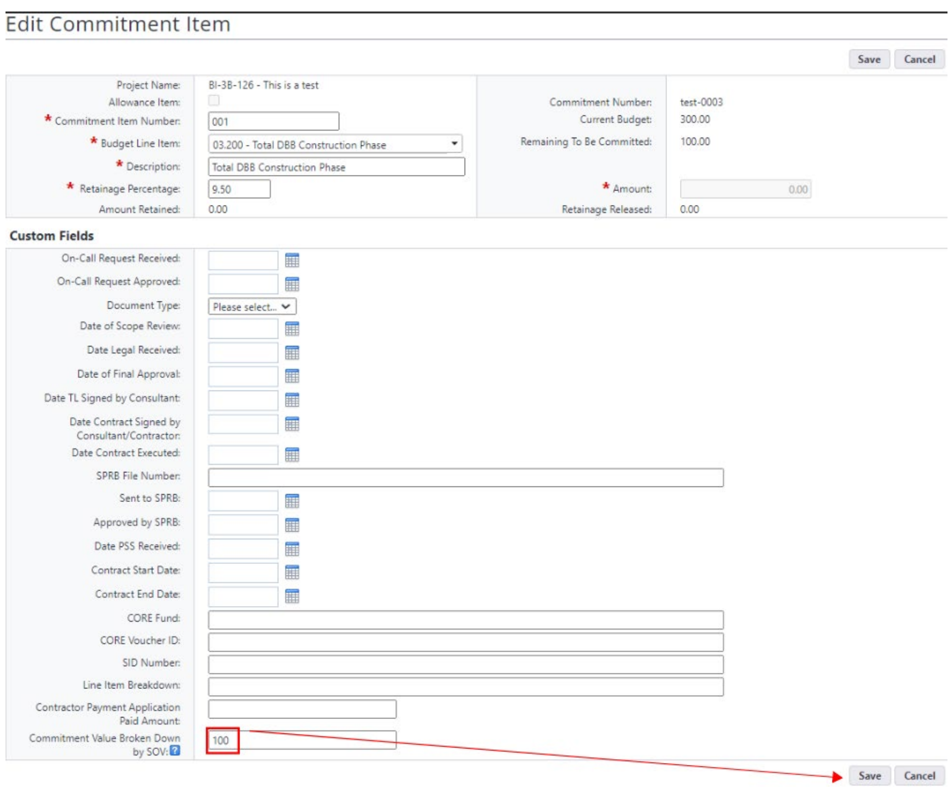
# ▲	Commitment Item	Description	Budget Line Item	Current Commitment Amount	Change Amount
001	001	Total DBB Construction Phase	03.200	0.00	(100.00)
002	002	Trade 1	03.200	34.00	34.00
003	003	Trade 2	03.200	33.00	33.00
004	004	Trade 3	03.200	33.00	33.00
Totals				100.00	0.00

Cost Summary | Commitment Details

Because this line is zeroed out, there are reasons why it is important to keep a record of the contract or amendment value that the Commitment Line added to the commitment. To record this information, navigate to the "Commitment Details" page of the commitment. Then click on the Commitment Item number of the Commitment Line that is to be or was zeroed out for the SOV breakdown. (This can be done either before or after the SOV breakdown is done.)



That will bring up the "Edit Commitment Item" page. Enter the contract or amendment amount, as it was prior to SOV breakdown, in the "Commitment Value Broken Down by SOV" field. Then click Save.

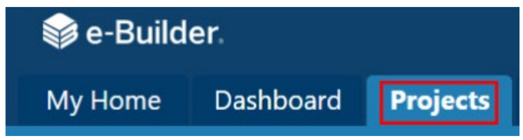


Section 17A: Consultant Contingency Transfer (CntTr)

Note: This section is for how to apply for and approve transfers from consultant contingency lines to new SOV lines that can be invoiced against. See step 17.02 for how contingency lines are created in the e-Builder commitments for approved task letters and contracts.

17A.01 Accessing the process

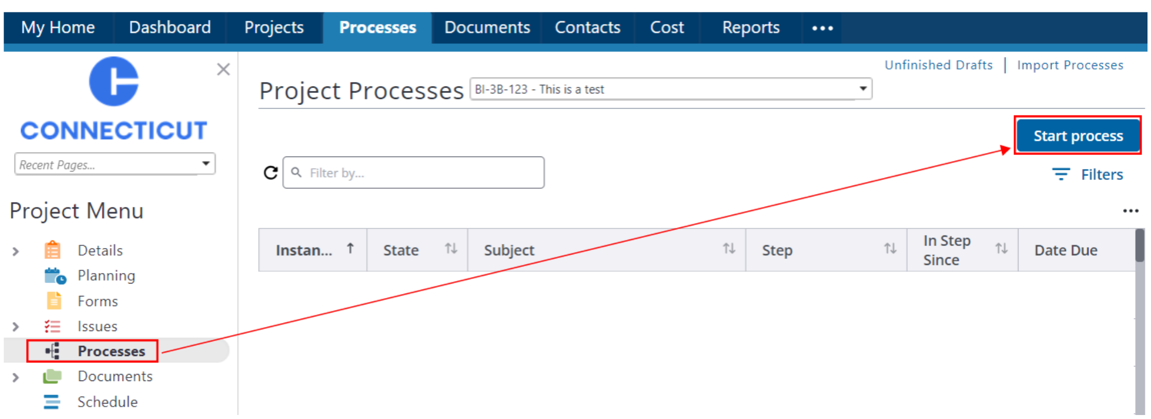
Log in to e-Builder: https://gov.e-builder.net. On your homepage, find your project by clicking on the top tab for "Projects":



In the list that appears, click on the name of the project you would like to access:

The Project Menu will appear in the left panel. Click "Processes." Then, to the upper right, click "Start process."

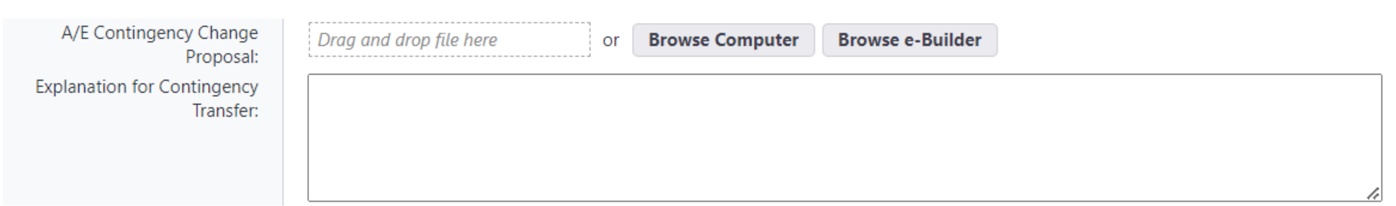
In the "Select process" pop up window, the project manager is to search for and select "Consultant Contingency Transfer (CntTr)". Then click "Start CntTr."



17A.02 Submitting the Request (Consultant)

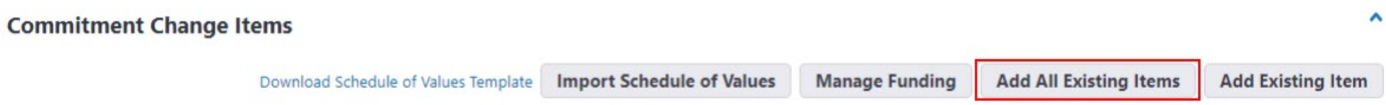
Drag and drop or upload the consultant's proposal document in the "Explanation for Contingency Transfer" field.

In the "Explanation for Contingency Transfer" block, below, enter a more detailed explanation.

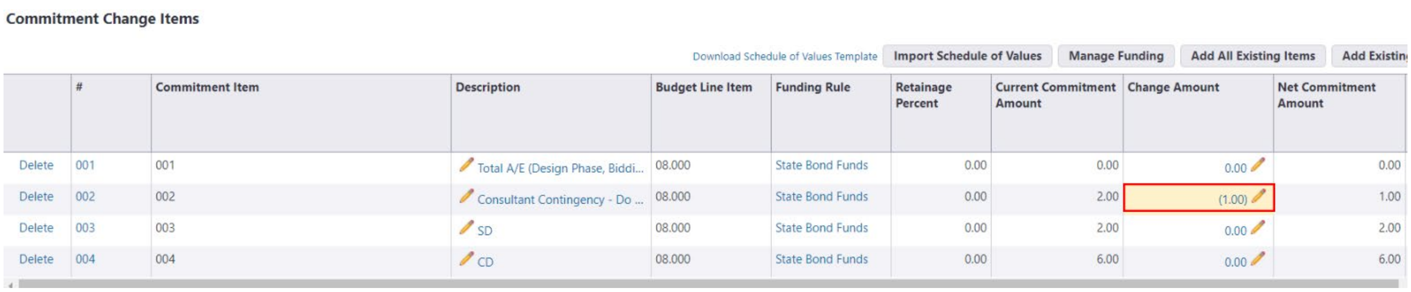


Under "Commitment Change Details", select the commitment to be changed and enter the Commitment Change Number, if the auto-populated value is not correct.

Under "Commitment Change Items", click the "Add All Existing Items" button.



Click on the pencil or numbers in the "Change Amount" column in the contingency row (which would generally be named “Consultant Contingency - Do Not Invoice This Line”), typically line 002. In the "Change Amount" column of the contingency row, enter the amount to be taken from the commitment contingency, as a negative number.


Commitment Change Items

Download Schedule of Values Template | Import Schedule of Values | Manage Funding | Add All Existing Items | Add Existin

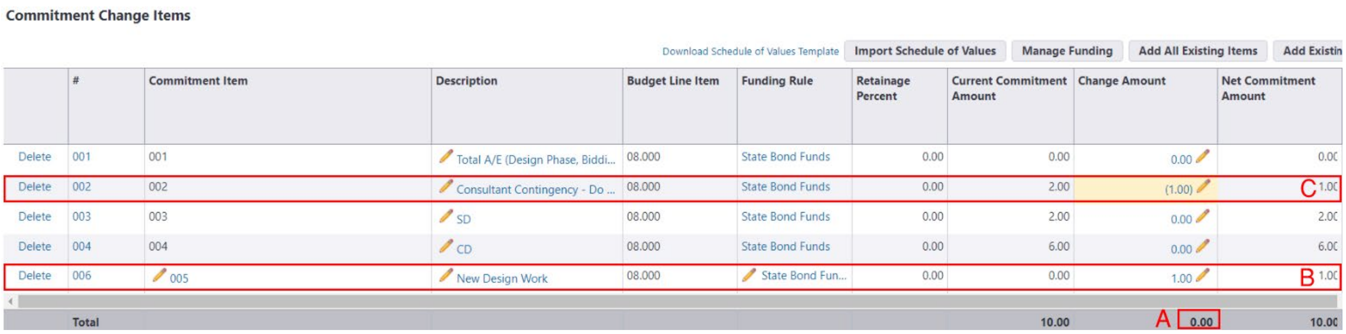
	#	Commitment Item	Description	Budget Line Item	Funding Rule	Retainage Percent	Current Commitment Amount	Change Amount	Net Commitment Amount
Delete	001	001	Total A/E (Design Phase, Biddi...	08.000	State Bond Funds	0.00	0.00	0.00	0.00
Delete	002	002	Consultant Contingency - Do ...	08.000	State Bond Funds	0.00	2.00	(1.00)	1.00
Delete	003	003	SD	08.000	State Bond Funds	0.00	2.00	0.00	2.00
Delete	004	004	CD	08.000	State Bond Funds	0.00	6.00	0.00	6.00

In the "Add Additional Scope Commitment Item" part of the form:

A. Click "Please Select a Line Item" next to "Account Code" and select the correct cost code.
B. Change the INCORRECT value that auto-populates in the "Commitment Item" field and enter the next Commitment Item line number available. (For example, under the "Commitment Change Items" section, in the "Commitment Item" column, if there is already a line 001, 002, 003, 004, 005 and 006, enter 007" in the "Commitment Item" field of the "Add Additional Scope Commitment Item" part of the form.)
C. In the "Description" field, enter what the contingency line should say on the consultant's invoices.
D. Select a "Funding Rule".
E. Ignore "Retainage Percent"
F. In the "Change Amount" field, enter the amount of the new invoice line. This MUST be the positive opposite amount of the negative amount withdrawn from the commitment contingency above.
G. Click “Add”.

The proposed commitment line should appear as a new row above, under “Commitment Change Items”. Note that:

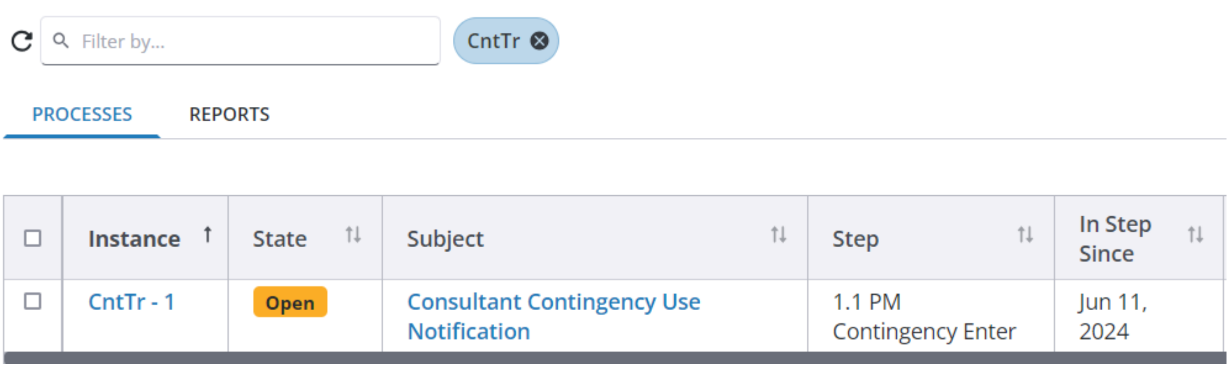
A. The two values in the “Change Amount” column should net to $0.
B. The amount of the new commitment line will appear in the “Net Commitment Amount” column of the new commitment line.
C. The amount left in the commitment contingency after the transfer (as proposed) will appear in the “Net Commitment Amount” column of the contingency line.



Then, either at the top or bottom of the window, click the "Submit" button.

17A.03 PM Contingency Enter (Project Managers)

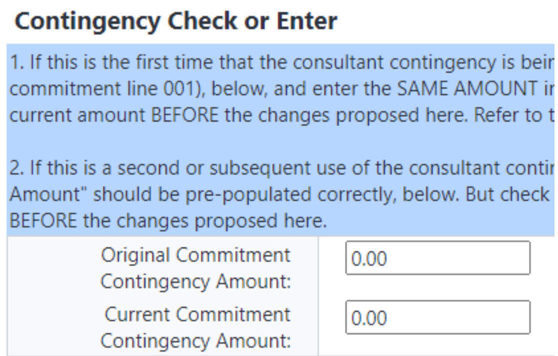
Open the “CntTr” process instance for the proposed contingency transfer for open it via the email notification that should have been sent



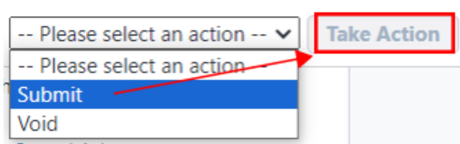
Under the “Contingency Check or Enter” section:

1. If this is the first time that the consultant contingency is being used on this project, enter the "Original Consultant Contingency Amount" (typically the SOV value of commitment line 001), below, and enter the SAME AMOUNT in the "Current Consultant Contingency Amount" field. The "Current Consultant Contingency Amount" is the current amount BEFORE the changes proposed here. Refer to the contract for the value of the contingency.

2. If this is a second or subsequent use of the consultant contingency for this commitment, The "Original Consultant Contingency Amount" and "Current Consultant Contingency Amount" should be pre-populated correctly, below. But check them to ensure that they are accurate. Again, the "Current Consultant Contingency Amount" is the current amount BEFORE the changes proposed here.



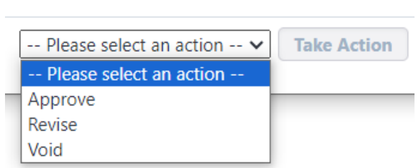
If the proposal is acceptable, select “Submit” from the action control at the top or bottom of the process instance and then click “Take Action”. An action option to “Void”, which ends consideration of the proposal without approving it, is available, as well. If the items are returned by the ADPM for further review, there will be a “Resubmit” action available.



17A.04 Review by ADPM and then by DPM or Chief Architect

At their review steps, the ADPM, DPM and Chief Architect have workflow actions available to;

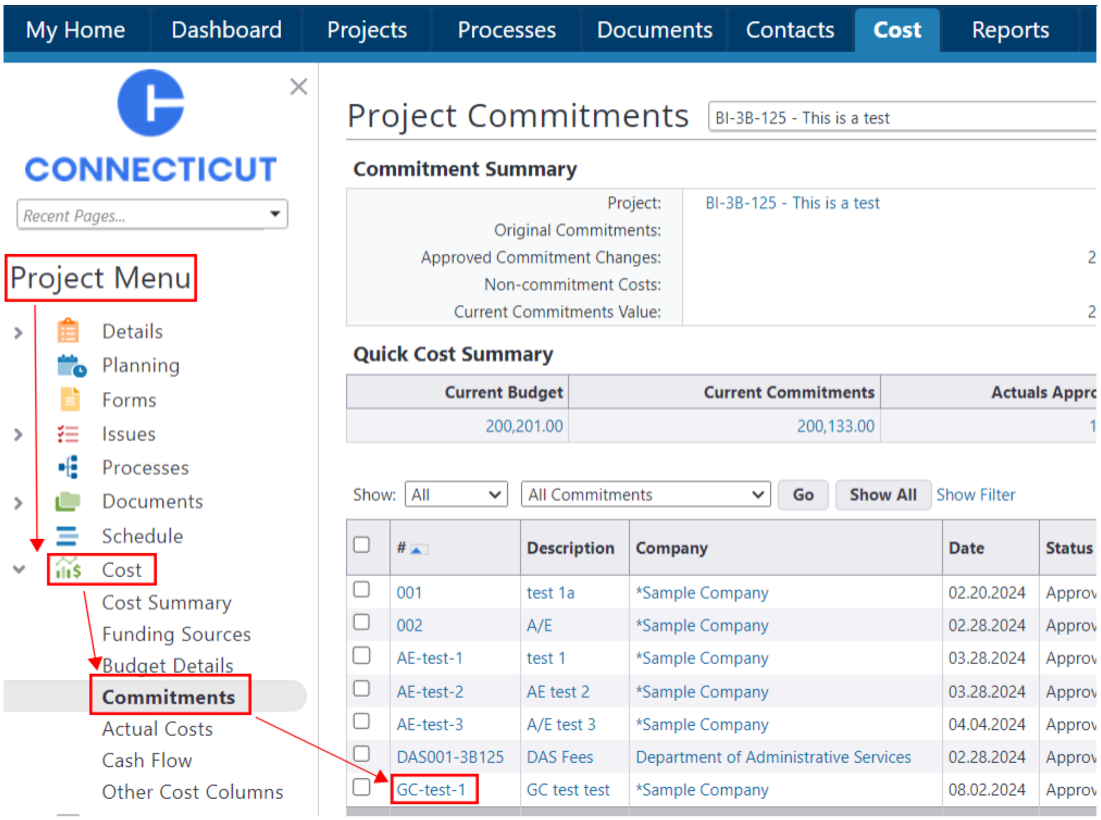
- “Approve”, which sends the item forward in the approvals, in the case of the ADPM, or, in the case of the DPM or Chief Architect, finalizes the approval of the change, and generates a PDF form that is emailed to SPRB and the project files. After “Take Action” is clicked by the DPM or Chief Architect, another screen will prompt for an approval date and approval confirmation.
- “Revise” sends the item to the previous step in the workflow for the person or people in that step to take further action and resubmit.
- An action option to “Void”, which ends consideration of the proposal without approving it, is available, as well.



Section 17B: Retainage Reduction

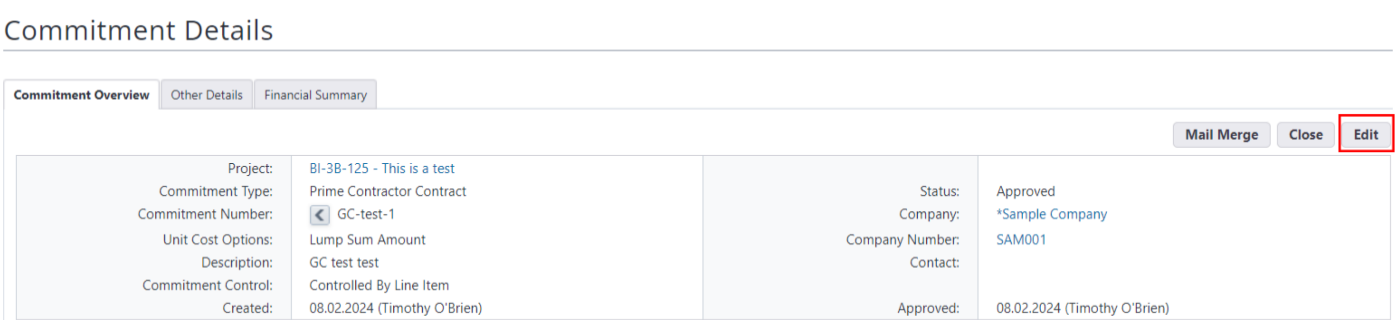
17B.02 Navigate to the commitment

Under the Project Menu for the project, click on the Cost module, then the Commitments tool and then open the commitment requiring the retainage reduction.

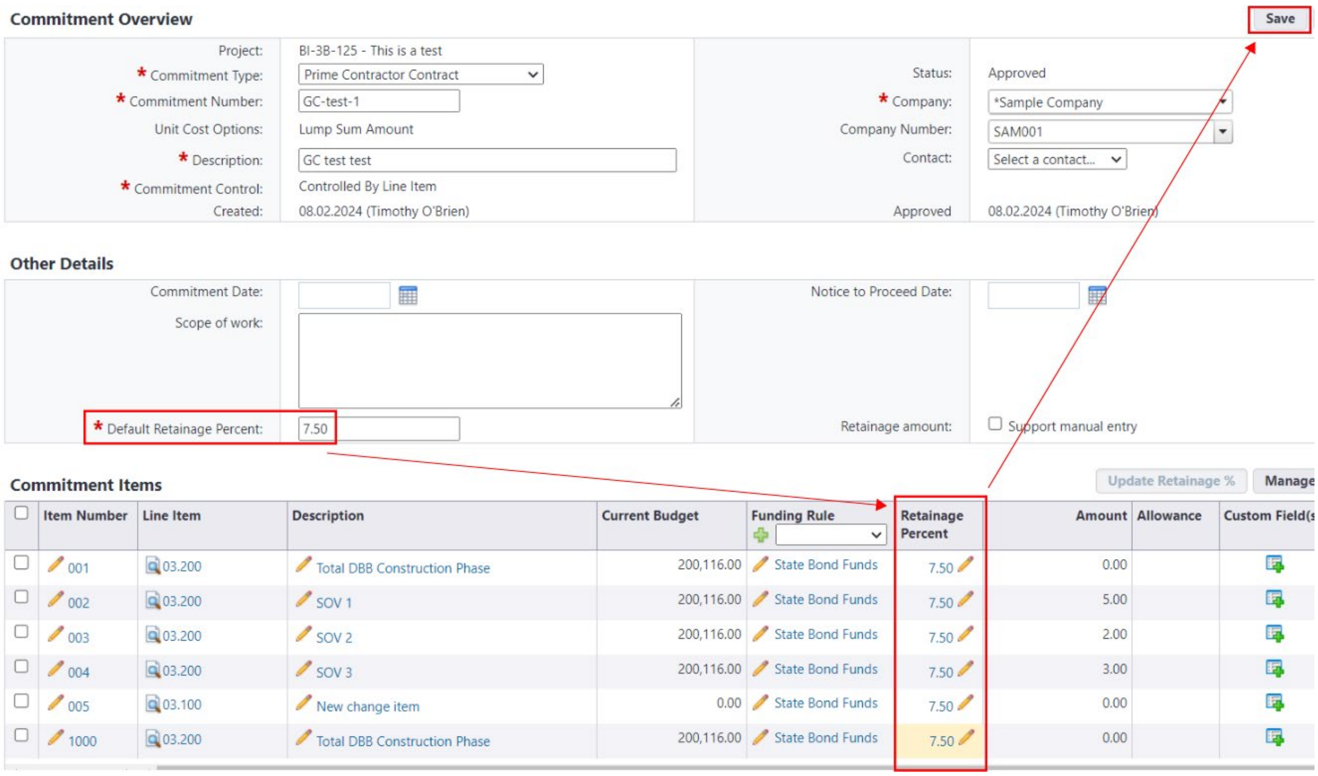


17B.03 Edit the Retainage Percentages

On the Commitment Details page, click "Edit."



Change the Default Retainage Percent, then click on each of the commitment line Retainage Percentages and change them. Then click "Save."

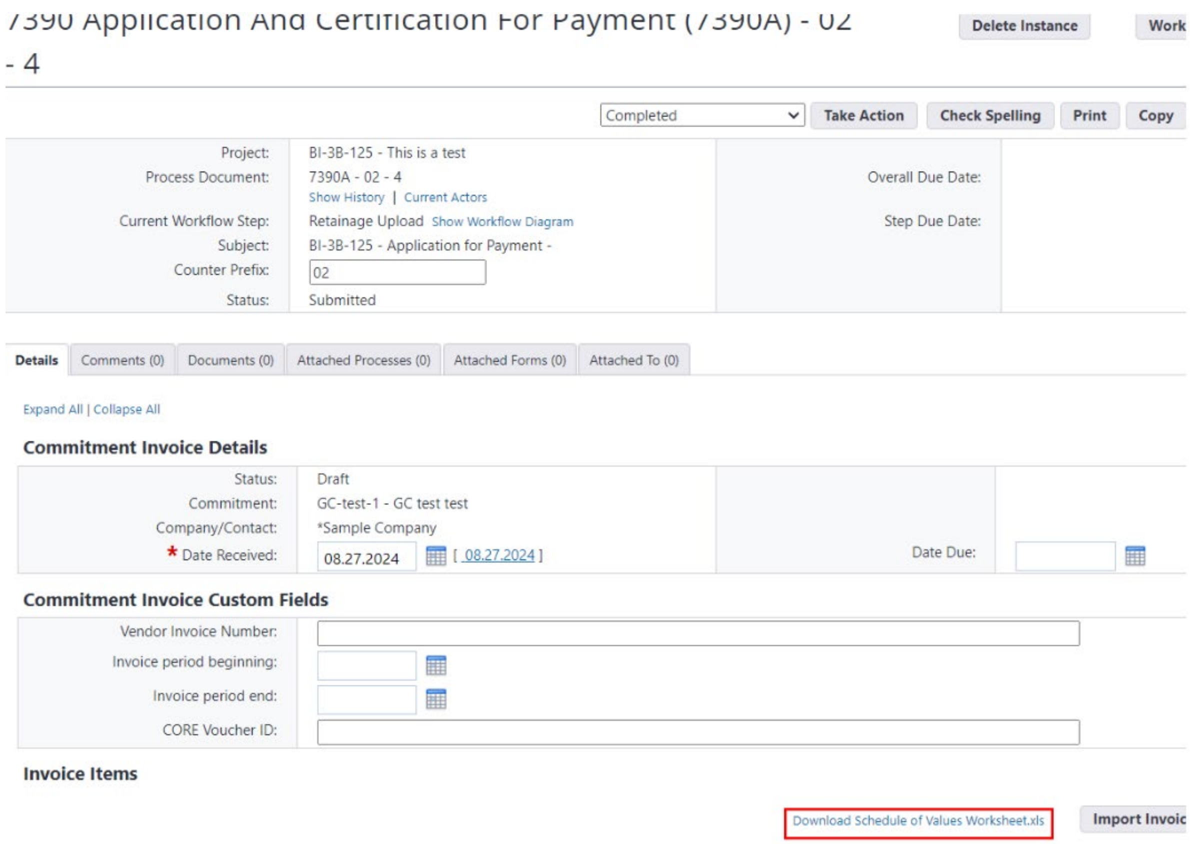


Section 17C: Retainage Release

17C.02 Downloading the Payment Application File (PMs and CAs)

After step 19A.02A, the Project Manager or CA will be able to calculate and upload the retainage release for a 7390A Application and Certification for Payment for which a retainage release is in order.

The first step for doing so is open the 7390A Payment Application process instance at the "Retainage Upload" step and click on "Download Schedule of Values Worksheet.xls".

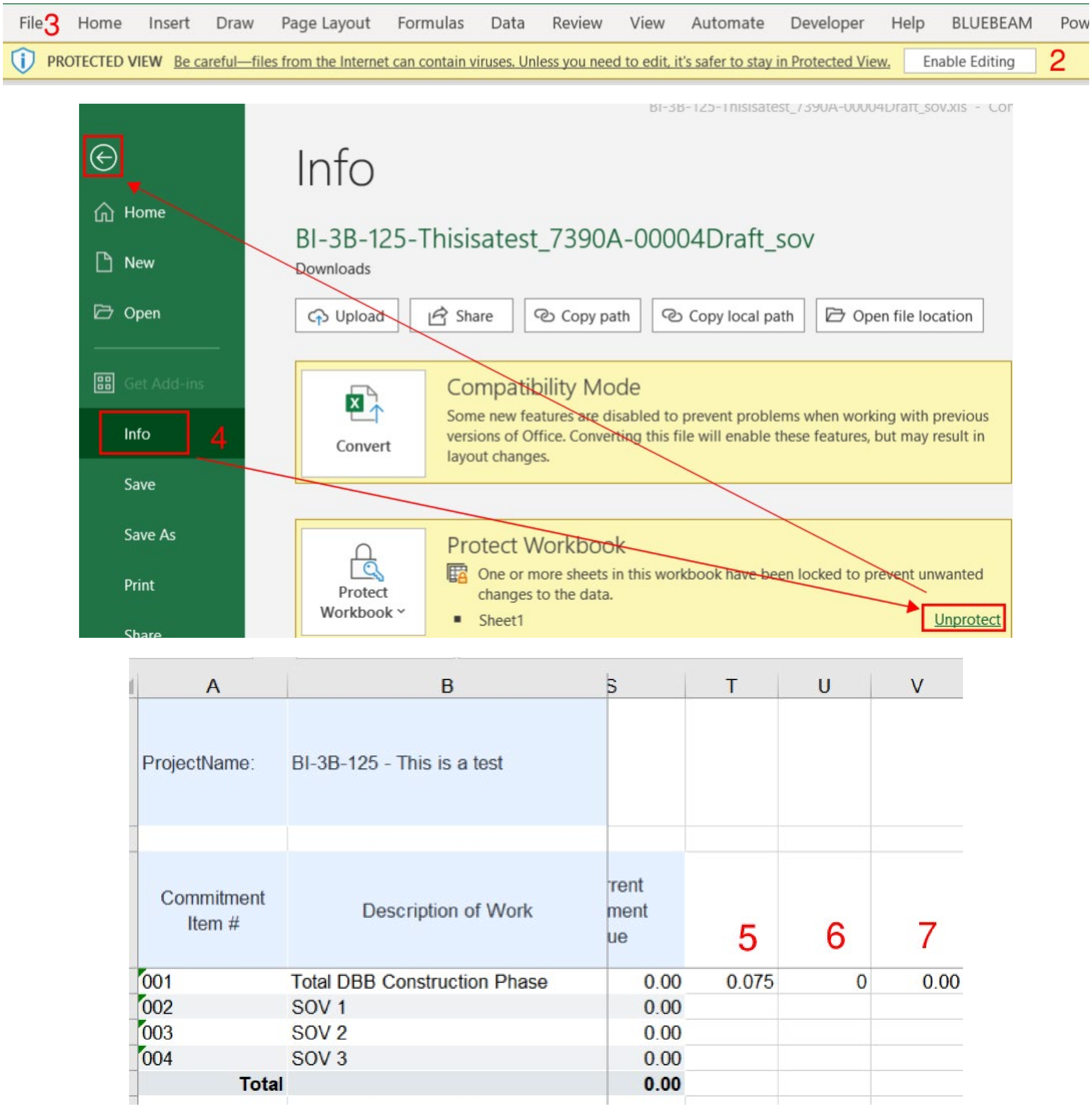


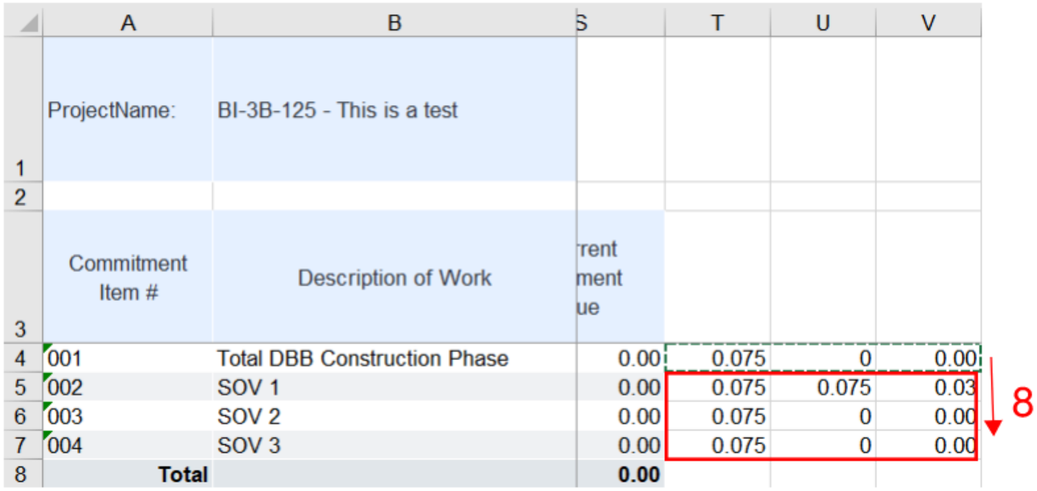
17C.03 Open and edit the Excel File (PMs and CAs)

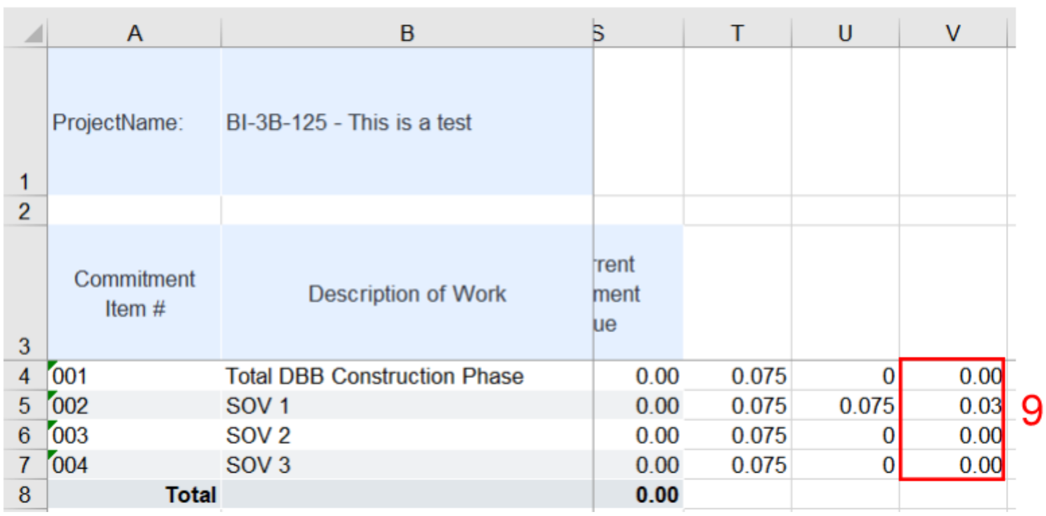
After the Excel file downloads (see the images below):

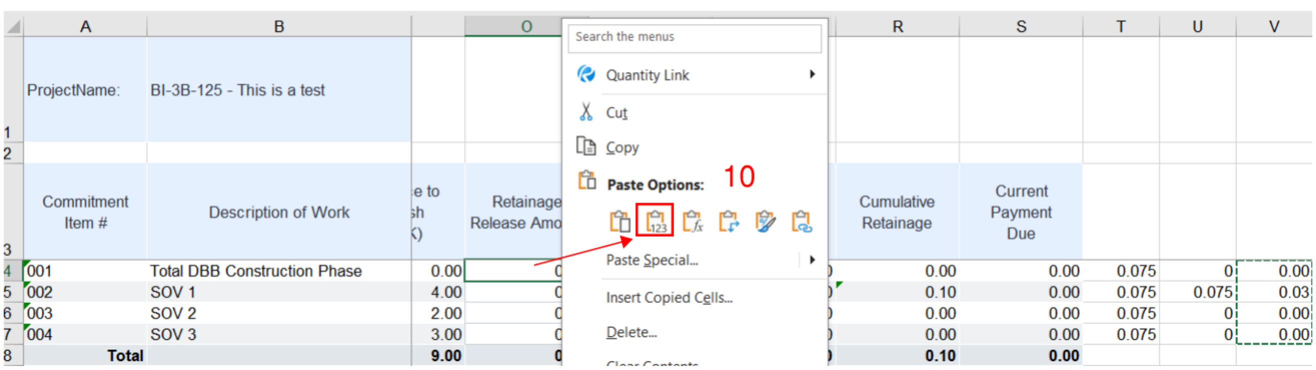
1. Open the file.
2. Click "Enable Editing".
3. Click on the File menu.
4. Click on the "Info" option, click "Unprotect", then click on the back arrow.
5. In the spreadsheet, in cell T4, type the new retainage percentage as a decimal, so 7.5% is typed in as "0.075".
6. In cell U4, type "=K4*T4"
7. In cell V4, type "=R4-U4"
8. Copy and paste cells T4, U4 and V4 to all of the rows of the SOV in columns T, U and V. Do not copy to the row with the totals.
9. Copy all of the cells of column V, from cell V4 to the bottom of the SOV.

10. Right-click on cell O4 and choose the option to paste values only
11. Delete columns T, U and V.
12. Save as the file to a location from which you can upload. Make sure that you do not change the file type from “Excel 97-2003 Workbook (*.xls)”.



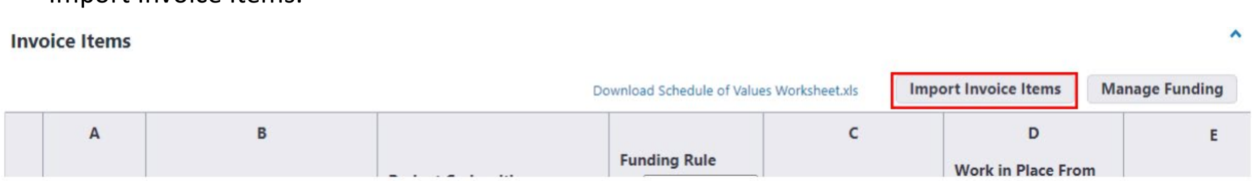




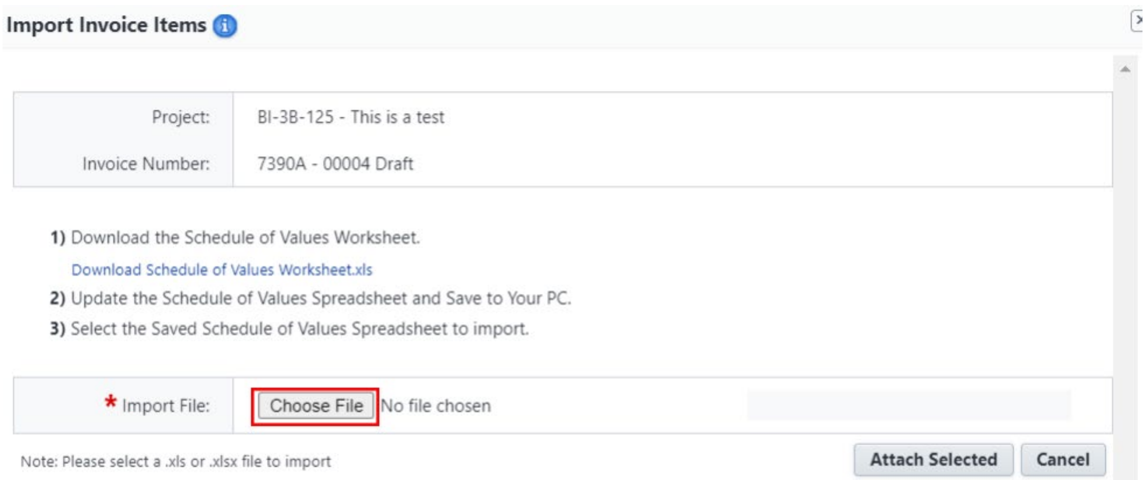


17C.04 Open and Edit the Excel File (PMs and CAs)

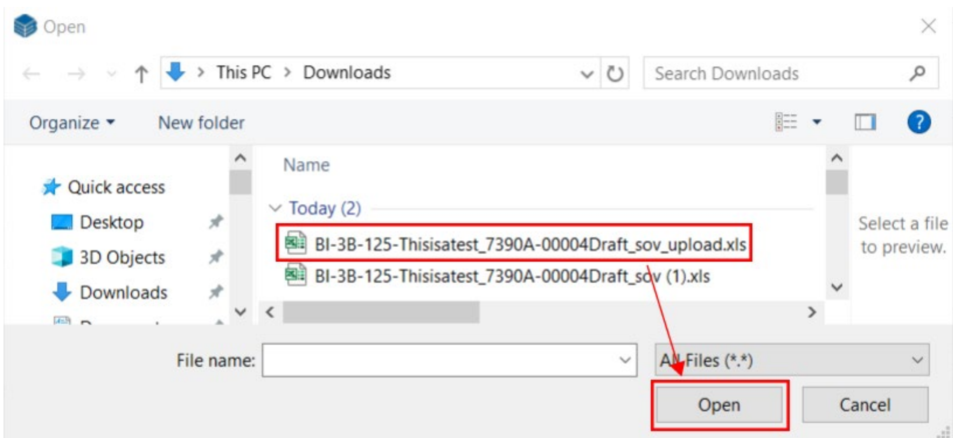
Return to the 7390A process instance at the “Retainage Upload” step. In the “Invoice Items” section, click “Import Invoice Items.”



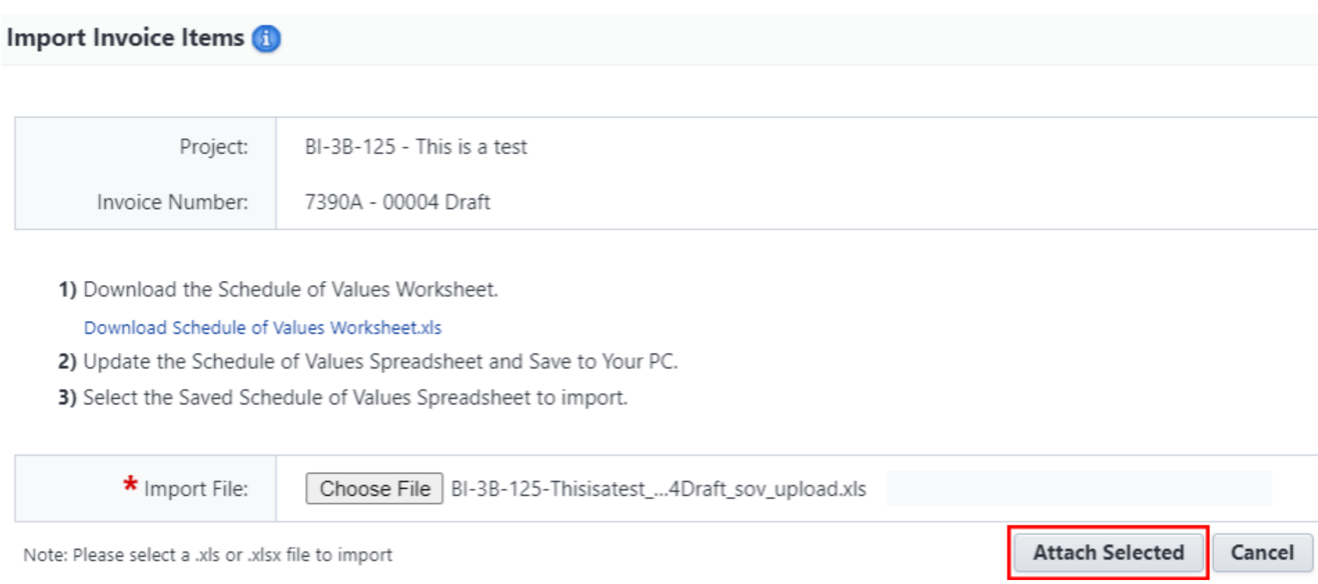
In the “Import Invoice Items” pop-up window, click “Choose File”.



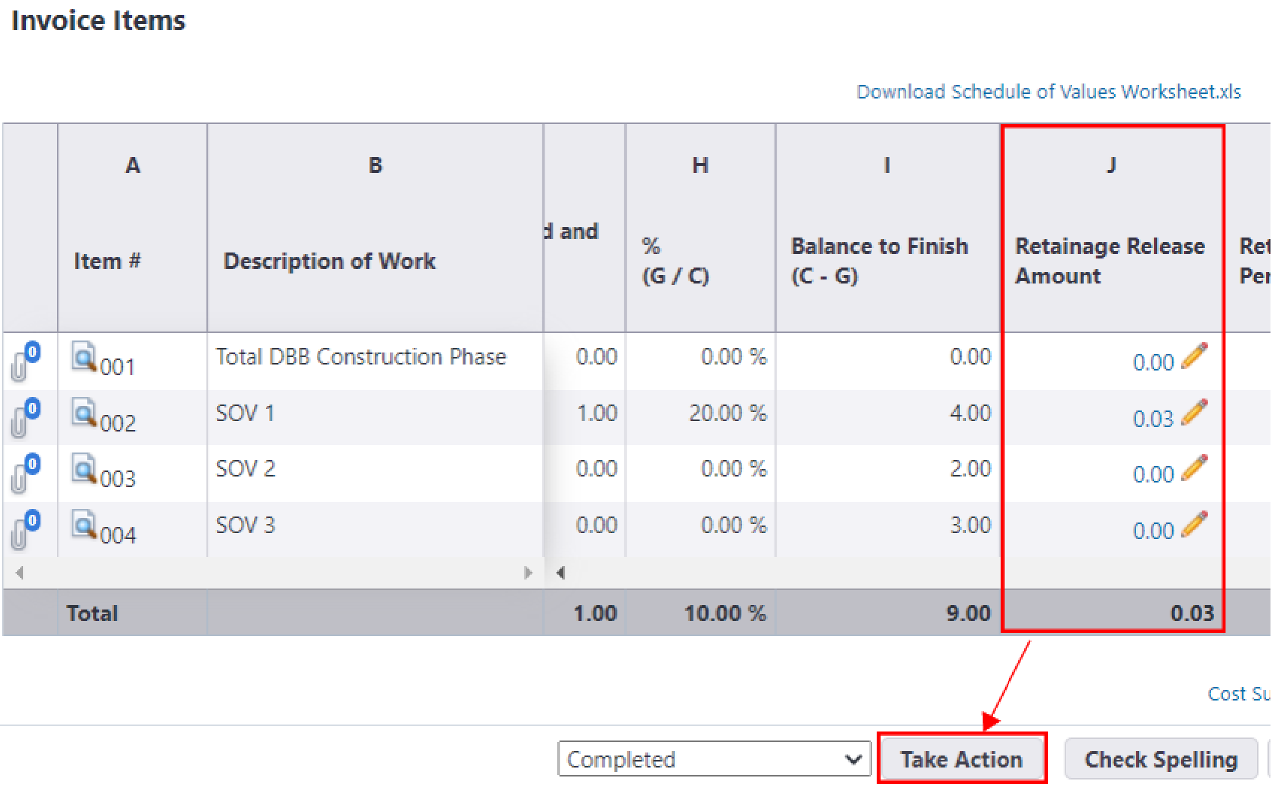
In the pop-up window that opens then, click the file created in step 17C-03 and click “Open”.



Then click the “Attach Selected” button.



When the pop-up closes, the 7390A process instance should still be open. Check the "Retainage Release" column to ensure that the values imported correctly. If it did, click "Take Action". The GC/CMR should then be notified and can proceed with entering in the current invoice numbers.



Section 17D: [Reserved]

17D.02

Section 18: Consultant and General Vendor Invoice

18.01 Access the project Process and Initiate the Invoice Process Instance

Follow the instructions provided in Section 1 to access the project and start the invoice process instance.

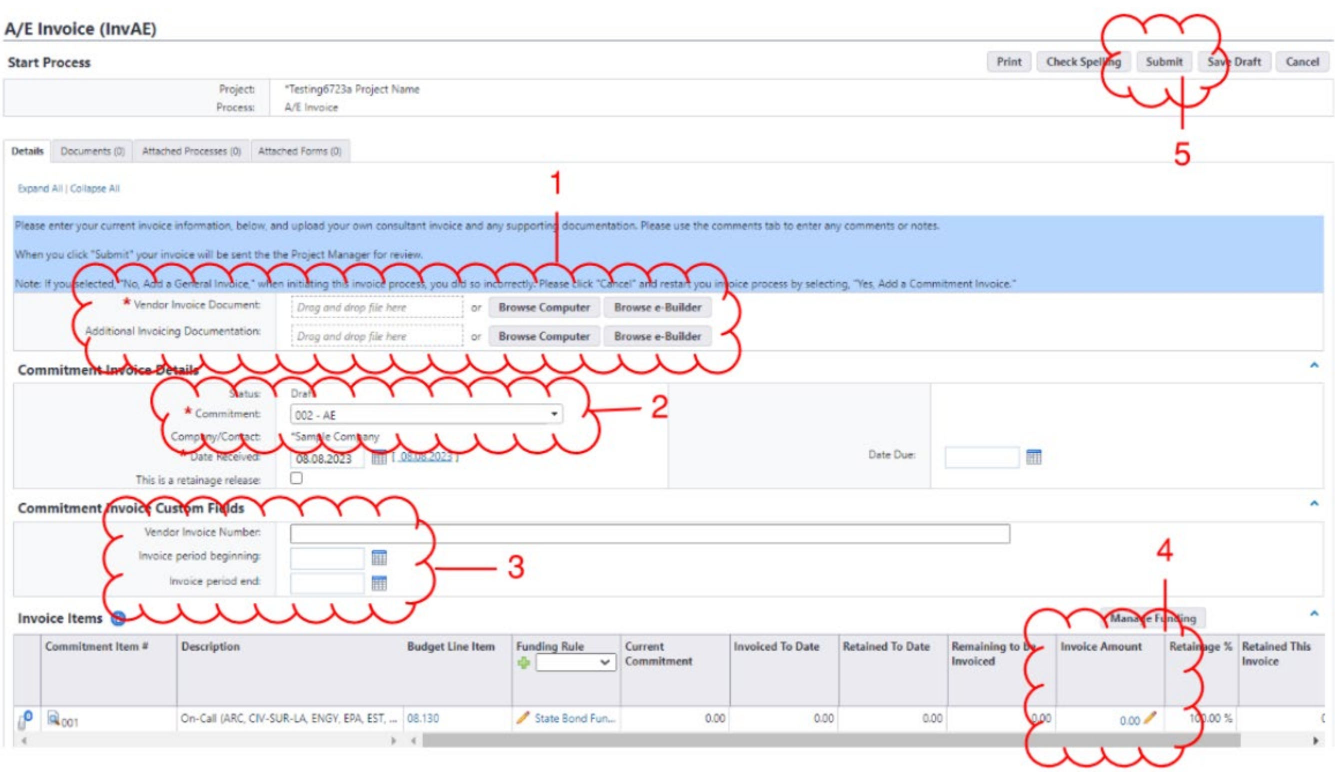
For A/E the process type to select is “A/E Invoice (InvAE)” to begin the process. Users from other consultant types click the equivalent process, including “CA Invoice (InvCA)”, “CMR Pre-Construction Invoice (CMpre)”, “Other Consultant Invoice (InvOt)” or “Hazmat Invoice (InvHz)”. These instructions also apply to purchase order commitments, which the vendors under which would typically use the “Other Consultant Invoice (InvOt)” process type.

18.02 Completing the Invoice Form.

Proceed as follows to complete the consultant Invoice form:

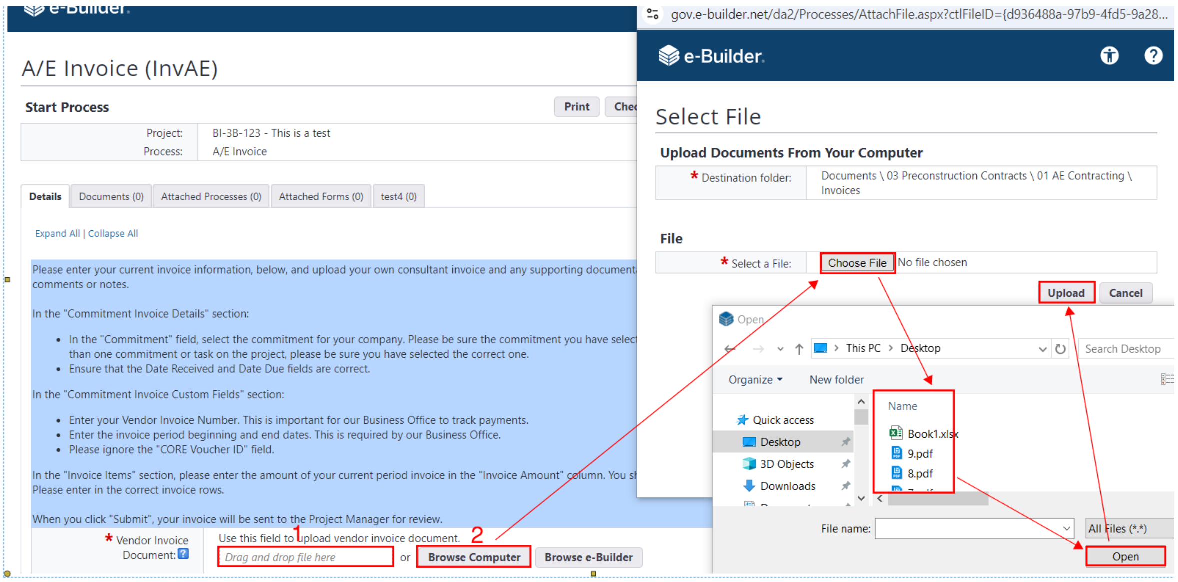
1. Either drag and drop the invoice into the “Drag and drop file here” or click “Browse Computer” to locate and upload the file. For other supporting documentation, a second upload block is available.
2. Select the applicable vendor commitment. Take care to select the correct commitment if the vendor has more than one task on the project. Once selected, note that the “Invoice Items” part populates.
3. Enter the vendor’s invoice number and the beginning and end dates for the invoice.
4. Click on the “0.00” or pencil icon the “Invoice Amount” column and enter the amount of the invoice.
5. When the invoice form is correct, click “Submit” to submit the invoice to the project manager. The “Save Draft” button is available to save the form as a draft and return later.

In the case of any commitment that includes a consultant contingency, **do not** invoice any amount on the consultant contingency line. If a Consultant Contingency Transfer is to be made, see Section 17A.



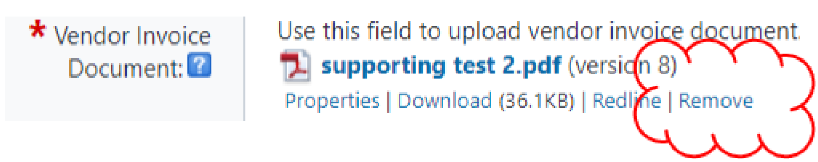
Below is more detail about how to perform a file upload, which can be done by:

1. A drag-and-drop, or
2. Searching for and uploading.



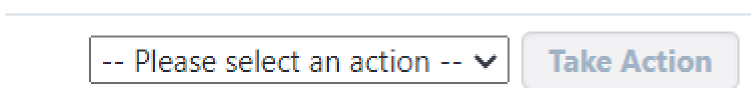
18.03 Invoices Returned for Revision

Once the form is submitted, the project manager may return it to the vendor if changes are needed.



Clicking on that will remove the current document, and a replacement can then be uploaded in its place.

After the changes needed are made, note, at the top and bottom of the pop-up, that there are workflow action controls.



By clicking "Please select an action" the user can select what action is intended on the invoice.

The option to "Resubmit" will appear and, if that is the intended action, select that. There is also an option to "Void", which has the effect of closing review of the invoice and voiding the invoice process instance.

When the action is selected, clicking on the "Take Action" button finalizes the user's action and sends the item to the next user in the workflow, if the "Resubmit" option is taken, or ends the workflow with no payment, if the "Reject" option is taken.

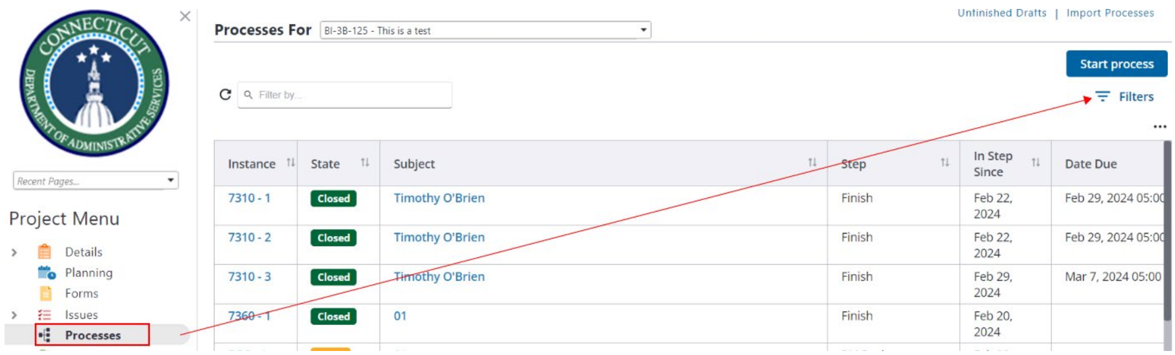
Section 18A: PM Review of Consultant & Vendor Invoice

18A.01 Access the Project Process

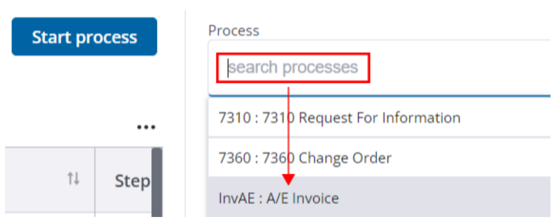
Follow the instructions provided in Section 1 to access the project and start the invoice process instance.

18A.02 Locate the Process Instance

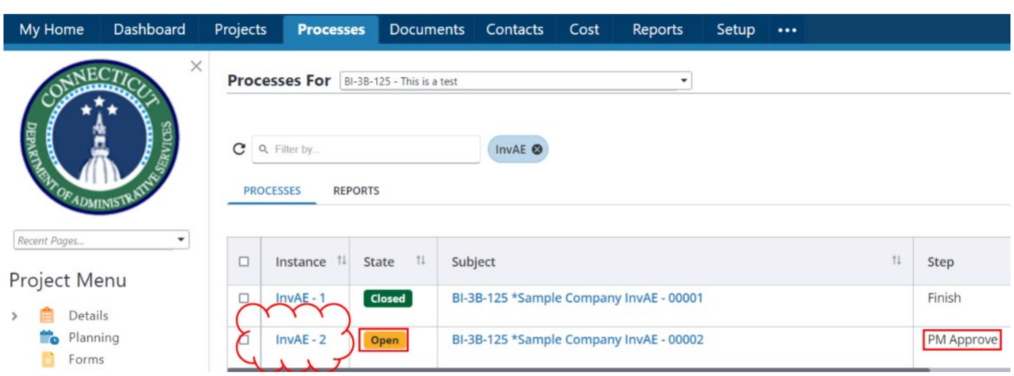
In the project record, click on the Processes module under the Project Menu and click on the Filters icon.



Under the Filters control, click "search processes". Then, click on the consultant type invoice that is to be reviewed, i.e. "A/E Invoice (InvAE)", "CA Invoice (InvCA)", etc.



Click on the process instance number for the pending invoice, which should appear in the "PM Approve" step. It will also appear as "Open" in the State column.



18A.03 Key Items for PM Review

Key items for PM Review include:

A. Click on the filename to cause a pop-up window to appear that has the vendor's invoice.

B. Under “Commitment Invoice Details”, it is important to make sure that the vendor is invoicing their own company and the correct commitment, if they have more than one commitment on the project.

C. Vendor invoice number and beginning and end dates are requested from the Business Office.

D. The Invoice Amount needs to be entered correctly for the e-Builder record to be accurate. Note that any mismatch between the amount entered here, and the PDF of the vendor’s invoice (see A, above) may cause the amount paid by the Business Office to be different than the amount in the e-Builder invoice records. Also note that, in the case of any commitment that includes a consultant contingency, the consultant **should not** invoice any amount on the consultant contingency line. If a Consultant Contingency Transfer is to be made, see Section 17A.

E. Select one of the following for payment of the invoice [Note 9/25/2024, this step is to be removed soon]:

    a. Select “Business Office” to send the invoice automatically to the Business Office to be paid when the PM Approves the invoice, as described in items F and G, below.

    b. Select “Agency” to send the invoice to the appropriate agency to pay expenses on a project. If the “Agency” is paying the invoice, the person processing these payments will need to be added to the Agency Payor role on the project.

F. The Action pull down menu allows the PM to select Approve, Revise or Void.

    a. “Approve” causes the invoice, with a cover sheet noting that the PM has determined that it is OK to Pay, to be sent to the Business office or agency for payment, depending on what was selected in item E, above.

    b. “Revise” sends the invoice back to the vendor for any needed corrections. The PM will be prompted to enter comments for the vendor about what needs to be corrected.

    c. “Void” ends consideration of the invoice.

G. After the Action to be taken is selected, the Take Action button causes that Action.

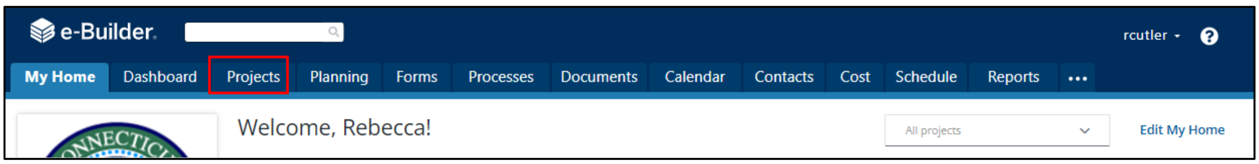
Section 18B: Hazmat Invoice Instructions for Agencies

18B.01 Access the Project Process

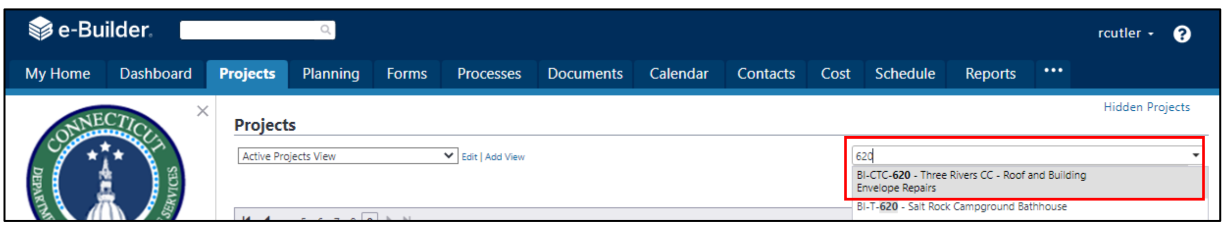
HazMat Invoices require review and approval from agencies. Agency staff will receive an email notification from eBuilder that an invoice is pending. To access the pending invoice, the agency can either click on the link in the email and the browser instance will appear as a pop-up.

Process instance is in your court. To view details or take action, click here.

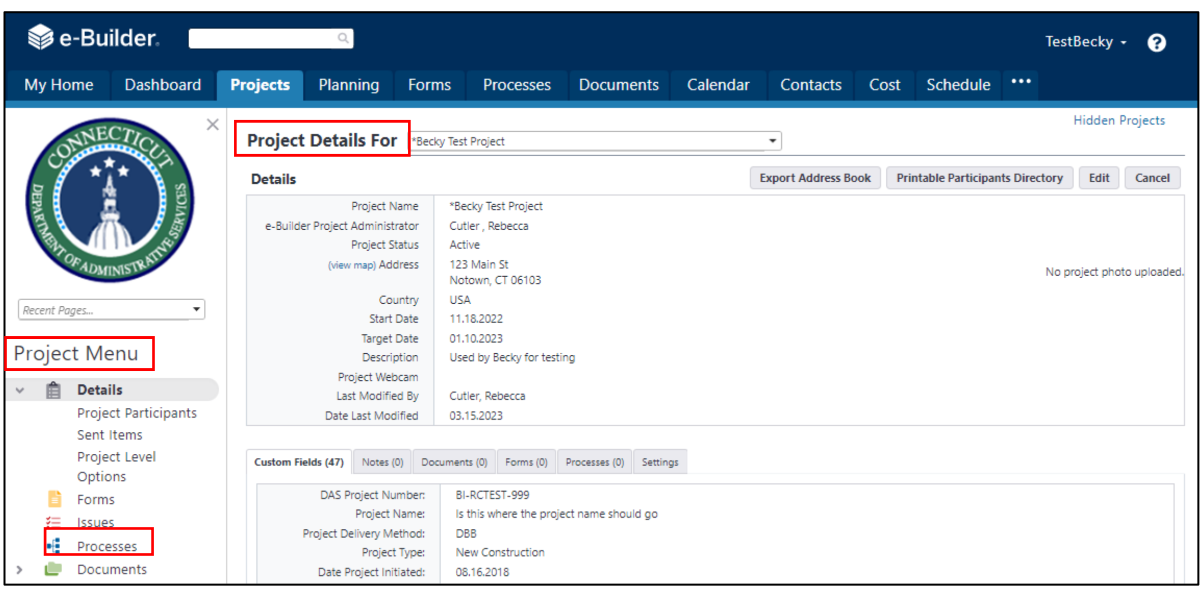
or the agency can log in to e-Builder: https://gov.e-builder.net/auth/www/index.aspx?ReturnUrl=%2f and click on the "Projects" tab to find the applicable project.



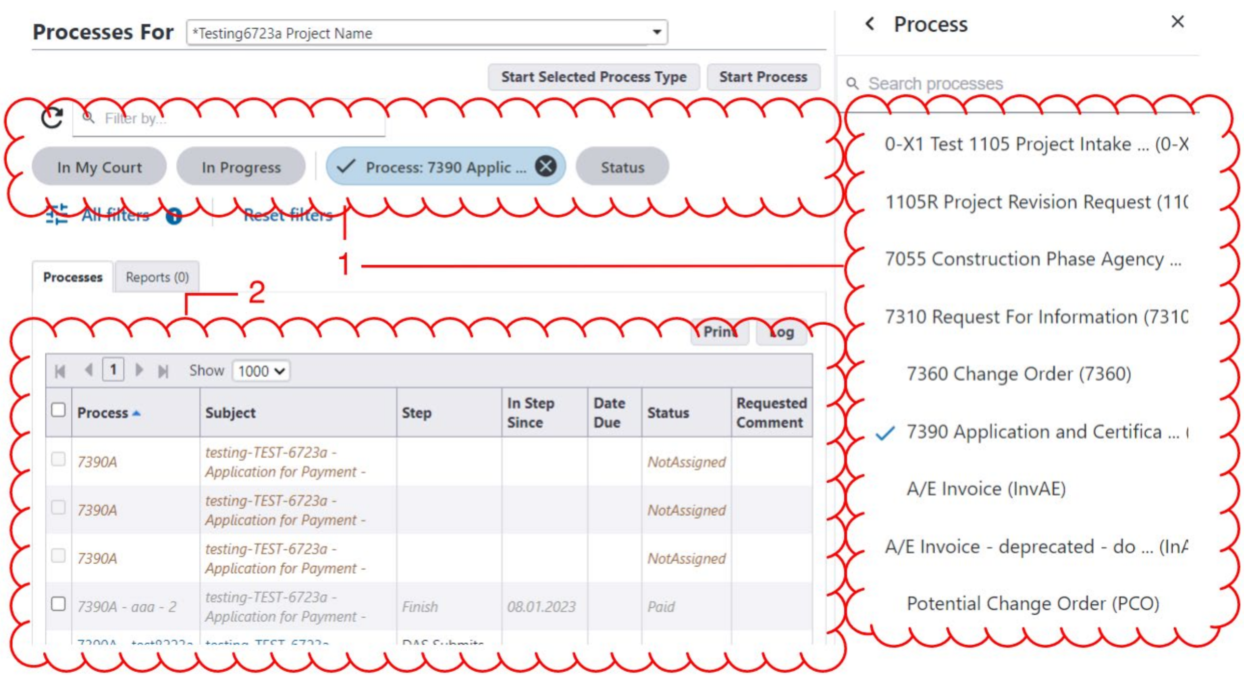
Search for your project by entering the project number. Click on your project to bring up the "Project Details" page.



The "Project Details" page is your home page for your project. (Click "Edit" to edit info.). Under the "Project Menu" on the left, click on Processes to find project-specific processes.



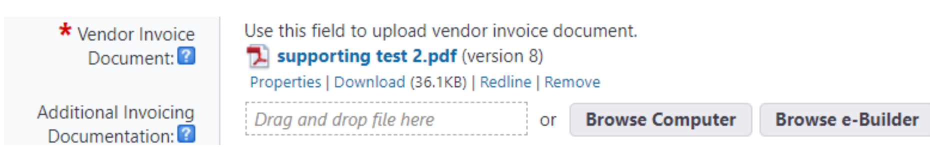
1. Change the Process filter settings to find the process instances you are looking for. In this case, switch Type of Process to “Hazmat Invoice (InvHz)”. Selecting All Processes will show all instances, regardless of whose ball-in-court the instances are in. Draft, Open or Finished status can be selected, as well.
2. The filtered list appears here. Click on the instance you wish to open. A pop-up will open. That is the process instance.



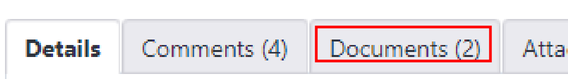
18B.02 Invoice Review

Regardless of which route used to access it, when the pop-up for the invoice process instance appears, review the invoice information.

1. Click on the document name in the “Vendor Invoice Document” field. A viewer pop-up will appear, allowing review of the vendor’s invoice document. There may be supporting materials attached to this document or in “Addition Invoicing Documentation” field.

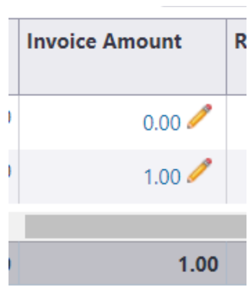


2. Documentation may also be uploaded into the Documents tab of the process instance. Review all documentation in each of these locations.



3. In the “Invoice Items” section, scroll to the right until the “Invoice Amount” column is seen. This is where the vendor should have entered the correct invoice amount. If there is more than one invoice

row, the correct amount should be in each row and the correct total for the invoice should appear in the gray summary row at the bottom.

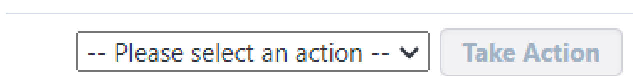


18B.03 Invoice Approval

If the information included in the invoice process instance is correct, and the agency wishes to approve, doing so involves two steps.

1. The first step is to select the “Agency Approver” and the approval date.

2. Then, at the top and bottom of the pop-up, there are workflow action controls.



3. By clicking “Please select an action” the user can select what action is intended on the invoice. The option to “Approve” will appear and, if that is the intended action, select that. There is also an option to “Reject”, which has the effect of closing review of the invoice and voiding the invoice process instance.

4. When the action is selected, clicking on the “Take Action” button finalizes the user’s action and sends the item to the next user in the workflow, if the “Approve” option is taken, or ends the workflow with no payment, if the “Reject” option is taken.

Section 19: 7390 Application and Certification for Payment

19A GC & CMR Users

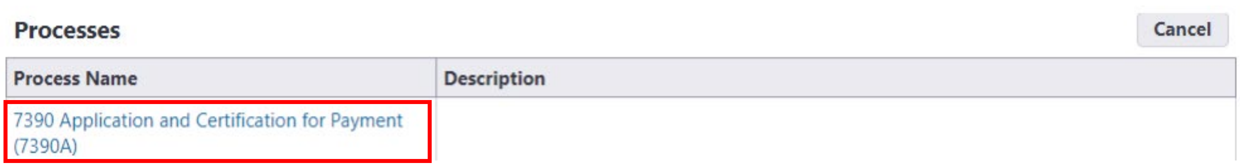
19A.01 Instructions for the GC/CMR for creating and submitting Payment Applications:

Note: If retainage has just been reduced, do not proceed with this section until the DAS Project Manager has performed the steps in Section 17B to reduce the retainage for the commitment.

If proceeding with a 7390A Application and Certification for Payment, log in to e-Builder: https://gov.e-builder.net.

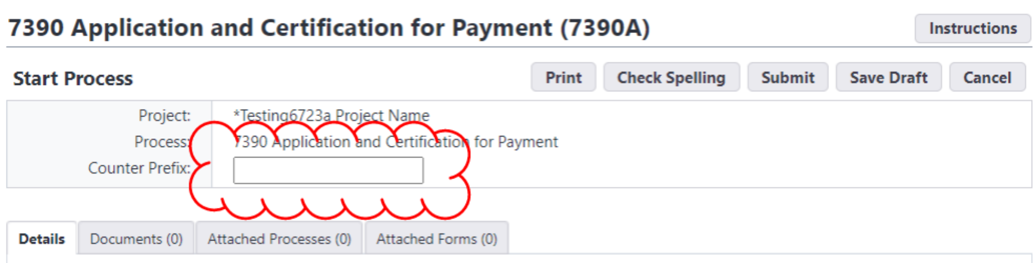
Follow the instructions provided in Section 1 to access the project and start the invoice process instance.

Click on “7390 Application and Certification for Payment (7390A)” to begin the process.



19A.02A Complete Preliminary Step (GC/CMR) (NEW as of 9/30/2024)

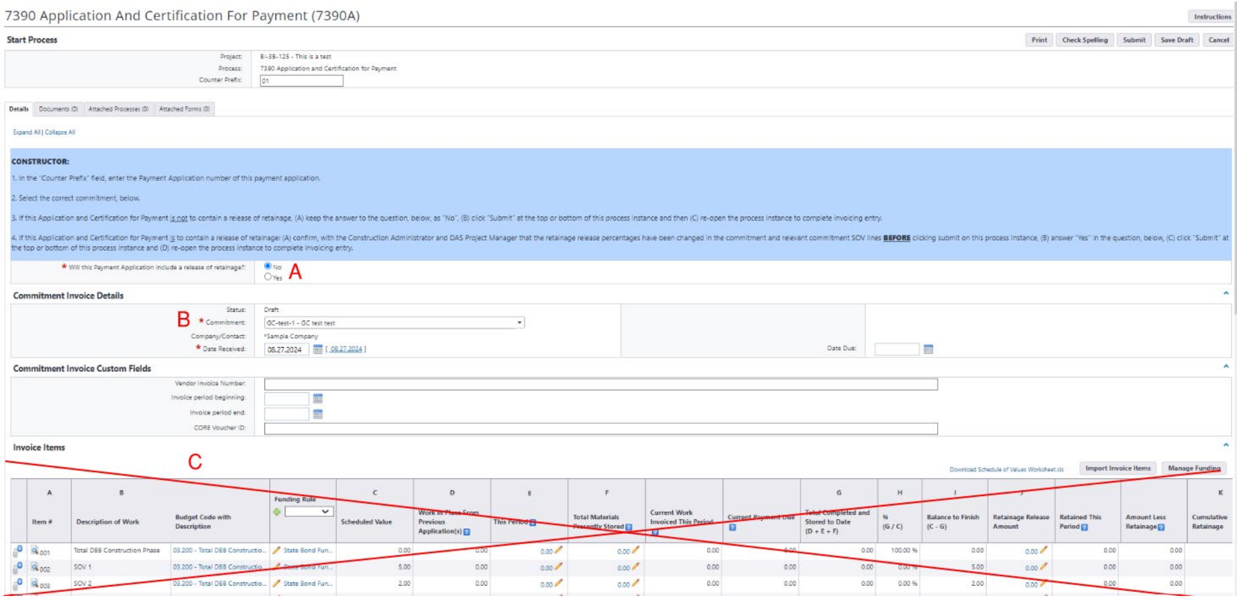
In the “Counter Prefix” field, enter the Payment Application number of this payment application.



Then complete the preliminary steps below. NOTE: DO NOT enter any invoiced amounts or any stored material changes in this workflow step.

In this workflow step, the contractor:

A. The “Will this Payment Application include a release of retainage?” will be set to “No” by default. If there is to be a retainage release done for all SOV/continuation sheet lines for which there is past retainage held, the contractor should switch this to “Yes.” Note that, in the case of a CMR who will be changing retainages and calculating retainage releases on a line-by-line basis, the CMR may leave this setting to “No.”
B. Select the correct commitment for the vendor. Take care to select the correct commitment if the vendor has more than one on the project. Once selected, note that the “Invoice Items” part of the form populates.
C. DO NOT enter anything under invoice items.
D. Click “Submit” at the bottom or top of the form. The workflow instance will close.

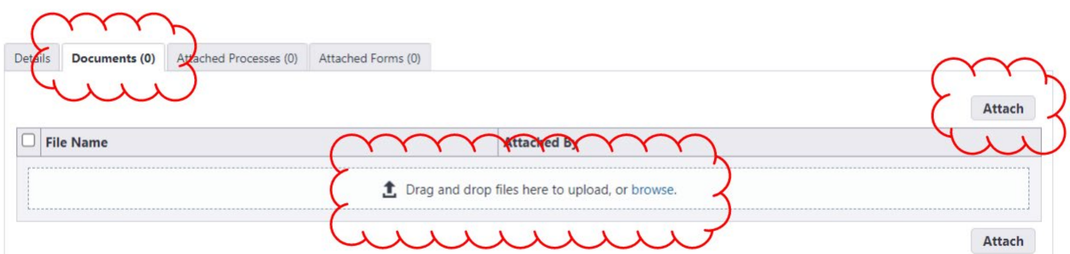


19A.02B Complete the Payment Application Form (GC/CMR)

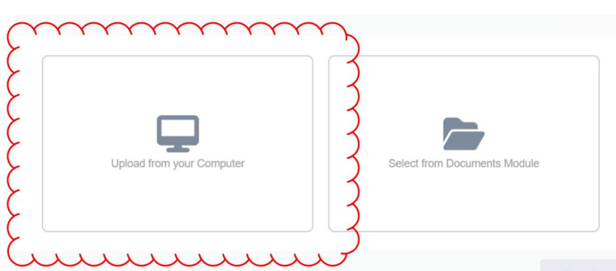
If there is no retainage release to be entered in the step 19A.02A, or after the retainage release upload has been completed, the contractor will receive a workflow notification. The contractors should then re-open the 7390A process instance for their Payment Application.

Carefully read and follow the instructions provided.

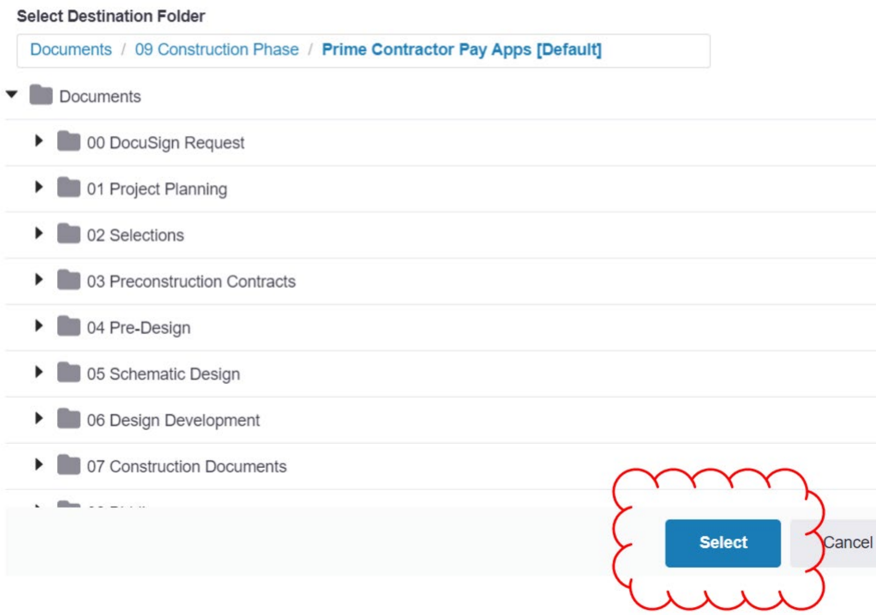
Upload supporting documentation for the Payment Application to the Documents tab. Click on the tab header to access the tab. Either drag-and-drop the documents to the tab or click the “Attach” button.



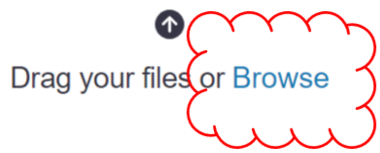
If the “Attach” button is clicked, a pop-up will appear. Click “Upload from your Computer” to locate a locally stored document.



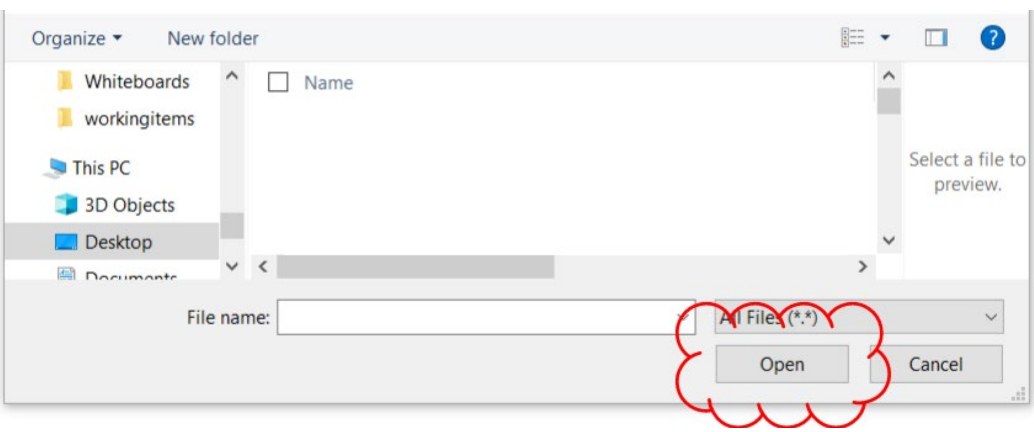
Then, click "Select" to use the pre-selected default folder (highlighted in blue font) as the destination folder in the eBuilder Documents module to upload the supporting documents. If applicable, an alternate folder can be selected.



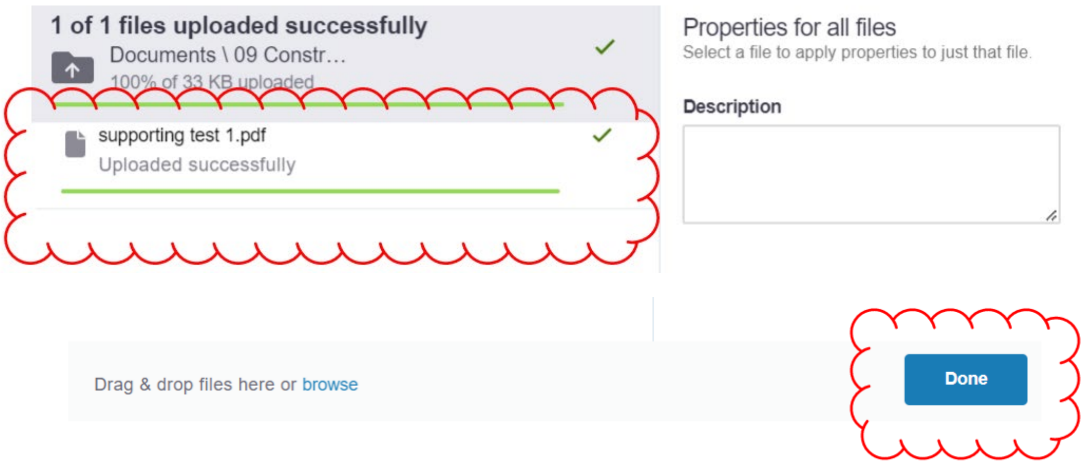
Then click "Browse".



Select the file(s) you wish to upload and click "Open".



If it worked properly, you should see the words “Uploaded successfully” under the filename . Click “Done” after the file has been uploaded.



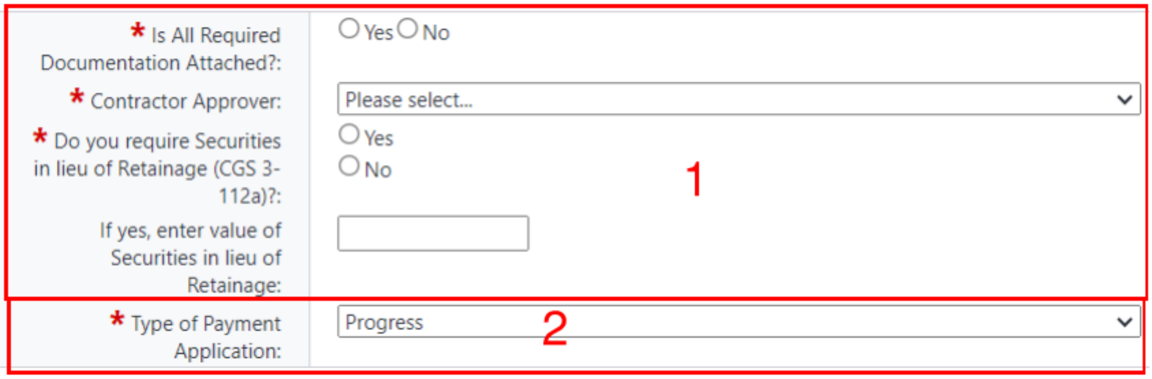
The uploaded document should then appear in the Documents tab. Also note the number in parentheses next to the “Documents” tab title, indicating the number of uploaded files.

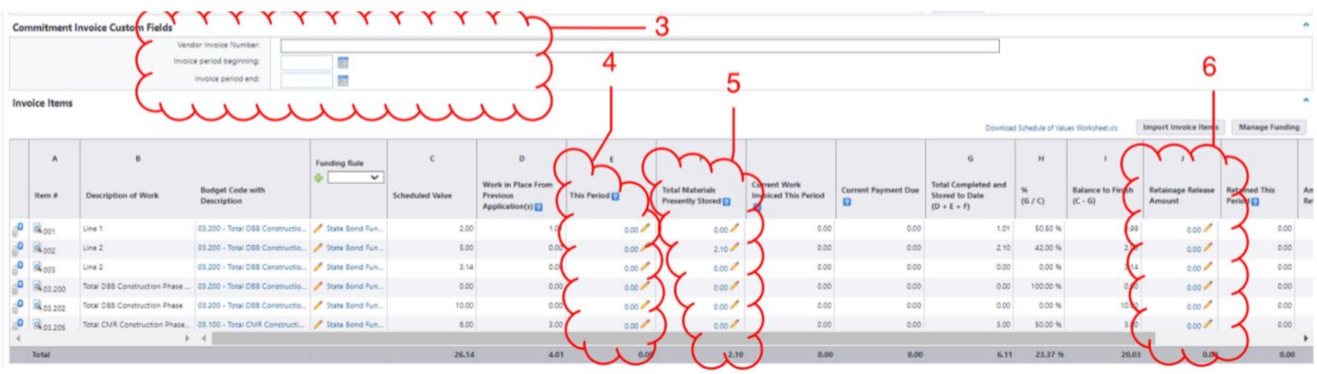
Complete the rest of the Payment Application Form as follows:

1. First group of questions after the blue instructions area.
   a. Ensure that all required documentation is attached, as described above, and then acknowledge that it is in the field here.
   b. Select who the contractor’s approver is in that field. This is the person whose name will appear in the signature block on the PDF copy of the Application and Certification for Payment, signing on behalf of the contractor.
   c. Indicate whether securities in lieu of retainage is being used and, if so, the amount.
2. This question will, by default, be set to “Progress”. It can be set to “Substantial Completion” or “Final”. “Final” is only selected if the Payment Application was initiated by a 7990 Project Closeout process instance. The GC/CMR users are referred to Section 19F for this procedure.
3. Enter the vendor’s own invoice number and the beginning and end dates of the period being invoiced. This information is required.
4. Click on the “0.00” or pencil icon in the “This Period” column and enter the amount of the current invoice in each line.
5. If stored materials are being used, update each relevant row with the amount of current stored materials as of this Payment Application. In subsequent Payment Applications, when those amounts

are to be used, reduce this amount and add the amount reduced to the amount billed in that Payment Application under This Period for that row.

6. If the contractor any retainage release for this Payment Application on a line-by-line basis, enter the amount released for each row under Retainage Release Amount. (If there is a need to change retainage percentages, please communicate that to the DAS Project Manager.)





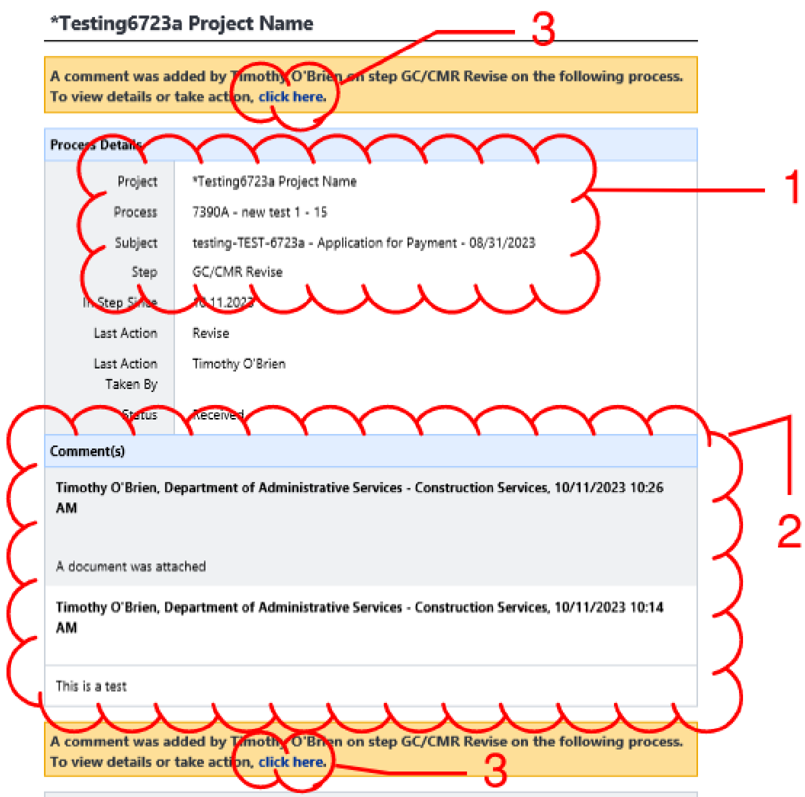
When the invoice form is correct, the contractor sends it for review by selecting the workflow action “Submit” and clicking “Take Action”. The “Save Draft” button is also available to save the form as a draft to return to later.

If “Substantial Completion” was selected as a “Type”, refer to Section 19E for the next step. In the case of final payment applications, ensure that “Final” was selected as a “Type” and refer to Section 19F for the next step.

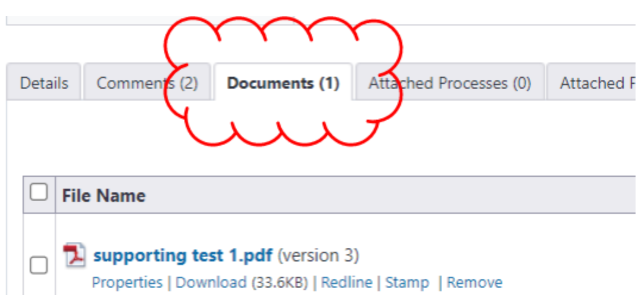
19A.03 Payment Application Form Returned for Revision

A payment application may be returned for revision. If the payment application is returned, the Actor having submitted the application will receive an email notification that the application has been returned for revision. The email will appear as follows and include the following information:

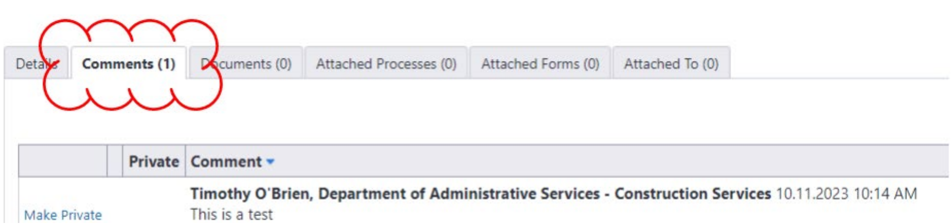
1. Process Details show the project, process type the notice concerns and the step the workflow is presently in, as of the notification.
2. The Comments section has comments from the workflow and other information.
3. There are links, top and bottom. Clicking on the link, of you are logged into e-Builder, will open the process instance pop-up.



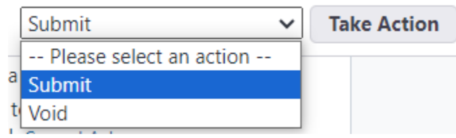
Comments explaining the reasons for the return information on the actions needed may be included in the Documents tab:



Or the Comments tab:



Make the needed changes and resubmit the application by selecting “Submit” from the action menu on the top or bottom of the form and clicking “Take Action”. There is also an option to void the Payment Application.



19B CA Users

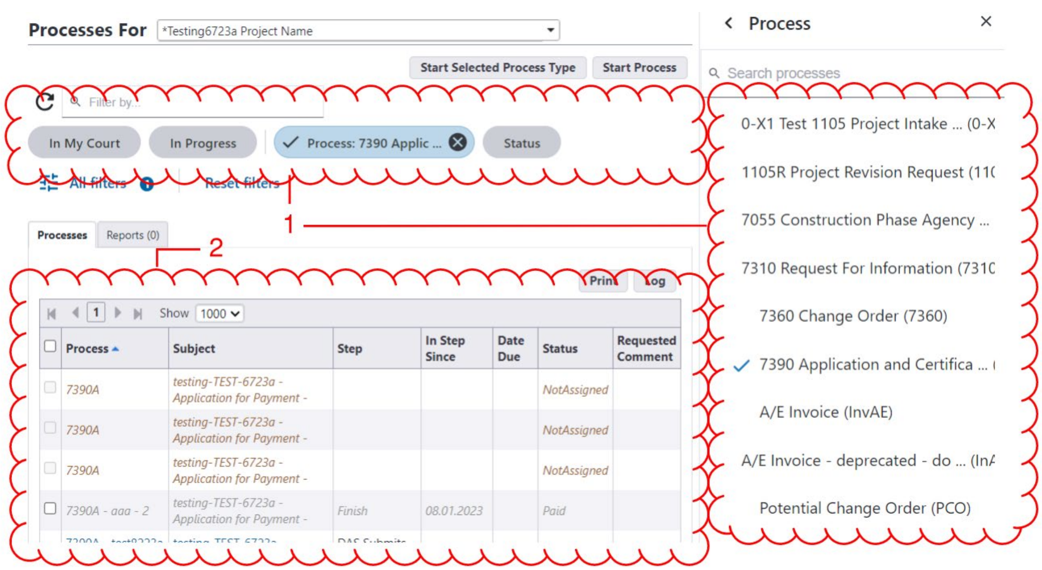
19B.01 Instructions for the CA for Review and Certification of Payment Applications:

Log in to e-Builder: https://gov.e-builder.net. On your homepage, find your project by clicking on the top tab for “Projects”:

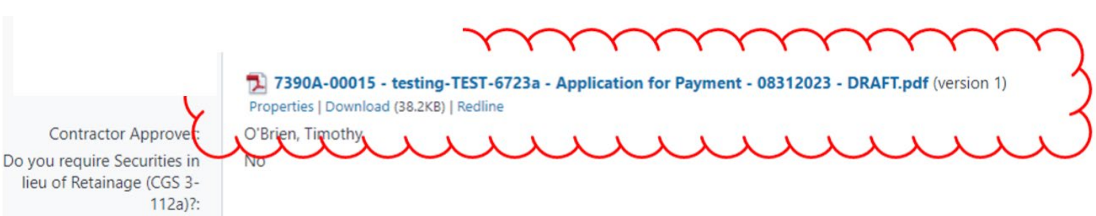
Follow the instructions provided in Section 1 to access the project and access the invoice process instance.

Change the Process filter settings to find the process instances you are looking for.

1. Select “7390 Application and Certification for Payment” from the “Search Processes” dropdown menu.
2. The filtered list will appear as displayed below. Click on the instance you wish to open. A pop-up will open of the process instance selected.

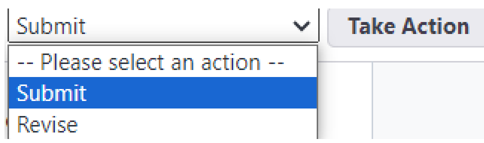


Once the process instance opens, review all of the information entered, including the files uploaded to the Documents tab. To view the draft requisition, click the “Details tab” and then click on the link to the PDF, as shown below:

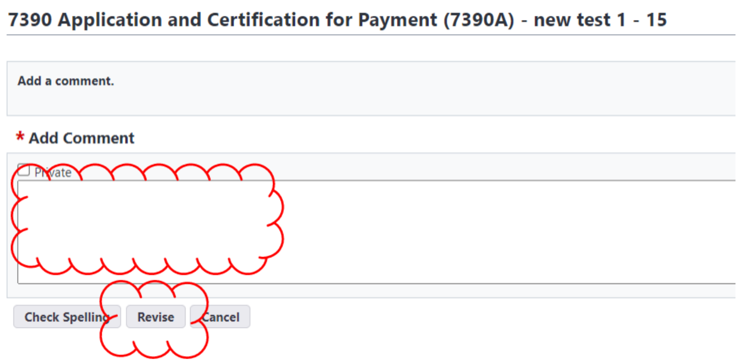


After reviewing the draft requisition, return to the “Details” tab and the CA should then select their name from the “CA Reviewer” dropdown list.

At the top and bottom of the form are pull-down menus that allow the user who is ball-in-court to select the action they need to take on the item. “Submit” will send the item to the A/E for review. “Revise” will send the item back to the GC/CMR for any corrections that are needed. Once the action to be taken is selected, click the “Take Action" button.

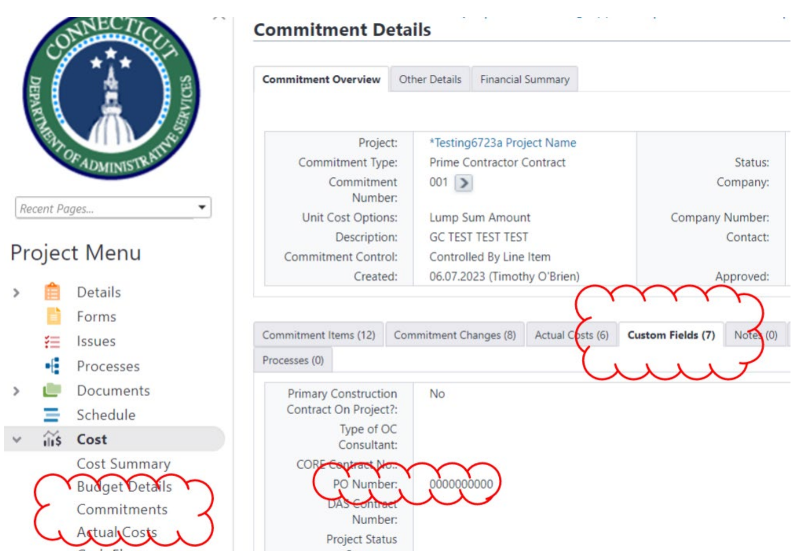


If “Revise” was selected, a comment screen will appear which, in this case, is required. After comments are entered into the space provided, click “Revise” to complete and send the comments.



19B.02 Other Items for Verification

Under Cost > Commitments, in the Custom Fields tab of each commitment, please check to ensure that the PO Number field is the correct purchase order number, especially for DAS Business Office invoicing. (The number “0000000000” is a placeholder and is not an actual PO Number.) This is important to ensure that the DAS Business Office is able to process payments without them being held up by uncertainly about the what purchase order to use for payment.



19C A/E Users

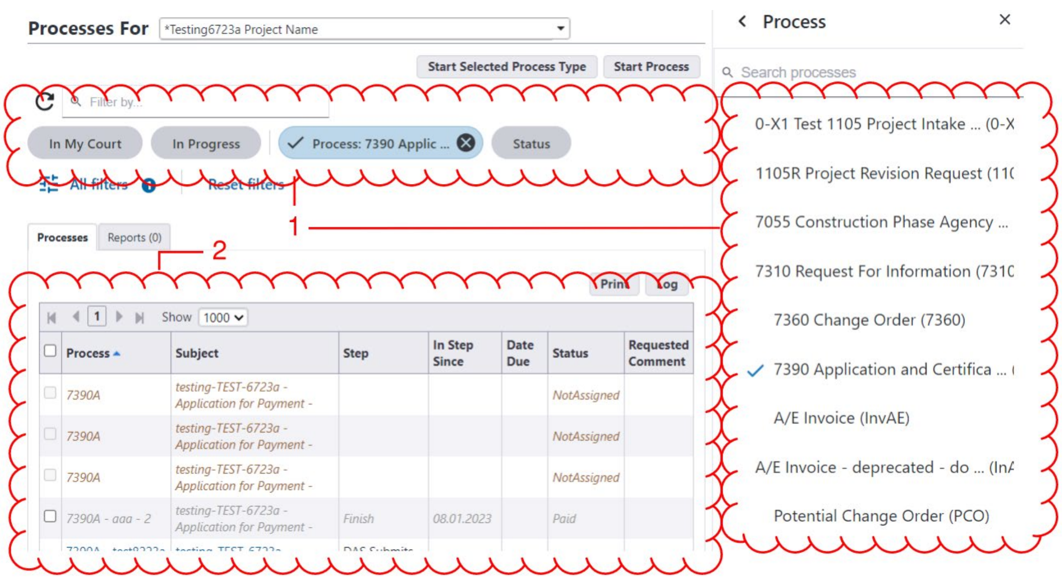
19C.01 Instructions for the A/E for Review and Certification of Payment Applications:

Log in to e-Builder: https://gov.e-builder.net. On your homepage, find your project by clicking on the top tab for "Projects":

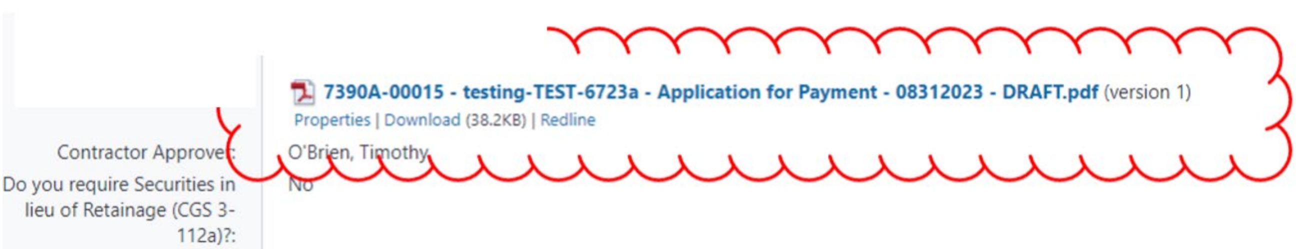
Follow the instructions provided in Section 1 to access the project and access the invoice process instance.

Change the Process filter settings to find the process instances you are looking for.

1. Select "7390 Application and Certification for Payment" from the "Search Processes" dropdown menu.
2. The filtered list will appear as displayed below. Click on the instance you wish to open. A pop-up will open of the process instance selected.



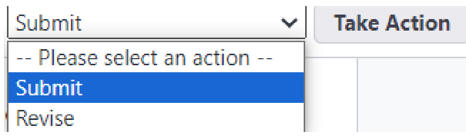
Once the process instance opens, review all of the information entered, including the files uploaded to the Documents tab. To view the draft requisition, click the "Details tab" and then click on the link to the PDF, as shown below:



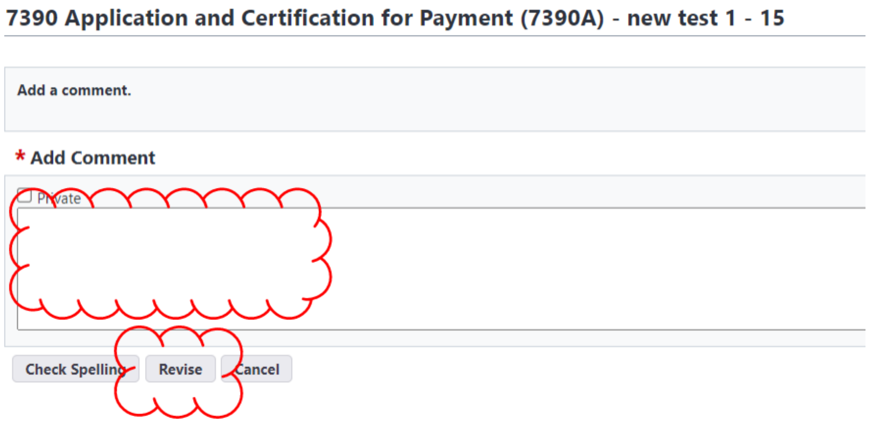
The A/E should then select their name from the "AE Approver" dropdown list.

At the top and bottom of the form are pull-down menus that allow the user who is ball-in-court to select the action they need to take on the item. "Submit" will send the item to the project manager for review.

“Revise” will send the item back to the CA. Once the action to be taken is selected, click the “Take Action" button.



If “Revise” was selected, a comment screen will appear which, in this case, is required. After comments are entered into the space provided, click “Revise” to complete and send the comments.



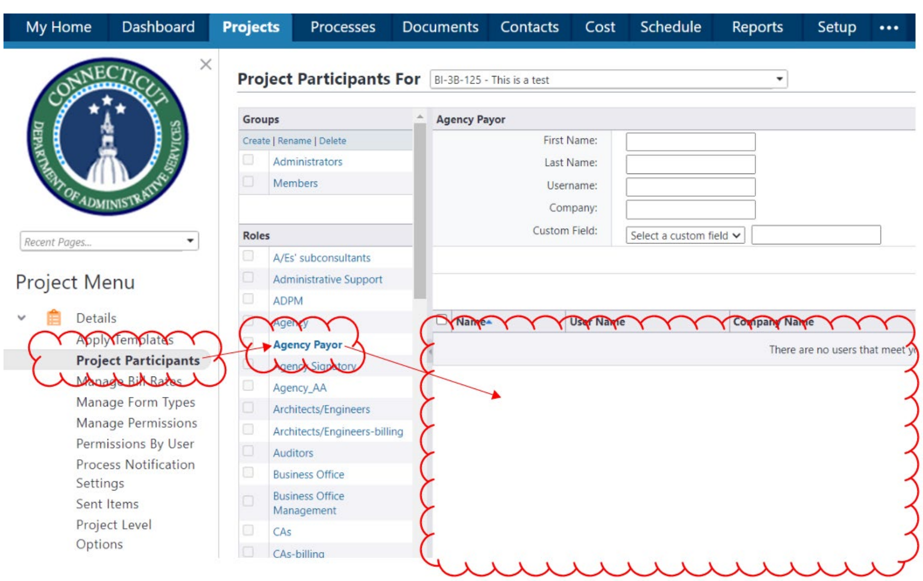
19D PM Users

19D.01 Instructions for the PM for Review and Certification of Payment Applications:

Log in to e-Builder: https://gov.e-builder.net. On your homepage, find your project by clicking on the top tab for “Projects”:

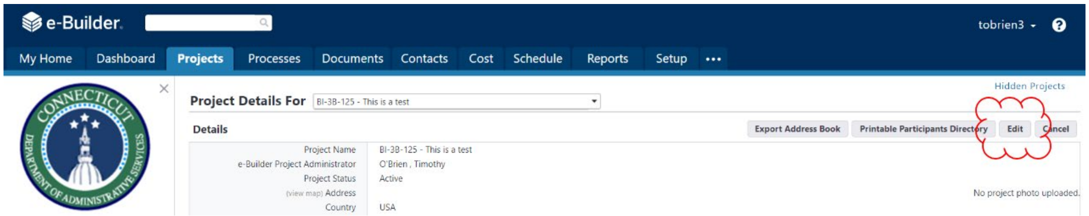
19D.02 Project set-up on Payment Applications whose costs are paid for by CHEFA

If CHEFA is directly responsible paying payment applications, the person who attends to the payment at CSCU must be in the Agency Payor role. If that person is not in that role, please request that Construction Support Services (Tim O’Brien) place that person in that role.

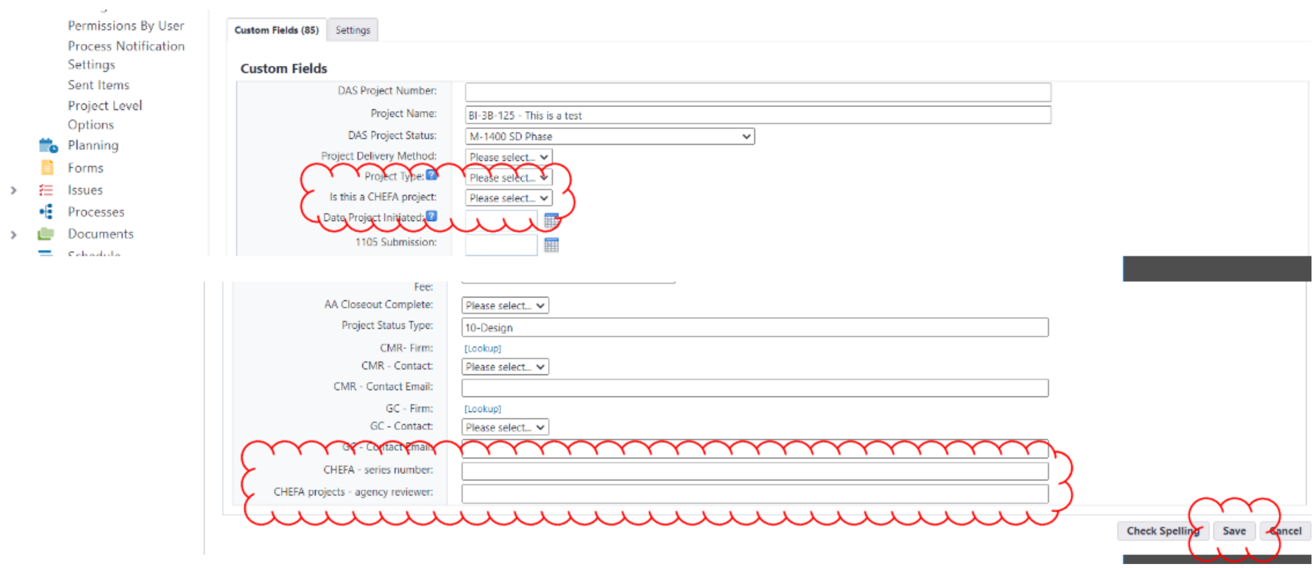


Also, if the payment will be made using CHEFA funds, proceed as follows:

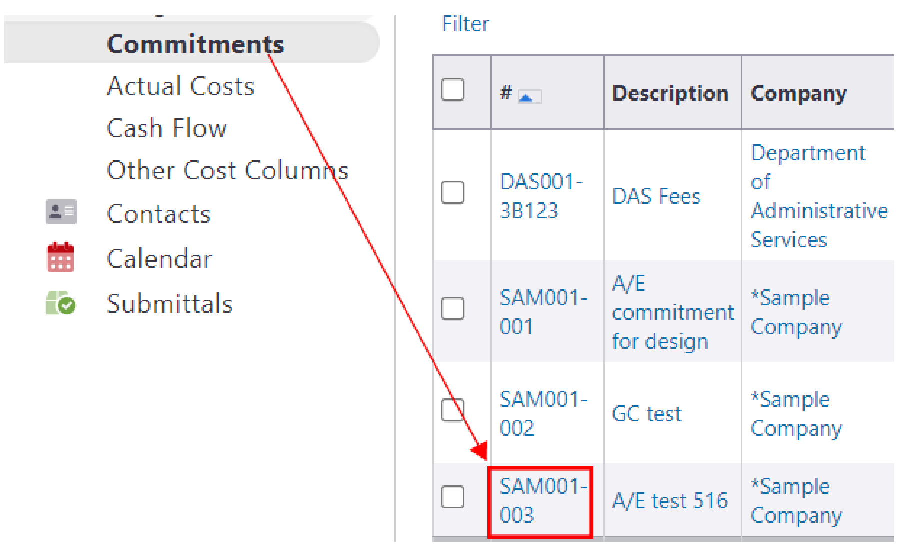
1. At the top of the Project Details page, click "Edit".



2. Select "Yes" on the line that asks, "Is this a CHEFA project."
3. Enter the CHEFA series number for the Payment Application cover letter.
4. Enter the agency reviewer for the signature page on the cover letter.
5. Click "Save."

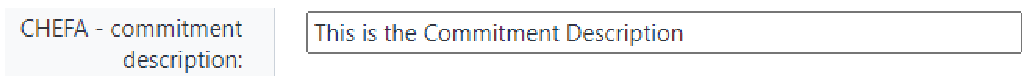


7. For each commitment, go into the Commitment record in the Cost module



8. In the commitment record, click “Edit”.

9. Scroll down the page, under “Commitment Custom Fields” and enter the “CHEFA - commitment description”



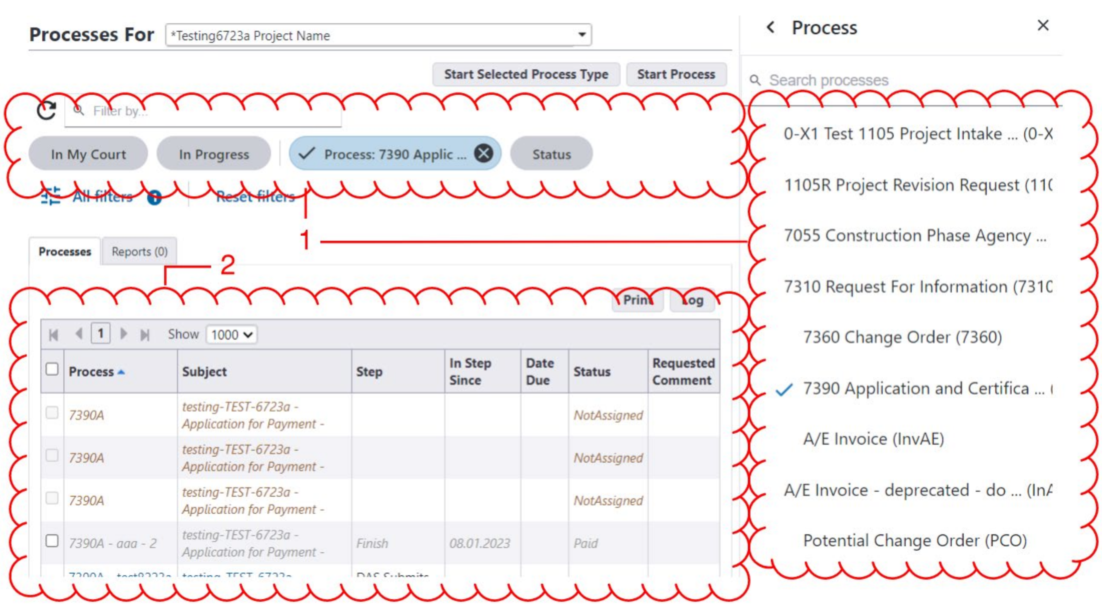
10. At the top of the page, click “Save.”

19D.03 Accessing the Process Instance

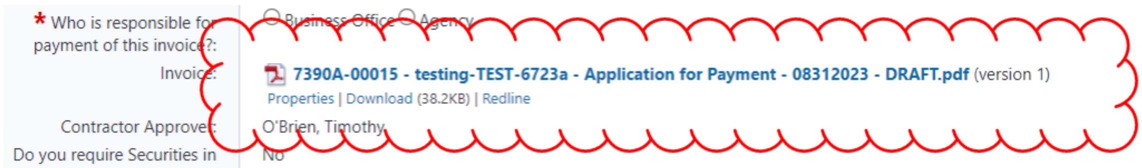
Follow the instructions provided in Section 1 to access the project and access the invoice process instance.

Change the Process filter settings to find the process instance you are looking for.

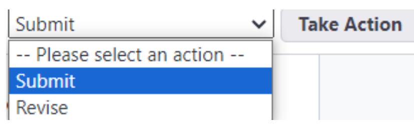
1. Select “7390 Application and Certification for Payment” from the “Search Processes” dropdown menu.
2. The filtered list will appear as displayed below. Click on the instance you wish to open. A pop-up will open of the process instance selected.



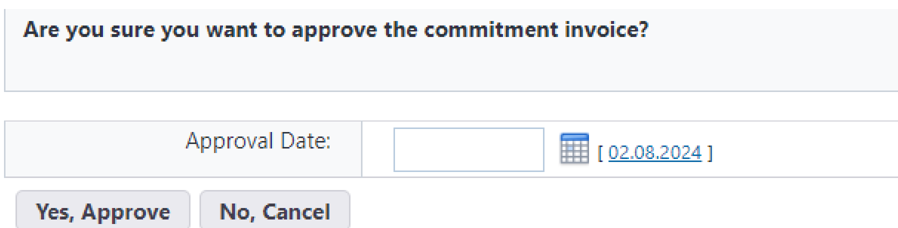
Once the process instance opens, review all of the information entered, including the files uploaded to the Documents tab. To view the pencil requisition, click the “Details tab” and then click on the link to the PDF, as shown below:



At the top and bottom of the form are pull-down menus that allow the user who is ball-in-court to select the action they need to take on the item. “Submit” will send the item to the final invoice approval screen, below. “Revise” will send the item back to the CA. Once the action to be taken is selected, click the “Take Action" button.



If the project manager took the “Submit” action, the project manager will then be prompted to approve the payment for the project Cost part of e-Builder and enter the Approved date.



If “Revise” was selected, a comment screen will appear which, in this case, is required. After comments are entered into the space provided, click “Revise” to complete and send the comments.

19E Payment Application at Substantial Completion (Coming Soon)

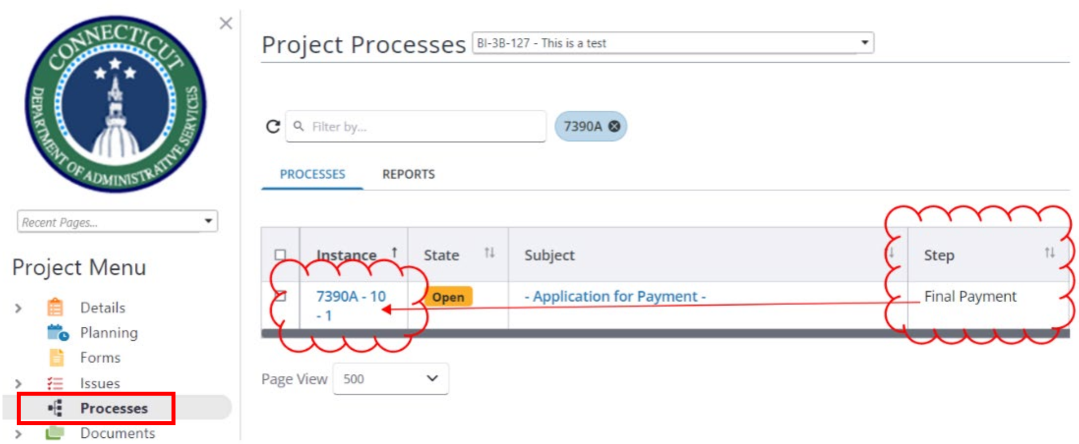
19E.01 Instructions for the Substantial Completion step:

19F Final Payment Application

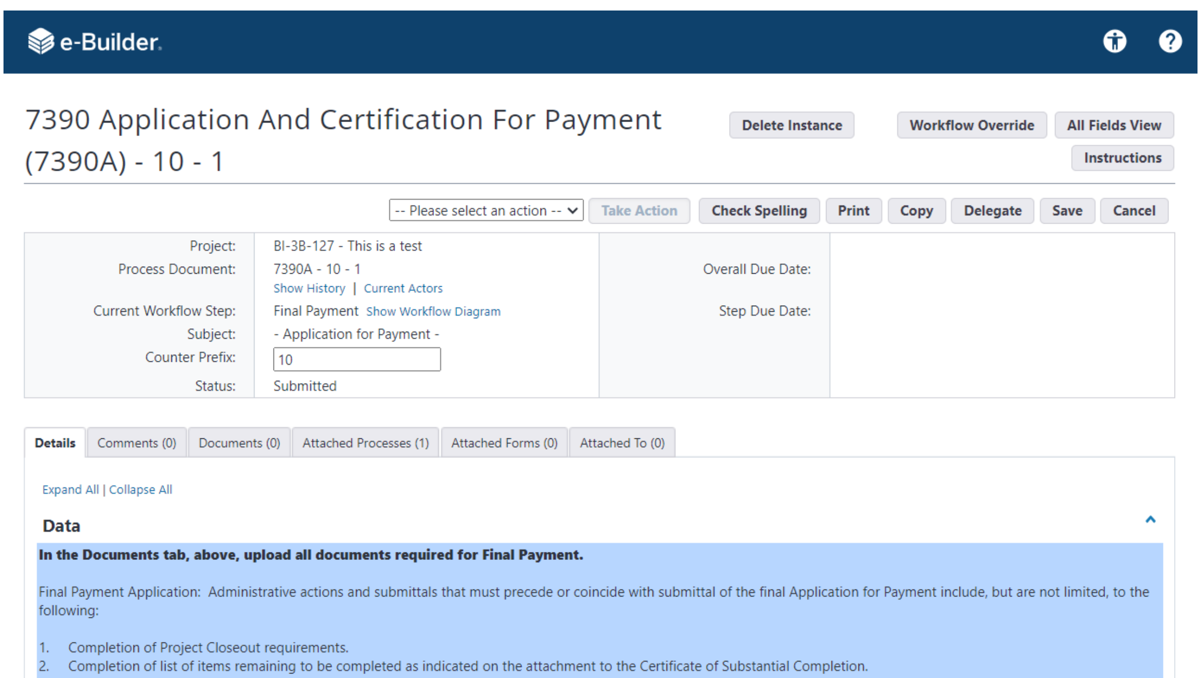
19F.03 Final Payment Application step

If the GC/CMR user indicated that the payment application is for a final payment by selecting “Final” in the “Type of Payment Application” field in step 19A.02B, with the GC/CMR user takes action, the process instance will close and the GC/CMR user can reopen it in the “Final Payment” Step.

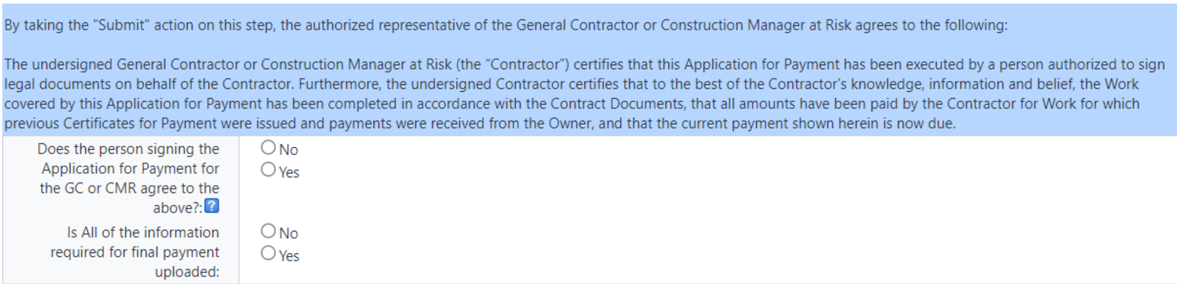
To locate the process instance, click on the “Processes” module for the project, under the Project Menu, to locate the 7390 Payment Application process instance which should be in its “Final Payment” step. Click on this instance’s number or subject to open it.



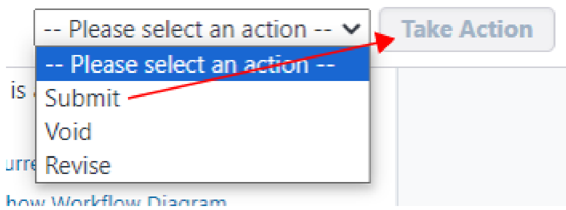
In this step, upload all of the documentation required for Final Payment Application in the “Documents” tab of the process instance.



The GC/CMR then indicates the following:



When complete, at the top or bottom of the form, the GC/CMR clicks, “Please select an action”, to choose the workflow action desired.



The options include:

- “Submit” to submit the Payment Application for the creation of a PDF draft to the CA in the Payment Application workflow, as indicated in 0175 e-Builder Guidance Manual, Section 19A.
- “Void” to void the Payment Application instance. This action is permanent and cannot be undone.
- “Revise” to send the Payment Application instance back to the GC/CMR at the workflow step that allows the GC/CMR to further edit it and make corrections.

After making a selection, click the “Take Action” button to forward the application process to the next respective user.

As with other processes in e-Builder, a “Save” button is also available to allow the user to save the process instance without clicking “Take Action” yet, to return later for further edit.

19F.04 7390 Process

After the GC/CMR user has clicked “Submit” in 19F.03, the 7390 will be sent to the CA for further action. Please refer to Section 19B – CA User for CA instructions. If the CA sends the Payment Application back to the GC/CMR for revisions, the GC/CMR’s workflow may include a return to the Final Payment Application step.

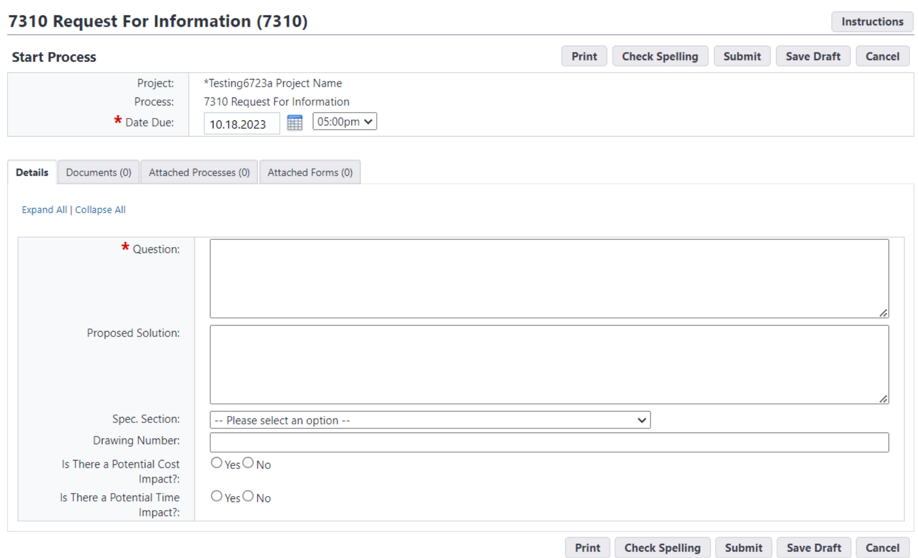
Section 20: Request for Information

20.01 GC/CMR RFI Submission - Accessing the Process

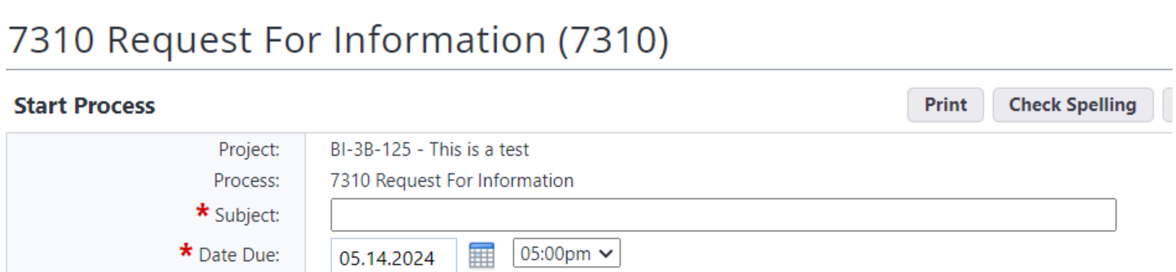
Log in to e-Builder: https://gov.e-builder.net. On your homepage, find your project by clicking on the top tab for "Projects".

Follow the instructions provided in Section 1 to access the project and initiate an RFI process instance.

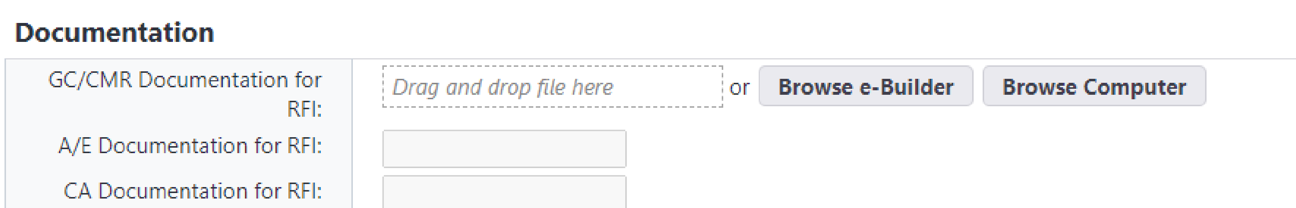
When the pop-up window that is the RFI form appears. Complete the answers to the questions asked in the form.



The RFI "Subject" field is available for editing. Please enter a subject describing the RFI.



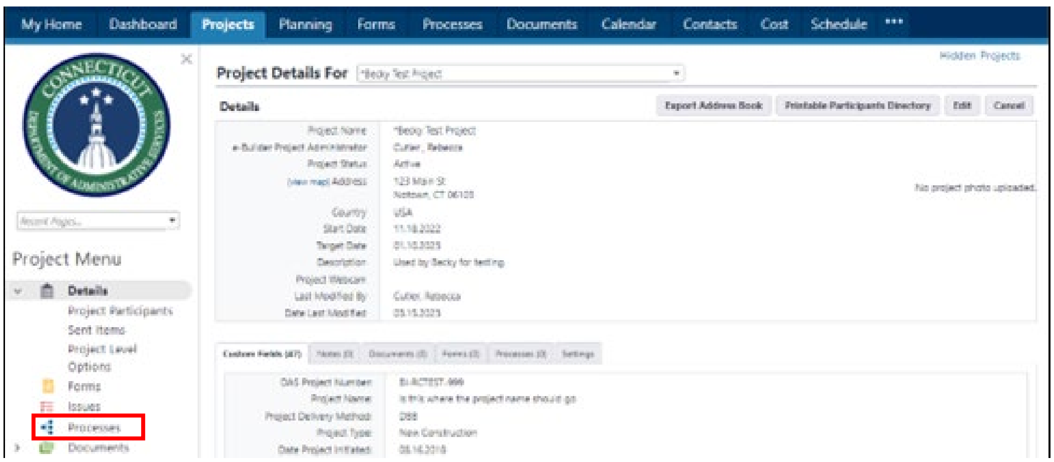
In the "Documentation" section, there is a file field for each user type in the RFI process to upload documentation. See step 7A.02 for instructions on uploading into file fields. Only documentation uploaded into these fields will be included in the RFI PDF for the record.



If the user would like to save the RFI, and keep it in draft form for future editing, the “Save Draft” button is available.

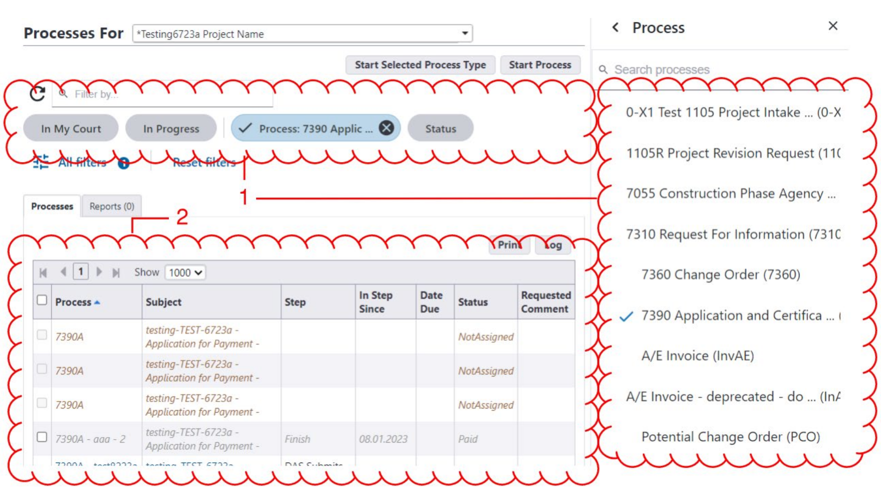
The RFI is saved as a type of e-Builder “Process instance”.

To locate the draft Process instance that is the draft RFI, go back into the project, and open the Processes module within the project.



Proceed as follows to change the Process filter settings to find the process instance you are looking for.

1. Select “7310 Request for Information (7310)” from the “Search Processes” dropdown menu.
2. The filtered list will appear as displayed below. Click on the instance you wish to open. A pop-up will open of the process instance selected.



When the user is ready to submit the RFI, click “Submit”. This will cause the RFI to be sent into workflow.

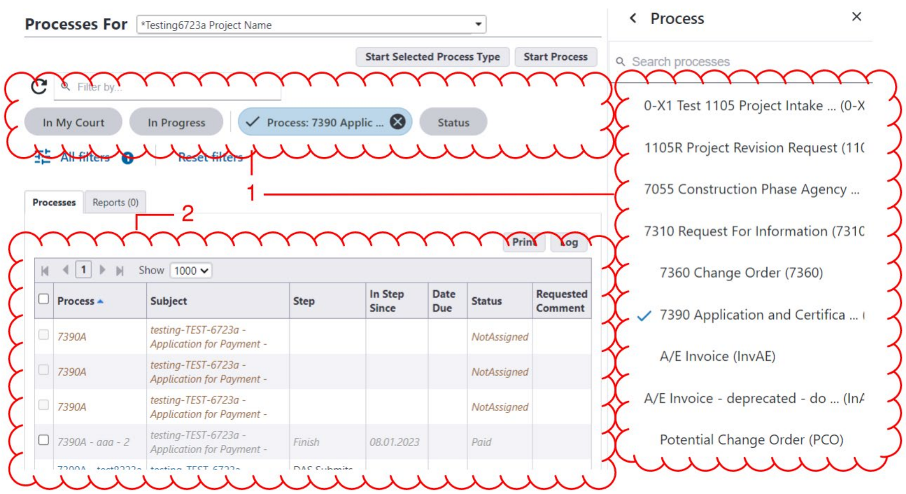
20.02 CA RFI Review - Accessing the Process

The CA will receive an email notification from eBuilder that an RFI is pending. To access the pending RFI, the CA can either click on the link in the email and the browser instance will appear as a pop-up; or

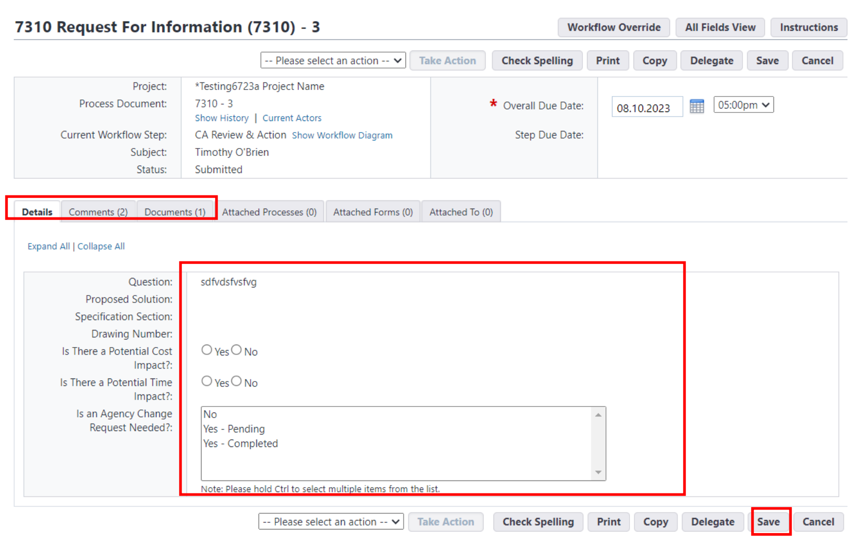
Alternatively, to navigate to the process instance through the e-Builder website, follow the instructions provided in Section 1.

Proceed as follows to change the Process filter settings to find the process instance you are looking for:

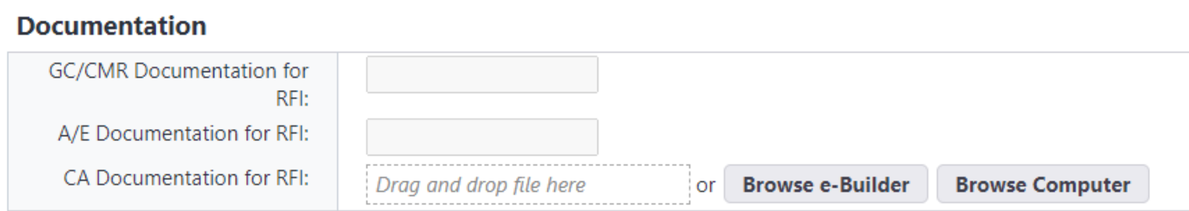
1. Select “7310 Request for Information (7310)” from the “Search Processes” dropdown menu.
2. The filtered list will appear as displayed below. Click on the instance you wish to open. A pop-up will open of the process instance selected.



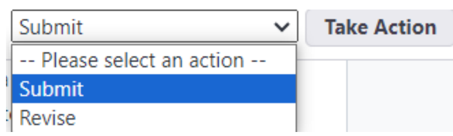
Once the process instance opens, the CA can review all of the information entered, including the files uploaded to the file fields in the “Documentation” section, and any comments made regarding the RFI under the “Comments” tab. The CA will then return to the “Details” tab and provide a response to the editable questions. The CA has the option to “Save” its edits and return for further edits, if it so chooses, by clicking the “Save” button.



In the “Documentation” section, there is a file field for each user type in the RFI process to upload documentation. See step 7A.02 for instructions on uploading into file fields. Only documentation uploaded into these fields will be included in the RFI PDF for the record.



At the top and bottom of the form are pull-down menus that allow the user who is ball-in-court to select the action they need to take. “Submit” will forward the RFI to the A/E for review. “Revise” will return the RFI to the GC/CMR for any corrections that are needed. Once the action to be taken is selected, click the “Take Action" button to complete the action.



If “Revise” was selected, a comment screen will appear which, in this case, is required. After comments are entered into the space provided, click “Revise” to complete and send the comments.

20.03 A/E RFI Review - Accessing the Process

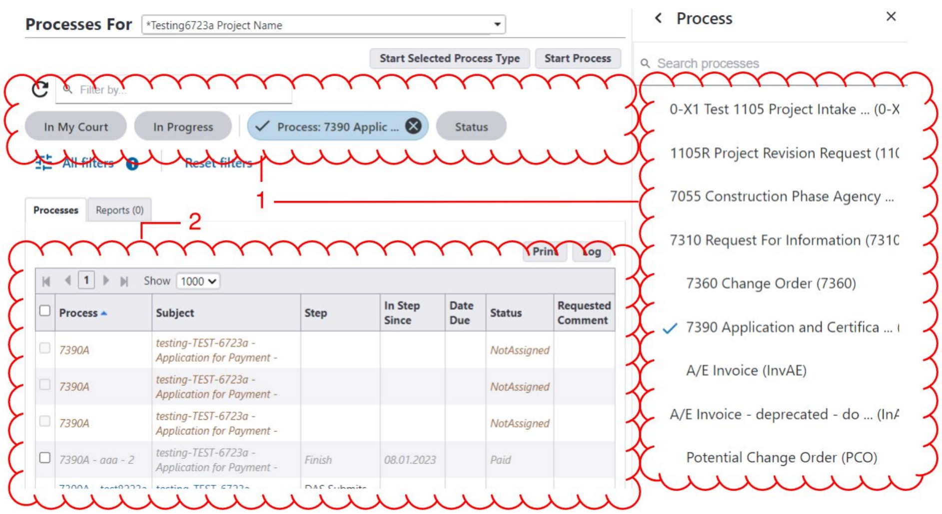
The A/E will receive an email notification from eBuilder that an RFI is pending. To access the pending RFI, the A/E can either click on the link in the email and the browser instance will appear as a pop-up; or

Alternatively, to navigate to the process instance through the e-Builder website, follow the instructions provided in Section 1 .

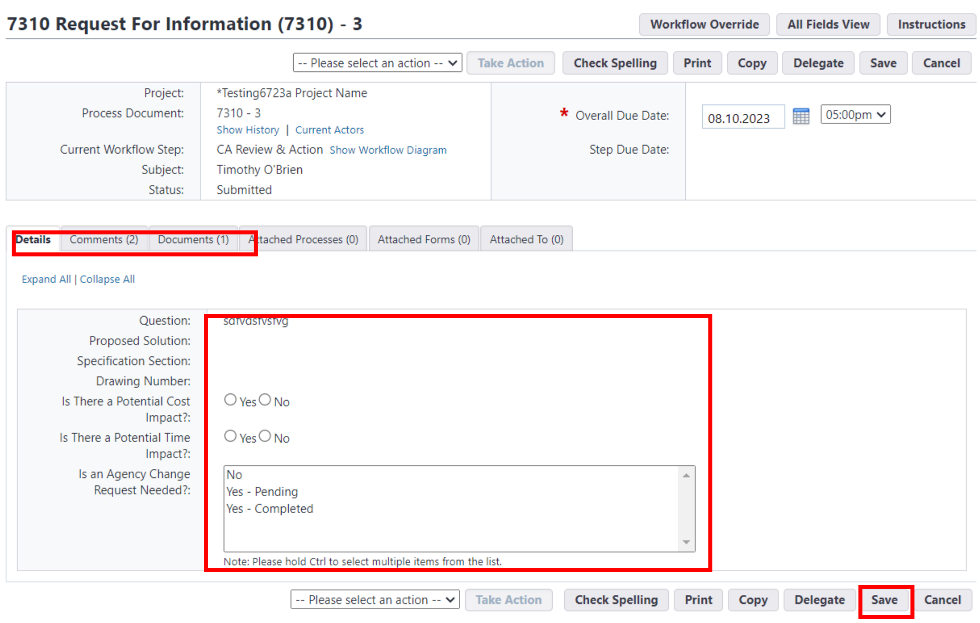
Proceed as follows to change the Process filter settings to find the process instance you are looking for:

1. Select “7310 Request for Information (7310)” from the “Search Processes” dropdown menu.

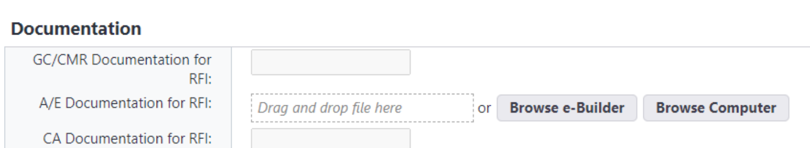
2. The filtered list will appear as displayed below. Click on the instance you wish to open. A pop-up will open of the process instance selected.



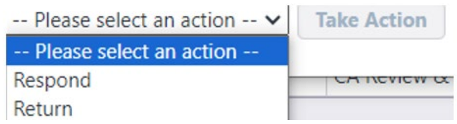
Once the process instance opens, the A/E can review all of the information entered, including the files uploaded to the "Documents" tab, and any comments made regarding the RFI under the "Comments" tab. The A/E will then return to the "Details" tab and provide a response to the editable questions. The A/E has the option to "Save" its edits and return for further edits, if it so chooses, by clicking the "Save" button.



In the "Documentation" section, there is a file field for each user type in the RFI process to upload documentation. See step 7A.02 for instructions on uploading into file fields. Only documentation uploaded into these fields will be included in the RFI PDF for the record.

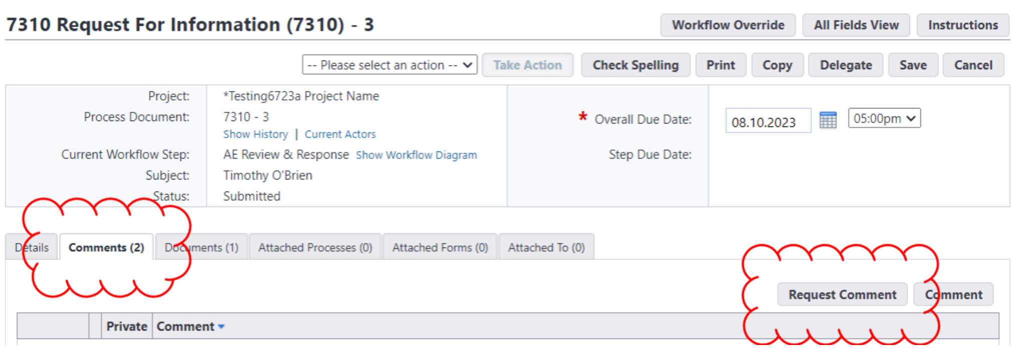


At the top and bottom of the form are pull-down menus that allow the user who is ball-in-court to select the action they need to take. “Respond” will forward the RFI to for final determination. “Return” will return the RFI to the CA for any corrections that are needed.

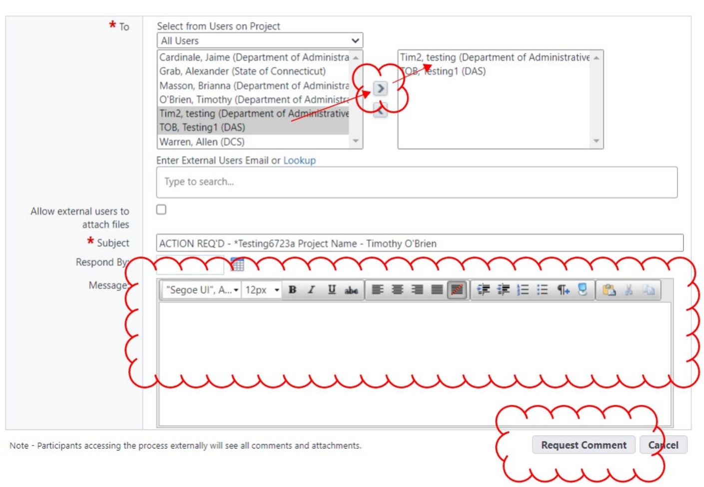


If “Return” was selected, a comment screen will appear which, in this case, is required. After comments are entered into the space provided, click “Return” to complete and send the comments.

To request comment from subconsultants using the e-Builder process, go to the “Comments” tab of the RFI instance and click the “Request Comment” button.



After clicking the “Request Comment” button, a pop-up will appear that allows the A/E to select their subconsultant user names in the “To” field and pressing the arrow button to move them to the right panel. The “Message” field allows the A/E user to provide instructions to the subconsultants. Then the “Request Comment” button sends a comment request notification to the subconsultant.

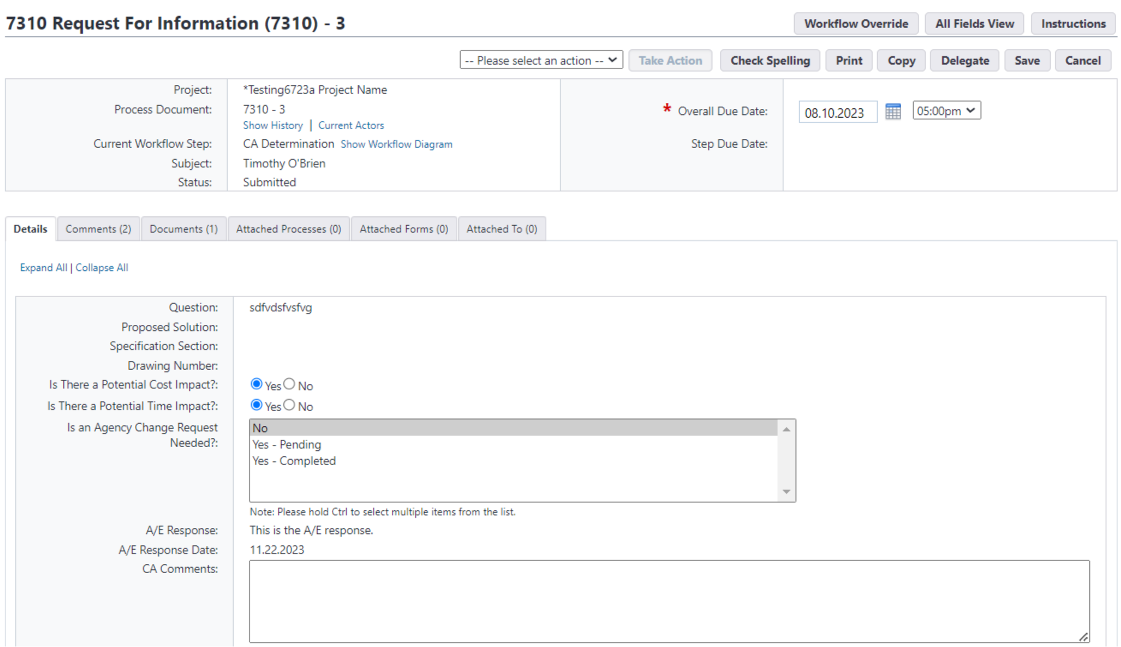


When the subconsultant responds, their comments will be posted in the “Comments” tab of the RFI instance.

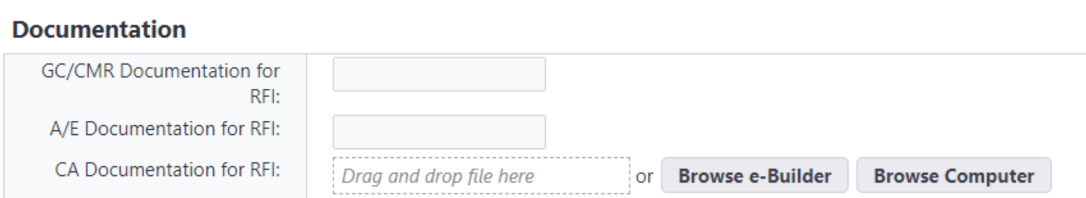
20.04 CA Determination

After the A/E completes their review, the RFI will be forwarded to the CA for final determination. To access the RFI instance, the CA should follow the steps outlined in Section 20.02 to open the process instance.

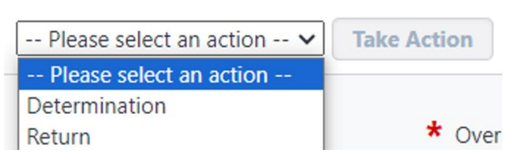
Once the process instance opens, the CA can review all of the information entered, including the files uploaded to the “Documents” tab, and any comments made regarding the RFI under the “Comments” tab. The CA will then return to the “Details” tab and provide a response to the editable questions.



In the “Documentation” section, there is a file field for each user type in the RFI process to upload documentation. See step 7A.02 for instructions on uploading into file fields. Only documentation uploaded into these fields will be included in the RFI PDF for the record.



At the top and bottom of the form are pull-down menus that allow the CA to select the action they need to take. The CA can either select “Determination” or “Return”. “Send Code Unit” is also listed as an option but should not be used at this time. After making a selection, click the “Take Action” button.



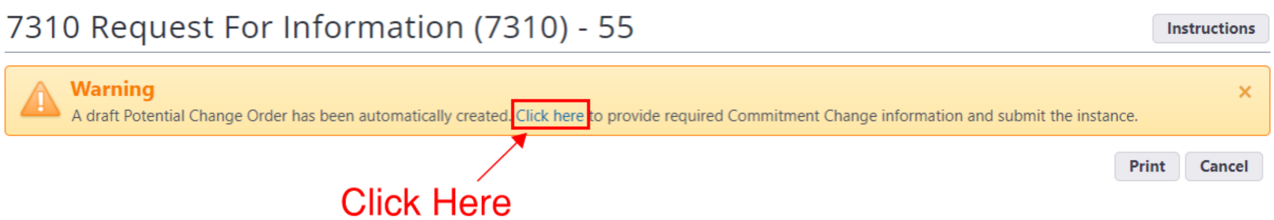
If the CA selects “Return”, the RFI will be returned to the A/E with instructions for correction

If the CA selects “Determination” and answered “Yes” to the “Is there a Potential Cost Impact” question, then the RFI workflow will generate a Proposal Request, as part of a “Potential Change Order (PCO)” process instance.

20.05 A/E Proposal Request Step

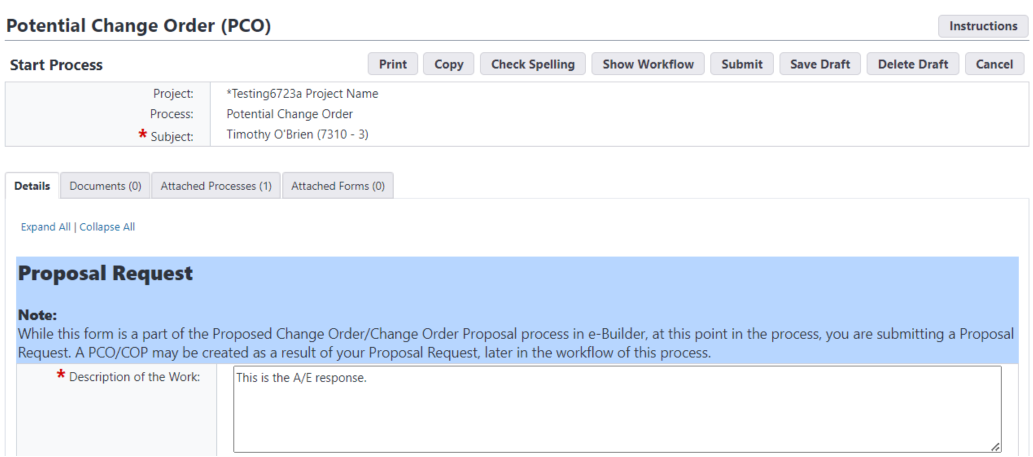
After the CA makes a final Determination on an RFI that was identified as having a potential cost impact, the A/E will receive an email notification to that effect. To access the RFI instance, the A/E should follow the steps outlined in Section 20.03 to open the process instance.

The purpose of the RFI process instance at this step is to launch a Proposal Request instance. After opening the process instance, note the yellow “Warning” banner at the top of the page. The “Warning” does not indicate an error. It is only to bring the user’s attention to it. The only action the A/E should take is to click the “Click here” link in the banner.



After clicking “Click here,” an instance of the “Potential Change Order (PCO)” process type will be launched. This is an entirely new process type and an entirely new process instance. The “Potential Change Order (PCO)” is the umbrella name for a process that begins with Proposal Requests and may generate into CCDs and/or COPs. See the instructions for the “Potential Change Order (PCO)” process in Section 21 for how to proceed with this process.

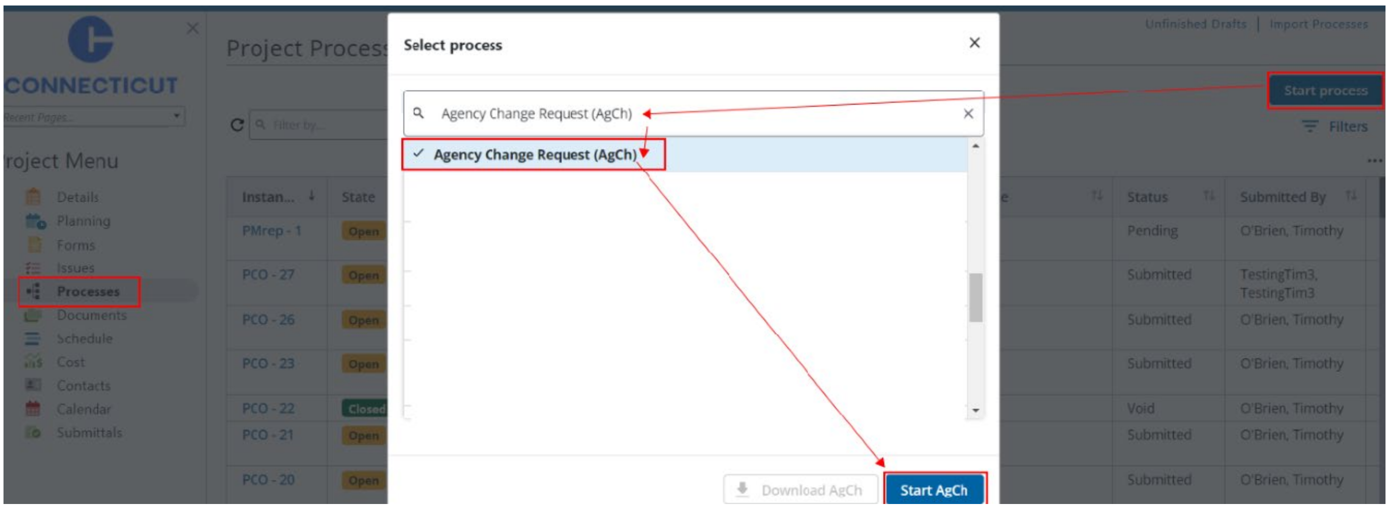
Note that the RFI’s workflow process will be automatically completed when the Submit button is pressed by the A/E user in the Proposal Request part of the “Potential Change Order (PCO)” process, meaning that no further action needs to be nor should be taken by users on the RFI.



Section 20A: Agency Change Request

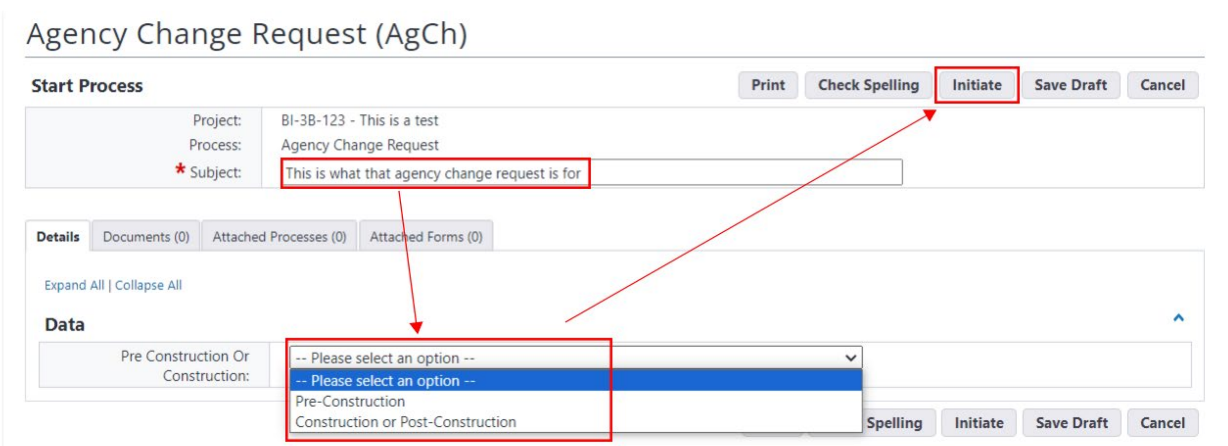
20A.01 Beginning a process instance (user role: Agency)

Log in to e-Builder: https://gov.e-builder.net. On your homepage, find your project by clicking on the top tab for "Projects". Follow the instructions provided in Section 1 to access the project and start the invoice process instance. In the Process type selection pop-up window, click on the name of the "Agency Change Request (AgCh)" process and then click on the Start button in the lower right.

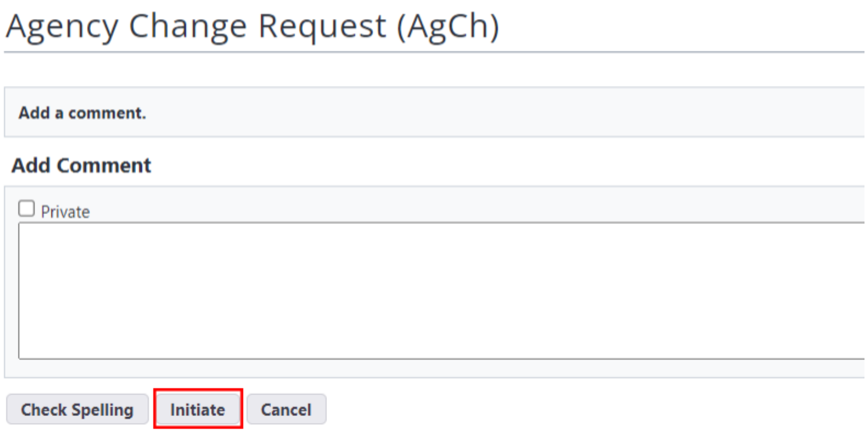


20A.02 Agency Change Request – Pre-Construction or Construction (user role: Agency)

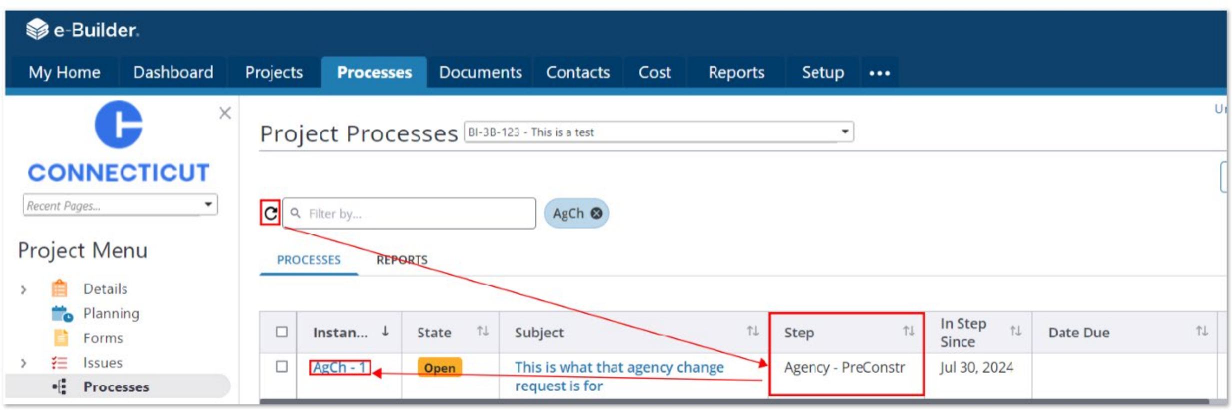
The draft process instance is initiated, the Agency user enters a subject for the Agency Change Request instance, selects whether it is for "Pre-Construction" or "Construction or Post-Construction" and clicks "Initiate." If "Pre-Construction" is selected, go to step 20A.03. If "Construction or Post-Construction" is selected, go to step 20A.06.



NOTE 1: In many steps of the Agency Change Request process, users who have taken a workflow action are prompted with a screen that allows them to leave a note for subsequent users in the workflow. On this screen the middle button below the comment block completes the workflow action. ("Initiate", in this example, but the specific word may be different.)



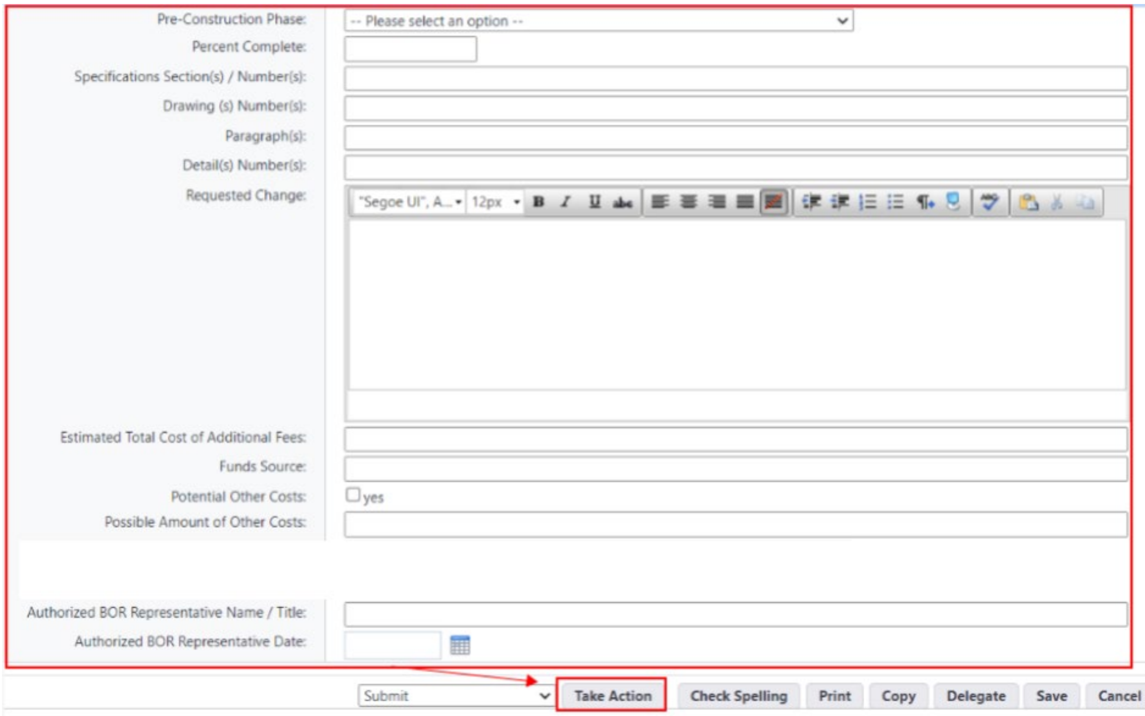
NOTE 2: As is the case of step 20A.02, in many steps, the user who took the workflow action may also be the user in the next step, as well. To access the workflow instance again, in the project's Processes module, click the circle arrow button (sometimes repeatedly), until the Step column shows the next workflow step. Then click on the instance number to re-open the process instance.



20A.03 Filing a 3055 Agency Change Request during pre-construction (user role: Agency)

If "Pre-Construction" was selected in step 20A.02, re-open the process instance again, either by clicking "Click Here" on the notification email the user should have received or as instructed in Note 2 or step 20A.02.

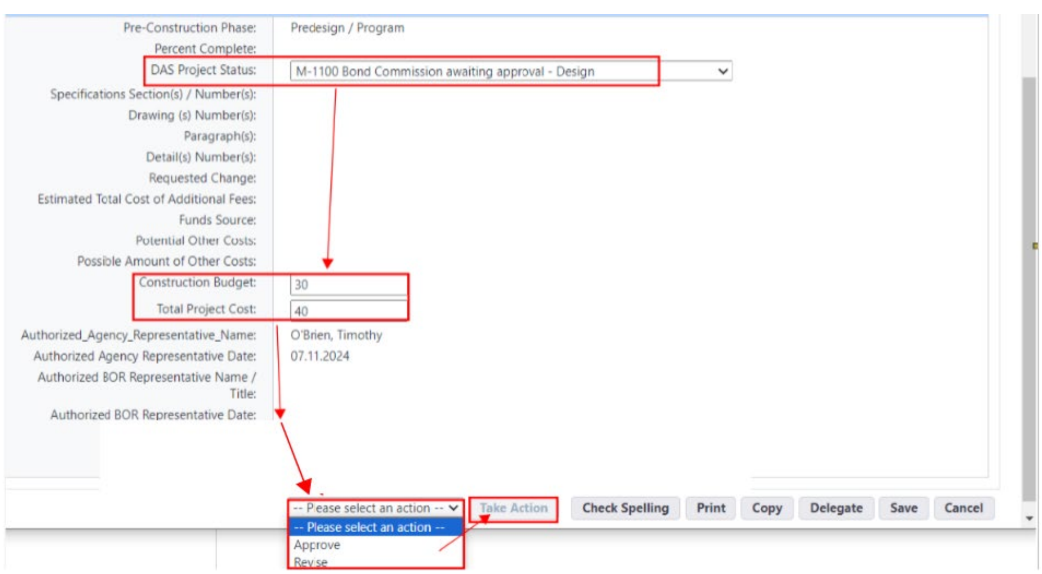
That will bring the user to the 3055 Preconstruction Agency Change Request form. Complete the form and click "Take Action," when done. A "Save" button is also available, allowing the user to save work and return to the process instance later (see Note 2 or step 20A.02) to complete this step.



20A.04 Project Manager 3055 Review (user role: DAS Project Manager)

The DAS Project Manager will receive a workflow email notification or can open the process instance from the project Processes in e-Builder. Then the Project Manager is able to review the Agency Change Request that was submitted. The process instance should show the DAS Project Status, the Construction Budget and the Total Project Cost, as this information appears on the project Details Page. In this Agency Change Request step, the Project Manager is able to make changes to this information, which will then update the project Details Page, if the Agency Change Request is approved.

To complete this workflow step, the Project Manager selects a workflow action and clicks “Take Action”. “Approve” sends the proposal to the ADPM in workflow and “Revise” sends it back to the Agency user for further action.



20A.05 ADPM, DPM and Deputy Commissioner/Chief Architect review (user role: ADPM, DPM and Deputy Commissioner/Chief Architect)

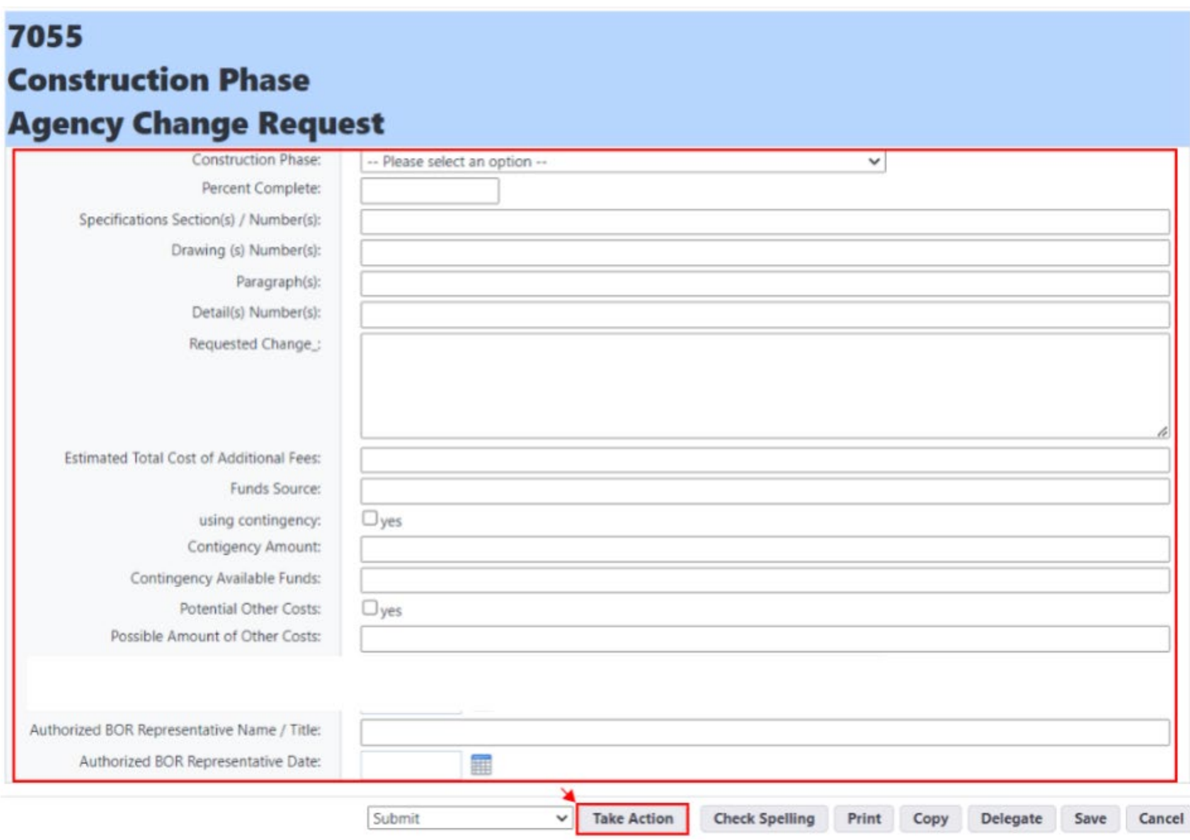
Review steps for ADPMs, DPM and Deputy Commissioner/Chief Architect are similar. In the 3055 branch of the workflow, approvals are by ADPM and DPM. There is an additional Deputy Commissioner/Chief Architect approval for 7055s.

These reviewers select their name and approval date. To complete this workflow step, they select a workflow action and click “Take Action”. “Approve” sends the proposal to the next approver in workflow, or approves the item, in the case of the final approver. “Revise” sends the item back to the previous user in the workflow for further action.

20A.06 Agency Change Request – Construction Phase (user role: Agency)

If “Construction or Post-Construction” was selected in step 20A.02, re-open the process instance again, either by clicking “Click Here” on the notification email the user should have received or as instructed in Note 2 or step 20A.02.

That will bring the user to the 7055 Construction Phase Agency Change Request form. Complete the form and click “Take Action,” when done. A “Save” button is also available, allowing the user to save work and return to the process instance later (see Note 2 or step 20A.02) to complete this step.

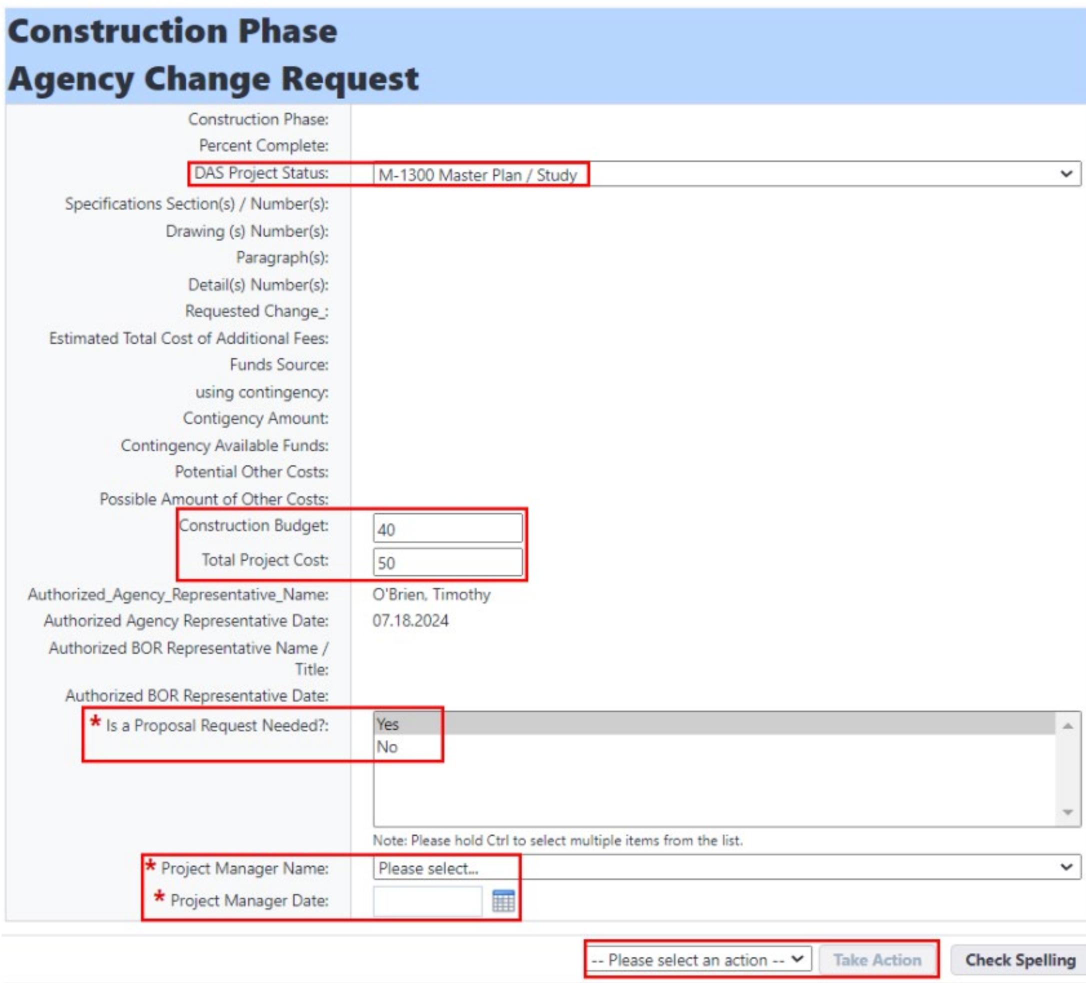


20A.07 Project Manager 7055 Review (user role: DAS Project Manager)

The DAS Project Manager will receive a workflow email notification or can open the process instance from the project Processes in e-Builder. Then the Project Manager is able to review the Agency Change Request that was submitted. The process instance should show the DAS Project Status, the Construction Budget and the Total Project Cost, as this information appears on the project Details Page. In this Agency Change Request step, the Project Manager is able to make changes to this information, which will then update the project Details Page, if the Agency Change Request is approved.

The Project Manager should also indicate whether a Proposal Request is needed for this item. If the Project Manager indicates that a Proposal Request is needed, the workflow, upon approval, will prompt the project A/E users to go into the Agency Change Request process to initiate a "Proposed Change Order" process instance.

To complete this workflow step, the Project Manager selects a workflow action and clicks "Take Action". "Approve" sends the proposal to the ADPM in workflow and "Revise" sends it back to the Agency user for further action.



Section 21: Proposal Requests

21.01 The "Proposed Change Order (PCO)" process

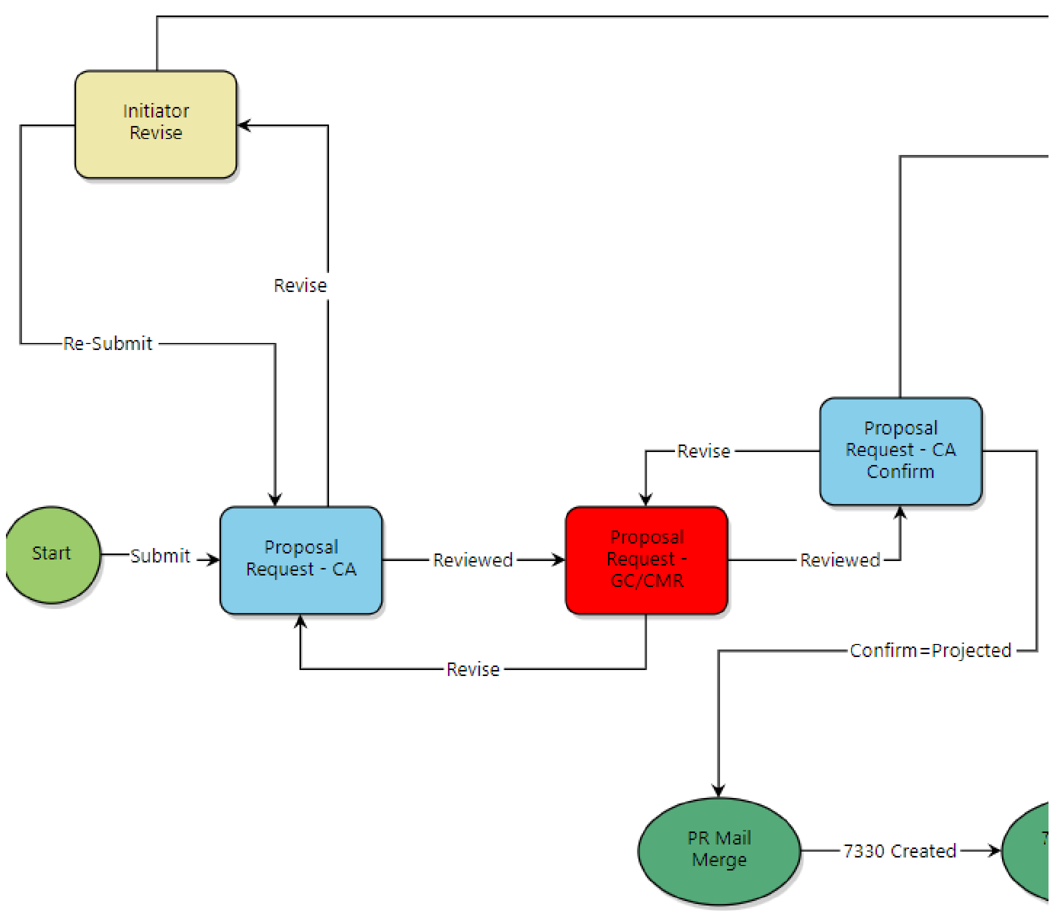
The "Proposed Change Order (PCO)" process is an e-Builder process type. This process contains three different forms:

- Proposal Request
- Change Order Proposal (COP)
- Construction Change Directive (CCD)

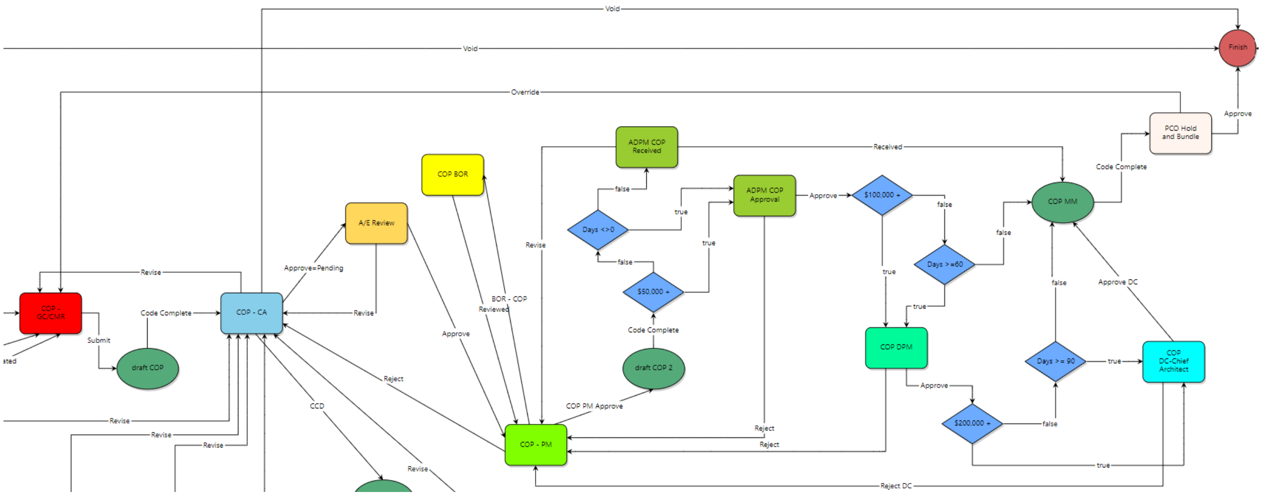
Different parts of the PCO process workflow contain these three different forms. PCO instances always start as Proposal Requests. Proposal Requests can then become Change Order Proposals, and CCDs may optionally be initiated from the COP part of the workflow by the CA.

The three parts of the workflow are:

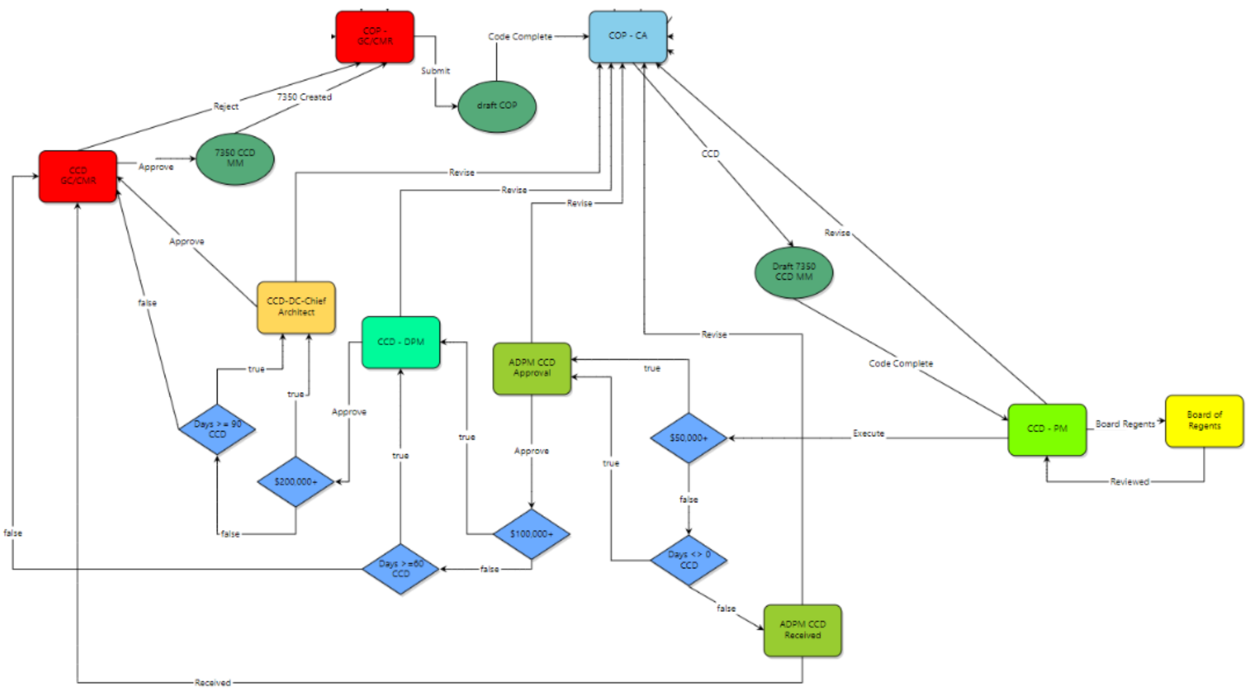
Proposal Request



Change Order Proposal



CCD



The final step of the PCO process is the “PCO Hold and Bundle” step. No further action is required within the PCO process once it reaches that step. The CA uses the 7360 Change Order process to “bundle” the PCO instances into Change Orders, and the Change Order process automatically finishes the PCO process for bundled PCO instances.

21.01 Proposal Requests Initiated From RFI Process

After the Architect/Engineer has initiated a Proposal Request from the RFI process (See Sec. 20.05) or the Agency Change Request process, the A/E user is brought to a draft Proposal Request, which is part of the Proposed Change Order (PCO) process. The A/E then completes the form:

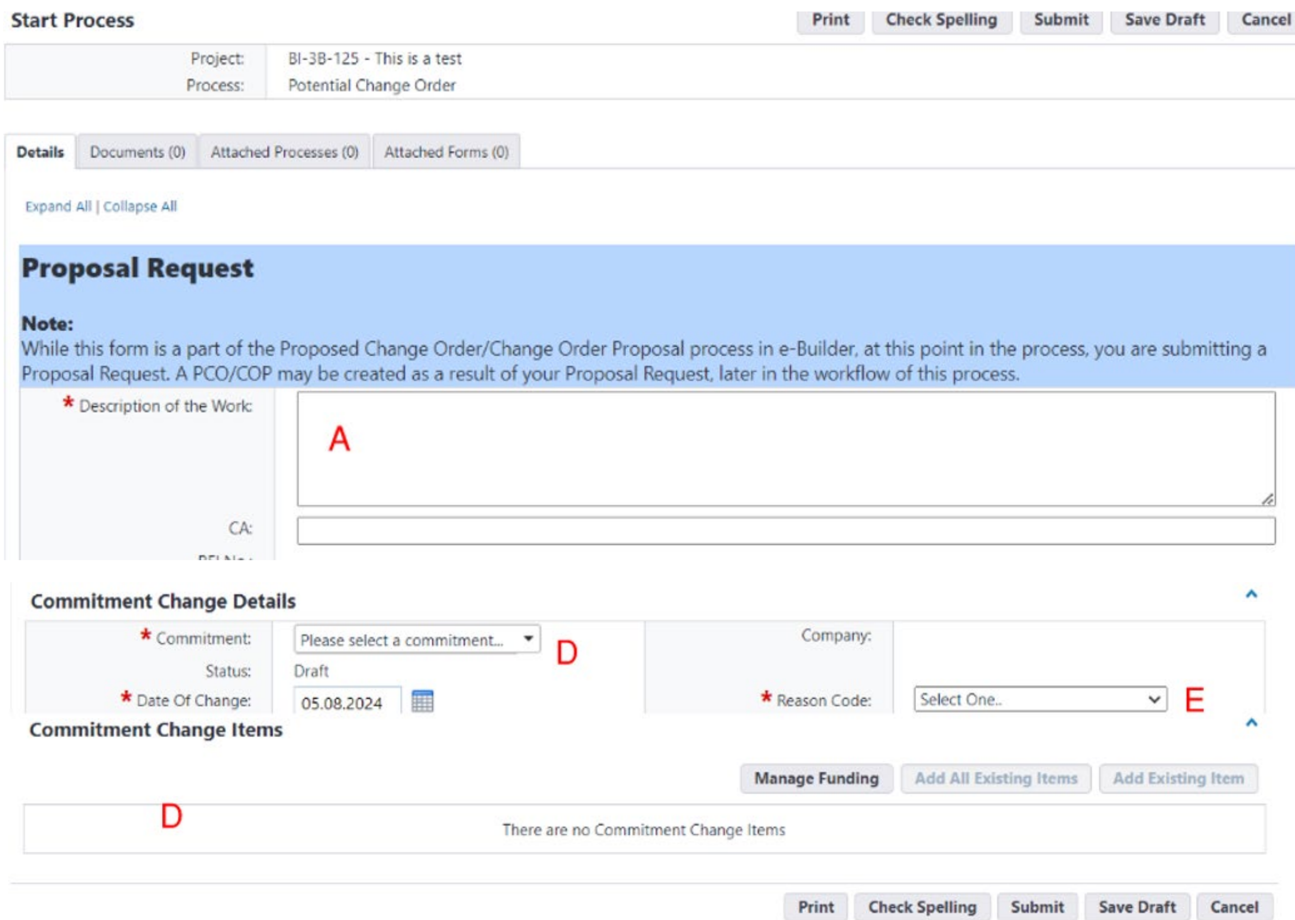
A. The Description of Work should populate from the RFI, but it can be edited, here, if appropriate.

B. [Deprecated instructions.]

C. The A/E user selects the commitment of the contractor for whom the proposed change would apply. Please be sure to select the correct commitment. If there is any question about this, the A/E should contact the CA or PM.

D. The A/E should not enter anything under “Commitment Change Items”.

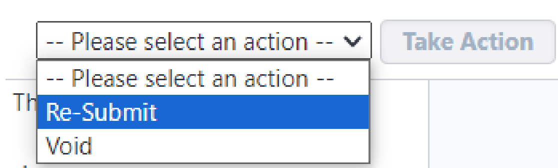
E. The A/E user selects the correct “Reason Code” for the change. **Only** select reason codes that have the parenthetical **“(Changes)”** after them. **Do not select a change code that has “(Original)” after it.**



The A/E then clicks “Submit” to submit the Proposal Request into the PCO process workflow. The item will receive a “PCO-___” change number designation in the Processes list for the project.

Proposal Requests sent back for revision.

If the CA sends the Proposal Request back to the A/E initiator for revision, the A/E user makes changes needed and selects “Re-Submit” to send it forward to the CA again. “Void” is also available as an action, which permanently voids and closes the PCO instance. In either case, clicking “Take Action” executes the selected action.

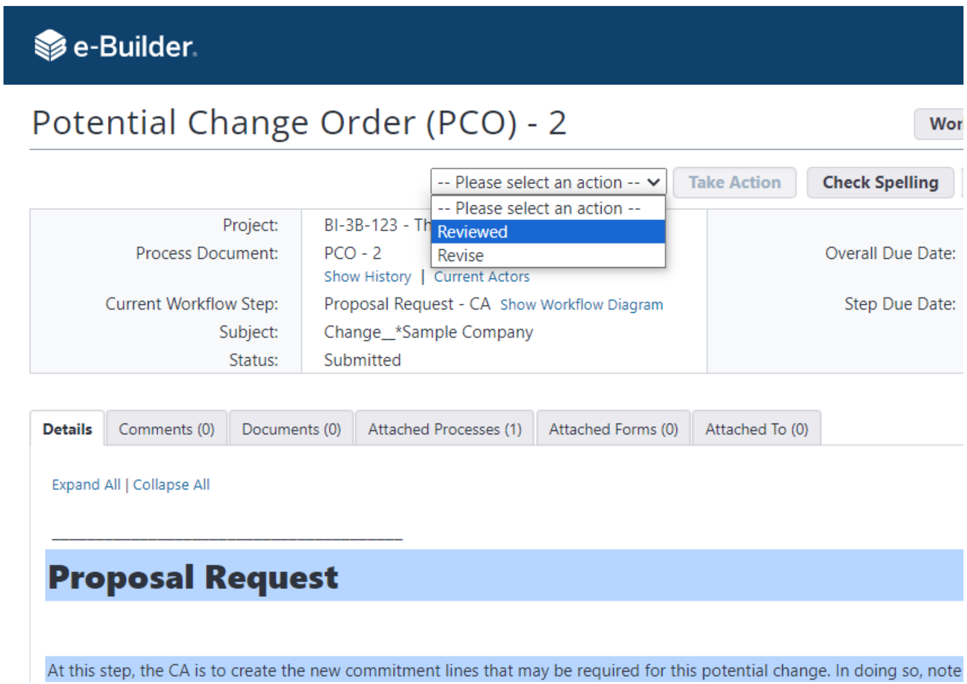


21.02 Proposal Request First CA Step

There are two CA steps in the Proposal Request workflow. At this step, the CA reviews the Proposal Request to determine if it is acceptable to proceed to the contractor. The CA has two possible workflow actions:

- “Reviewed” sends the Proposal Request forward in the workflow to the GC/CMR users.
- “Revise” sends the Proposal Request back to the A/E user who initiated the Proposal Request for changes.

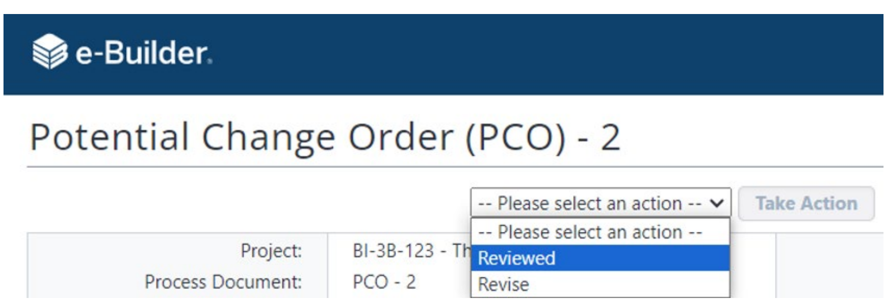
In either case, clicking “Take Action” executes the selected action.



21.03 Proposal Request GC/CMR step

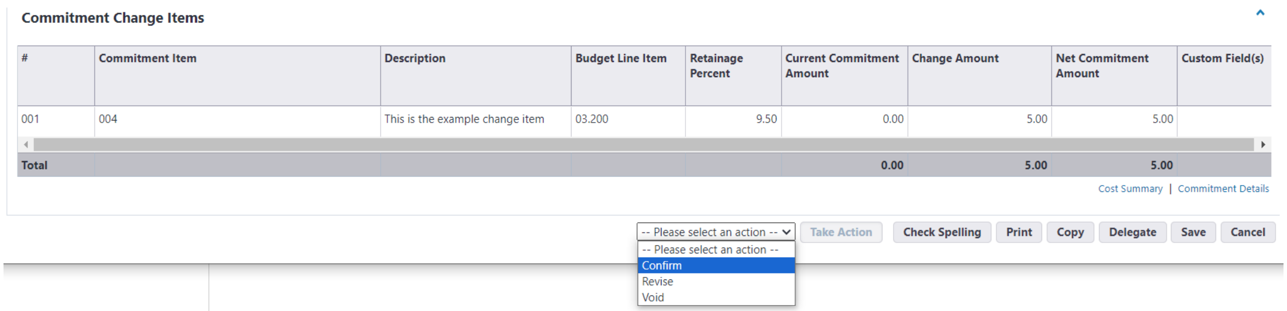
A GC/CMR user may then complete the contractor parts of the Proposal Request form.

If the Proposal Request is correct, the GC/CMR user can select “Reviewed” as an action step, which sends it forward in the workflow to the CA, or “Revise”, to send it backward in the workflow for further revisions. In either case, the GC/CMR can click “Take Action” to execute the action.



21.03 Proposal Request Second CA step

At the second of the two CA Proposal Request steps, the CA user checks all of the information. The CA user may then complete the Proposal Request, by selecting the workflow action, “Confirm”, which sends the PCO instance forward to the COP part of the workflow. The “Revise” option sends the item back to the GC/CMR users for revision, and a “Void” is also available as an action, which permanently voids and closes the PCO instance. Clicking “Take Action” executes the selected action.

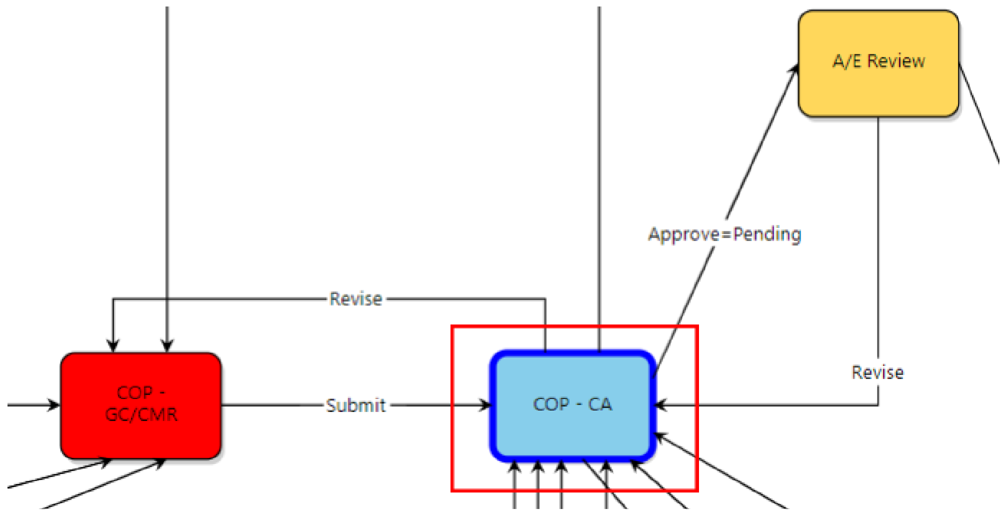


After the second CA step, the process generates a Proposal Request PDF and the process, itself, turns into a Change Order Proposal. See Section 23.

Section 22: Construction Change Directive (CCDs)

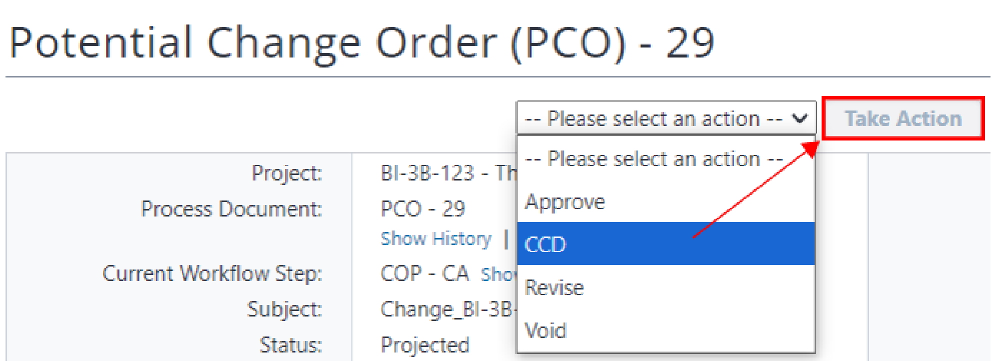
22.01 Construction Change Directive Initiation (CAs)

In e-Builder CCD consideration is a side workflow that is a branch of the Potential Change Order (PCO) process. Consideration of a CCD is initiated by the CA at the CA's COP workflow step (see step 23.03).



At this workflow step, the CA is required to upload a "CA review and acceptance" file. However, at this step, a placeholder document is sufficient to allow the workflow to progress. Prior to approving the COP, the CA must remove the placeholder and upload their actual review and acceptance letter.

The CA begins CCD consideration by selecting the "CCD" workflow action and clicking "Take Action."

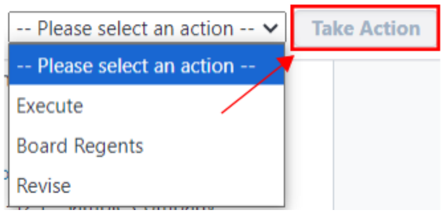


This causes a draft CCD to be generated for consideration by subsequent users in the workflow and for the workflow to progress to the DAS Project Manager.

22.02 Project Manager CCD Review (PMs)

After the DAS Project Manager has reviewed the proposed CCD, the PM selects a workflow action and clicks “Take Action”. Workflow actions available are:

1. **Execute**, which approves the CCD and sends it forward in the workflow.
2. **Board Regents**, which sends it the CSCU Agency user(s) for review, if appropriate.
3. **Revise**, which sends it back to the CA for revision or as a rejection.



22.03 CSCU Review (Agency)

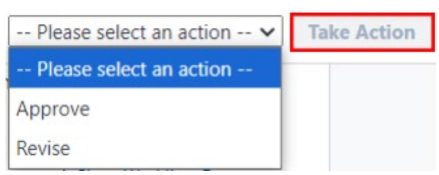
After a CSCU Agency user has reviewed a CCD proposal received in the workflow, the user clicks “Take Action” to complete the review.

22.04 CCD Review by ADPMs, DPM and Chief Architect or Deputy Commissioner

Depending on the monetary amount or number of days to be changed by the CCD, the CCD may be sent to the ADPM, DPM and Chief Architect or Deputy Commission or Approval. Each has the option to:

1. **Approve**, which approves of the CCD.
2. **Revise**, which sends the CCD back to the CA for revision or as a rejection.

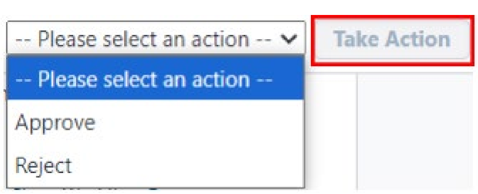
All proposed CCDs go to the ADPMs. In the case of CCDs below $50,000 and with no schedule change, the ADPMs have the option to “Receive” instead of the option to “Approve”.



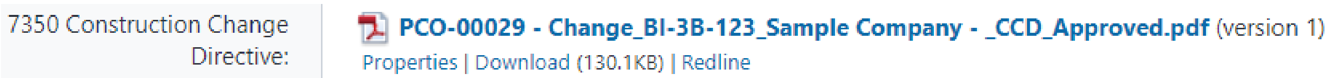
22.05 Contractor Review (GC/CMR)

After all other review and approval of the CCD, the GC/CMR user selects a workflow action and clicks “Take Action”. Workflow actions available are:

1. **Approve**, which approves the CCD and causes the workflow to generate a PDF of the approved CCD.
2. **Reject**, which rejects the CCD.



Both workflow actions cause the workflow to return to the GC/CMR COP step in the PCO process (see step 23.02). If the CCD was approved, the PDF of the 7350 Construction Change Directive will appear in the workflow instance.



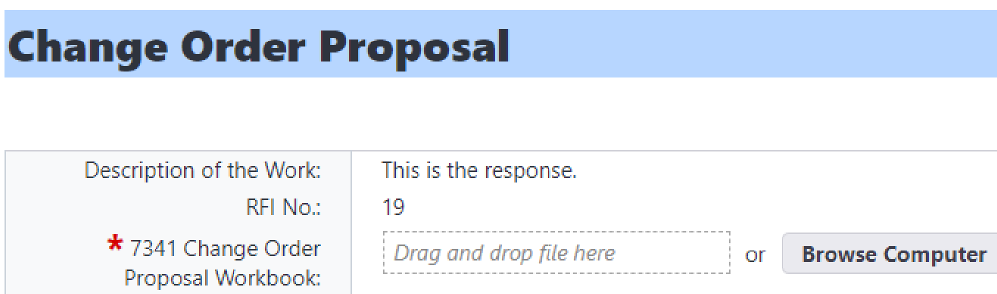
Section 23: COPs

23.02 GC/CMR COP step

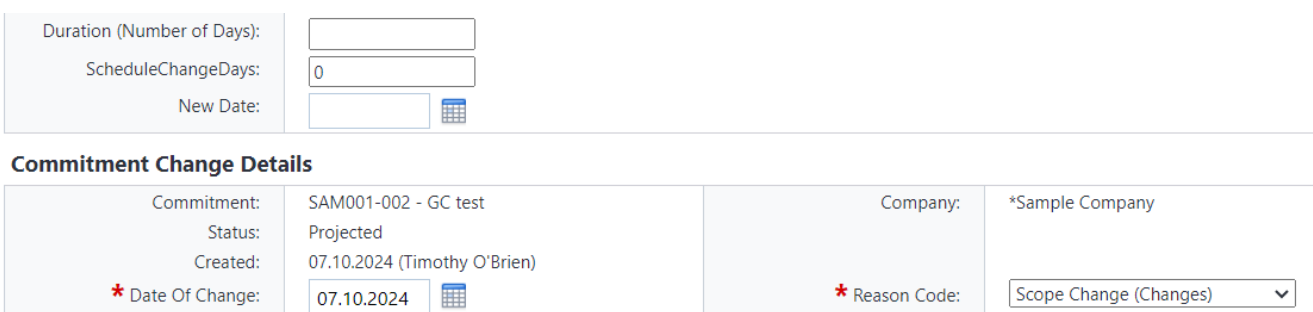
After a PCO process instance has advanced from the Proposal Request part of the process, as described in Section 21, the GC/CMR user(s) are the step actor(s).

This is also the workflow step to which the process returns after the approval (or rejection) of a CCD. See Section 22.

The GC/CMR first upload a completed 7341 Change Order Workbook. The 7341 form is available on the DAS Forms Library.



The GC/CMR user then enters the Duration of the project, the number Schedule Change Days proposed by the COP and the New Date of Substantial Completion proposed by the COP. The GC/CMR user reviews the information under "Commitment Change Details and makes any proposed corrections.

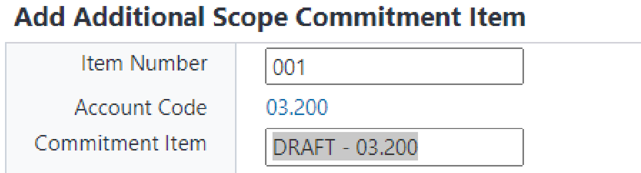


Add a proposed change SOV line using the "Add Additional Scope Commitment Item" part of the form. Start by clicking on "Please Select a Line Item," and clicking "03.100" for CMR projects or "03.200" for DBB projects.

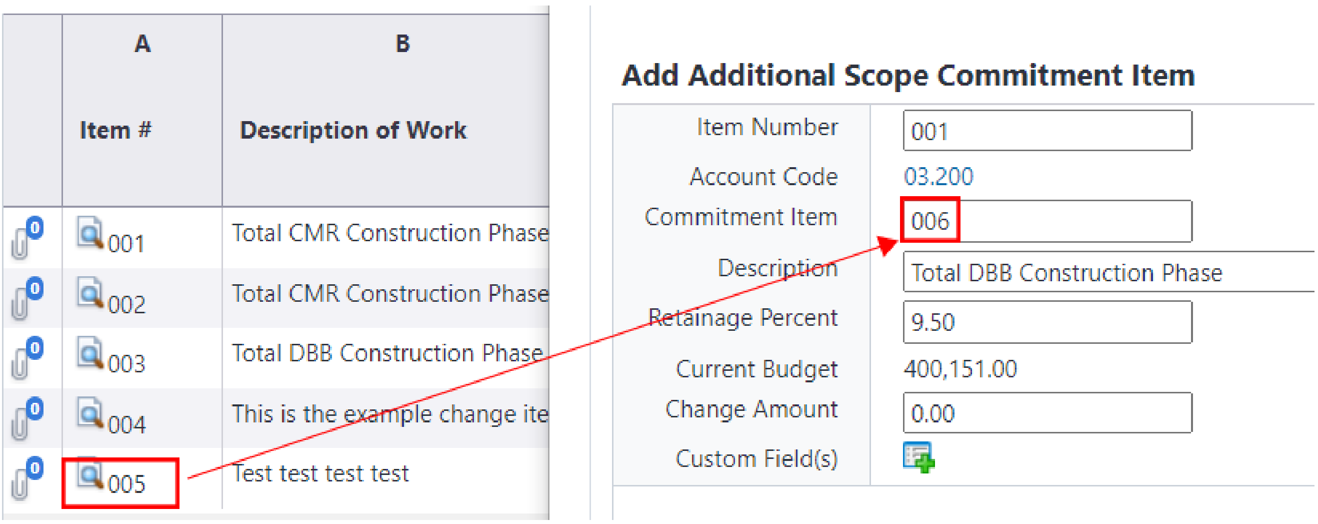
Budget Line Items

Account Code	Description
01.000	Total Acquisition (Land / Building)
02.000	Total Environmental Remediation & Haz-Mat Abatement By Owner
02.130	On-Call (ENV, HAZ)
03.100	Total CMR Construction Phase (WAOs, Cost of the Work, Allowances, CMR Fee, & Contingency)
03.200	Total DBB Construction Phase

Delete the automatically generated text in the "Commitment Item" field

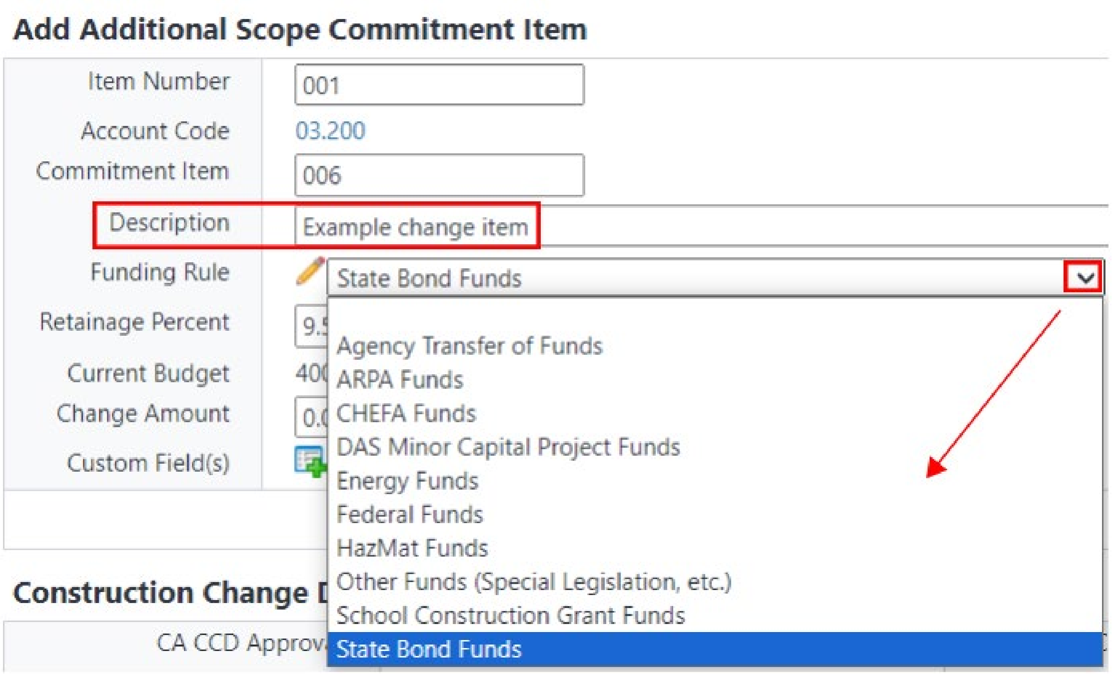


Replace the Commitment Item text with the next available Commitment Item number in the SOV.

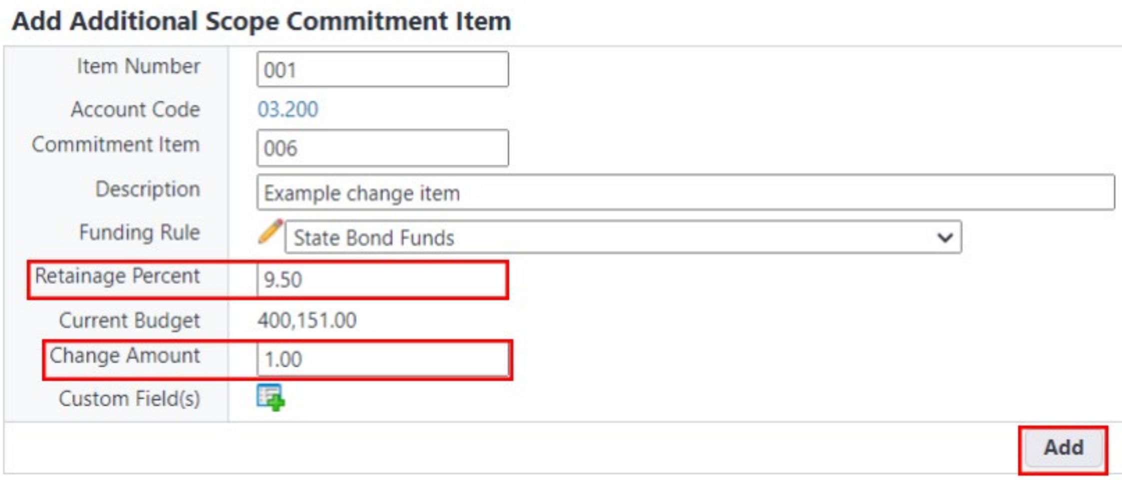


Enter the Description. This is the text that is to appear in the SOV.

Next, select that appropriate Funding Rule for this commitment.



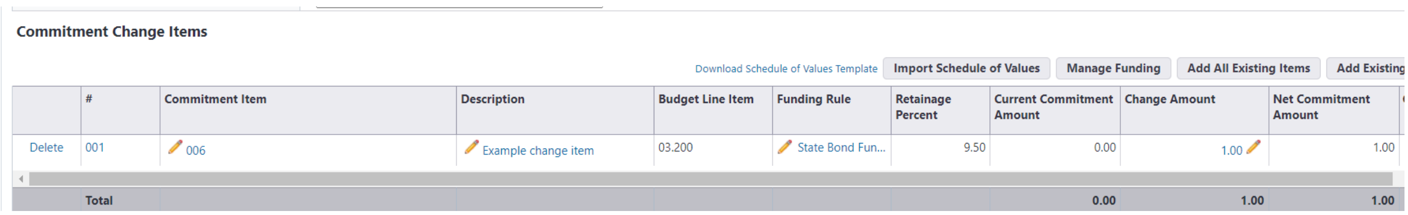
Next, check the Retainage Percent, enter the Change Amount and click Add.


Add Additional Scope Commitment Item

Item Number	001
Account Code	03.200
Commitment Item	006
Description	Example change item
Funding Rule	State Bond Funds
Retainage Percent	9.50
Current Budget	400,151.00
Change Amount	1.00
Custom Field(s)	

Add

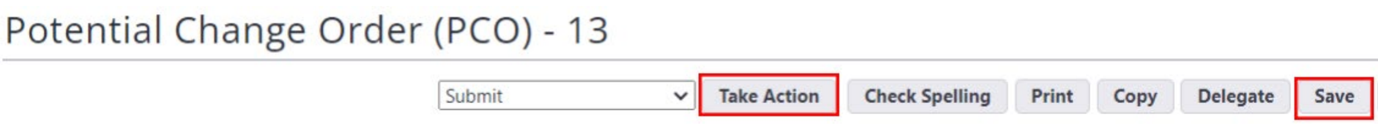
The Change Item line just entered should appear, above, in the "Commitment Change Items" section. At this point, any field with a pencil icon can be edited.


Commitment Change Items

Download Schedule of Values Template | Import Schedule of Values | Manage Funding | Add All Existing Items | Add Existing

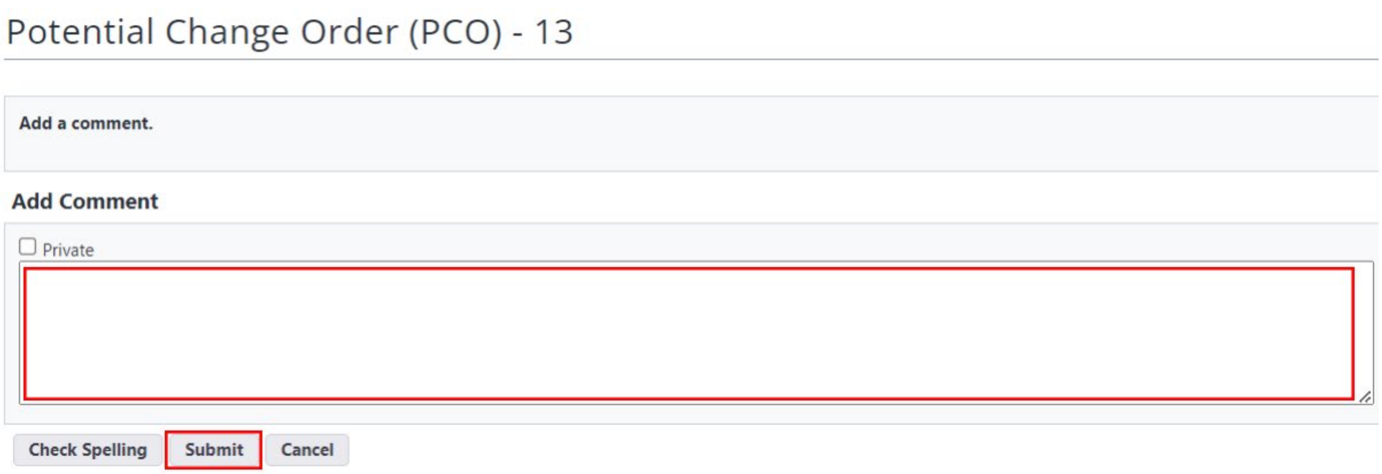
	#	Commitment Item	Description	Budget Line Item	Funding Rule	Retainage Percent	Current Commitment Amount	Change Amount	Net Commitment Amount
Delete	001	006	Example change item	03.200	State Bond Fun...	9.50	0.00	1.00	1.00
	Total						0.00	1.00	1.00

When complete, click the "Take Action" button, at the top or bottom of the form to move the COP to the next CA step. There is also a "Save" button that permits the user to save work, close the process instance, and then return to it later.


Potential Change Order (PCO) - 13

Submit | Take Action | Check Spelling | Print | Copy | Delegate | Save

The GC/CMR user will then be prompted to enter an optional comment. Clicking "Submit" completes the workflow action and sends the COP to the CA.


Potential Change Order (PCO) - 13

Add a comment.

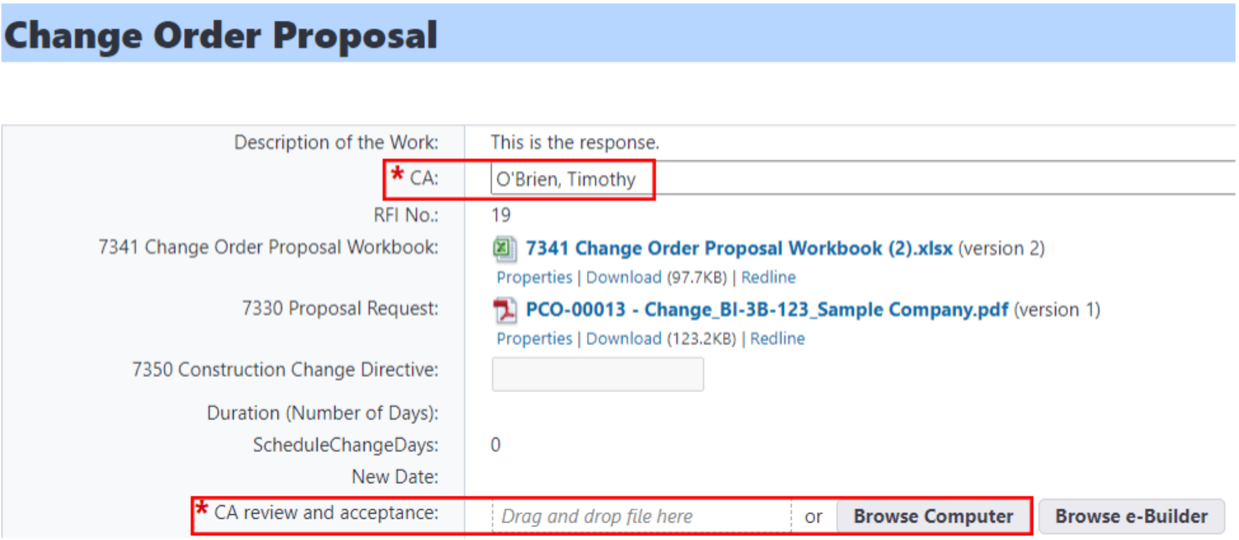
Add Comment

Private

Check Spelling | Submit | Cancel

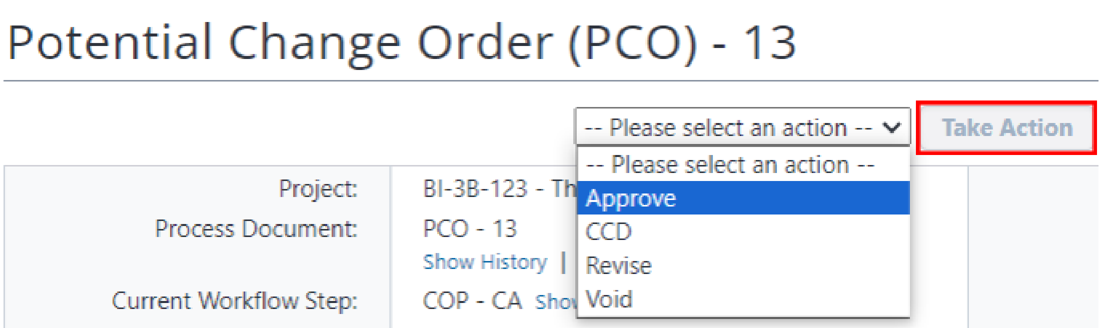
23.03 CA COP step

When the CA user(s) receive the COP in the workflow, the CA user checks that the CA name is correct and then uploads the CA review and acceptance letter.



After checking all of the other information on the form, the CA selects a workflow action and clicks "Take Action". The workflow actions are:

- "Approve", by which the CA user approves the COP and sends it forward in the workflow for further approvals.
- "CCD", which sends the PCO workflow instance to the CCD workflow. See Section 22.
- "Revise", which sends the COP back to the GC/CMR for revisions.
- "Void", which cancels the PCO instance and ends consideration of the COP, without approval. (A Void action cannot be undone.)



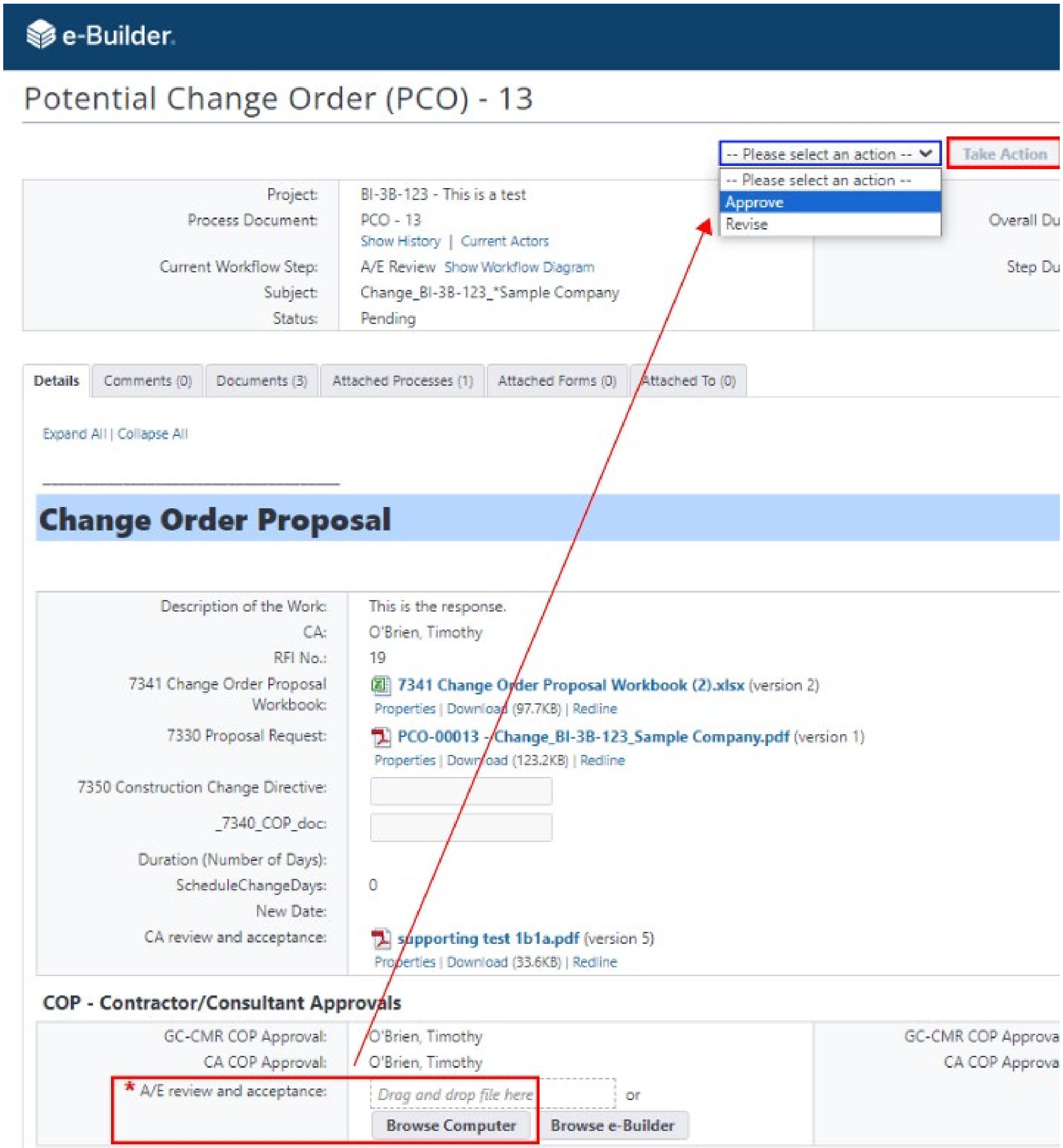
23.04 A/E COP step

When the A/E user(s) receive the COP in the workflow, the A/E user checks all of the information in the form, uploads their A/E review and acceptance letter, select a workflow action and clicks "Take Action".

Workflow actions are:

- "Approve", by which the A/E user approves the COP and sends it forward in the workflow for further approvals.

- “Revise”, which sends the COP back to the CA for revisions.



23.05 Change Order Proposal Project Manager Review

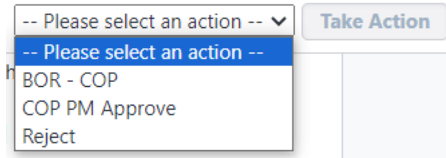
For COPs that propose an increased cost of $100,000 or more and/or propose a schedule change of 60 or more days, there are three file fields for PMs to use in attaching the following documents to the COP:

- Project Status Report
- Project Contingency Report
- Funding Source

DAS Project Managers have three workflow actions available on COPs:

- **BOR - COP** sends the item to the Agency user on CSCU projects.
- **COP PM Approve** allows the PM to approve of the COP

- **Reject** sends the COP back to the CA



23.06 Change Order Proposal Agency Review

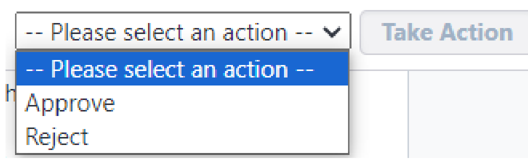
When agency users are sent a COP for review, they are able to complete their review and send the COP back to the DAS Project Manager.

23.07 COP Review by ADPMs, DPM and Chief Architect or Deputy Commissioner

Depending on the monetary amount or number of days to be changed by the COP, the COP may be sent to the ADPM, DPM and Chief Architect or Deputy Commission or Approval. Each has the option to:

1. **Approve**, which approves of the COP.
2. **Reject**, which sends the COP back to the Project Manager.

All COPs go to the ADPMs. In the case of COPs below $50,000 and with no schedule change, the ADPMs have the option to “Receive” instead of the option to “Approve”.



Section 24: Change Orders

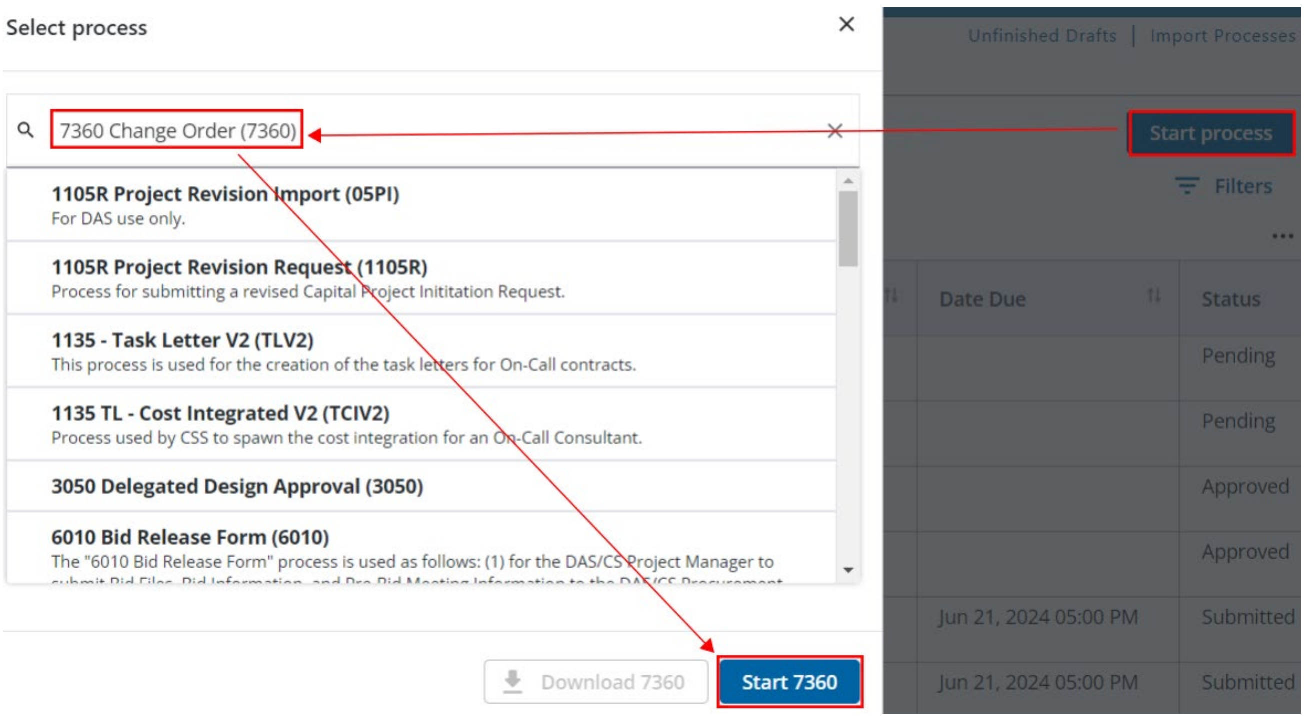
24.01 Change Orders – Navigating to the Project Processes Module

Log in to e-Builder: https://gov.e-builder.net. On your homepage, find your project by clicking on the top tab for “Projects”.

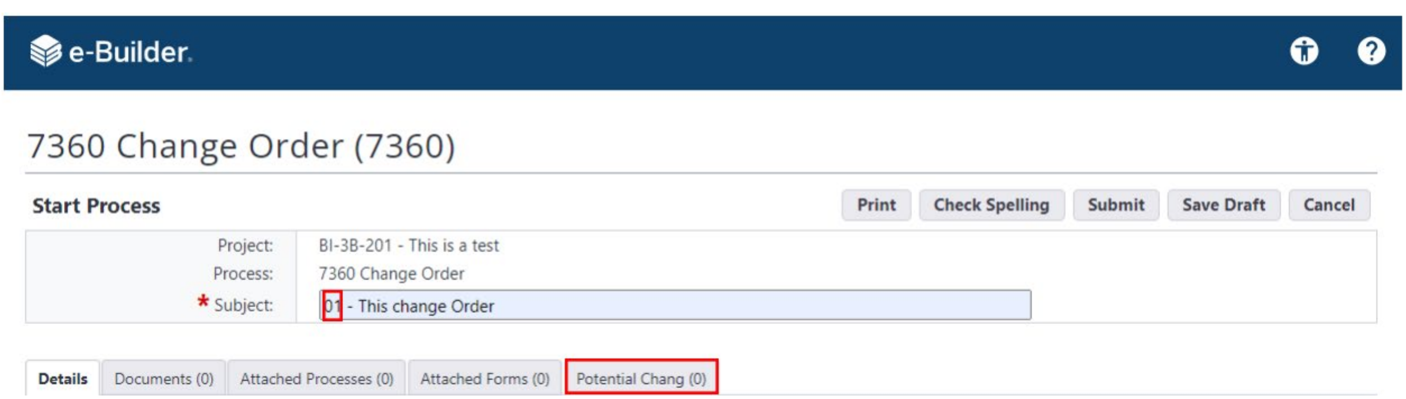
Follow the instructions provided in Section 1 to access the project and start the invoice process instance.

24.02 Initiating a 7360 Change Order process instance (CA)

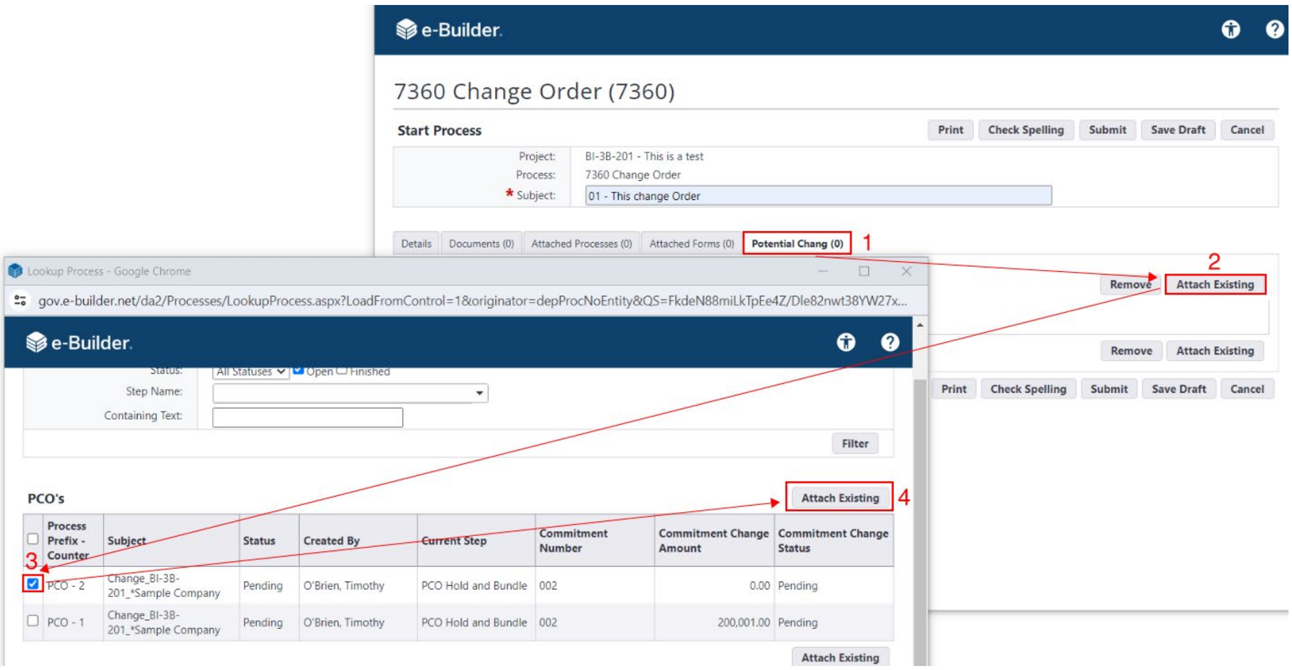
In the Processes module click the “Processes” button. Select “7360 Change Order (7360)”, and then click “Start 7360”.



When the Process instance opens, enter a Subject starting with the change order number, then click on the “Potential Change” tab.

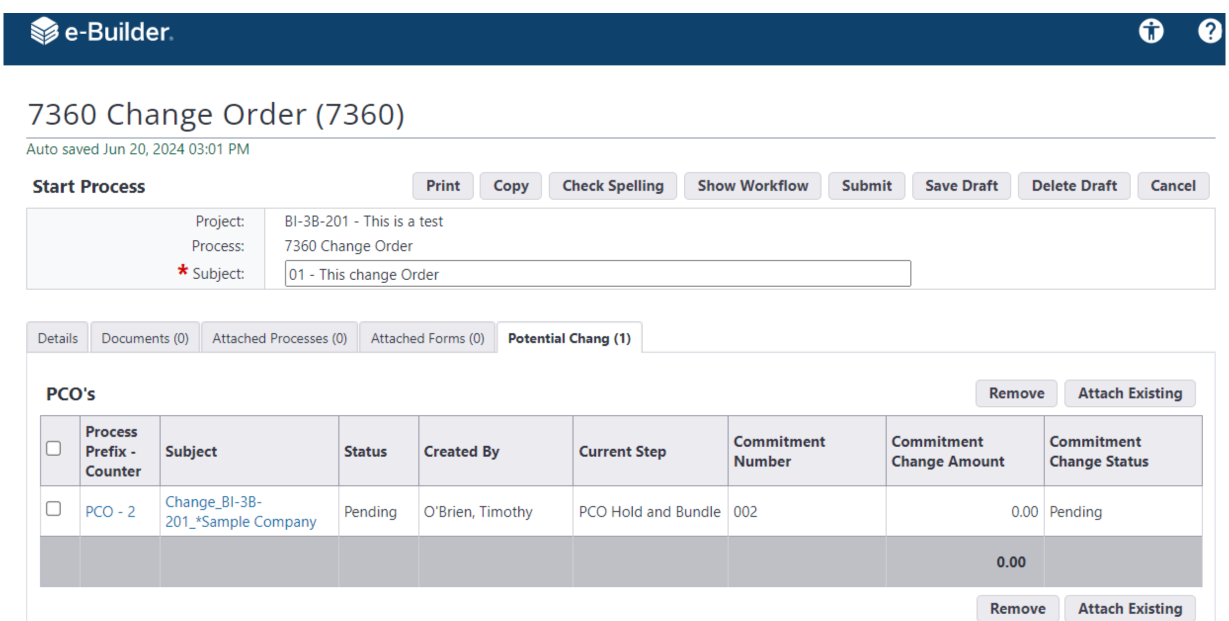


In the:
1.“Potential Change” tab,
2. Click “Attach Existing”.
3. In the pop-up window that appears, check next to the “PCO” process instance(s) that are to be included in the Change Order.
4. Click “Attach Existing” in the same pop-up window.



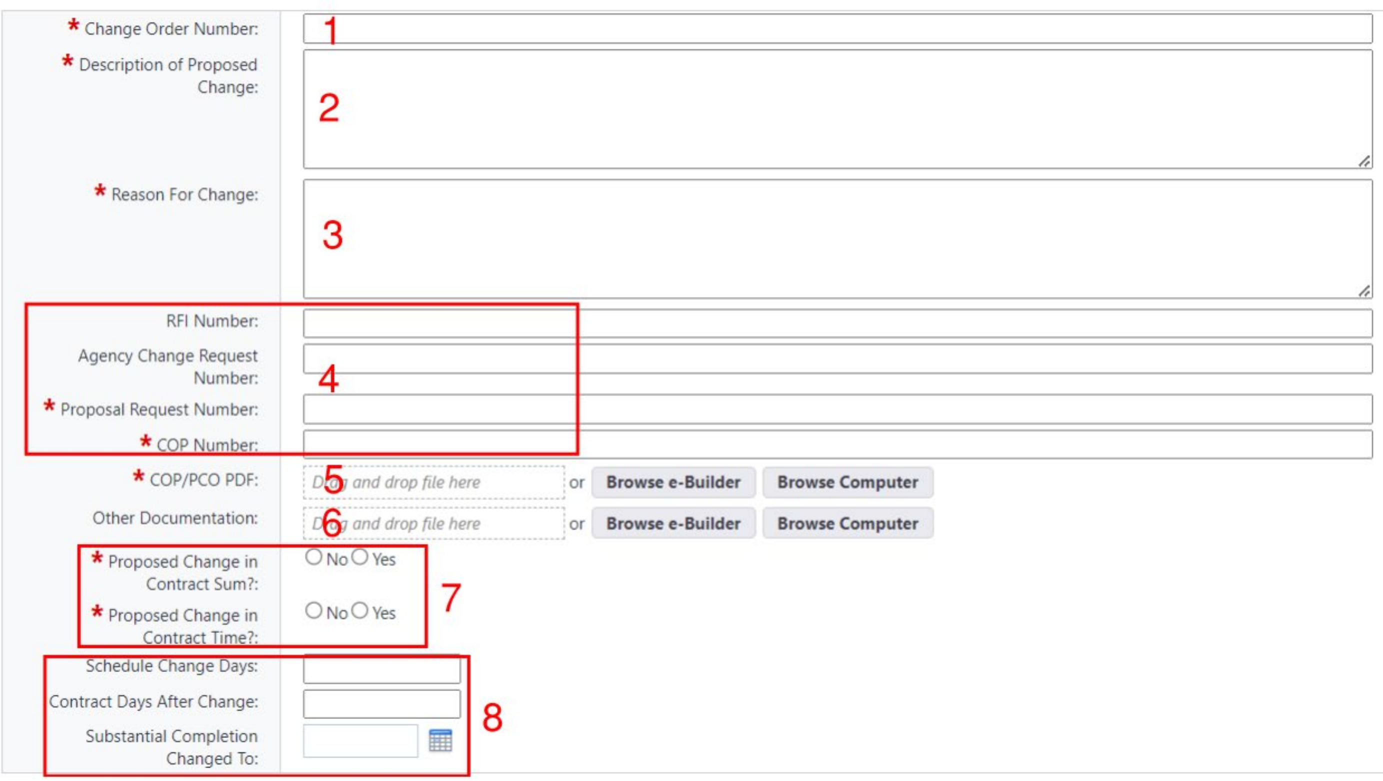
The COP, as a “Potential Change Order” instance, should then appear under the “Potential Change” tab.

Note: If no “Potential Change Order” instance is linked to the Change Order instance when the CA submits, the workflow will go into error and the instance will be returned to the CA for correction in the “Initiator Revise” step (see step 24.06).



Click on the “Details” tab.

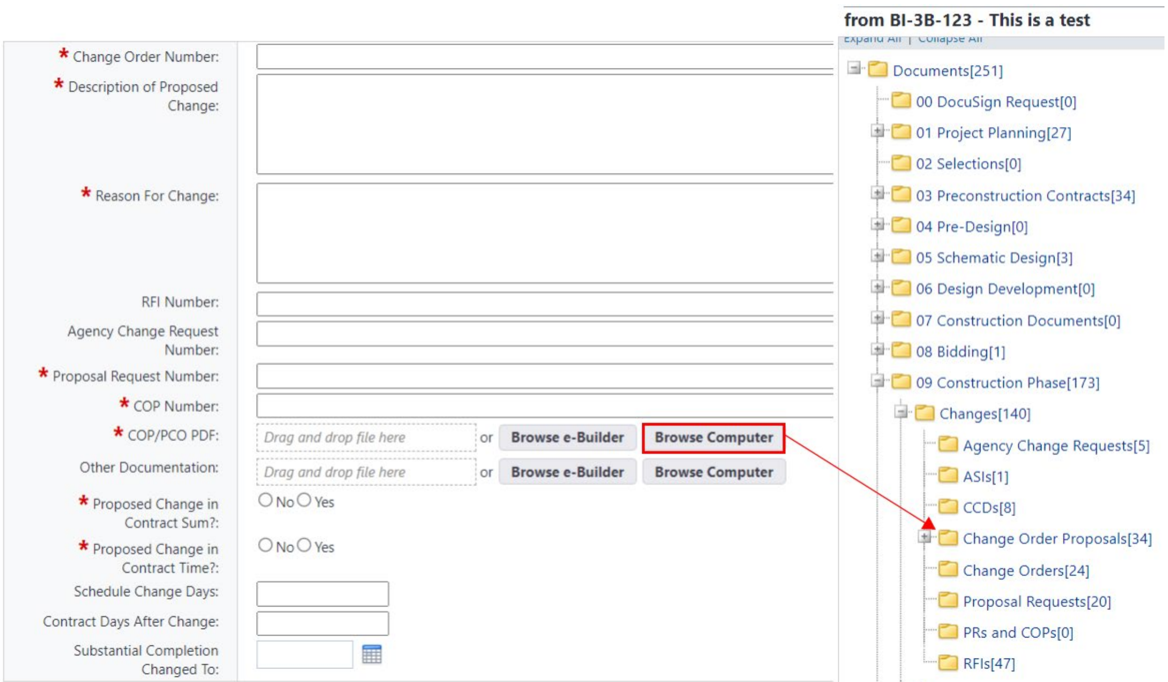
Under the Details tab:
1. Enter the Change Order Number.
2. Enter the change order’s description
3. Enter the reason for the change order.
4. Enter the RFI number or Agency Change Request number from which the change order arose. Enter the Proposal Request Number and COP Number the Proposal Request/COP numbers incorporated into this Change Order.
5. Upload/link the COP/PCO PDF document. It should be available for linking from the project’s Documents folders, by clicking on the “Browse e-Builder” button.
6. Any other documentation that needs to be added to the Change Order package can be uploaded in the “Other Documentation” field. Only the COP PDF, which includes its attachments, and the “Other Documentation” file will be appended to the 7360 Change Order form.
7. Identify whether the change order would be a cost change, schedule change or both.
8. If the change order is for a schedule change, complete these fields.



When this information is correct, click the “Submit” button to send it into the workflow. There is also a “Save Draft” button to allow the CA user to save the process instance and return to it later.

For the COP PDF, as noted in #5, above, this file should be present in the project’s Documents folder. Click “Browse e-Builder” next to this field (rather than dragging and dropping the file or clicking “Browse

Computer”). A pop-up should appear that will allow the user to navigate to the folder, shown below, where the files are located. See step 7A.02.



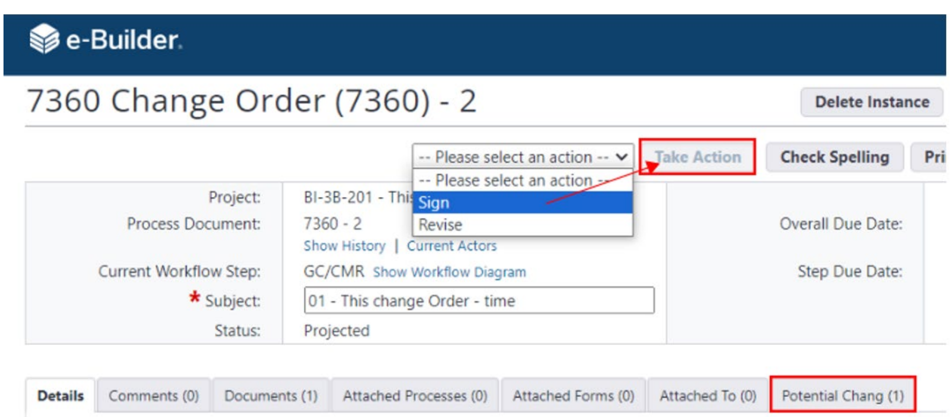
24.03 GC/CMR ready step (GC/CMR) [Deprecated]

This step is no longer in 7360 Change Order workflow.

24.04 Contractor and consultant review of Change Orders

The GC/CMR, CA and A/E, in their respective steps, will be able to review the information on the screen view of the draft change order, including the draft PDF change order, and the linked COP(s) in the “Potential Change Order” tab. The user is then able to select an action and click “Take Action” to cause the action to take effect. The available actions include:

3. **Approve.** This action is the agreement of the user with the Change Order and will cause the user’s name to appear in the signature block of the Change Order.
4. **Revise.** This action sends the draft Change Order back to the CA for further revisions. The action prompts the user for a comment.

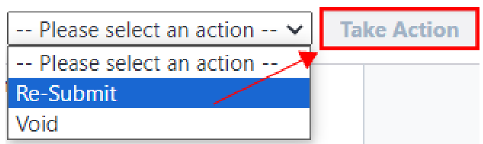


24.06 Initiator Revise (CA)

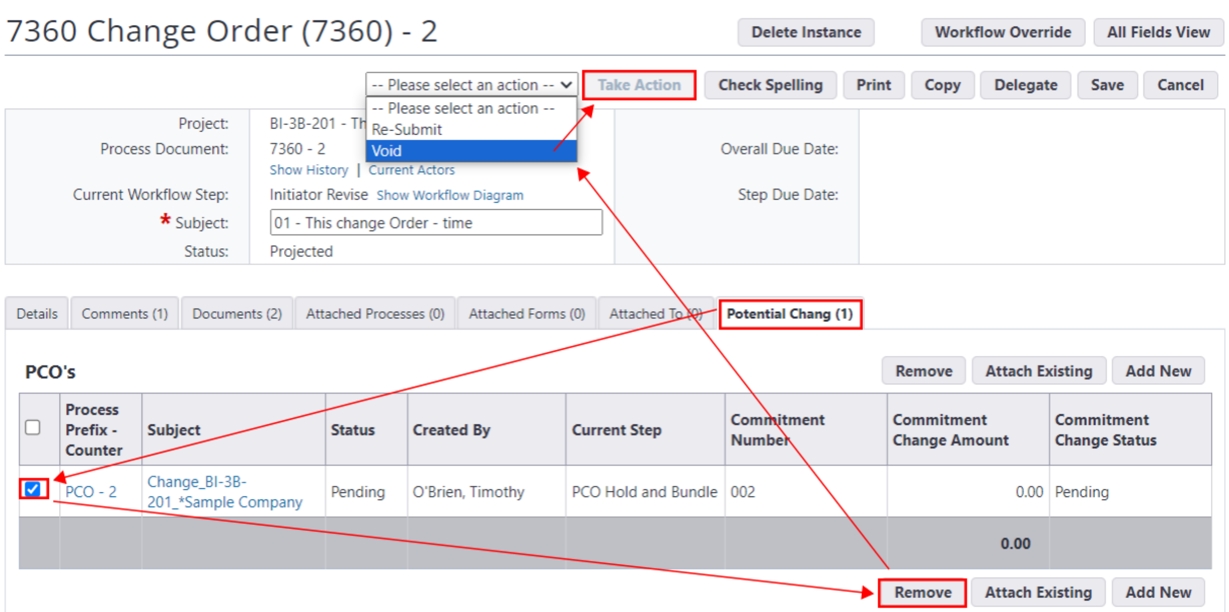
A number of users, at their Change Order steps, have the ability to send the draft change order back to the CA at the Initiator Revise step. The CA can also do this at their step.

At this step, the form is re-opened for editing by the CA.

After any needed changes, the CA may use the “Resubmit” workflow action to return the item back into workflow. This should send the change order back to the GC/CMR review step, referred to in Sec. 24.04, and should refresh the PCO instance bundling and draft Change Order PDF creation.



The CA also has the option to “Void” which cancels the Change Order process instance. <u>If the intent in using this option is to use the PCO instances at were attached to this Change Order instance in a different Change Order instance, it is advised to first Remove the PCO instances from the Change Order instance being voided.</u> To do this, go to the “Potential Change Order” tab, check the box(es) next to the PCO instance(s), click “Remove” and then use the “Void” action.



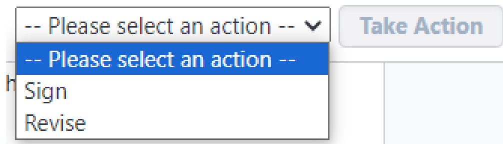
As with other workflow steps, a “Save” button is also available to save work and return later.

24.07 Change Order Project Manager Review

DAS Project Managers have three workflow actions available on COPs:

1. **Sign** This action is the agreement of the user with the Change Order and will cause the user’s name to appear in the signature block of the Change Order.

2. **Revise.** This action sends the draft Change Order back to the CA for further revisions. The action prompts the user for a comment.



24.08 Change Order Review by ADPMs, DPM and Chief Architect or Deputy Commissioner

Depending on the amount or number of days to be changed by the COP, the COP may be sent to the ADPM, DPM and Chief Architect or Deputy Commission or Approval. Each has the options to:

1. **Sign** This action is the agreement of the user with the Change Order and will cause the user's name to appear in the signature block of the Change Order.
2. **Revise.** This action sends the draft Change Order back to the CA for further revisions. The action prompts the user for a comment.

All COPs go to the ADPMs. In the case of Change Orders below $50,000 and with no schedule change, the ADPMs have the option to "**Receive**" instead of the option to "Approve".

24.09 Approval of Changes in Cost > Commitments

After the approval, by all required approvers, of the draft Change Order, the 7360 Change Order process causes all of the "PCO" instances linked to it to be approved, leaving the "PCO Hold and Bundle" step and going to their "Final" step. This also causes the changes in the contractor's commitment to be approved. The changes will have already appeared as potential costs in the contractor's SOV, and they will now appear as approved and invoiceable in the contractor's next 7390A Application and Certification for Payment.

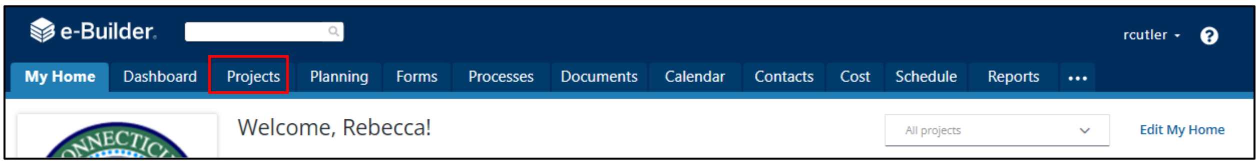
Section 25: Submittals (Revisions Coming Soon)

Note: Revisions Coming soon

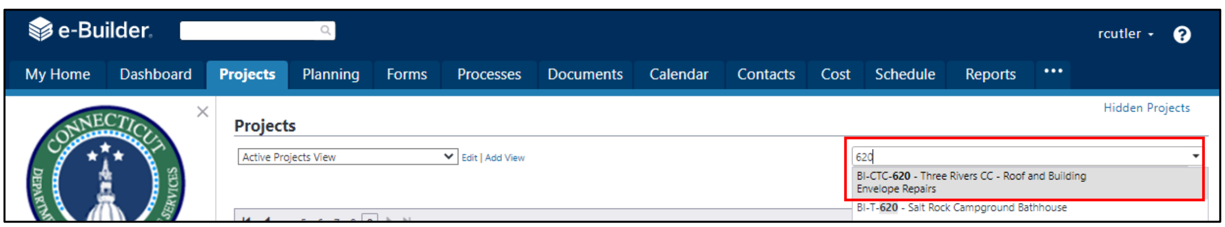
Note that the below relates to a procedure for submittals for which a replacement is planned and will not be relevant after this new process is released. Please see Project Support Services for additional information.

25.01 Accessing the Process

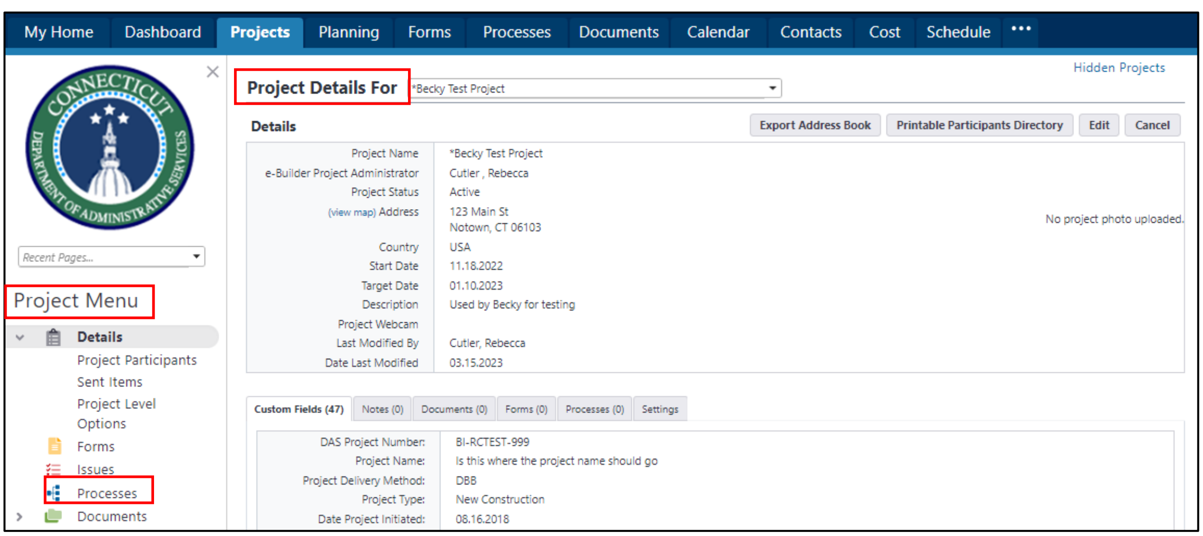
Log in to e-Builder: https://gov.e-builder.net/auth/www/index.aspx?ReturnUrl=%2f and click on the "Projects" tab to find the applicable project.



Search for your project by entering the project number. Click on your project to bring up the "Project Details" page.

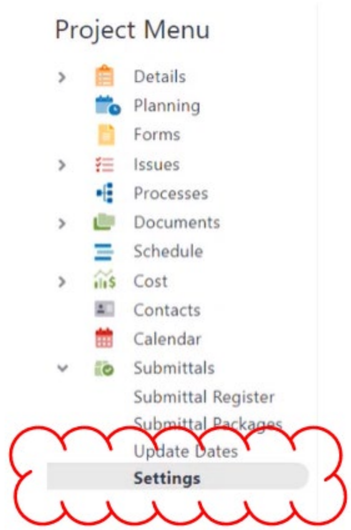


The "Project Details" page is your home page for your project. (Click "Edit" to edit info.). Under the "Project Menu" on the left, click on Processes to find project-specific processes.

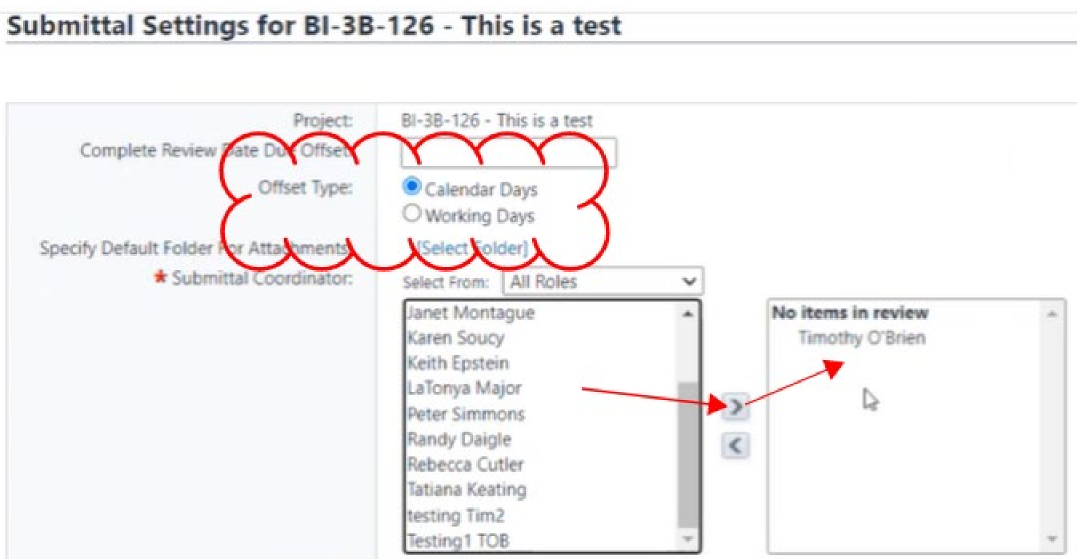


25.02 Submittals Settings (Project Manager or CA)

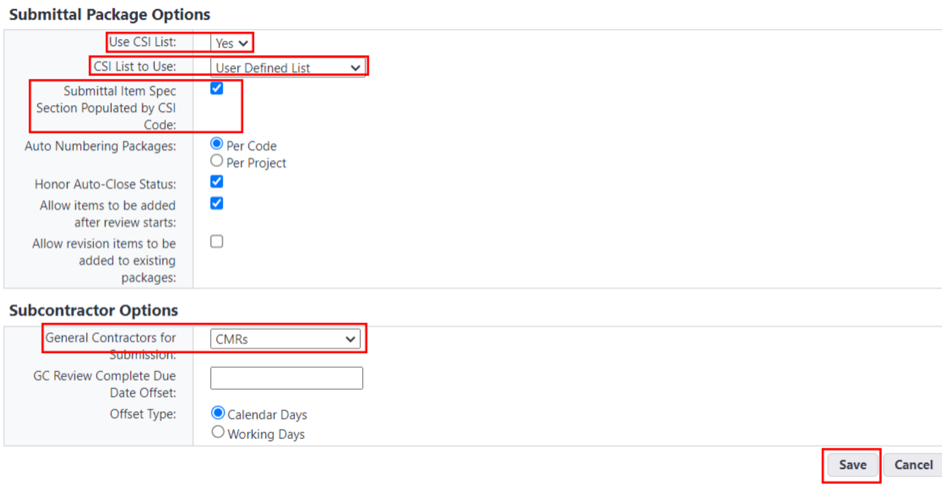
Before the Submittals begin on a project, click on the settings option for Submittals.



Ensure that the Offset Type setting is set to “Calendar Days.” Then select one or more CA staff as Submittal Coordinators by clicking on their names and then clicking the right arrow button.



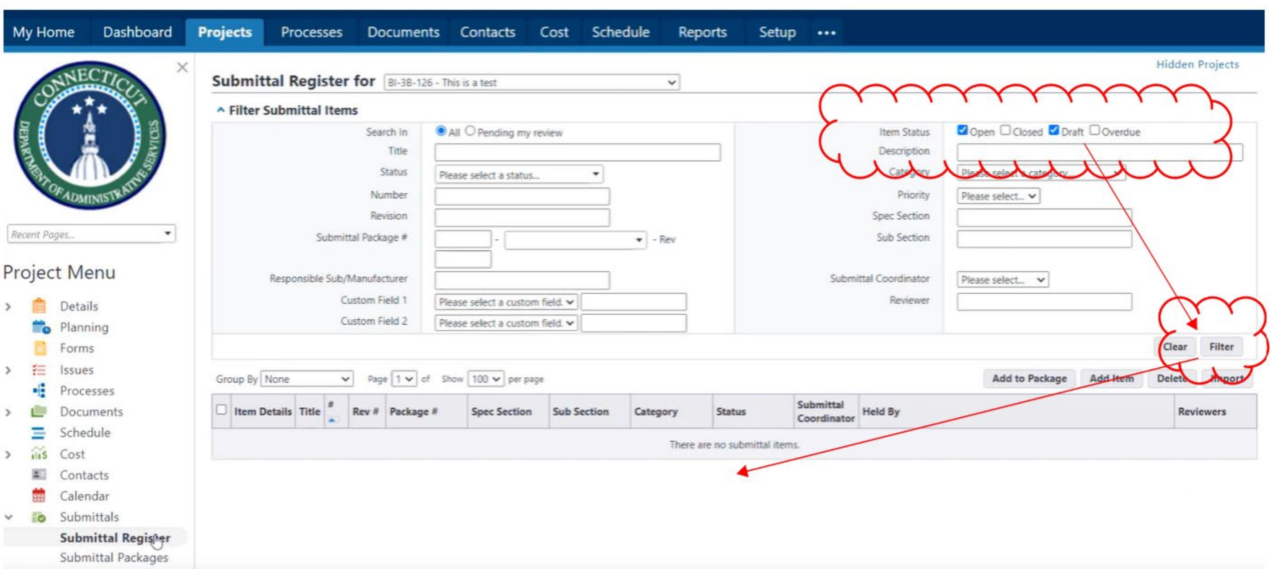
Settings should include, “Use CSI List,” set to “Yes”, “CSI List to Use,” set to, “User Defined List,” and “Submittal Item Spec Section Populated by CSI Code,” checked. Set “General Contractors for Submissions” to “GCs” or “CMRs”, ensure that the other settings are correct and click Save.



25.03 Filter Functionality

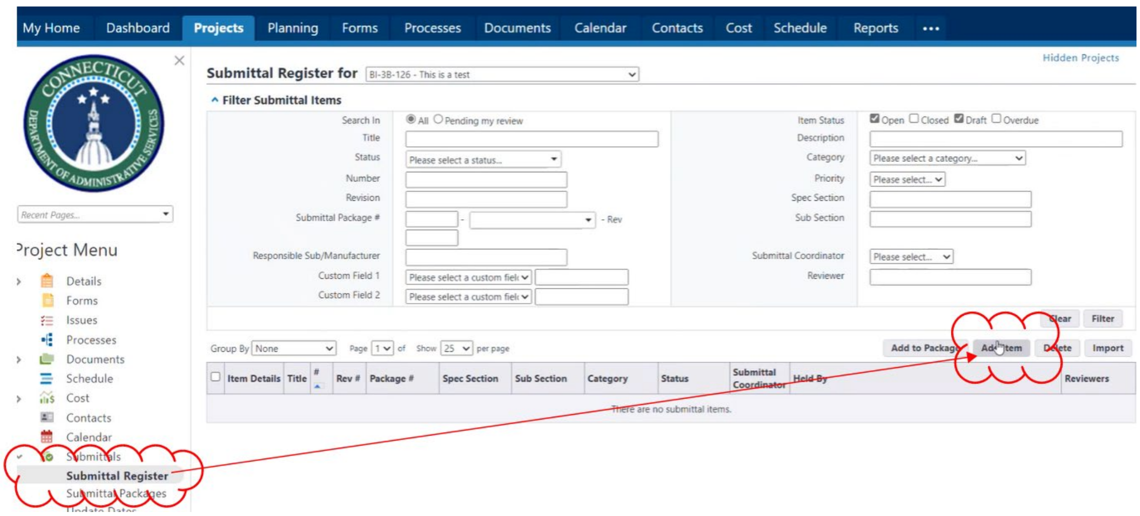
The processing of Submittals and Submittal Packages involves the changing of their status, as discussed below. Users can filter the Submittal Register and the list of Submittal Packages using the eBuilder filters.

There are a number of filter criteria that are available. These include the ability to toggle different statuses. Select, for example, “Open” and “Draft” to filter only for submittals that have been submitted or have not been submitted yet; or select “Closed” to find items that have been marked as closed. When the filter selections are made, click the “Filter” button and the respective Submittals or Submittal Packages will appear in the grid, as shown below.

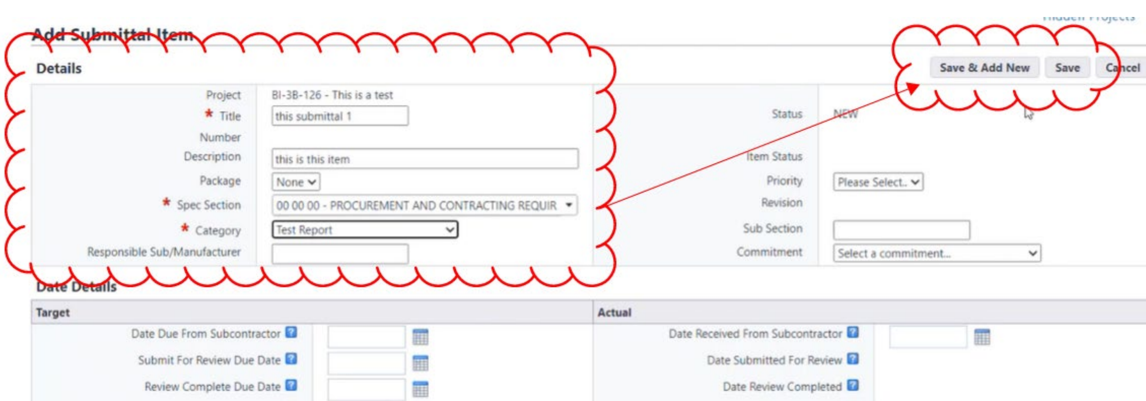


25.04 Creating Submittals in the Submittal Register (GC or CMR)

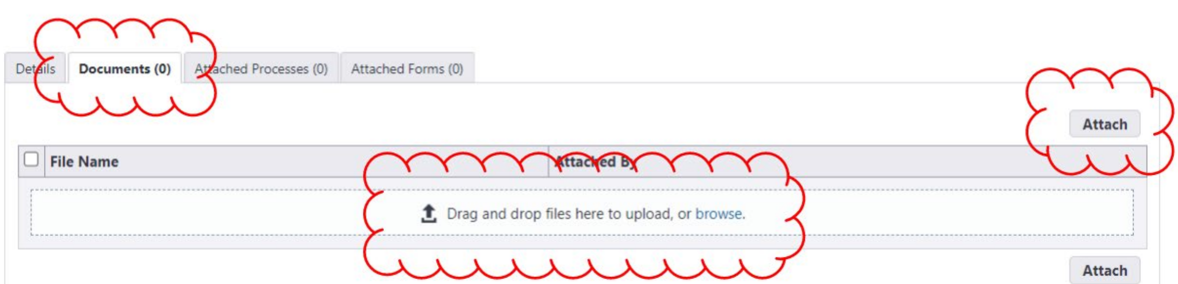
To create new submittals in the Submittal Register, click “Submittal Register” and then the “Add Item” button.



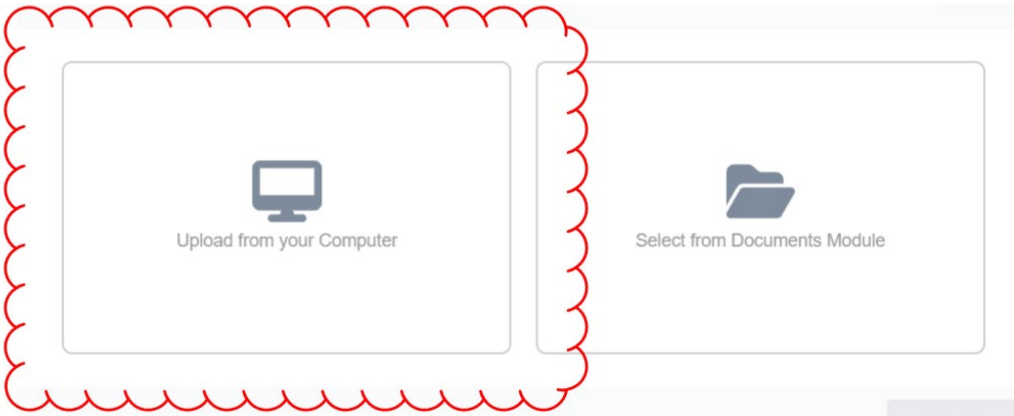
Then complete the required fields. Enter a Title and select the Specification Section and Category. Complete the other fields required by project procedures. Then click either “Save” to complete entering new submittals or “Save & Add New” to save and start another submittal.



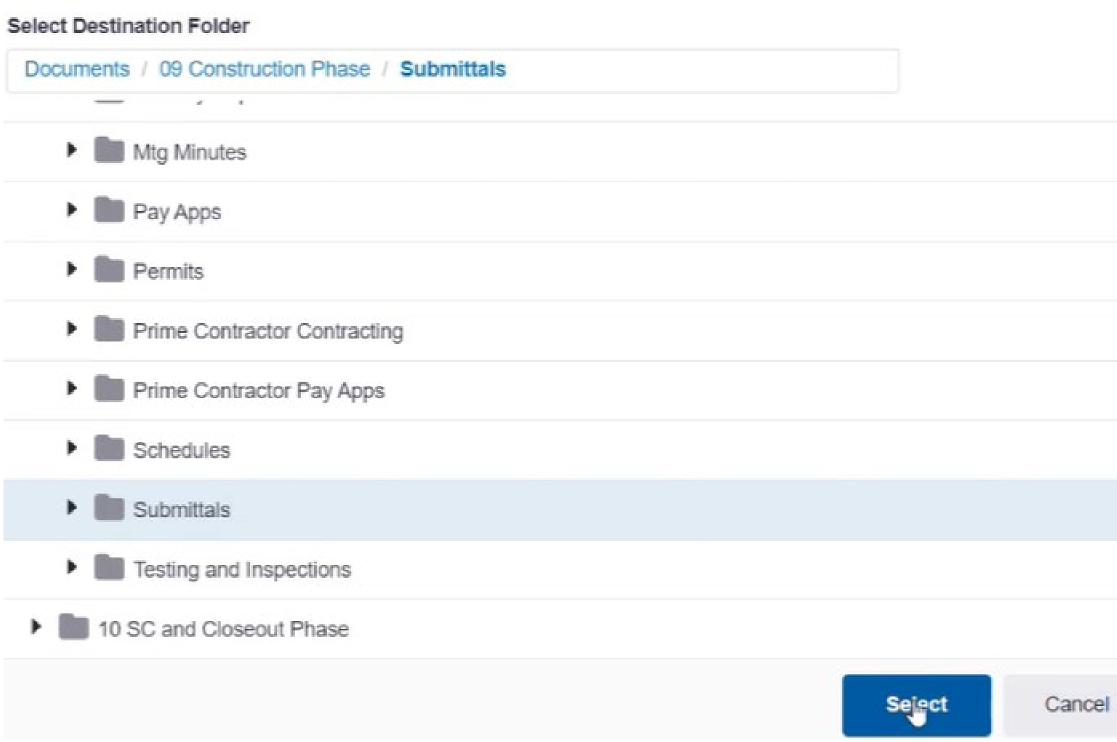
Once a submittal has been saved, the tools for uploading attachments become available. Documents can be uploaded by either using the “drag-and-drop” feature or by clicking the “Attach” button.



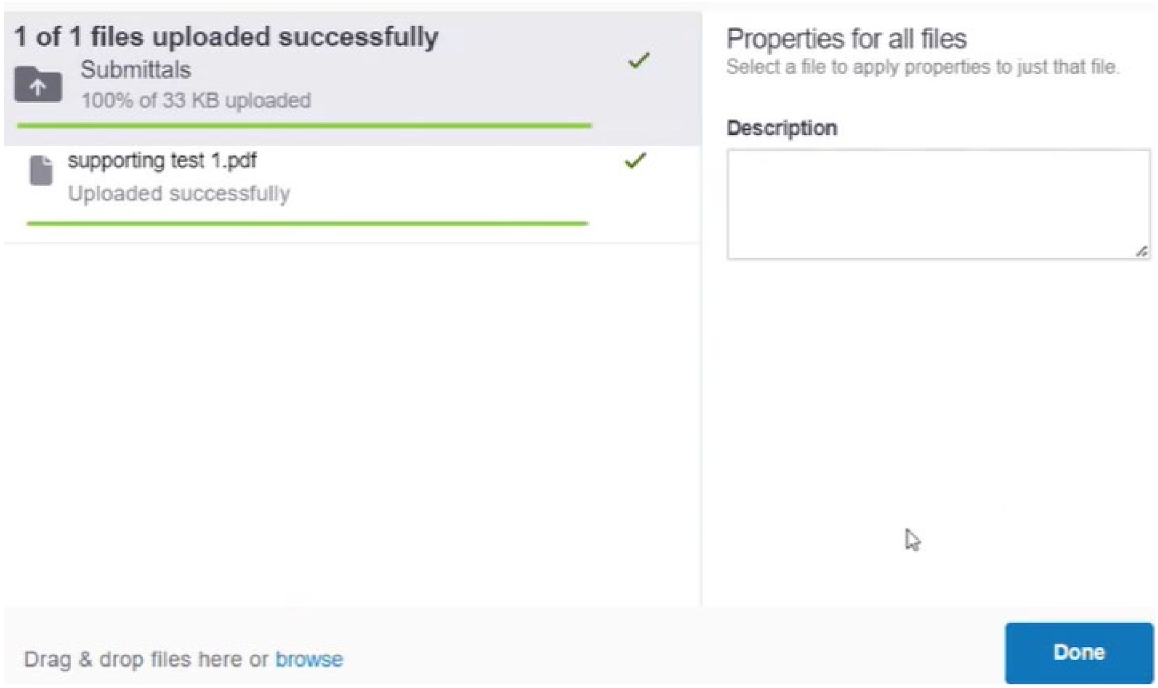
If the “Attach” button is clicked, a pop-up will appear. Click the “Upload from your Computer” button to locate a locally stored document.



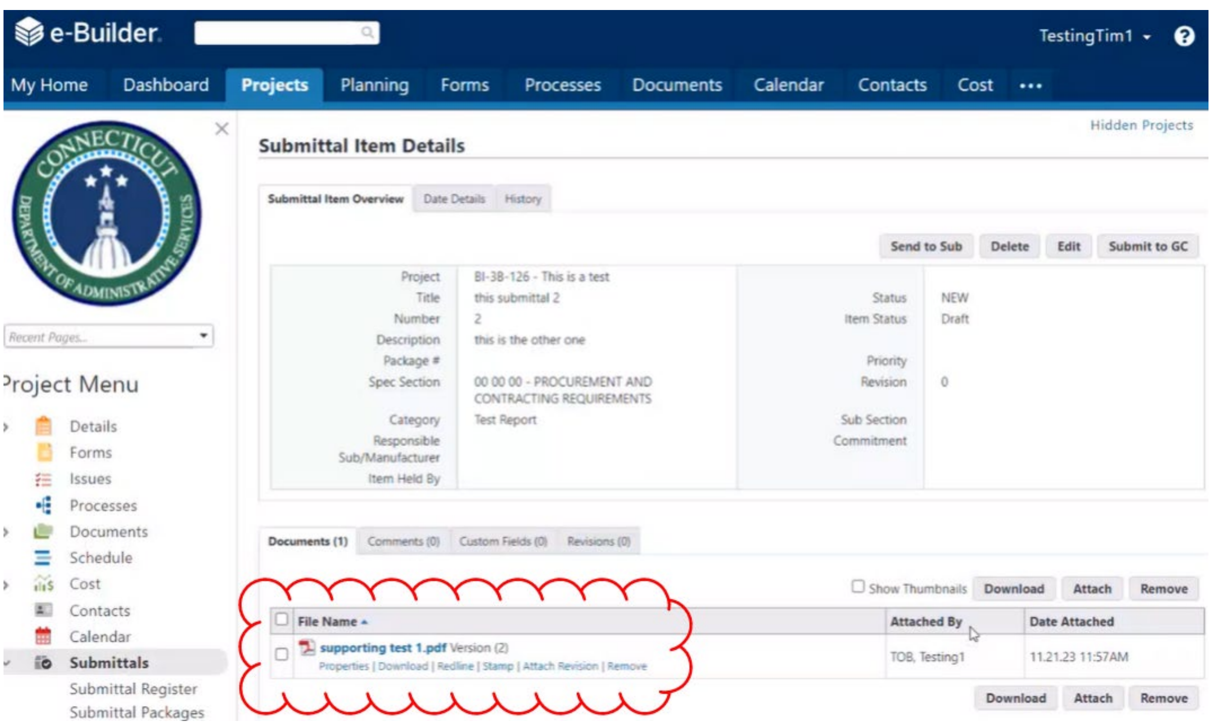
When uploading, a dialogue box will appear for the user to select the applicable Submittals folder in the eBuilder Documents module. Click “Select” to use the pre-selected default folder (highlighted in blue font) as the destination folder in the eBuilder Documents module to upload the documents. If applicable, an alternate folder can be selected.



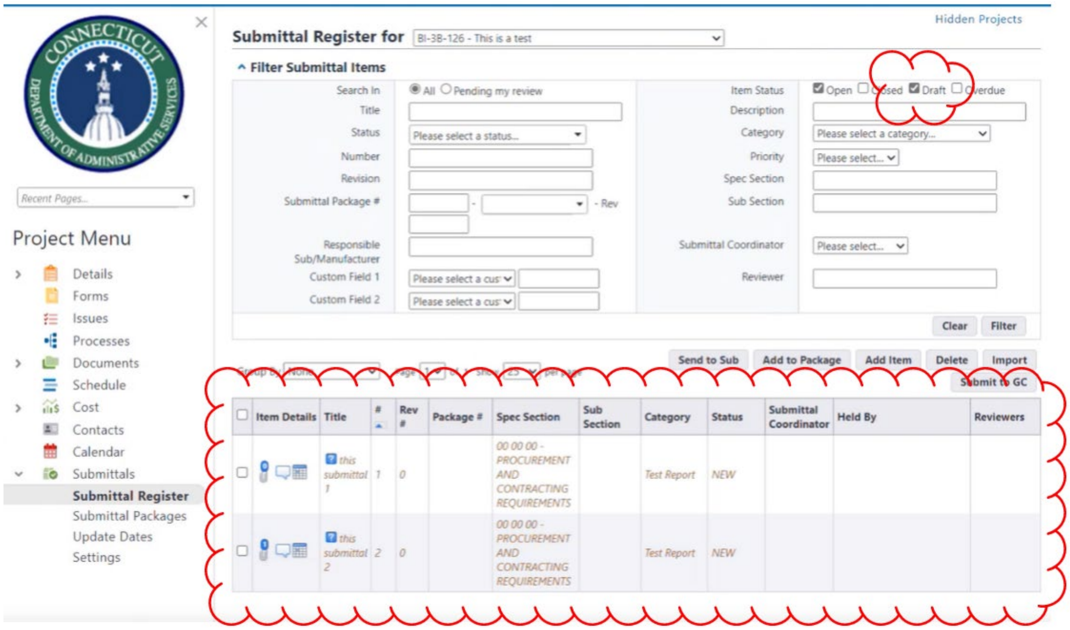
When the upload is completed, click “Done”.



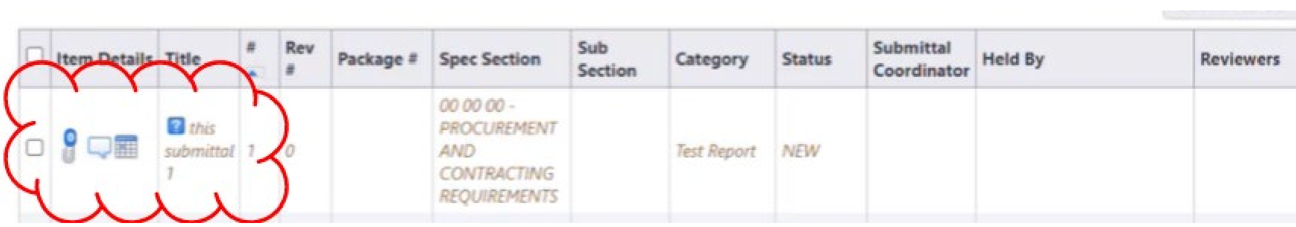
The file is then attached to the submittal and can be viewed in a pop-up window by clicking on its filename.



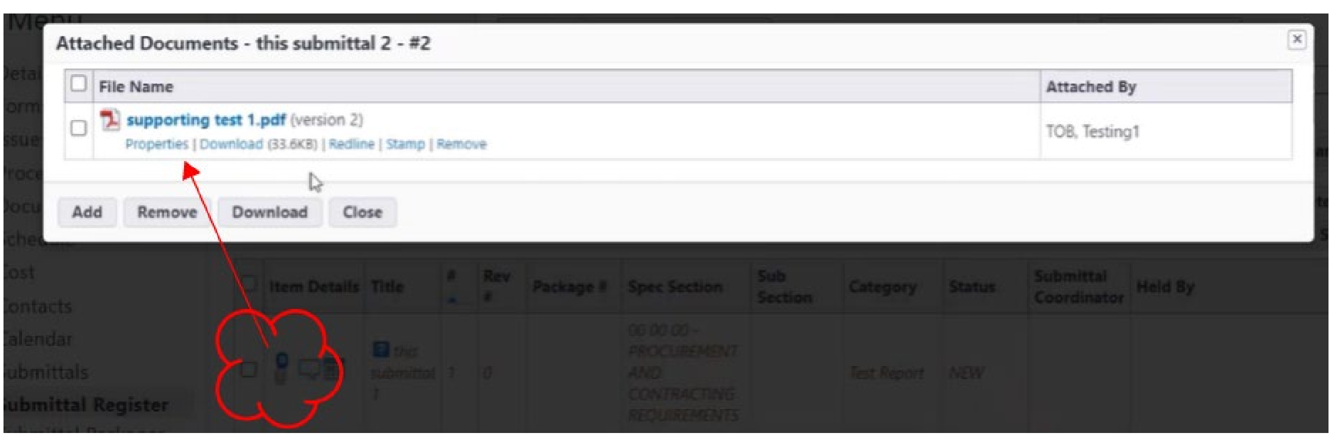
Saving the submittals causes them to appear in brown italic as drafts in the Submittal Register. (Note that this list shows drafts because it is set to include Drafts in the Filter.)



The buttons in the "Item Details" column of the Submittal Register allow users to interact with certain details of the submittals without reopening the records.



For example, the paperclip button allows users to bring up a dialogue box allowing users to view or add attachments to the submittal.



A submittal may be re-opened by clicking on its Title.

25.04A Alternate Option for Submittal Register Upload (GC or CMR).

Open a copy of the "7100 Submittal Register Template" from the DAS Forms Library.

In the template, edit the different columns. Rows may be deleted or duplicated, but the "Spec Section" field should not be changed.

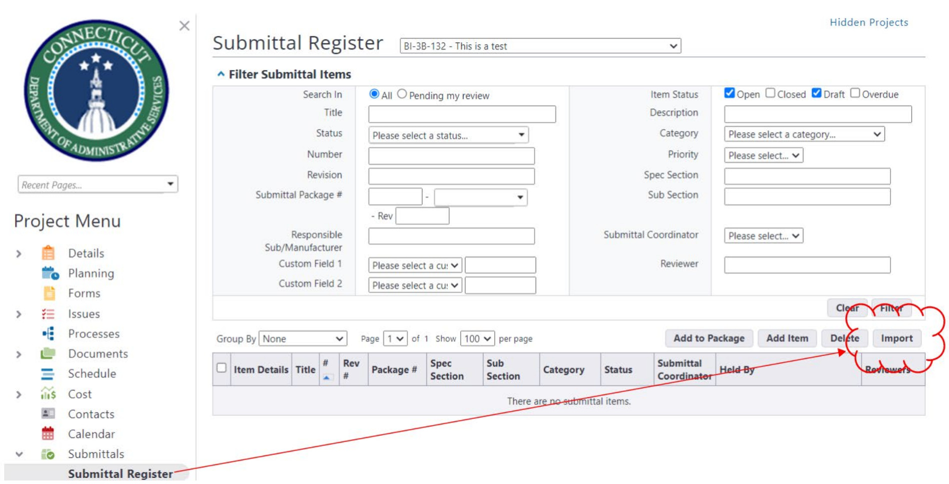
The "Title" column should be changed to refer to each submittal item.

The "Category" field may be changed to one of the following options:

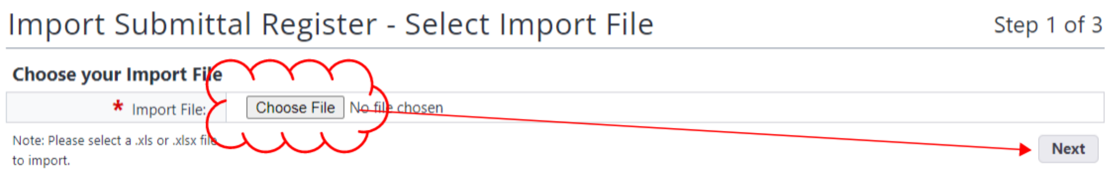
- As-Builts
- Bid Submittals
- Certification
- Mockup
- Operation / Maintenance Manual
- Product Data
- Sample
- Shop Drawing
- Test Report

Save the template with a unique file name.

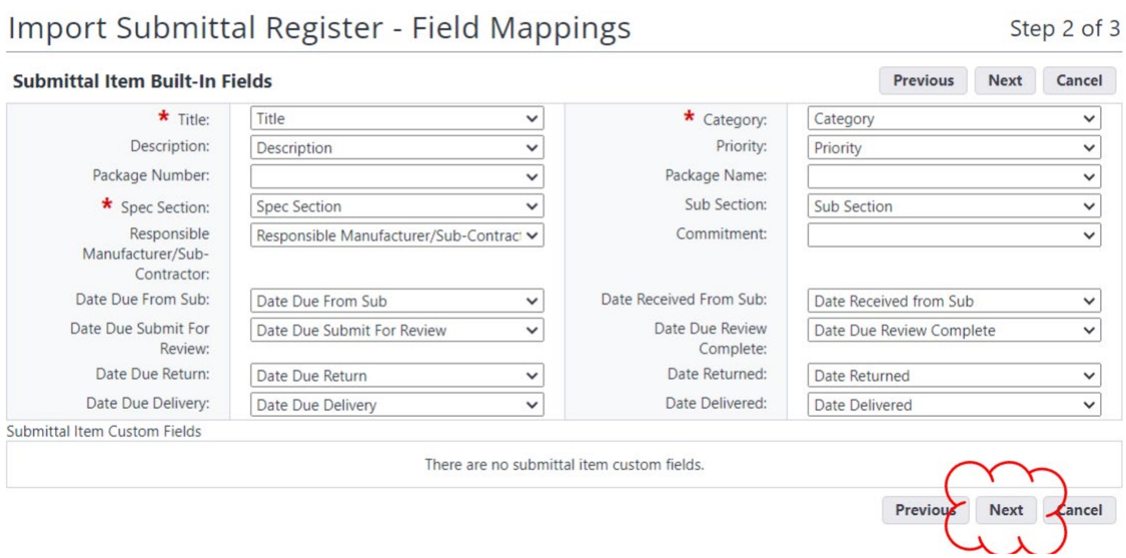
In the project, navigate to Submittals > Submittal Register, then click "Import"



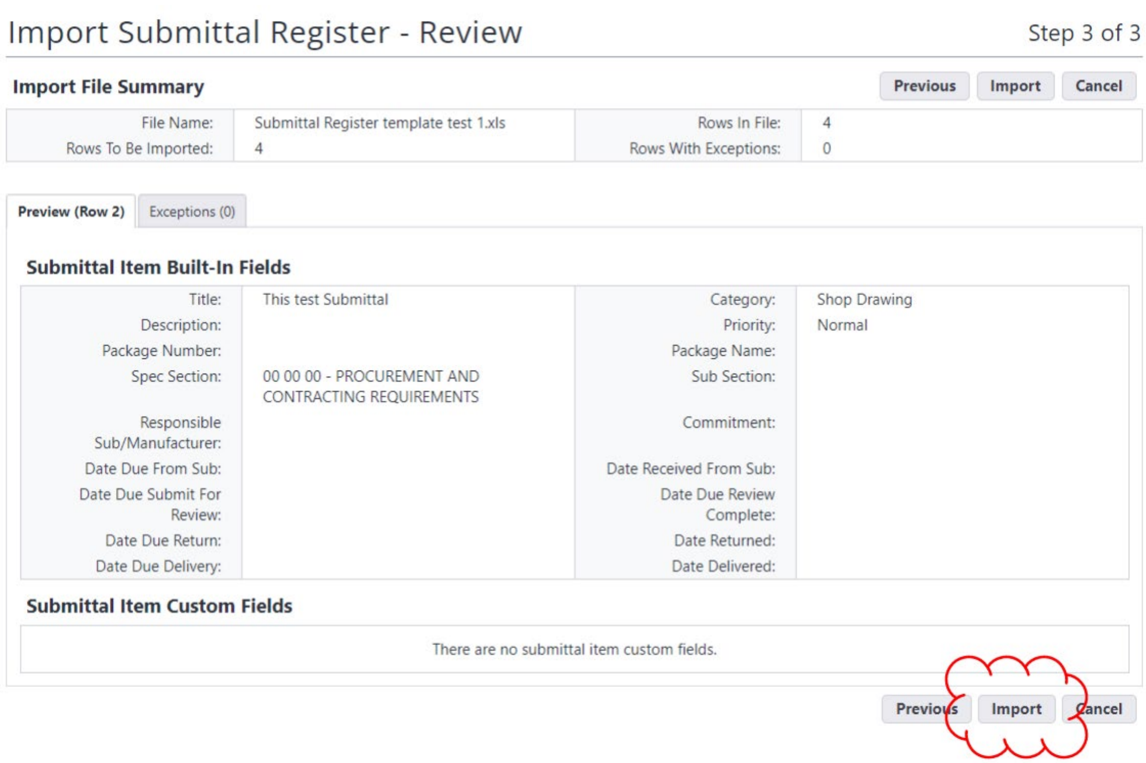
In the next screen, click “Choose File”. Navigate to where your import file is located and select it. Then click “Next”.



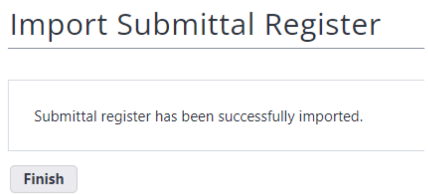
Then click “Next.”



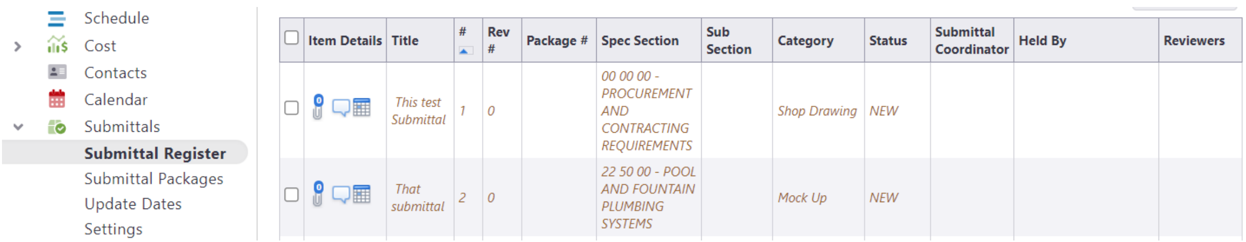
Then click “Import”.



Then click "Finish."



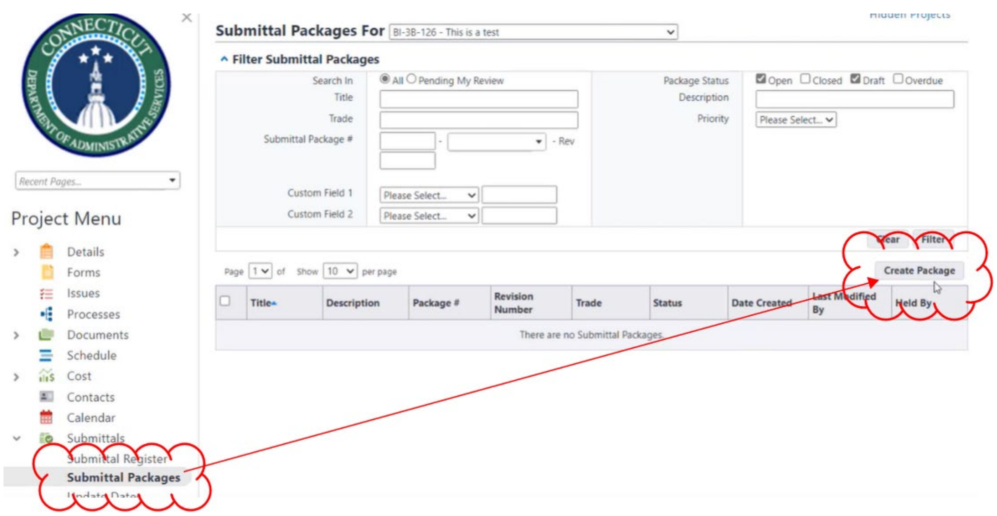
The submittals should appear as drafts in the Submittal Register for the project.



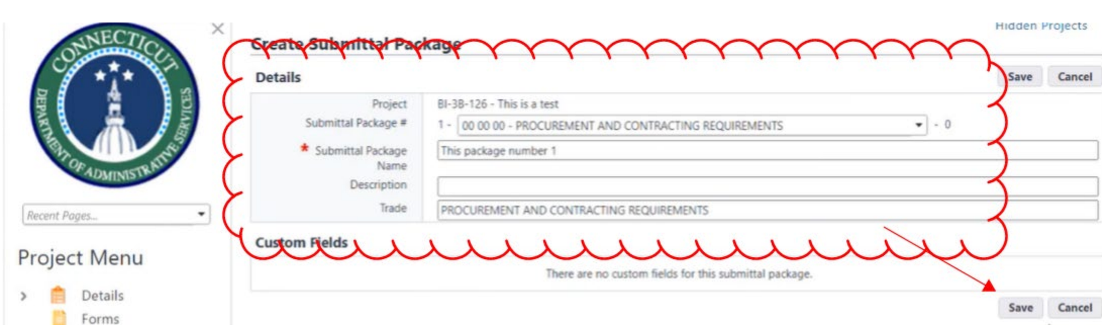
Continue with the instructions in 25.04 for uploading attachments into the draft submittal items.

25.05 Creating Submittal Packages (GC or CMR).

Submittal packages can be created by clicking on Submittal Packages and then clicking the "Create Package" button.

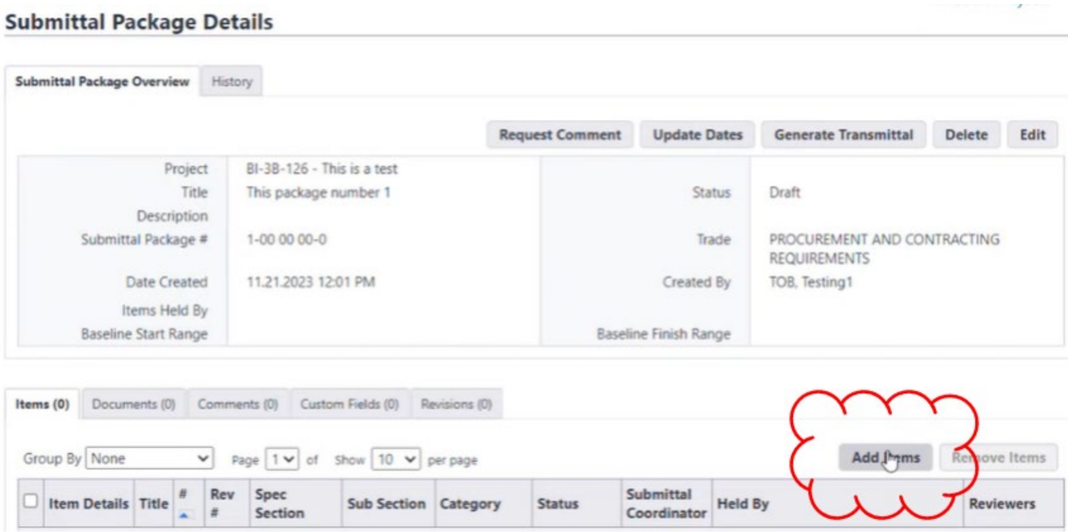


Select the specification section of the package in the "Submittal Package Number" field, enter its "Submittal Package Name" and any other relevant information and click the Save button.

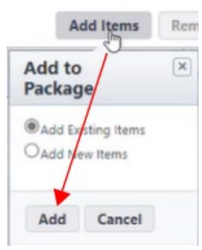


25.06 Adding Submittals to Submittal Packages (GC or CMR).

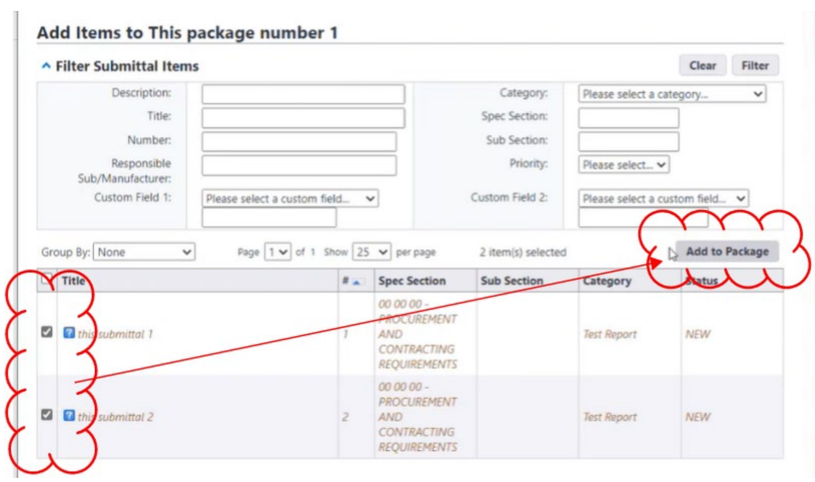
Once a submittal package is saved, submittals can be added to it by clicking the "Add Items" button.



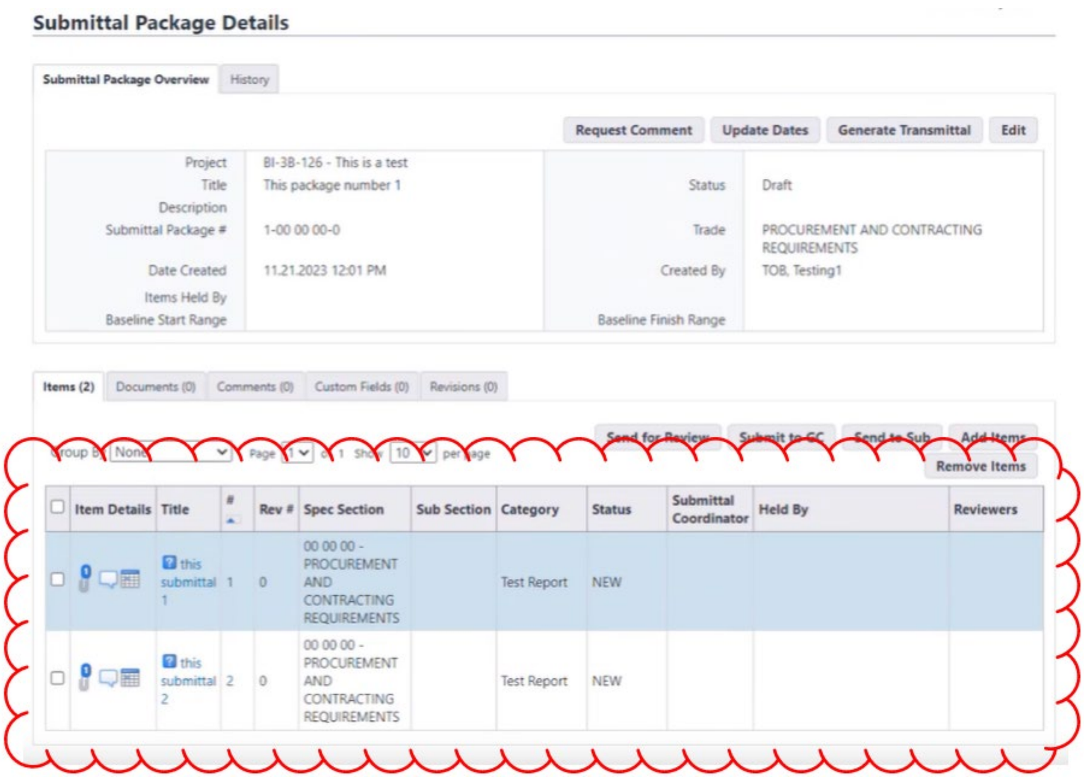
The user will be able to create new submittals but keeping the setting to "Add Existing Items" & clicking "Add" will allow submittals that are in the Submittal Register to be added to the submittal package.



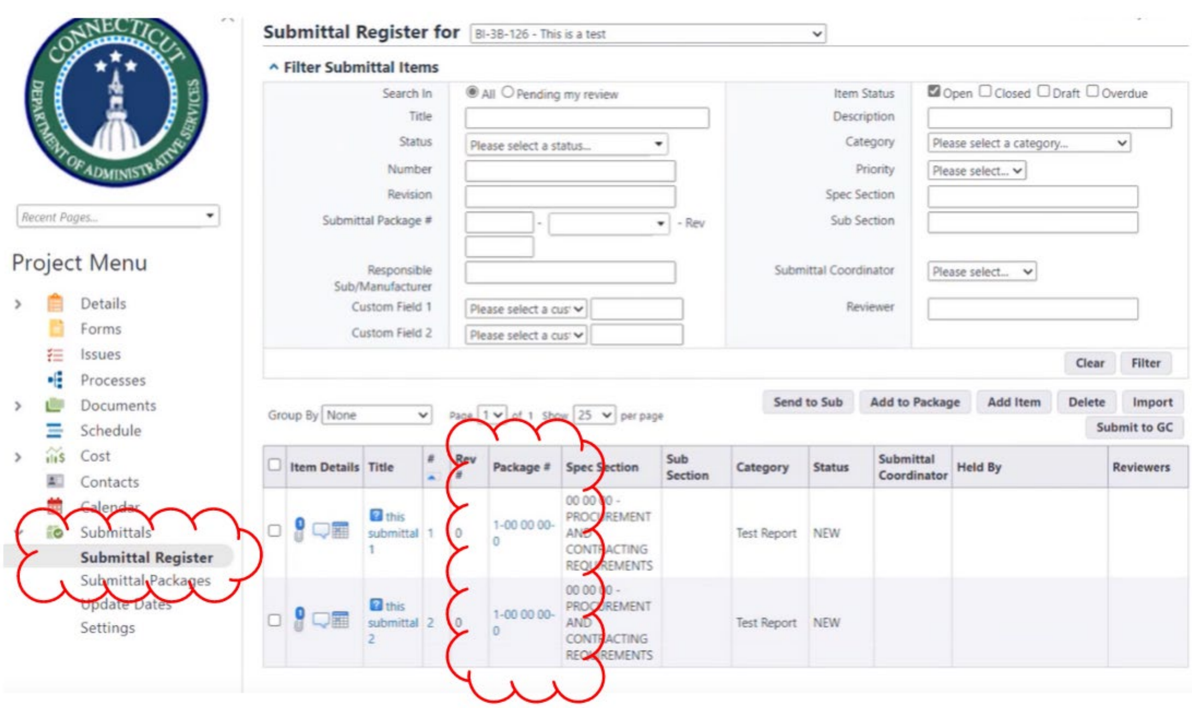
In the pop-up box that appears, mark the check boxes next to the submittals to be linked to the submittal package and click the "Add to Package" button. (Note that the top of the pop-up box has filters that allow the user to find submittals more easily in the Submittal Register, if there are many.)



After clicking "Add to Package", the user will be asked to confirm the addition, and then the submittals will be added to the submittal package.

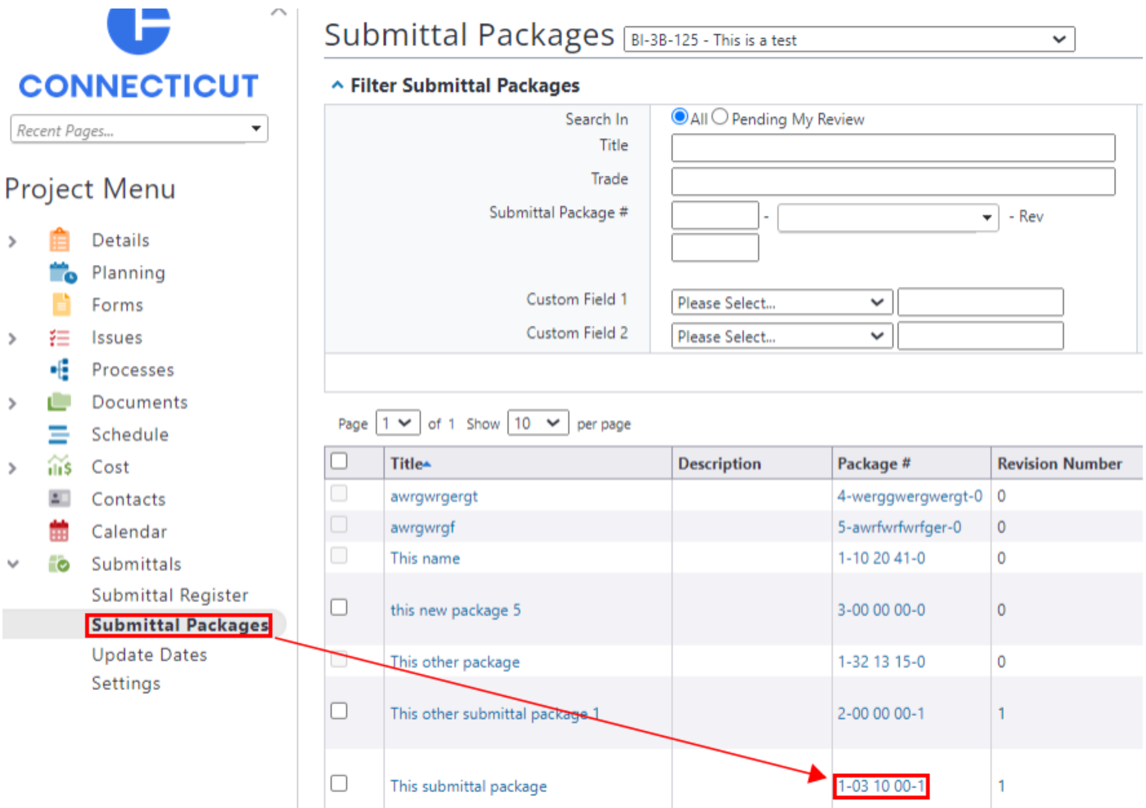


Note that the submittals brought into the submittal package now appear in the Submittal Register as "Open", rather than "Draft", and show what submittal package they are in.

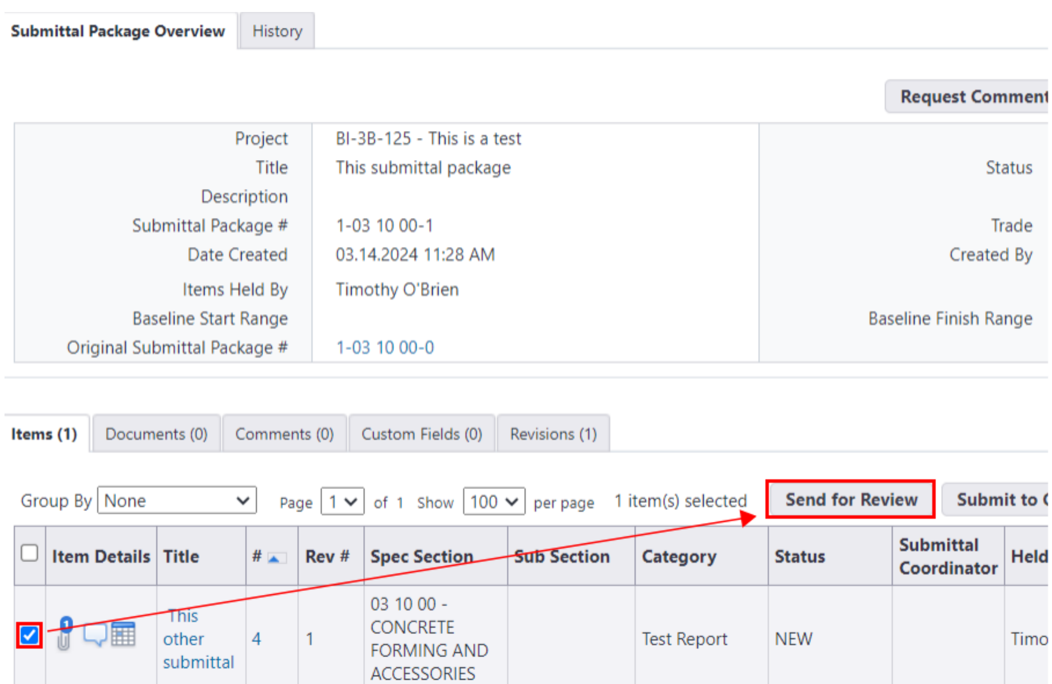


25.07 Sending the submittal package to the CA (GC or CMR).

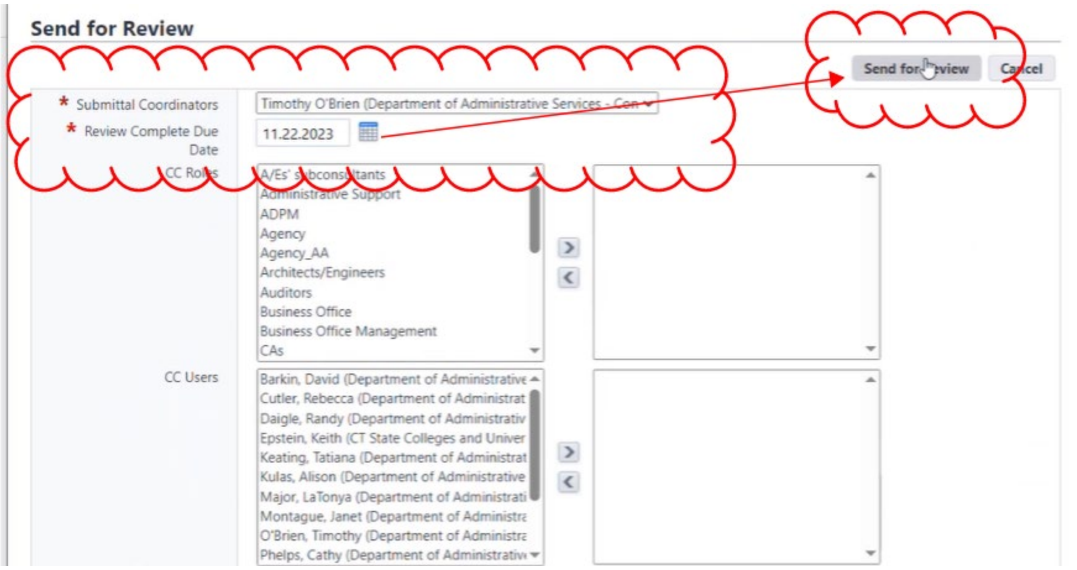
Click on "Submittal Packages" to see the list of submittal packages, then click the check box next the submittal package containing the submittal item(s) to be sent to the CA.



Click the check box next the submittal item(s) to be sent to the CA and click "Send for Review".



A pop-up box will open after clicking "Send for Review". The Submittal Coordinator(s) will be pre-populated, but the user will be required to enter a "Review Complete Due Date" and will have the option to cc others, either by user role or by name. In addition, the user can add a message regarding the submittal package in the "Message" box. Upon completion, click the "Send for Review" button.

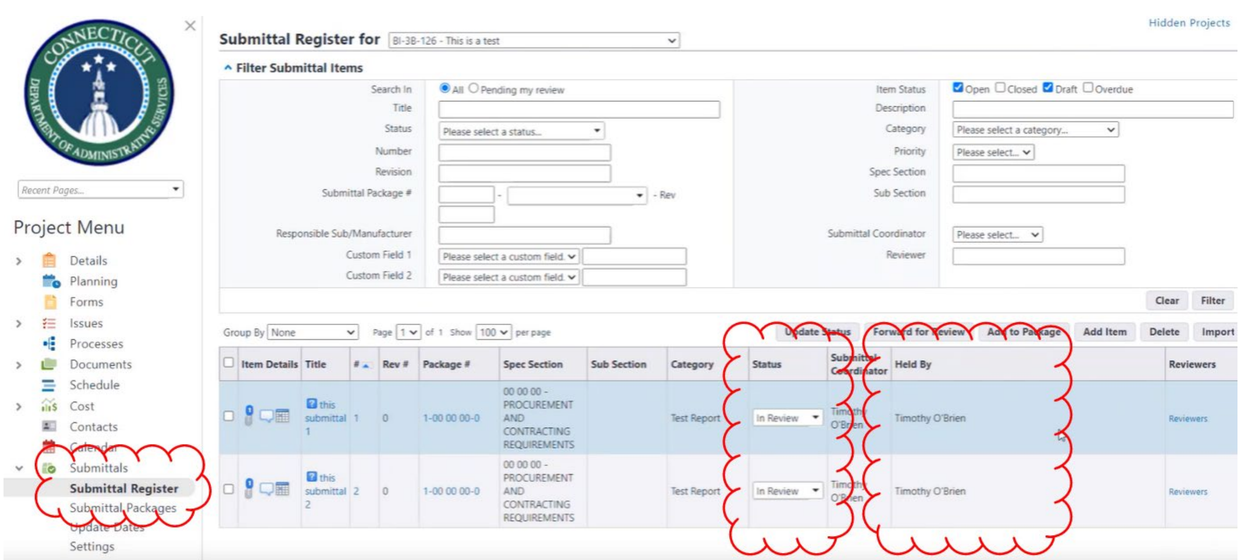


NOTE: DAS does not use the "Send to Sub" button in the e-Builder Submittals module. DO NOT CLICK THE "Sent to Sub" button.

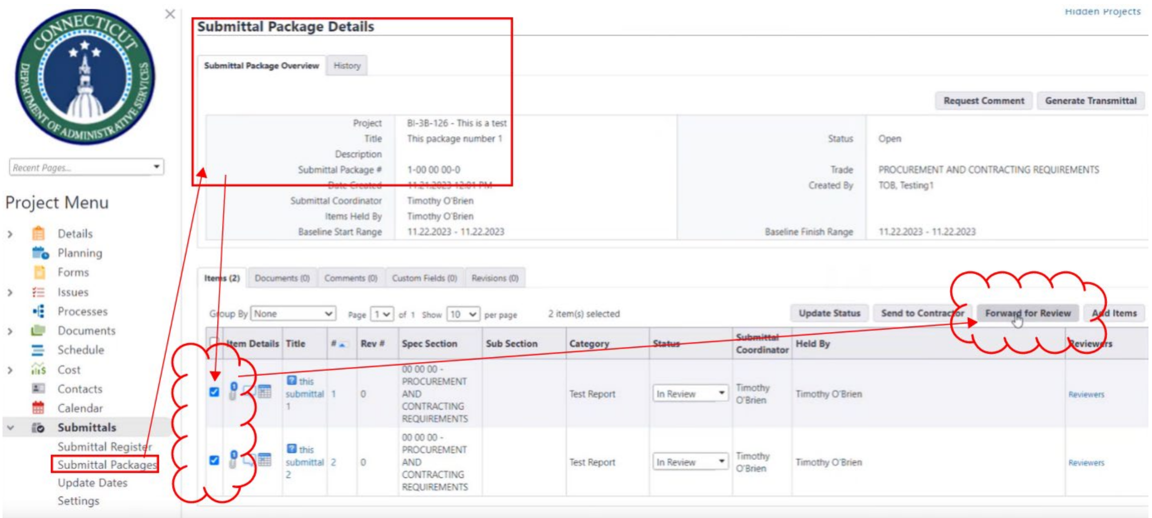
Note to GC/CMR users: Do not click the "Forward for Review" button, if you can see them.

25.08 Sending a submittal package for A/E review (CA).

When the GC or CMR has sent a submittal package to the CA (as Submittal Coordinator), the CA will be able to see, in the Submittal Register, the "Held By" field populated with whoever holds the submittals at the moment and will also see the Status field values for each submittal as toggleable. It is the CA, as Submittal Coordinator, who marks the Status of submittals in the system, based on the A/E's communication after their review. (See below.)

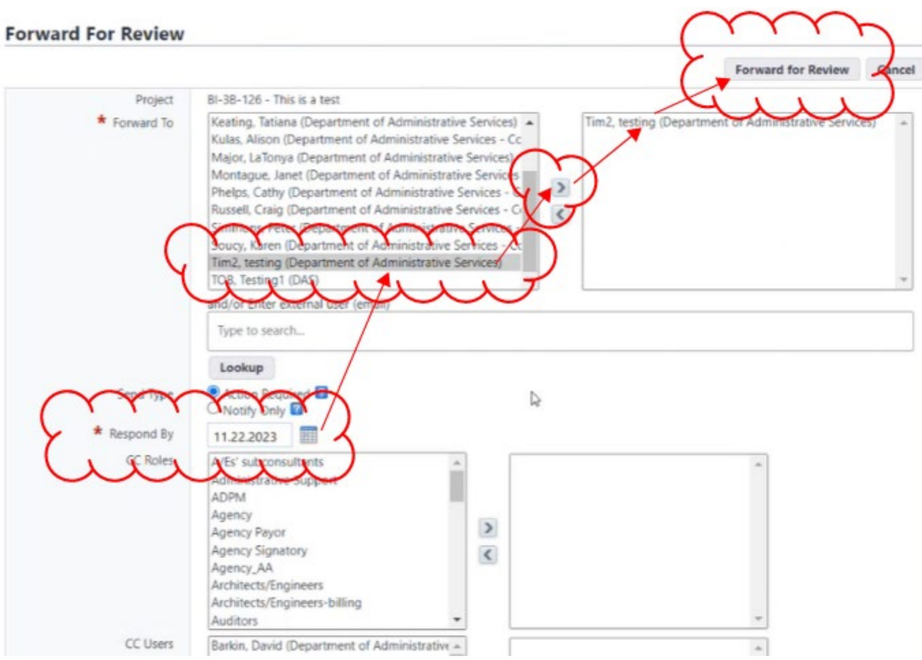


To send submittals to the A/E, the CA will locate the applicable submittal package from the Submittal Packages list and open the submittal package. In the submittal package, the CA marks the check box next to the submittals and clicks “Forward for Review.”

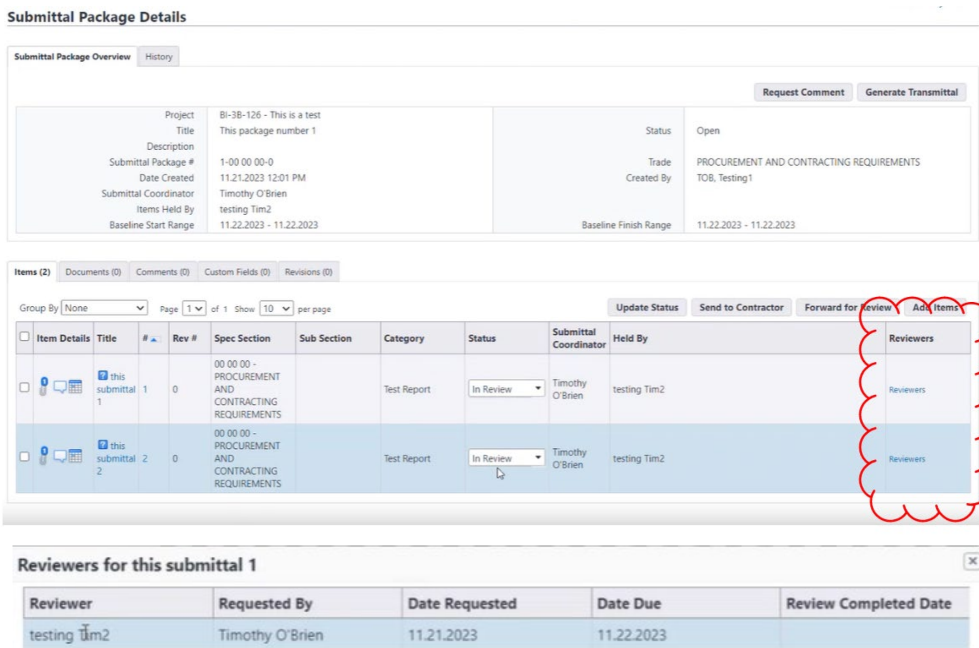


A pop-up box will appear that requires a “Respond By” date to the selected or entered. The “Forward To” box is where the CA enters the A/E users to whom the submittals will be sent for review. Note that <u>only users expected to respond should be selected</u>. Every user who is selected as a user will be expected to complete a review before e-Builder will consider the review to be complete. If reviewers are selected who do not complete a review, the CA will not be shown as the “Held By” user, even after one or some reviewers have completed their review.

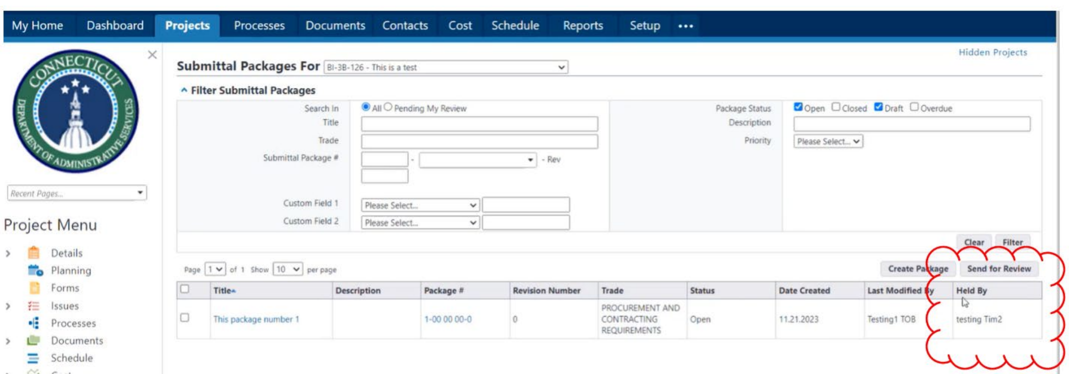
To select users, locate and click on their name(s) and click the right arrow button. There are optional boxes to cc others, either by user role or by name and a message box to add a text message. (Note that there is also a “Notify Only” optional choice, as opposed to the “Action Required” option.) To complete the send action, click the “Forward for Review” button.



The links in the Reviewers column show who the reviewers are.

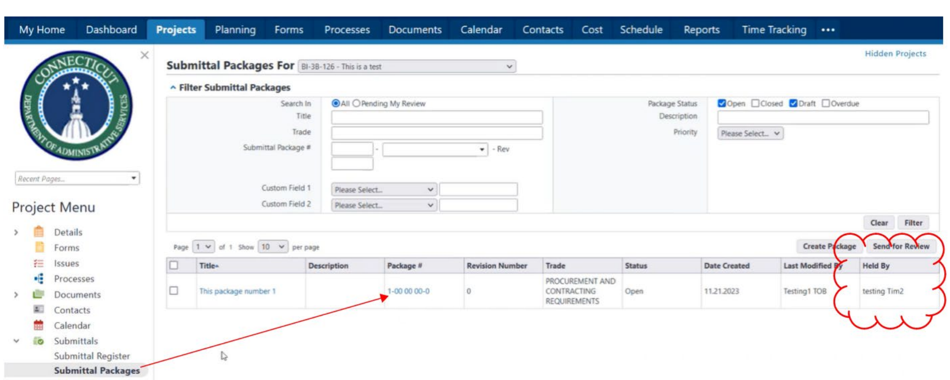


The “Held By” column, shown here in Submittal Packages, identifies who has the item, ball-in-court.

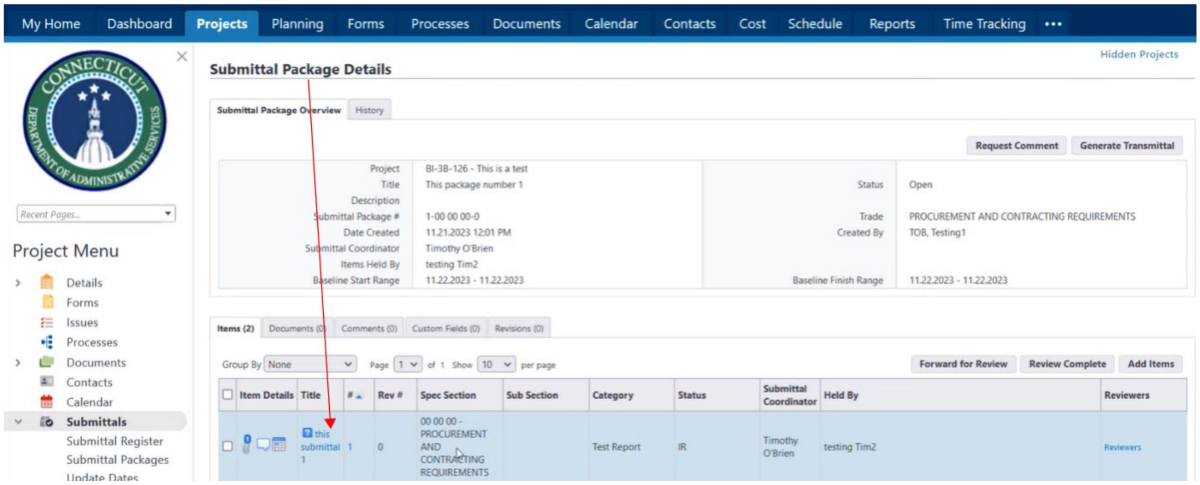


25.09 Submittal Review by A/E Users (A/E)

When the CA has sent a submittal package to the A/E, the A/E will be able to see, in Submittal Packages, the “Held By” field populated with whoever holds the submittals at the moment. The A/E user clicks on the Package # to go into the package.

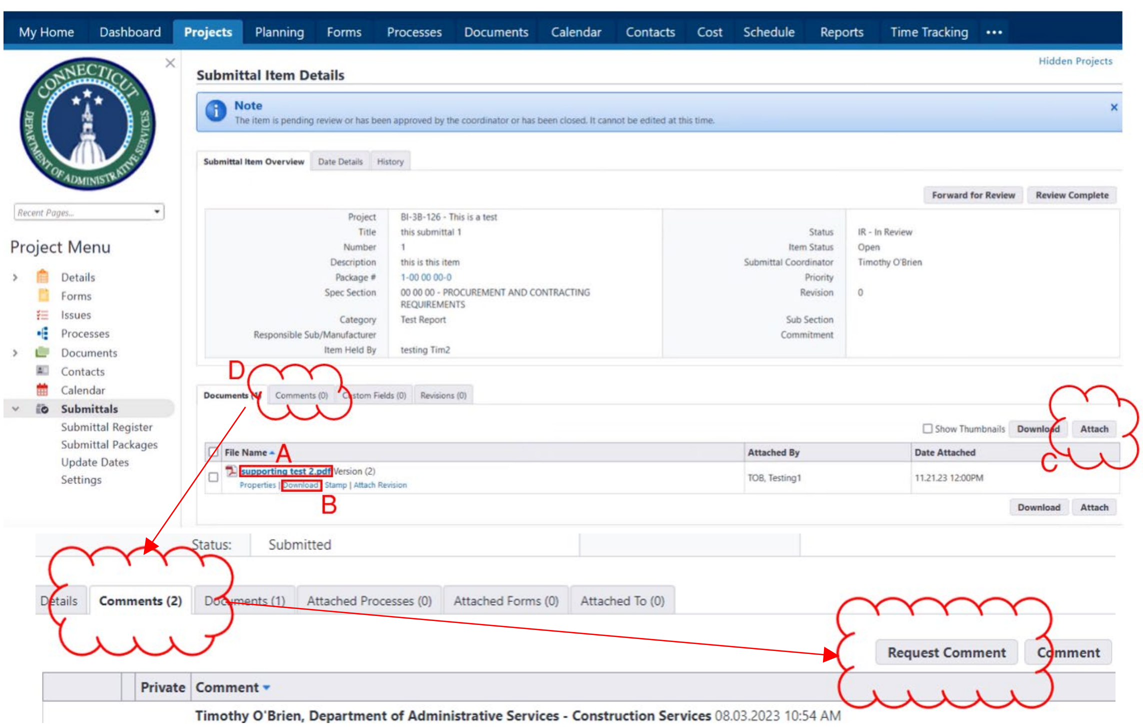


In the Submittal Package, individual submittals can be opened by clicking on the Title or # of the submittal.

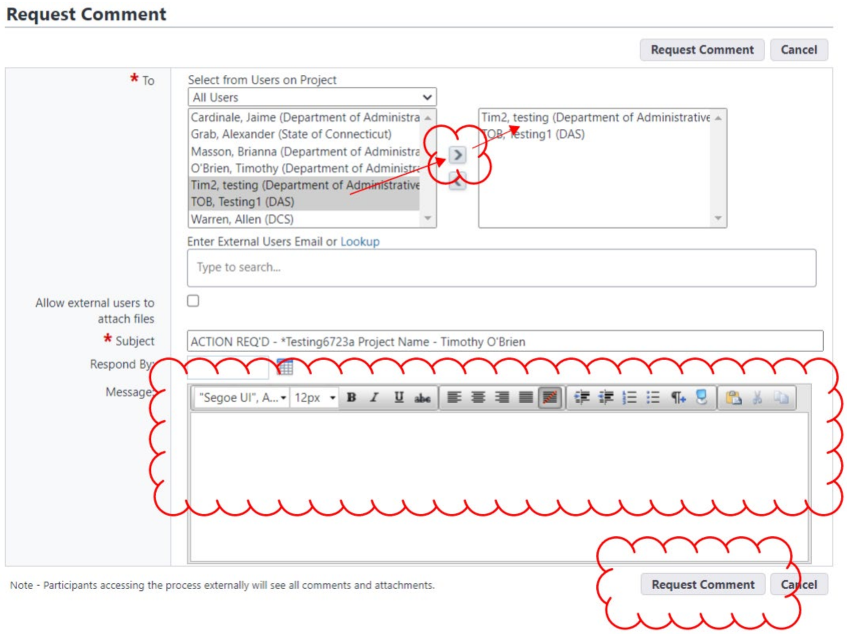


In the submittal records, under the "Documents" tab, (A) click on the file name to open a viewer to see the file and (B) click the "Download" link below the file name to download the file. Additional files can be attached by (C) clicking the "Attach" button and (D) click the Comments tab to add or request a comment. In addition to noting the A/E marking/stamp when sending the package back to the CA, the A/E should also note the marking in the comments of each submittal.

While the "Forward for Review" option does allow the A/E user to add subconsultants as reviewers, The A/E user should note that <u>only users expected to respond should be selected</u>. Every user who is selected as a user will be expected to complete a review before e-Builder will consider the review to be complete. If reviewers are selected who do not complete a review, the CA will not be shown as the "Held By" user, even after one or some reviewers have completed their review.

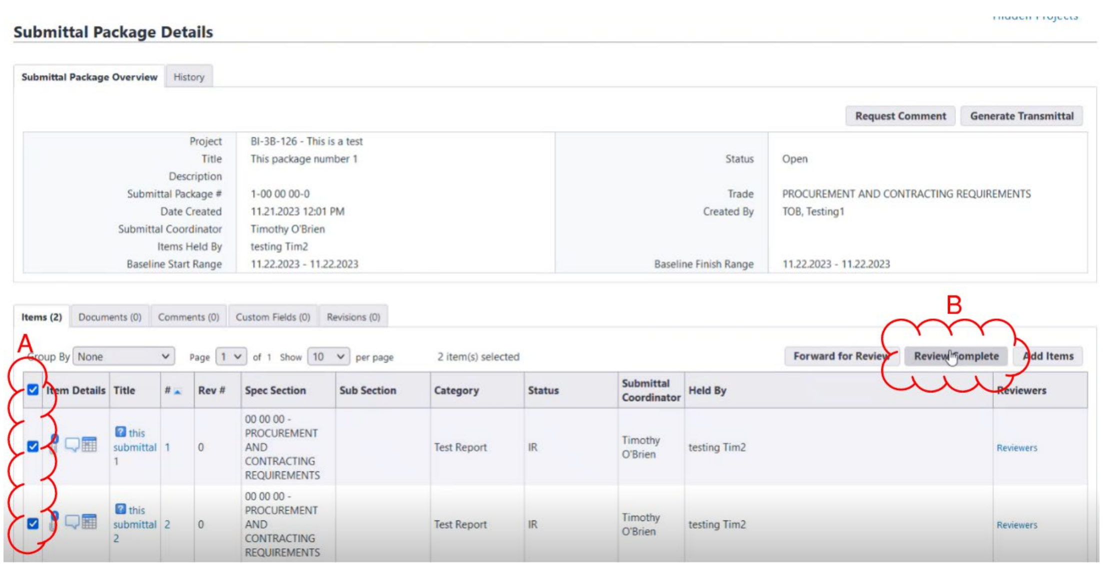


The A/E user may, optionally, use the “Request Comment” option to request review by subconsultants. After clicking “Request Comment”, a pop-up will appear that allows the A/E to select their subconsultant users in the “To” field by selecting their names and pressing the “>” to move them to the right panel. The “Message” field allows the A/E user to provide instructions to the subconsultants. Upon completion, click the “Request Comment” button to send the notification to the subconsultant.



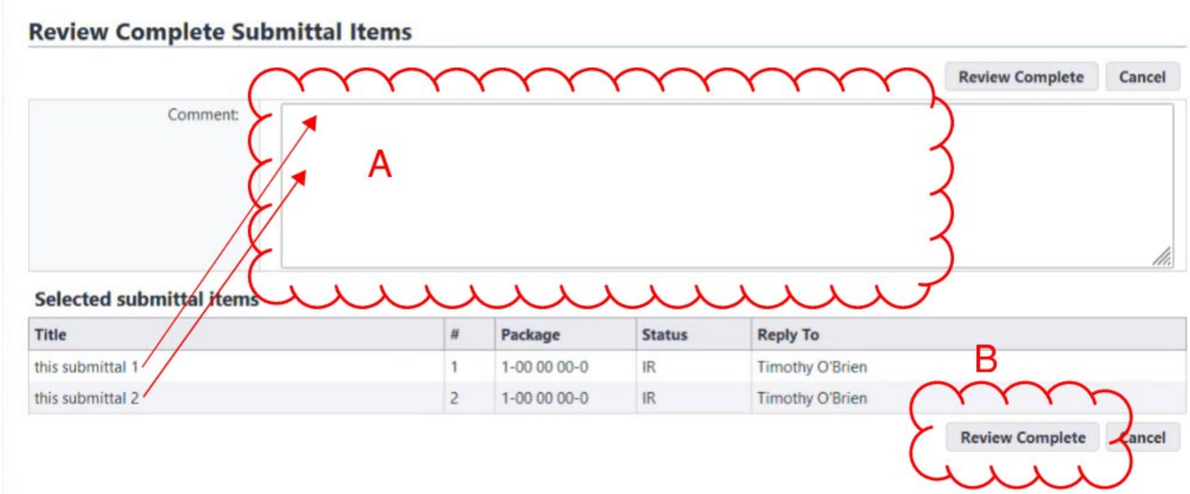
When the subconsultant responds, their comments will be in the Comments tab of the submittal instance.

To complete the review and return the submittals to the CA, the A/E goes into the Submittal Package, (A) selects the applicable submittals and then (B) clicks “Review Complete”.



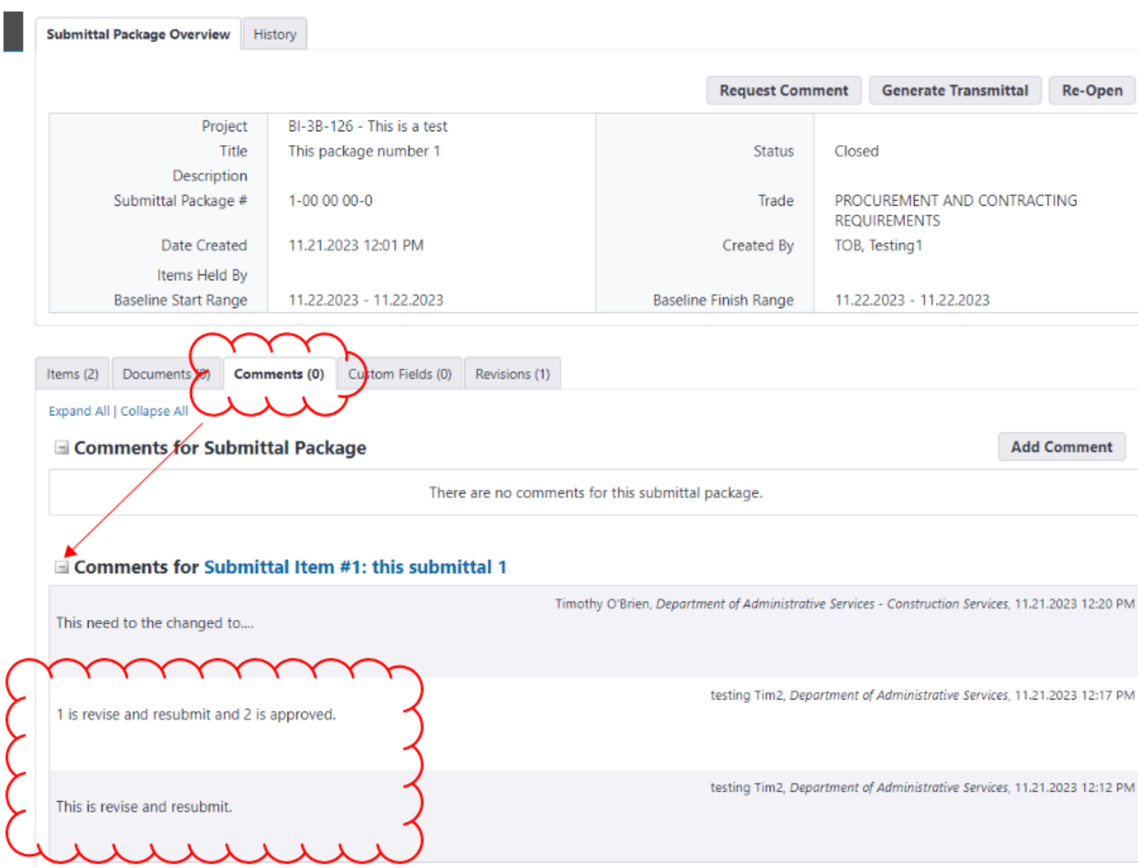
A pop-up screen will appear to allow confirmation.

Very important: (A) The A/E needs to note, for each of the submittals being sent back to the CA, what their marking is. The CA controls the toggle on the Status column for submittals, so this message is important to inform the CA what the A/E stamp says. Then, (B) click "Review Complete".

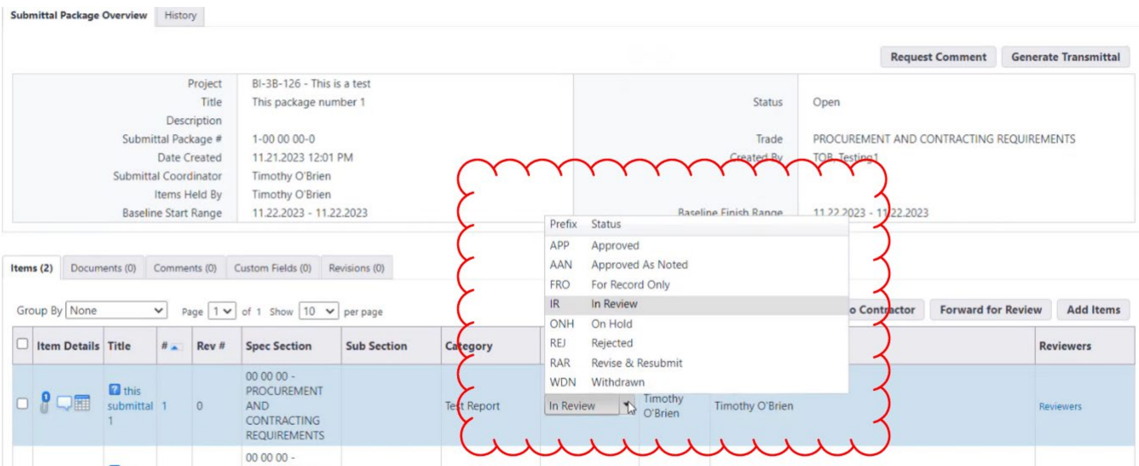


25.10 Return of submittals to GC/CMR (CA)

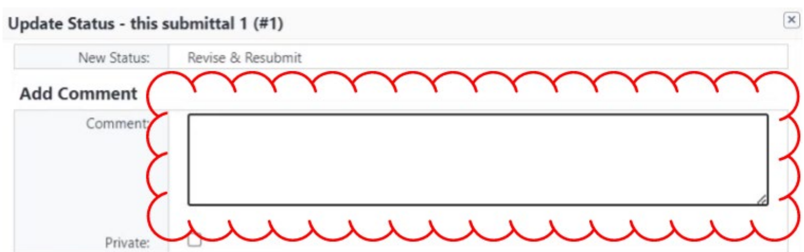
When the A/E has returned a submittal package, the CA will click on the "Comments" tab to review the comments left by the A/E. Click the "+" sign to the left of the submittal name, as shown below, to open the comments. The comments will also appear in the submittal items, themselves.



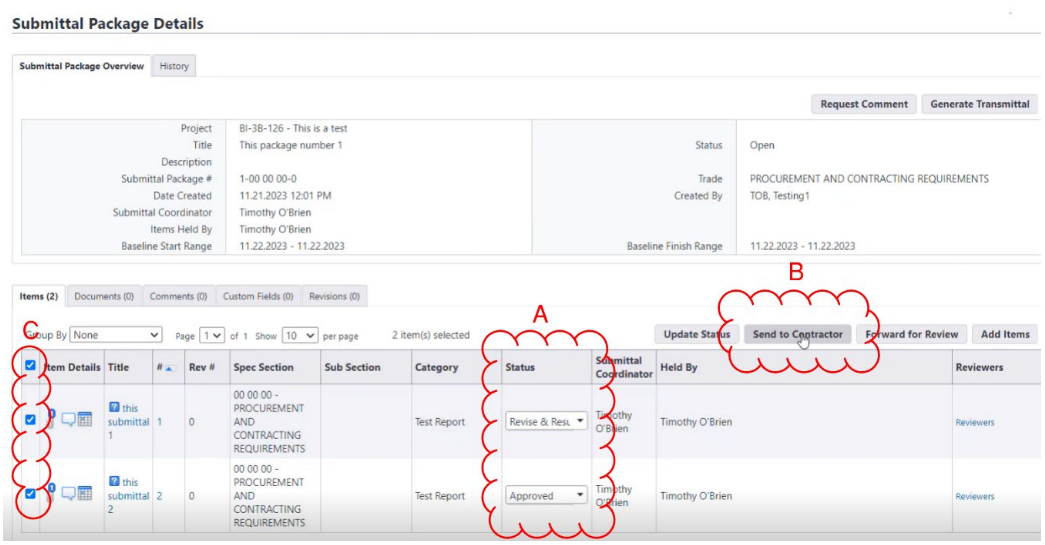
While in the submittal package, click on the "Items" tab, then click the arrow in the Status field in the row of a submittal, and then select the marking indicated by the A/E.



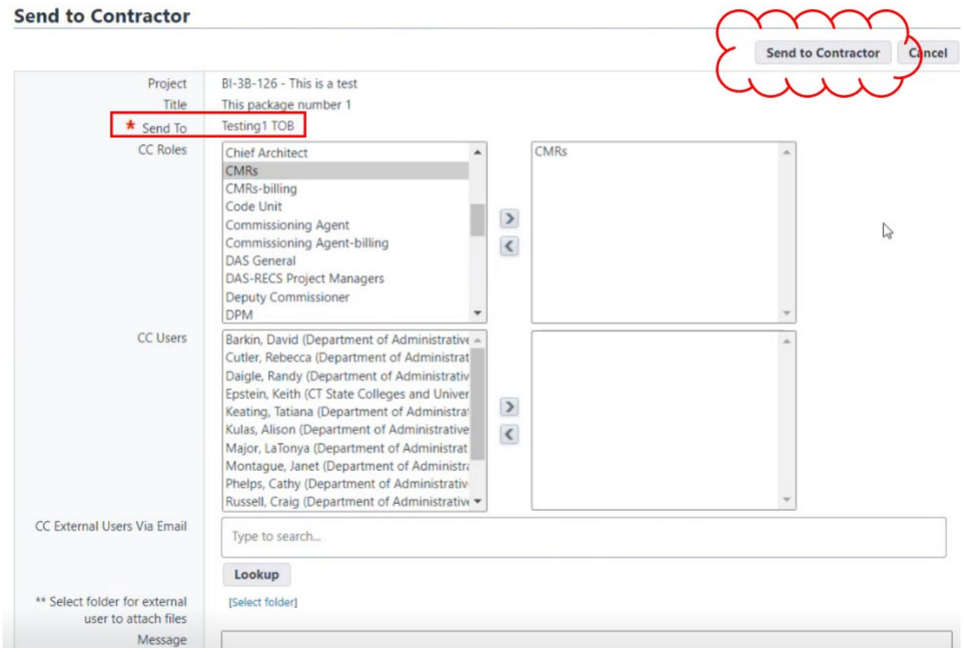
This will prompt the CA to enter a comment about the action.



In the submittal package, after (A) updating the statuses of the submittal items, the CA then (B) selects all of the submittal items and (C) clicks "Send to Contractor."

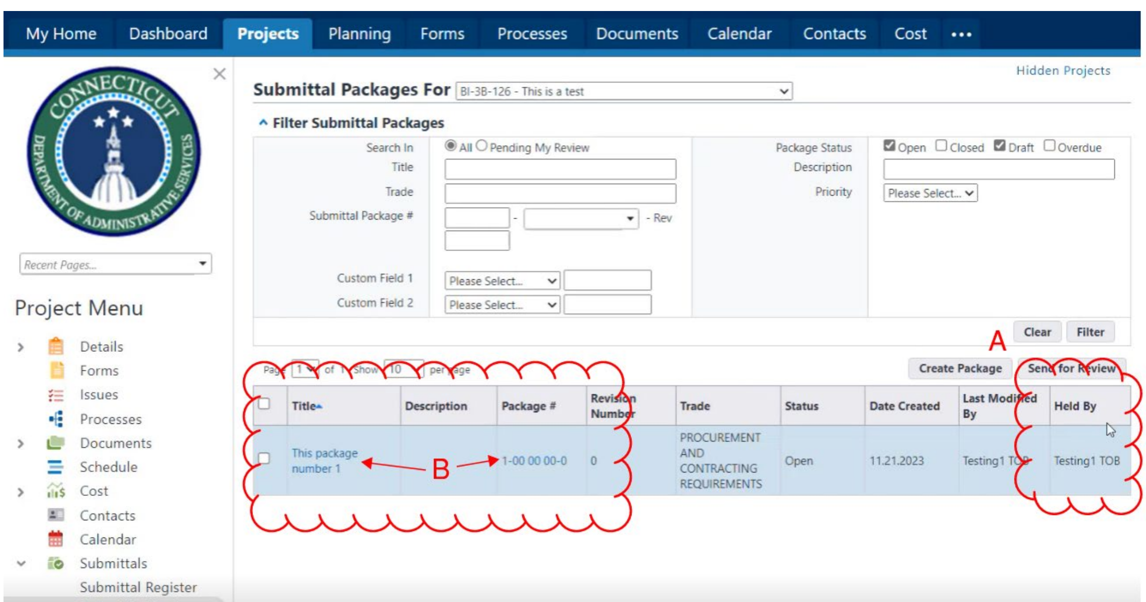


A pop-up will appear. The CA can provide a comment in the message box if applicable, then click "Send to Contractor."

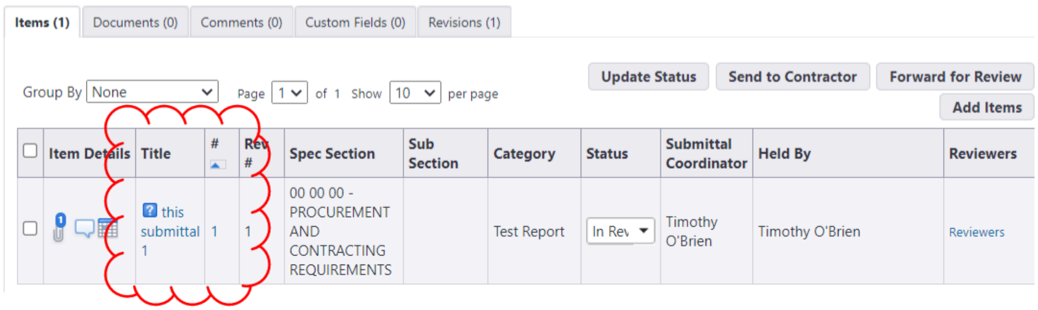


25.11 Closing Returned Submittals (GC or CMR)

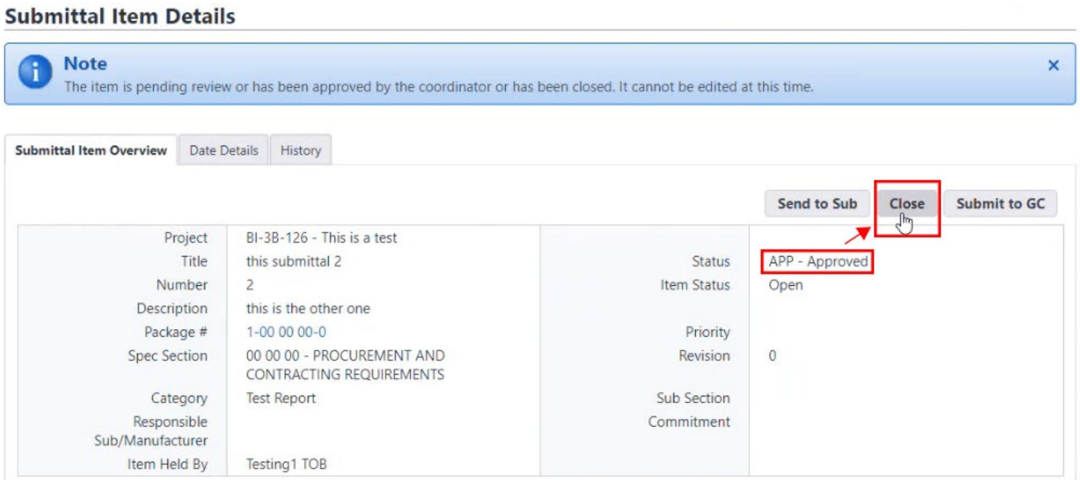
The GC or CMR will receive notification that the submittal package has been returned and can find the submittal package in the Submittal Packages list. Noting that (A) the submittal package is now held by them, as users, (B) the GC or CMR click on the submittal package title or package number.



After opening the package, click on a submittal's title or # to open the submittal, or open the submittal from the Submittal Register.



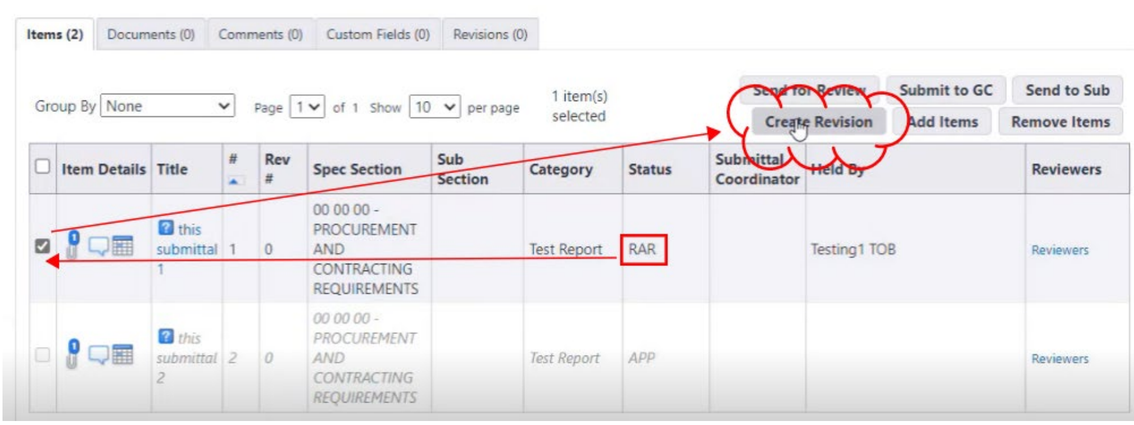
If the submittal is approved, it can be marked by the GC or CMR as closed by clicking the "Close" button. (Note that the "Close" button then changes to a "Re-Open" button, allowing for the submittal to be re-opened.)



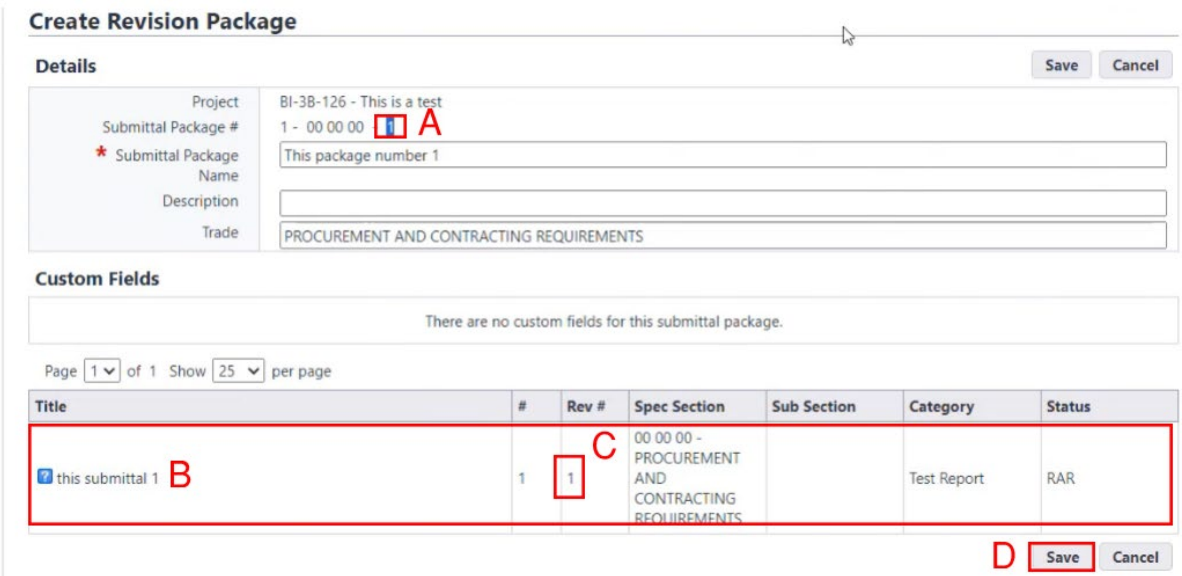
Refer to Section 25.03 for instructions on how to use filtering to list submittals that are Draft, Open and Closed.

25.12 Revision Submittals

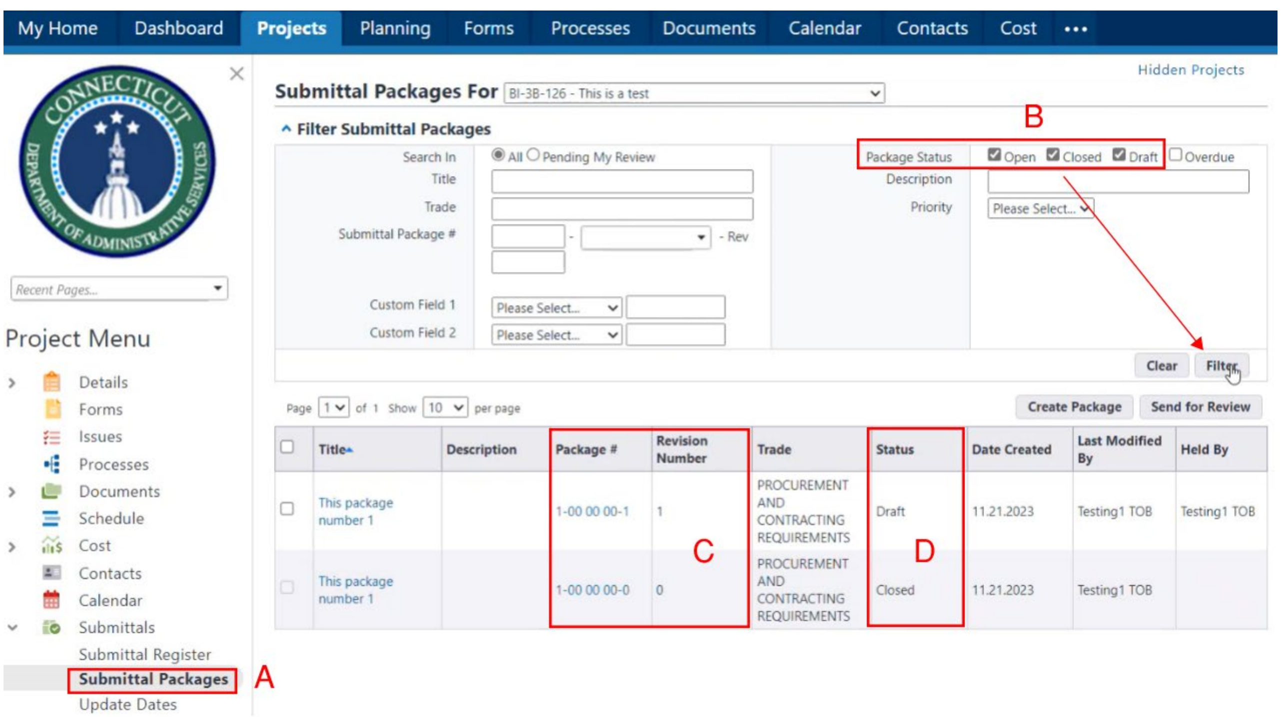
If a submittal package contains one or more submittals that have a "RAR" (Revise and Resubmit) Status, check the box(es) to the left of the submittal(s) and then click the "Create Revision" button.



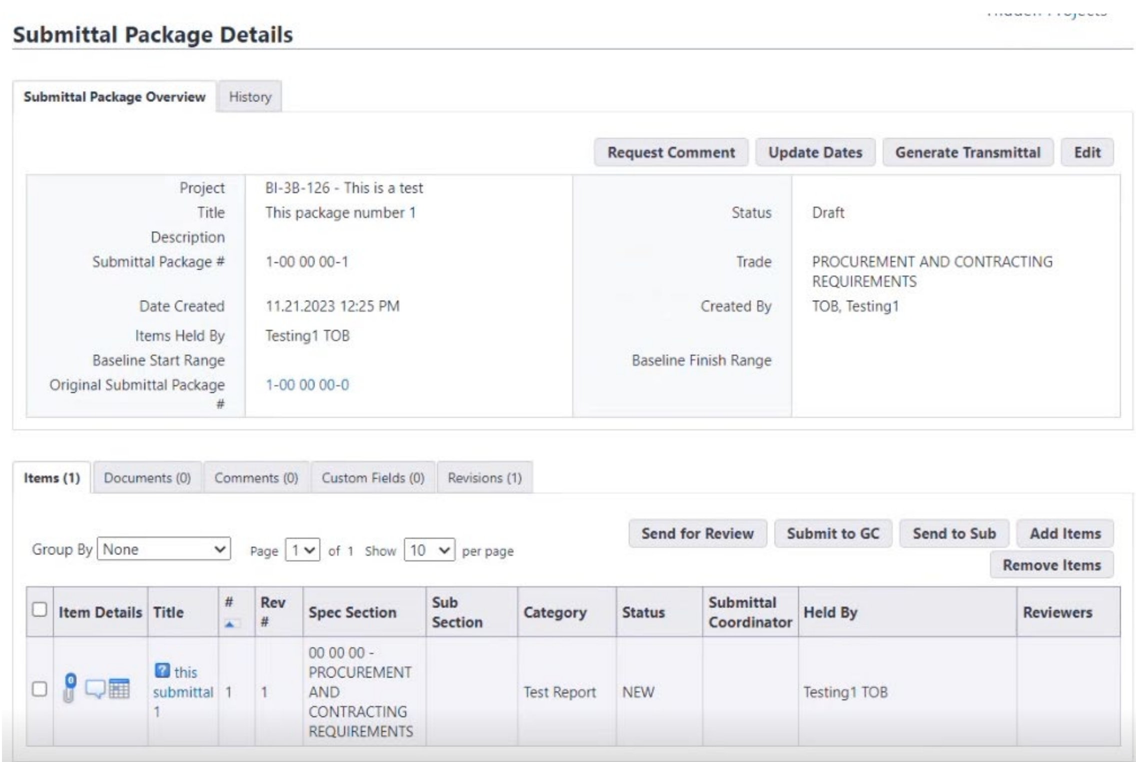
That brings up a screen for the creation of a revised submittal package. The revised package (A) has the same package number as the package being revised, except that the revision number is incremented up by 1; (B) contains a newly created revised submittal (or multiple revised submittals, if multiple submittals require revision); and (C) the revised submittal, itself, is identified by an increased revision number, incremented up by 1. If is all correct, (D) click Save.



The default views in the Submittal Packages list and the Submittal Register will now only show the revised version of each. The original version can still be seen, using the filter controls. For example, (A) in the Submittal Packages list, (B) select the filter options for Open, Closed and Draft to (C) make both the revised and original submittal package visible. The (D) Status of each option will be displayed.



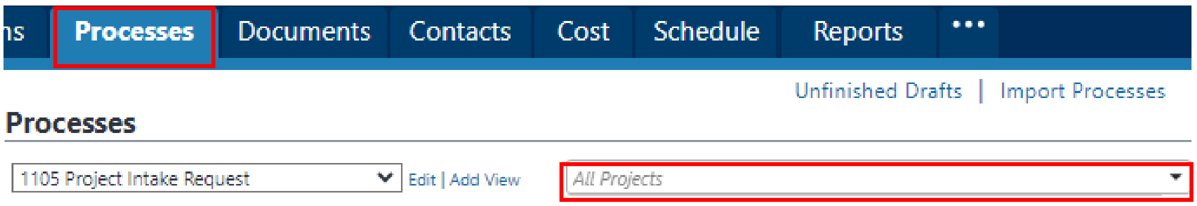
The GC or CMR can access the revised submittal package and upload attachments and comments to the revised submittal, which is now linked to the submittal package. Upon completion, the GC or CMR would follow the steps outlined in Section 25.07 to send the submittal package to the CA.



Section 26: 7989 AA Project Closeout

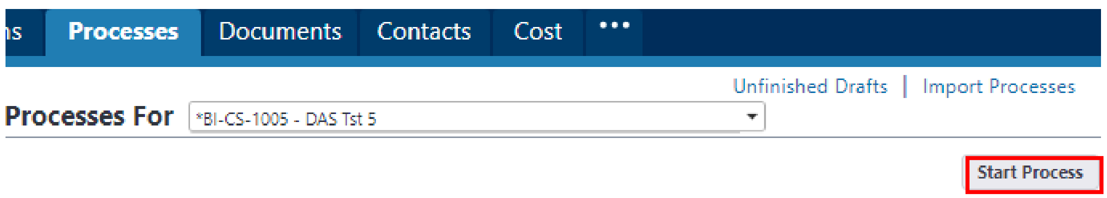
26.01 Accessing the Process

Log in to e-Builder. On your homepage, go to the "Processes" tab and select the AA Project you want to closeout from the "All Projects" dropdown list.

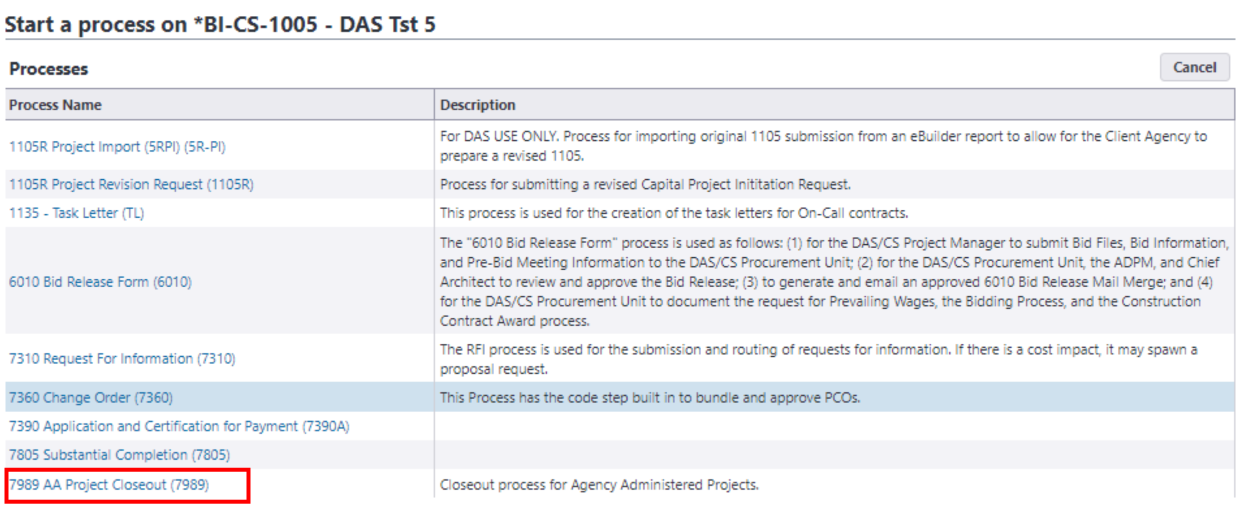


26.02 Form 7989 – AA Project Closeout (Process Initiator)

Click the "Start Process" button.



Click on the link entitled "7989 AA Project Closeout (7989)".

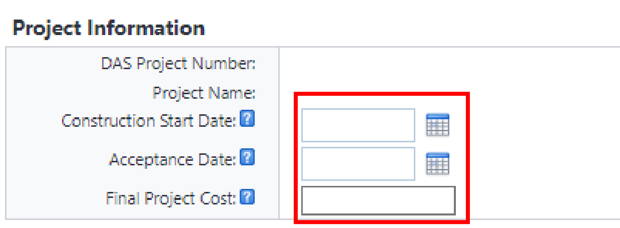


Start a process on *BI-CS-1005 - DAS Tst 5

Processes Cancel

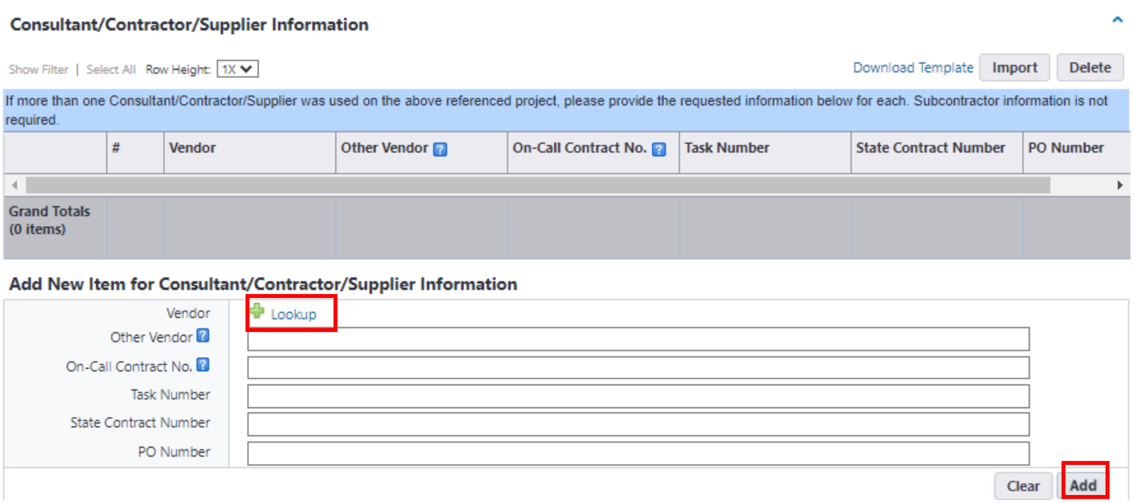
Process Name	Description
1105R Project Import (5RPI) (5R-PI)	For DAS USE ONLY. Process for importing original 1105 submission from an eBuilder report to allow for the Client Agency to prepare a revised 1105.
1105R Project Revision Request (1105R)	Process for submitting a revised Capital Project Initiation Request.
1135 - Task Letter (TL)	This process is used for the creation of the task letters for On-Call contracts.
6010 Bid Release Form (6010)	The "6010 Bid Release Form" process is used as follows: (1) for the DAS/CS Project Manager to submit Bid Files, Bid Information, and Pre-Bid Meeting Information to the DAS/CS Procurement Unit; (2) for the DAS/CS Procurement Unit, the ADPM, and Chief Architect to review and approve the Bid Release; (3) to generate and email an approved 6010 Bid Release Mail Merge; and (4) for the DAS/CS Procurement Unit to document the request for Prevailing Wages, the Bidding Process, and the Construction Contract Award process.
7310 Request For Information (7310)	The RFI process is used for the submission and routing of requests for information. If there is a cost impact, it may spawn a proposal request.
7360 Change Order (7360)	This Process has the code step built in to bundle and approve PCOs.
7390 Application and Certification for Payment (7390A)	
7805 Substantial Completion (7805)	
7989 AA Project Closeout (7989)	Closeout process for Agency Administered Projects.

Read the "General Instructions" and fill in the applicable fields under "Project Information".

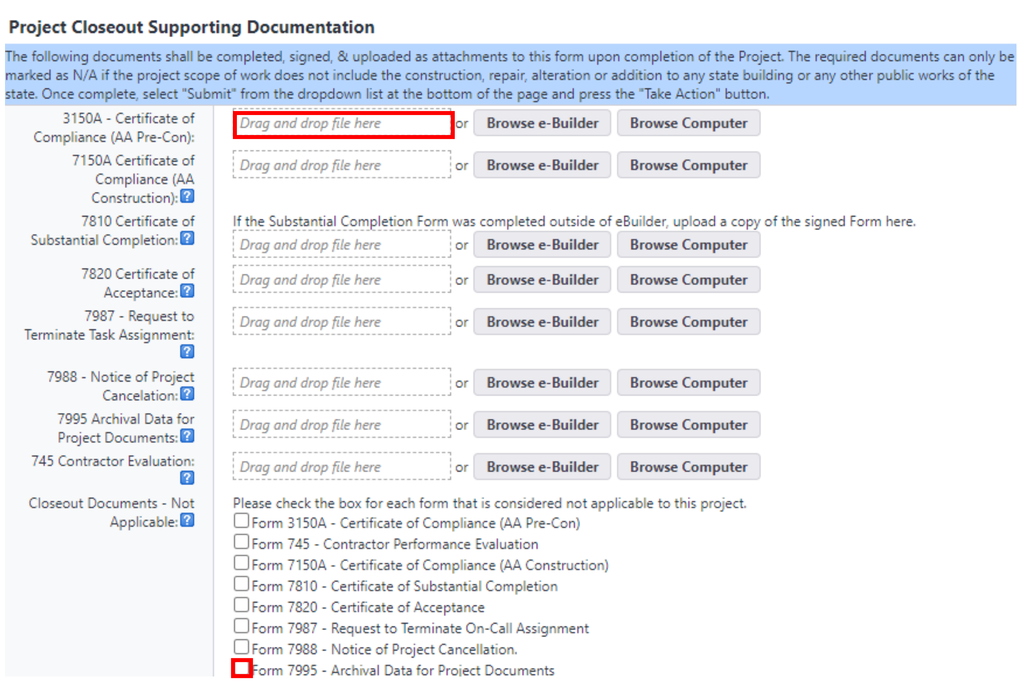


Complete the section entitled “Consultant/Contractor/Supplier Information”. To find and add a vendor, click on the “Lookup” link in the Vendor field. The first vendor input should be the project On-Call Consultant. Then, input the “On-Call Contract No.” and “Task Number” and click the “Add” button.

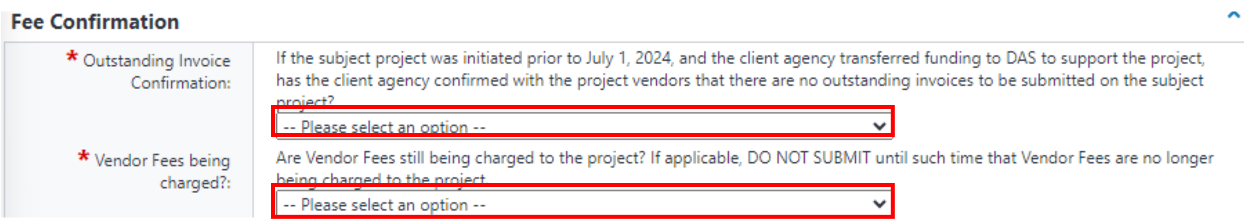
Next, click on the “Lookup” link to find and add any other Contractors that provided services on the subject project and input the Contract Number and PO Number for the subject Contractor. If the Contractor is not listed in “Lookup”, provide the name of the Contractor in the “Other Vendor” field and click the “Add” button upon completion. Repeat this process for each Contractor having performed Work on the project.



Next, complete the “Project Closeout Supporting Documentation” section. Drag and drop executed copies of the subject project closeout forms into their respective fields. If the form submission is not applicable (the project scope of work does not include the construction, repair, alteration or addition to any state building or any other public works of the state), then check the appropriate “Closeout Documents – Not Applicable” field.



Next, complete the “Fee Confirmation” section. Note that if the subject project was initiated prior to July 1, 2024, and the client agency transferred funding to DAS to support the project, the client agency will need to confirm with the project vendors that there are no outstanding invoices to be submitted on the subject project and confirm with DAS/RECS that Vendor fees are no longer being charged to the project. This information is required so that all POs on the subject can be closed and the project financials can be reconciled.

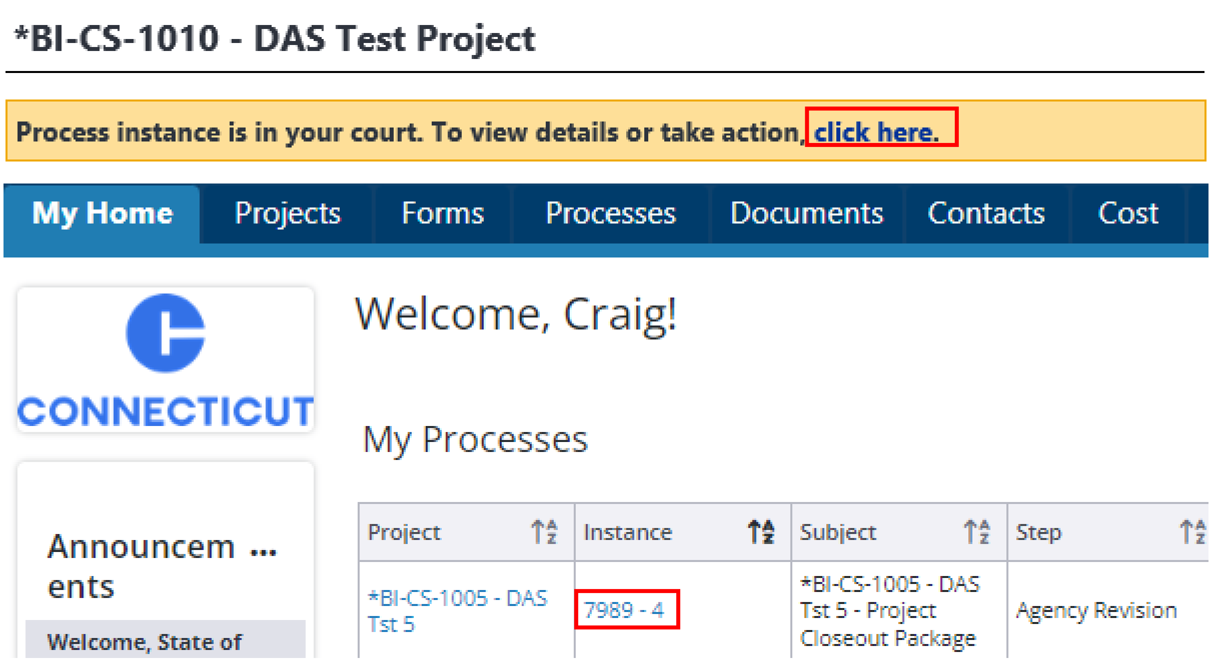


Upon completion, scroll down to the bottom of the page and click the “Take Action” button to submit your project closeout documentation. If the project closeout submission is considered incomplete, the submission will be returned to the Process Initiator, under this process instance, to provide additional information. Instructions for the additional information required will be noted under the “Comments” tab. If the project closeout submission is complete, no further action is necessary.

26.03 Closeout Package Review (CSS)

CSS will receive an email from eBuilder as notification that a Project Closeout Package has been submitted for review.

To access the process instance, either click on the link provided in the email, or log into eBuilder and select the “My Home” tab and click on the link in the “Instance” column for the subject project “Project # - Closeout Package”.



After opening the process instance, review the Form 7989 submission for completeness. Thoroughly review the “Project Closeout Supporting Documentation” section to ensure all applicable documents have been attached and signed by the respective authorized signatories, and all documents that are not applicable have been checked off accordingly.

Project Closeout Supporting Documentation

The following documents shall be completed, signed, & uploaded as attachments to this form upon completion of the Project. The required documents can only be marked as N/A if the project scope of work does not include the construction, repair, alteration or addition to any state building or any other public works of the state. Once complete, select "Submit" from the dropdown list at the bottom of the page and press the "Take Action" button.

3150A - Certificate of Compliance (AA Pre-Con):	Drag and drop file here or Browse e-Builder Browse Computer
7150A Certificate of Compliance (AA Construction):	Drag and drop file here or Browse e-Builder Browse Computer
7810 Certificate of Substantial Completion:	If the Substantial Completion Form was completed outside of eBuilder, upload a copy of the signed Form here. Drag and drop file here or Browse e-Builder Browse Computer
Substantial Completion:	If the Substantial Completion Form for this project was completed in eBuilder, click the "Lookup" link to find the process instance of the completed Substantial Completion Form and click on the instance link to add the Substantial Completion Form to the AA Project Closeout Process. [Lookup]
7820 Certificate of Acceptance:	Drag and drop file here or Browse e-Builder Browse Computer
7987 - Request to Terminate Task Assignment:	Drag and drop file here or Browse e-Builder Browse Computer
7988 - Notice of Project Cancelation:	Drag and drop file here or Browse e-Builder Browse Computer
7995 Archival Data for Project Documents:	Drag and drop file here or Browse e-Builder Browse Computer
745 Contractor Evaluation:	Drag and drop file here or Browse e-Builder Browse Computer
Closeout Documents - Not Applicable:	Please check the box for each form that is considered not applicable to this project. ☐ Form 3150A - Certificate of Compliance (AA Pre-Con) ☐ Form 745 - Contractor Performance Evaluation ☐ Form 7150A - Certificate of Compliance (AA Construction) ☐ Form 7810 - Certificate of Substantial Completion ☐ Form 7820 - Certificate of Acceptance ☐ Form 7987 - Request to Terminate On-Call Assignment ☐ Form 7988 - Notice of Project Cancellation. ☐ Form 7995 - Archival Data for Project Documents

If all required documents are complete with the appropriate signatures and all questions have been appropriately answered, select "Approve" from the dropdown list below and press the "Take Action" button.

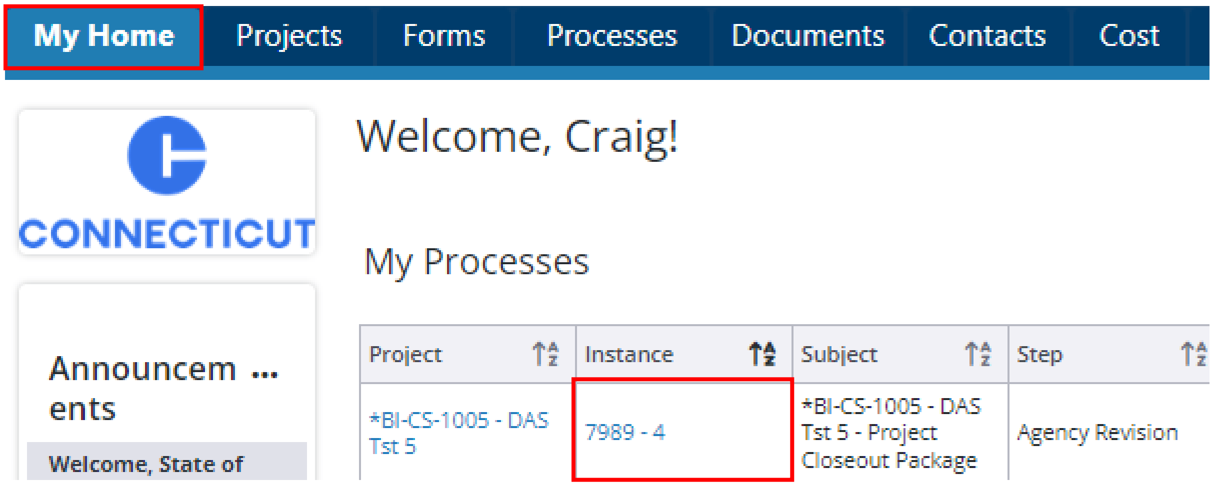
If any items are incomplete or missing from the project closeout submission, select "Return" from the dropdown list at the bottom of the page and press the "Take Action" button. You will then be prompted to provide a comment where you should note the incomplete or missing information. After entering the comment, press the "Return" button.

26.04 Closeout Package Revision (Agency PM)

If the project closeout package submitted is incomplete, the Project PM will receive an email from eBuilder as notification that the Project Closeout Package requires additional information.

To access the process instance, either click on the link provided in the email, or log into eBuilder and select the “My Home” tab and click on the link in the “Instance” column for the subject project “Project # - Closeout Package”.

Process instance is in your court. To view details or take action, click here.



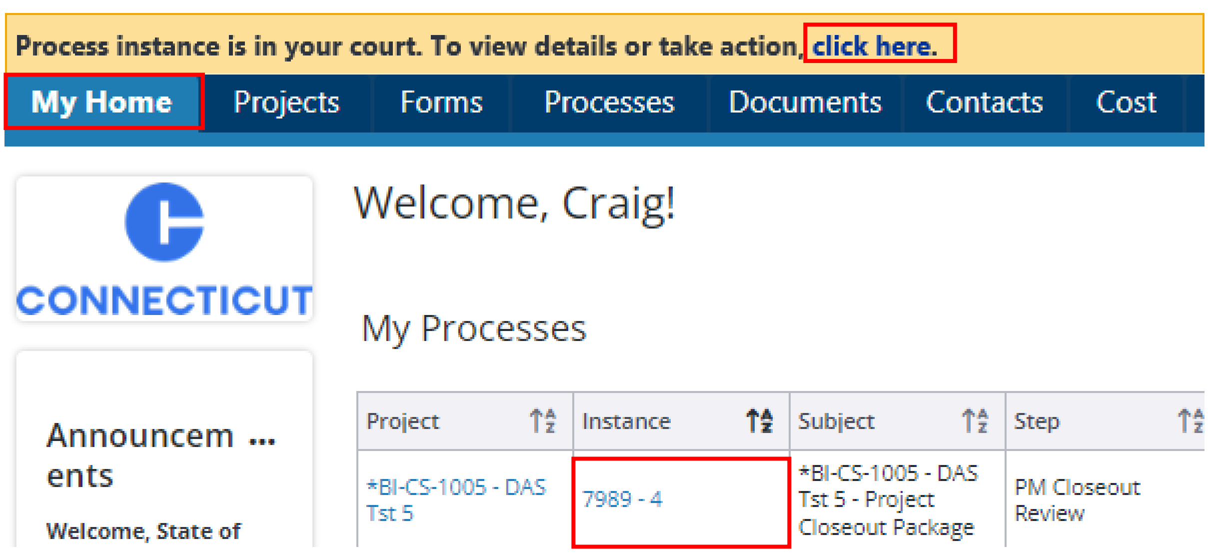
After opening the process instance, refer to the "Comments" tab for specific requirements needed to complete the submission. Ensure these requirements are met before proceeding.

After addressing all requirements, click the "Take Action" button. This will prompt you to respond to any previous comments and confirm that the submission is now complete, then click “Submit”.

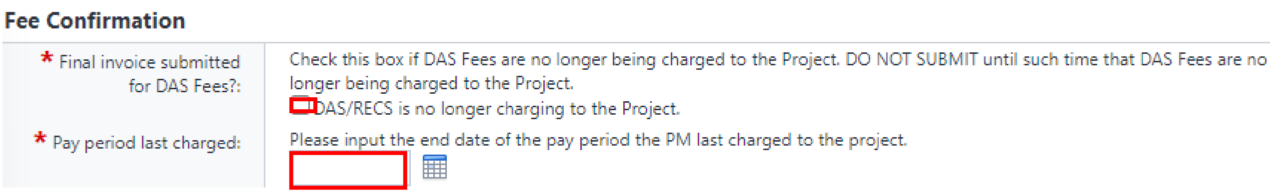
26.05 Closeout Package Review (DAS/RECS PM)

After the Agency PM has submitted the required closeout documents for an AA Project and after CSS has approved the submission as complete, the DAS/RECS PM assigned to the project will receive an email notification from eBuilder to take action.

To access the process instance, either click on the link provided in the email, or log into eBuilder and select the “My Home” tab and click on the link in the “Instance” column for the subject project “Project # - Closeout Package”.



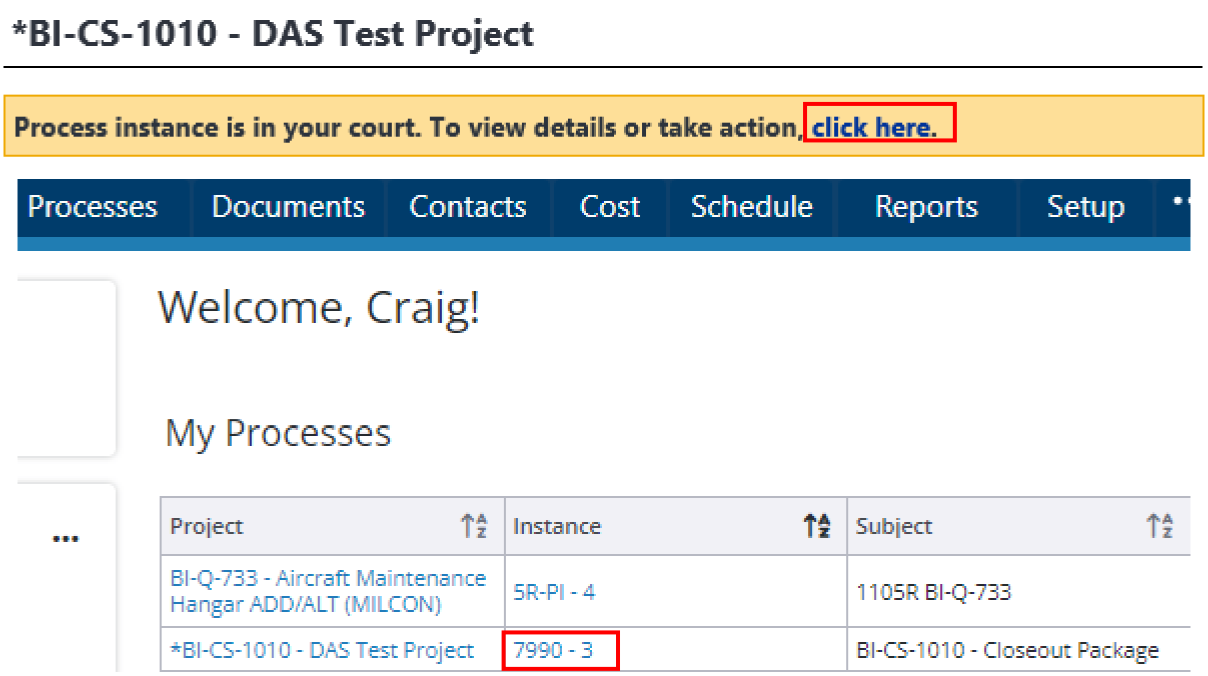
The PM should scroll down to the section entitled “Fee Confirmation” section and answer the questions accordingly. If DAS Fees are no longer being charged to the project, click the “Take Action” button.



26.06 DAS CO Tracking (BO - Accounting)

BO - Accounting will receive an email from eBuilder as notification to add all project vendor POs for the subject project to the DAS Change Order Tracking Sheet so that they can be closed if the Project PM has confirmed that DAS fees are no longer being charged to the project; and the Client Agency has confirmed that Vendor fees are no longer being charged to the project (if funding was transferred by the Client Agency to DAS to support the project).

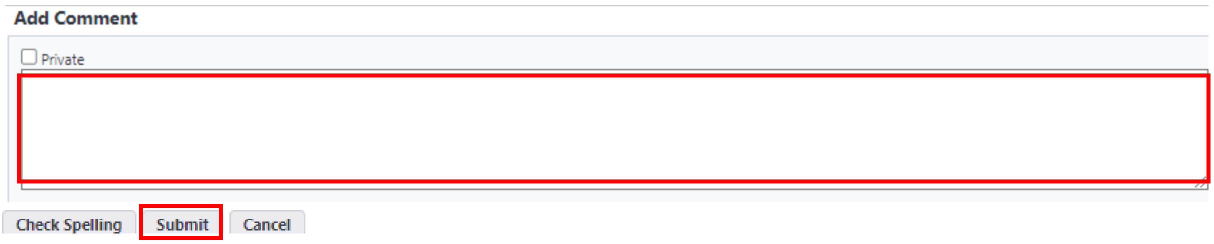
To access the process instance in eBuilder, either click on the link provided in the email or log into eBuilder, select the “My Home” tab, and click on the link in the “Instance” column for the subject project “Project # - Closeout Package”.



After all vendor POs for the subject project have been added to the DAS Change Order Tracking Sheet, scroll down to the bottom of the page and click the “Take Action” button.

Please note that after you submit the process instance to the BO to close the POs, the BO may determine that additional information is required to close the POs and return the instance to your attention. If it is returned to your attention, follow the steps above to open the instance again and click on the “Comments” tab for further instruction.

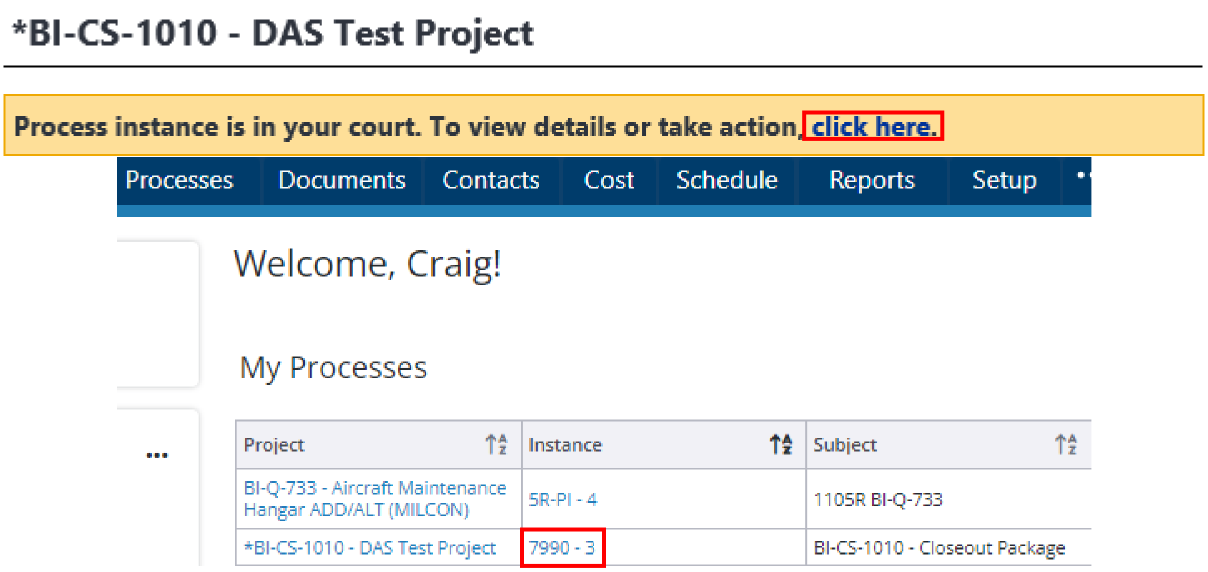
After reviewing the comments, scroll down to the bottom of the page and click "Take Action" to provide a response to the comments. After clicking "Take Action" a prompt will appear to provide your response. Upon completion, click the "Submit" button to return the process instance to the BO.



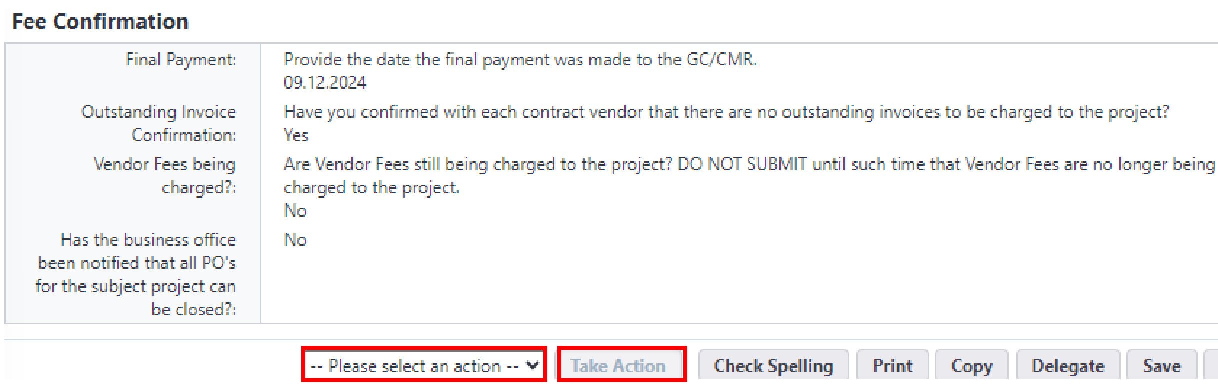
26.07 Close POs (BO - FAA)

The BO FAA will receive an email from eBuilder as notification to close all vendor Purchase Orders (POs) associated with the subject project after the Project PM has confirmed that DAS fees are no longer being charged to the project; the Client Agency has confirmed that Vendor fees are no longer being charged to the project (if funding was transferred by the Client Agency to DAS to support the project); and after BO – Accounting has added all vendor POs for the subject project to the DAS Change Order Tracking Sheet.

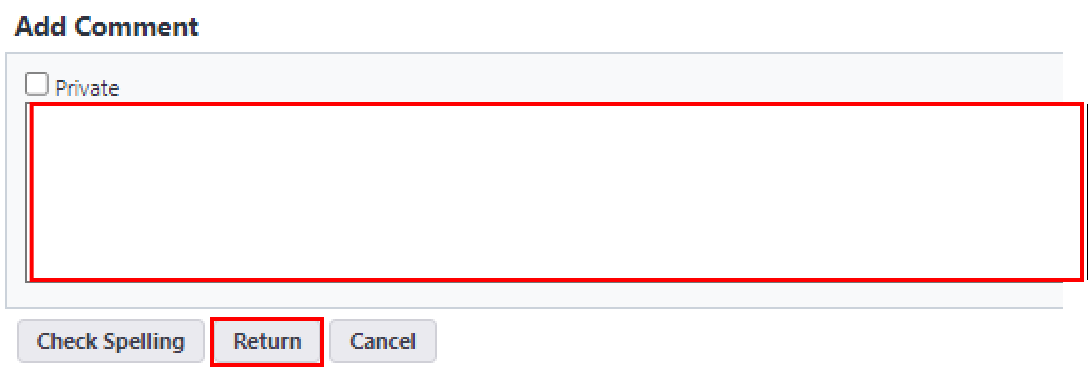
After you receive the notification, refer to the DAS Change Order Tracking Sheet and work to close all POs on the subject project. After you have either closed all of the Vendor POs or determined that additional information will be required to close the POs, open the process instance for the subject project in eBuilder, either by clicking on the link provided in the email notifying you to close the POs or log into eBuilder, select the “My Home” tab and click on the link in the subject project “Instance” column to take action on the process instance in eBuilder.



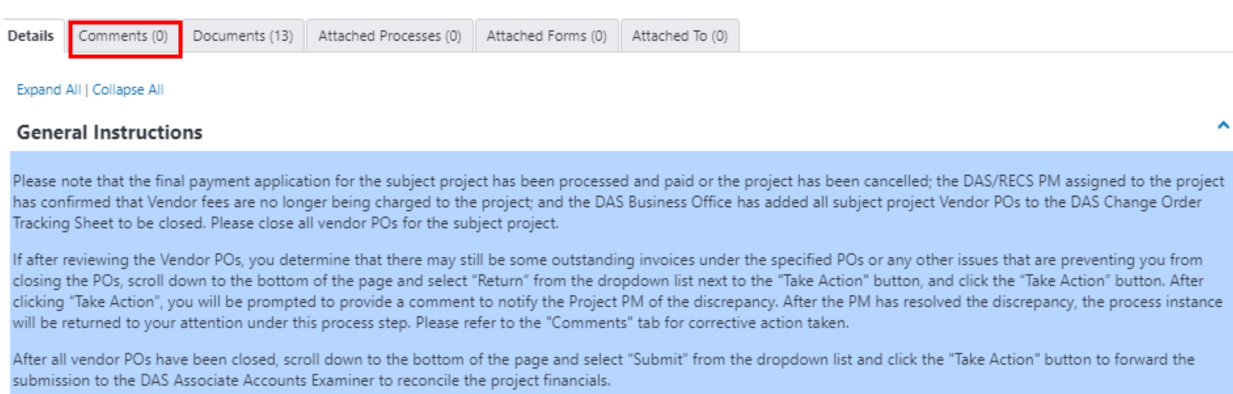
After opening the process instance, scroll down to the bottom of the page and select “Return” from the dropdown list next to the "Take Action" button, to return the process instance to BO – Accounting for additional information, or select “Submit” from the dropdown list to forward the instance to forward the submission to the DAS Associate Accounts Examiner to reconcile the project financials. After making your selection, click the “Take Action” button.



If “Return” was selected, a prompt will appear for you to provide a comment to BO - Accounting regarding what will be required to close the POs. Click the “Return” button, after adding your comments, to process the submission.



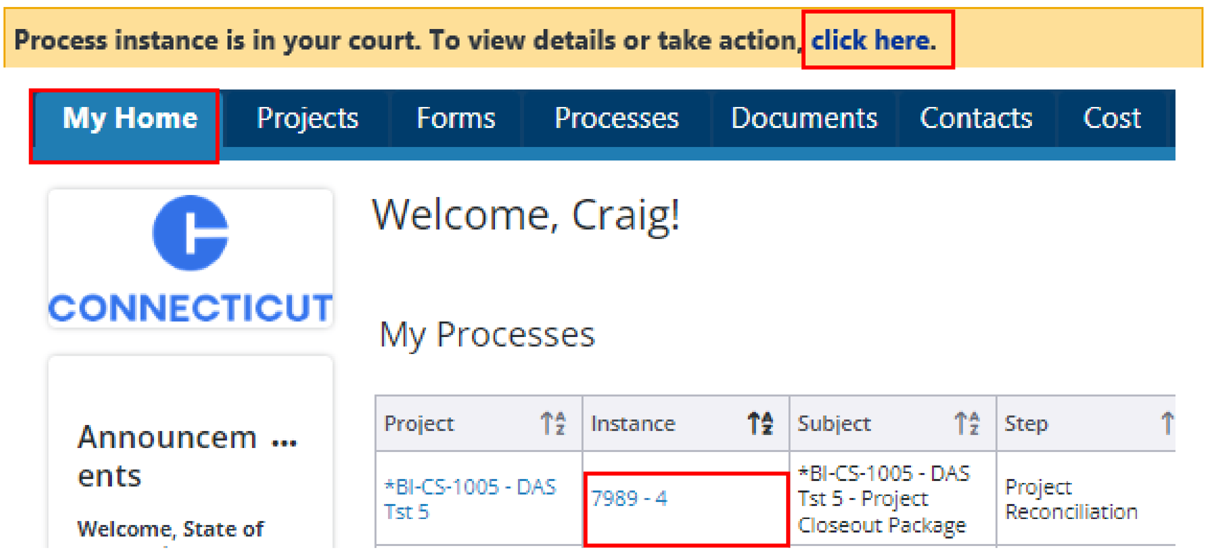
After DAS Accounting has prepared a response, the instance will be returned to your attention under this process step. After opening the instance again (see above for instructions), refer to the "Comments" tab for the response provided. After all issues have been resolved to your satisfaction, select “Submit” and click the “Take Action” button to complete the process.



26.08 Reconciliation Review (Accounts Examiner)

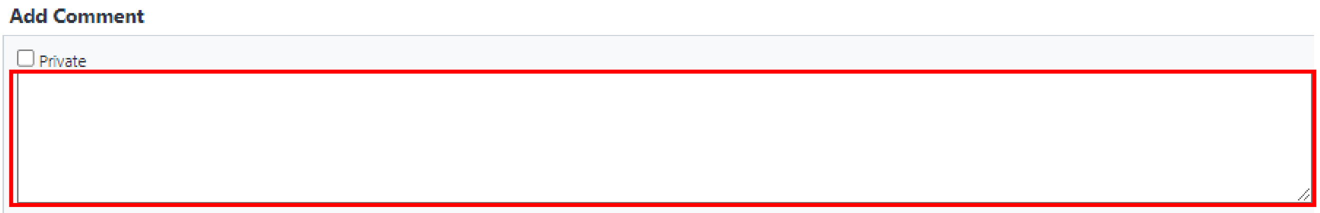
The Accounts Examiner will receive an email notification from eBuilder as notification that the project is ready for internal audit after the client agency has submitted the required closeout documentation; the Project PM has confirmed that DAS fees are no longer being charged to the project; the Client Agency has confirmed that Vendor fees are no longer being charged to the project (if funding was transferred by the Client Agency to DAS to support the project); and after the BO has closed all such vendor POs.

To access the process instance, either click on the link provided in the email or log into eBuilder, select the "My Home" tab and click on the link in the "Instance" column for the subject project "Project # - Closeout Package" from the "My Processes" section.

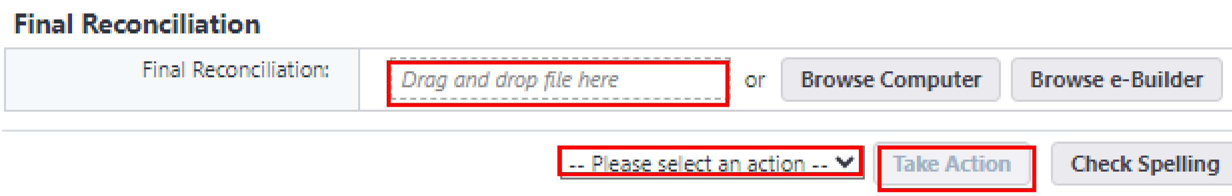


The Accounts Examiner should now conduct its review of the project financials to reconcile with CORE CT. After completing the review of the project financials, if it is determined that additional input is required from the DAS/RECS PM and/or the Business Office (BO) to complete the reconciliation, the Accounts Examiner should return to the process instance to send it to either the "PM" or the "BO" for the required information. To include documentation for the PM or BO to review as part of this process, click on the "Documents" tab, and drag and drop said documentation into the space provided. Then, click on the "Details" tab to return to the closeout application process.

Next, scroll down to the bottom of the page and either select "PM" or "BO" from the dropdown list next to the "Take Action" button and click "Take Action". A prompt will then appear so that you can add a comment. In the comment box, provide a description of what information and/or documentation is required to complete the reconciliation. After adding the comment, either click the "PM" or "BO" button to send the process instance to the respective party.



If the reconciliation is complete and the project can be closed in eBuilder, upload a copy of the final reconciliation to the "Final Reconciliation" field in the "Final Reconciliation" section, then select "Complete" from the dropdown list, and click "Take Action".

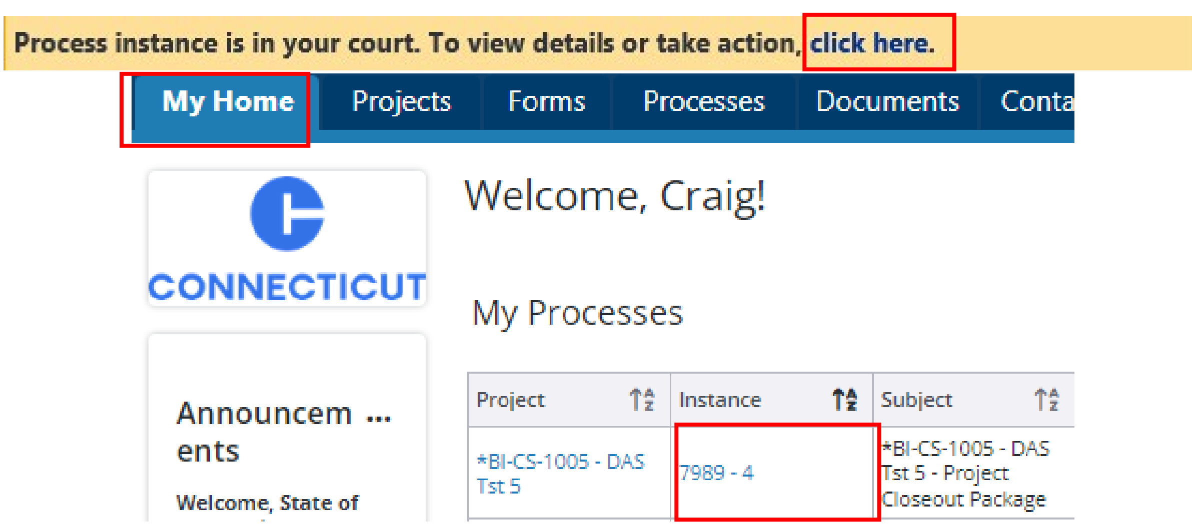


Note that if the process instance has been returned by either the PM or the BO, you should refer to the "Comments" tab to see comments provided and refer to the "Documents" tab to see additional documents that may have been uploaded to complete the process. Proceed with the steps above until the process is complete.

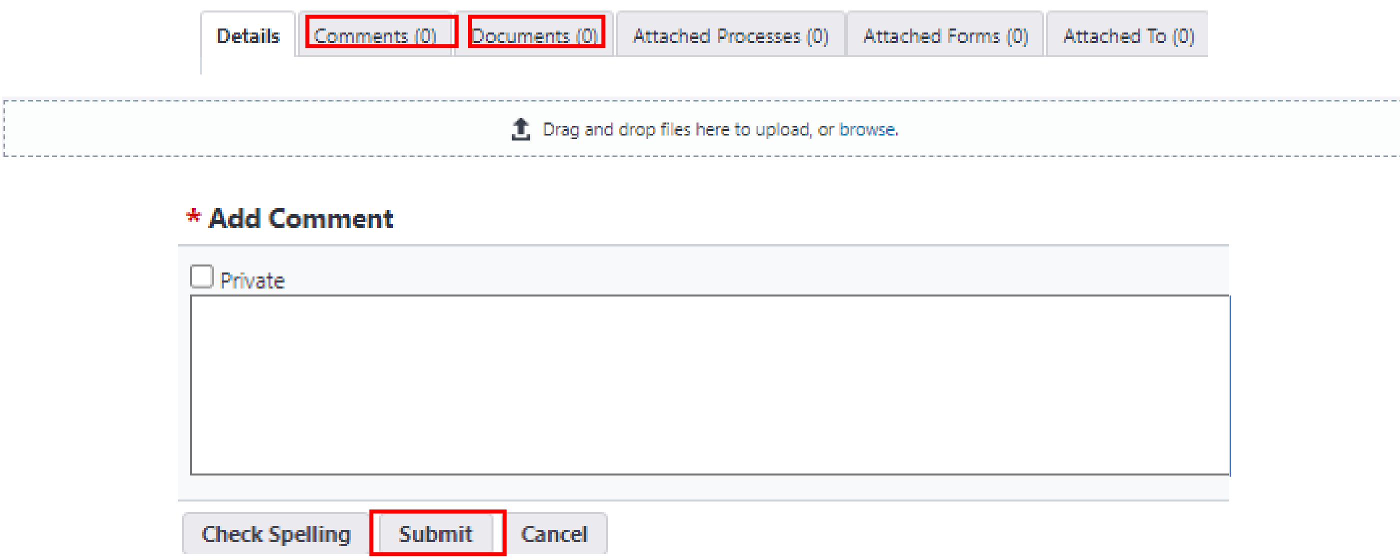
26.09 PM Reconciliation Review (PM)

The PM assigned to an AA project will receive an email notification from eBuilder if the Accounts Examiner requires additional information and/or documentation to reconcile the project financing.

To access the process instance, either click on the link provided in the email or log into eBuilder, select the "My Home" tab and click on the link in the "Instance" column for the subject project "Project # - Closeout Package" from the "My Processes" section.



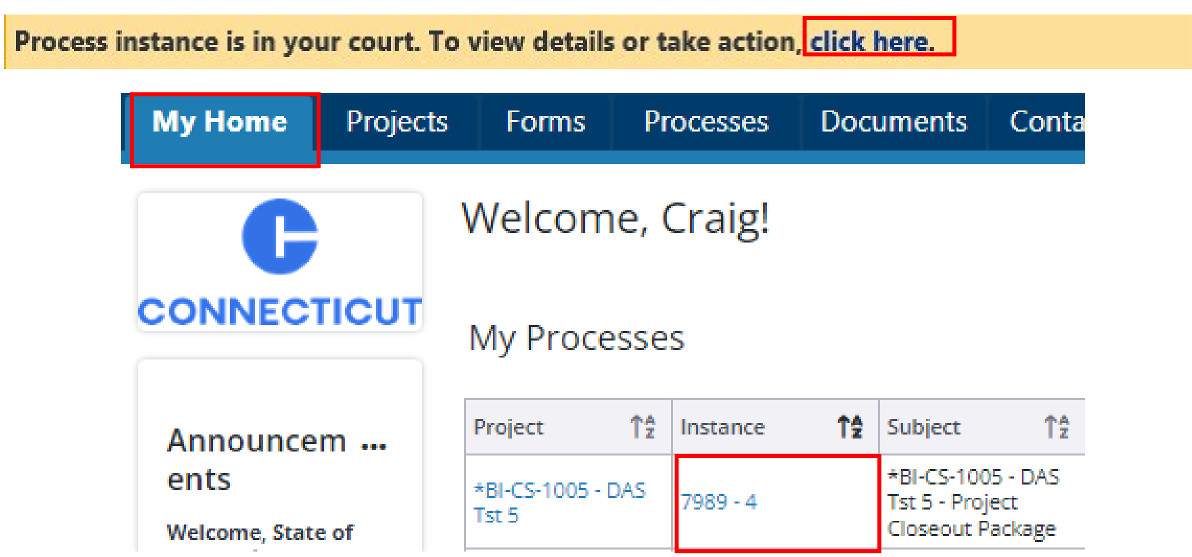
After opening the process instance, click on the "Comments" tab to get direction on what information and/or documentation may be required to complete the reconciliation process, and refer to the "Documents" tab if the Accounts Examiner has referred to any documents for your review. If corrective action requires additional documentation be submitted, upload said documentation to the "Documents" tab. Upon completion, scroll down to the bottom of the page and select "Submit" from the dropdown list next to the "Take Action" button and click "Take Action". A prompt will then appear to provide a comment response to the Accounts Examiner regarding the submission. Click "Submit" after providing your response.



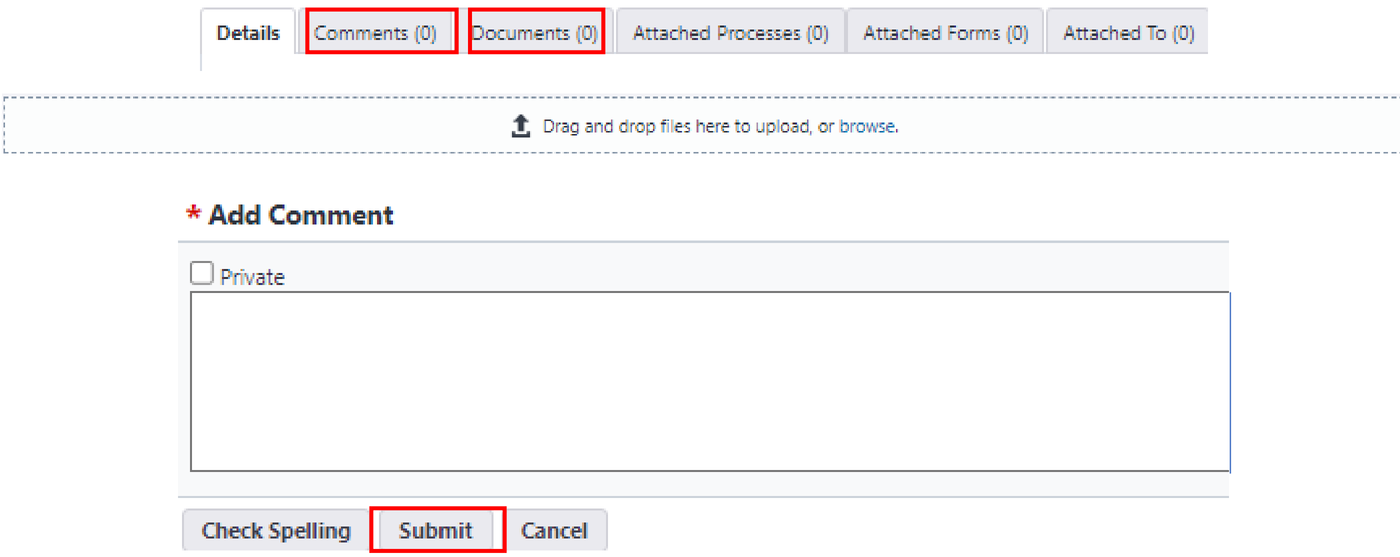
26.07 BO Reconciliation Review (BO)

The Business Office (BO) will receive an email notification from eBuilder if the Accounts Examiner requires assistance in completing the financial reconciliation of an Agency Administered Project.

To access the process instance, either click on the link provided in the email or log into eBuilder, select the "My Home" tab and click on the link in the "Instance" column for the subject project "Project # - Closeout Package" from the "My Processes" section.



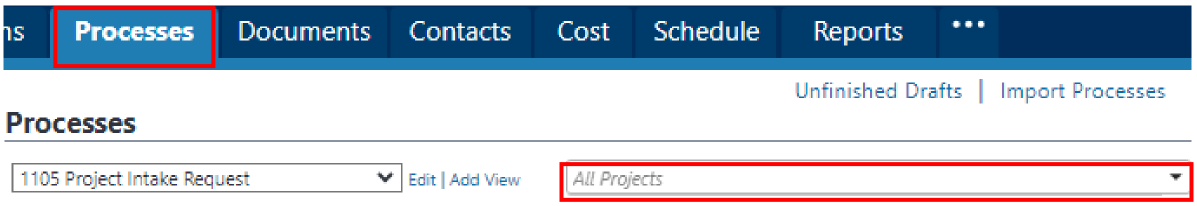
After opening the process instance, click on the “Comments” tab to review comments provided by the Accounts Examiner regarding what is required to complete the reconciliation process . To review related reconciliation documents, click on the “Documents” tab. After completing your review, scroll down to the bottom of the page and select "Submit" from the dropdown list next to the "Take Action" button and click "Take Action". A prompt will then appear to provide a comment response to the Accounts Examiner regarding the submission. Click “Submit” after providing your response.



Section 27: 7990 Project Closeout

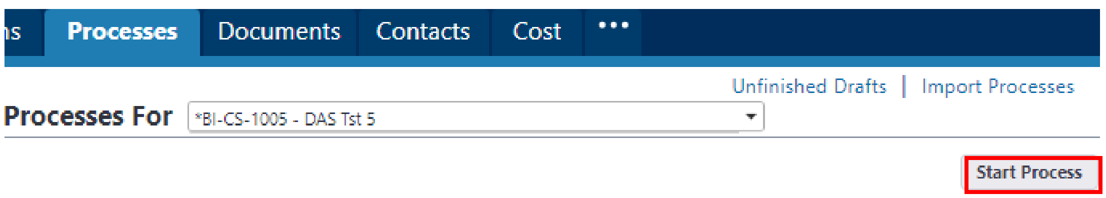
27.01 Accessing the Process

Log in to e-Builder: https://gov.e-builder.net/auth/www/index.aspx?ReturnUrl=%2f. Then, go to the "Processes" tab and select the Project you want to closeout from the "All Projects" dropdown list.



27.02 Form 7990 – Project Closeout (PM)

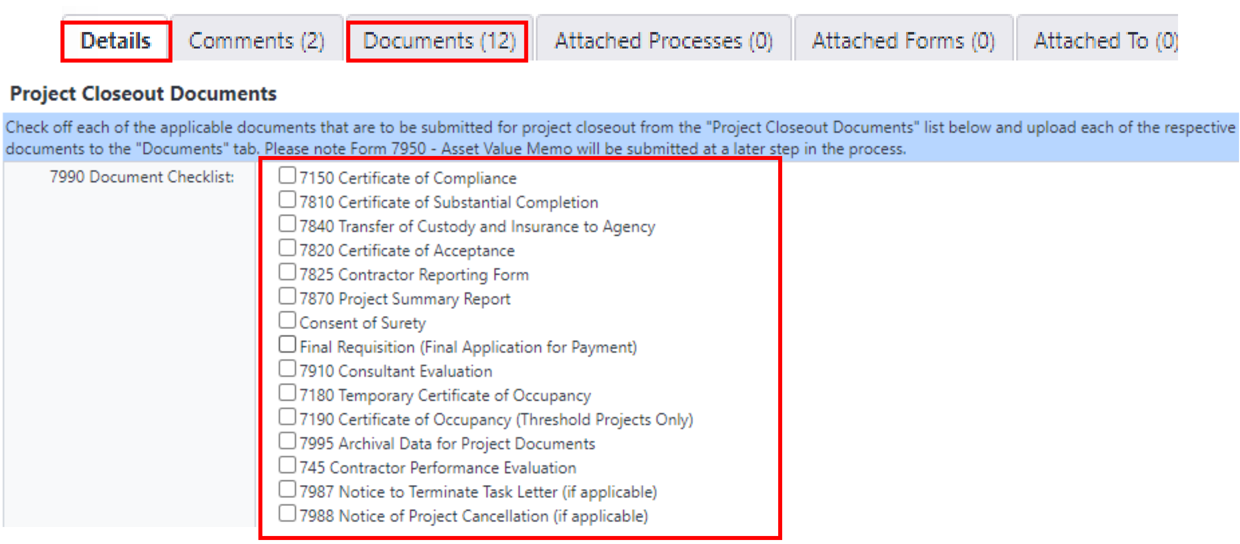
Click the "Start Process" button.



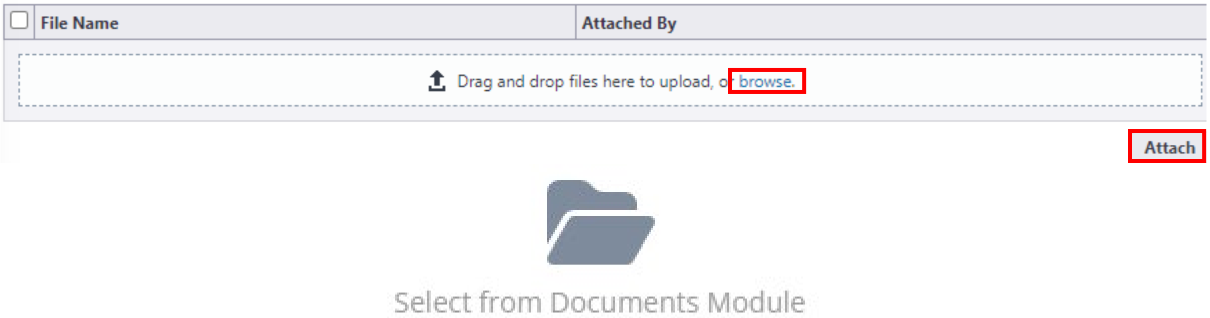
Select "7990 Closeout (7990)" from the list of processes and click the "Start 7990" button.

Begin by filling out the "Subject" line with "Project # - Closeout Package." Follow the "General Instructions" provided and ensure that all sections are completed.

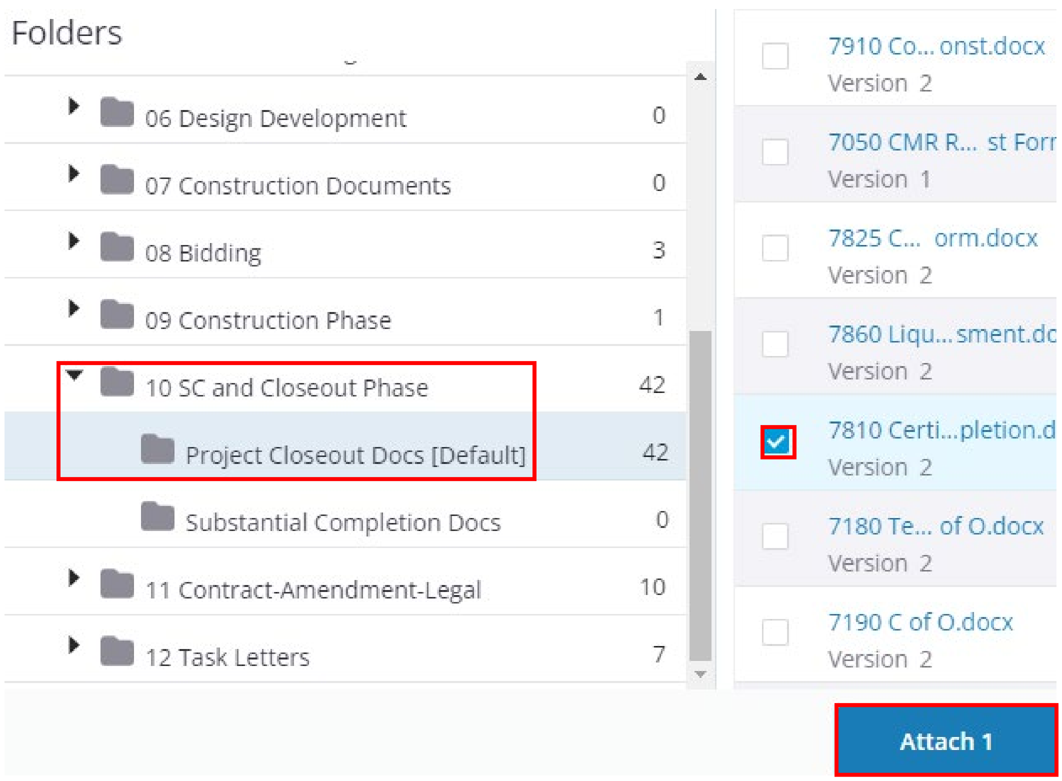
Next, check off each document submitted for project closeout from the list provided in the "Project Closeout Documents" section and upload a copy of each document to the "Documents" tab by dragging and dropping the documents into the "Documents" tab.



If the "7810 Substantial Completion" or the "Archival Data for Project Documents" form was completed using the "7805 Substantial Completion" or "7995 Archival Data for Project Documentation" process, you will need to upload the process document by either clicking the "Attach" button or the "browse" link within the "Documents" tab, and then click on "Select from Documents Module".



Next, select the "10 SC and Closeout Phase"/"Project Closeout Docs" file folder to view the closeout documents that have already been uploaded to the subject project "Project Closeout Docs" file folder. Check the box next to the file you want to upload to the "Documents" tab and click "Attach".

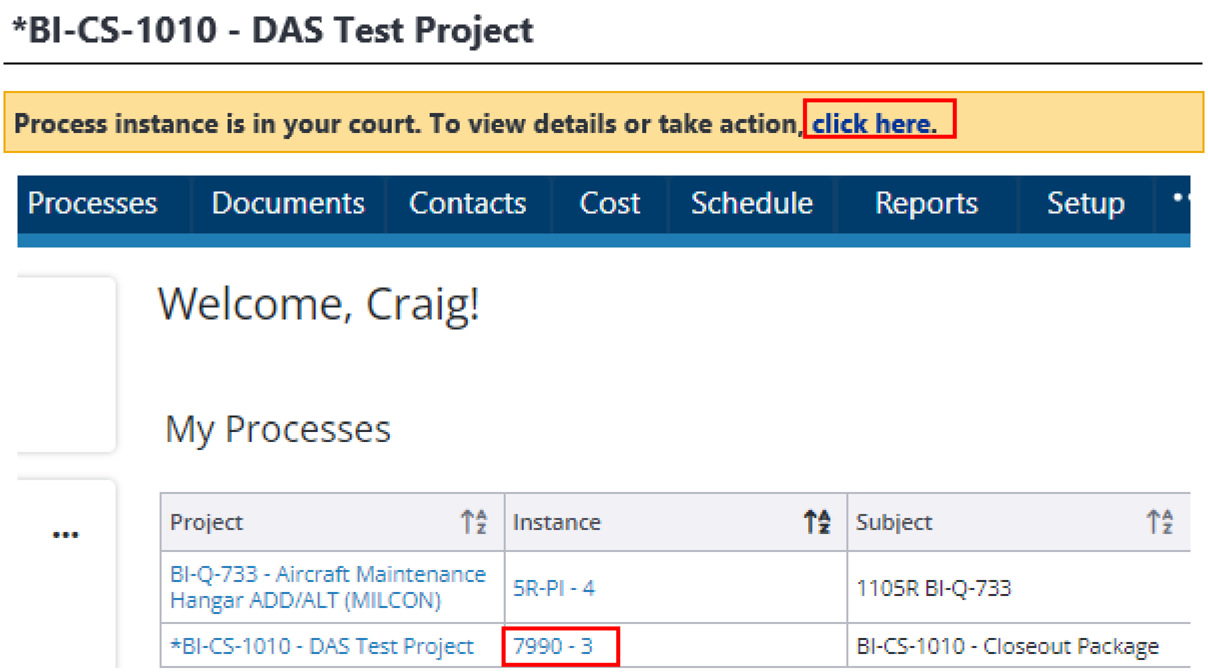


After all documents have been uploaded, return to the "Details" tab and complete the "Percent for Art" and "CHRO Contract Compliance" sections. Upon completion, click the "Submit" button.

27.03 Closeout Package Review (CSS)

CSS will receive an email from eBuilder as notification that a Project Closeout Package has been submitted for review.

To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the link in the “Instance” column for the subject project “Project # - Closeout Package” from the “My Processes” section.



After opening the process instance, review the “7990 Document Checklist” to make sure that all of the required documents have been checked off for the closeout submission. Then, click on the “Documents” tab to make sure that all of the 7990 Checklist Documents have been uploaded, that each document submitted has been filled out in its entirety, and that each document has the required authorized signatures.

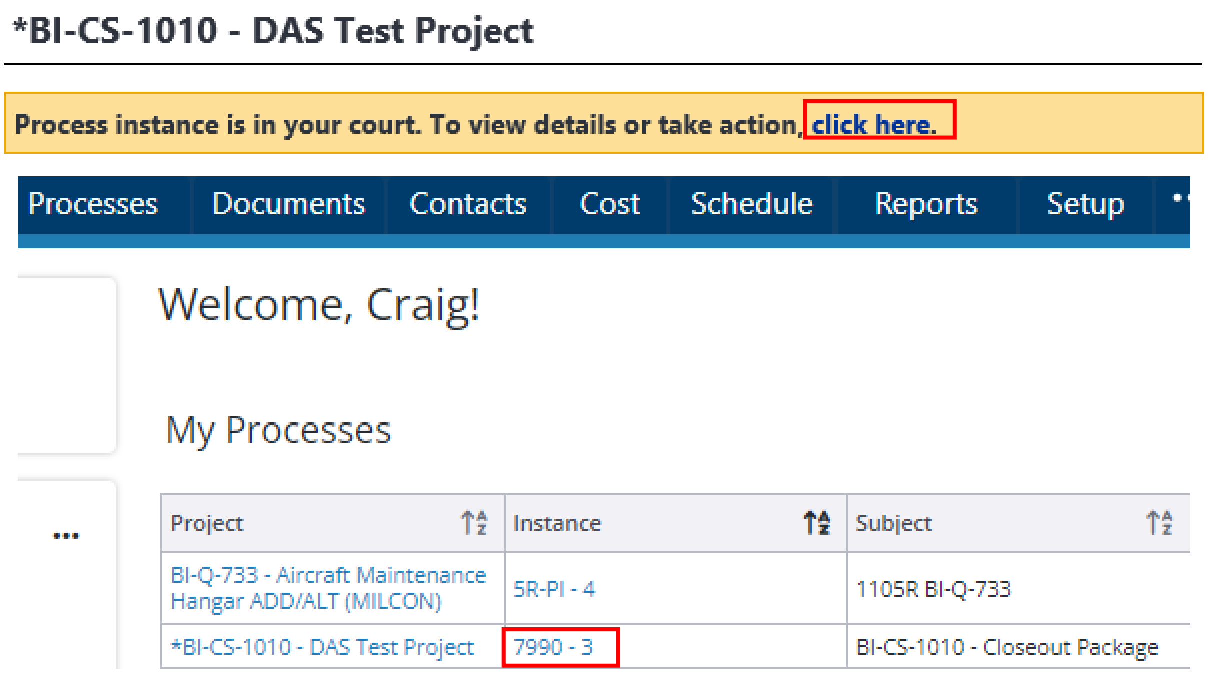
Upon completion, return to the “Details” tab and review the “Percent for Art” and the “CHRO Contract Compliance” sections, to verify that all of the question have been fully answered.

If all necessary documents are complete with the appropriate signatures, and all questions are answered as required, proceed to the bottom of the page and select "Approve" from the dropdown list, next to the “Take Action” button and then press the "Take Action" button. If any items are found to be incomplete or missing from the project closeout submission, select "Revise" from the dropdown list and press the "Take Action" button. You will be prompted to provide a comment detailing any incomplete or missing information. Click the "Revise" button after providing your comment.

27.03 Closeout Package Revision (PM)

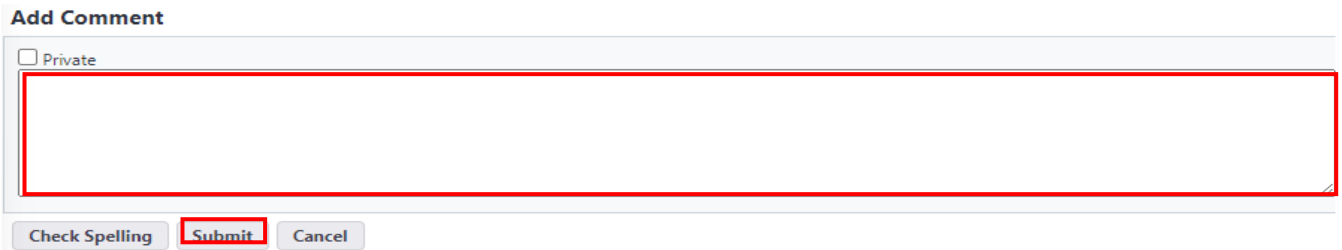
If the project closeout package submitted is deemed incomplete, the Project PM will receive an email from eBuilder as notification that the Project Closeout Package requires additional information.

To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the link in the “Instance” column for the subject project “Project # - Closeout Package” from the “My Processes” section.



After opening the Project instance, refer to the "Comments" tab for specific requirements needed to complete the submission. Ensure these requirements are met before proceeding.

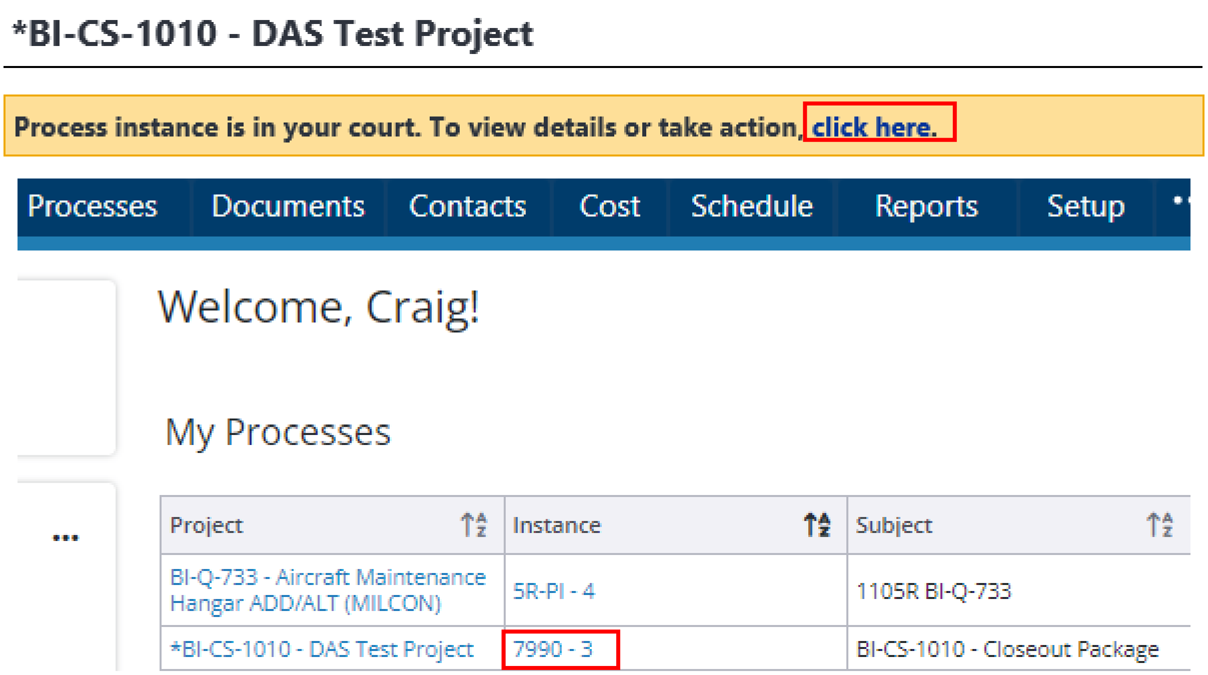
After all requirements have been met and all comments have been addressed, click the "Take Action" button. This will prompt you to respond to any previous comments and confirm that the submission is now complete, then click “Submit”.



27.04 Closeout Package Review (ADPM)

If the project closeout package is deemed complete by CSS, the Project ADPM will receive an email from eBuilder as notification that the Project Closeout Package is ready for their review.

To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the link in the “Instance” column for the subject project “Project # - Closeout Package” from the “My Processes” section.

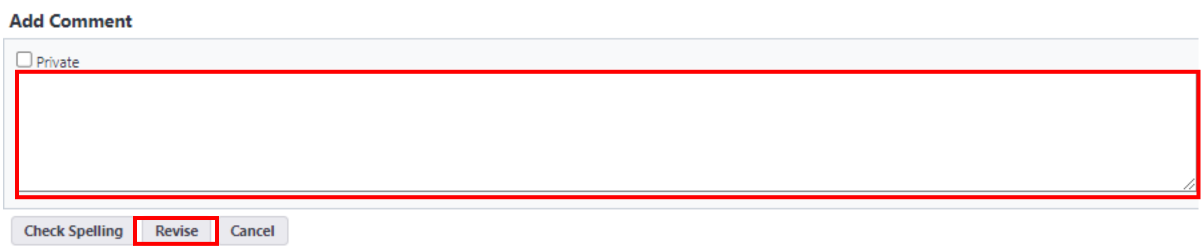


After opening the process instance, refer to the "Comments" tab to review previous correspondence regarding the submission.

Then, return to the “Details” tab to conduct your own review to verify that the project closeout package is indeed complete and ready for further processing. To review the documents submitted, click on the “Documents” tab.

If everything is in order, return to the “Details” tab, scroll down to the bottom of the page and select "Approve" from the dropdown list next to the “Take Action button and then click "Take Action". If any items are found to be incomplete or missing, or if additional information is required prior to your approval, you can either select "Revise" from the dropdown list to return the package to the Project PM, or “CSS” to return the package to CSS for further action, then click “Take Action”.

If either "Revise" or "CSS" is selected, you will be prompted to provide a comment where you can provide additional direction regarding the closeout package submission. Once you have entered your comment, click the "Revise" or "CSS" button respectively to forward the submission package to the appropriate party.

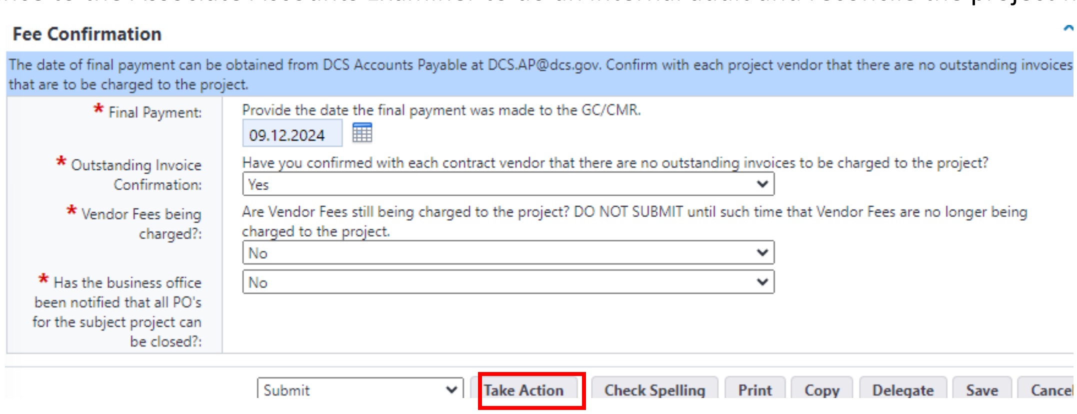


27.05 Vendor Payment Complete Confirmation (PM)

After the ADPM has completed their review and approved the closeout submission package, the Project PM will receive an email from eBuilder as notification to contact all vendors to input the date the final payment was made on the GC/CMR contract, confirm that there are no outstanding invoices to be charged to the project and confirm that Vendor fees are no longer being charged to the project.

To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the link in the subject project “Instance” column, under “My Processes” to access the Process instance. (Refer to Section 27.03 for guidance diagrams).

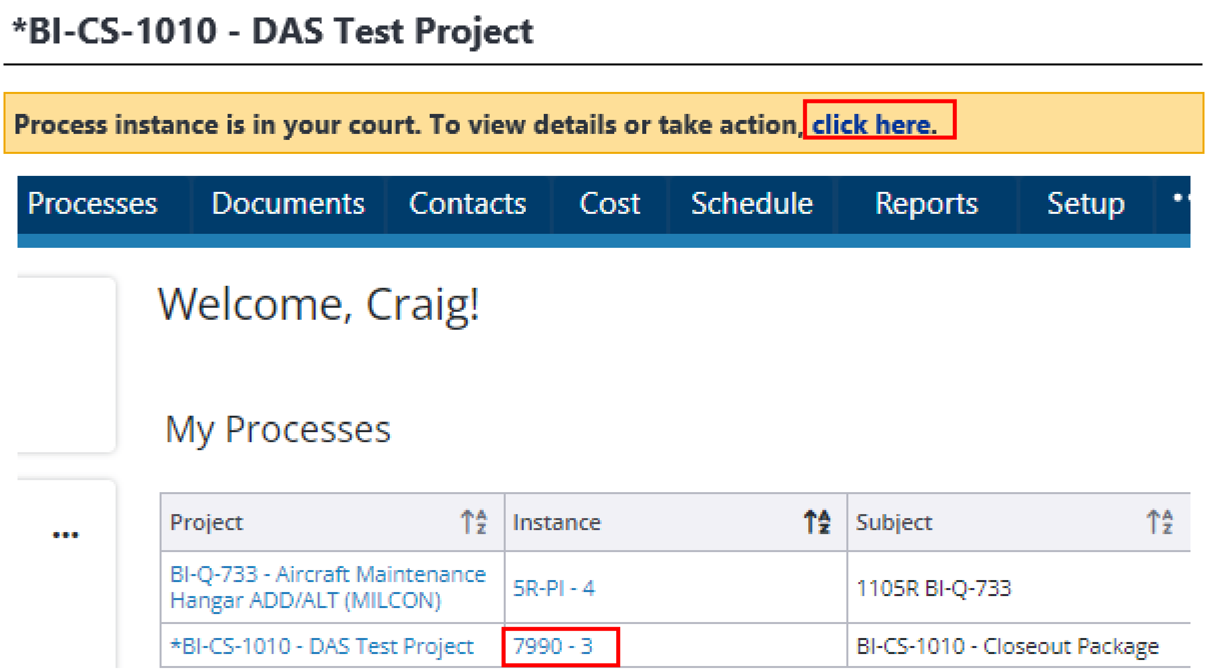
After opening the process instance, scroll down to the “Fee Confirmation” section and complete the section in its entirety. Upon completion, click “Take Action” . This will either direct the process instance to the Business Office (BO) to close all Vendor POs, or if the BO has already been notified, forward the process instance to the Associate Accounts Examiner to do an internal audit and reconcile the project financials.



27.06 DAS CO Tracking (BO - Accounting)

If the final payment application has been processed and paid or the subject project has been cancelled; and the Project PM has confirmed with all Project Vendors that there are no outstanding invoices to be submitted for the subject project and that Vendor fees are no longer being charged to the project, BO - Accounting will receive an email from eBuilder as notification to add all project vendor POs to the DAS Change Order Tracking Sheet so that all vendor POs can be closed.

To access the process instance, either click on the link provided in the email, or log into eBuilder and select the "My Home" tab and click on the link in the "Instance" column for the subject project "Project # - Closeout Package".

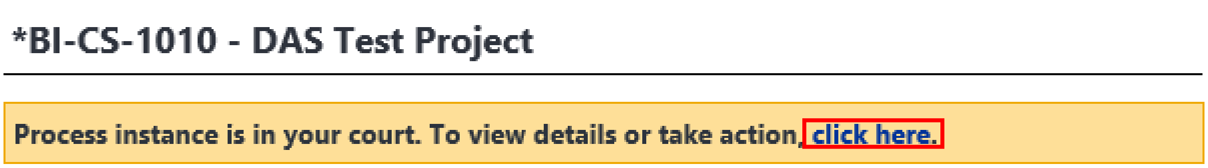


After all vendor POs for the subject project have been added to the DAS Change Order Tracking Sheet, scroll down to the bottom of the page and click the "Take Action" button.

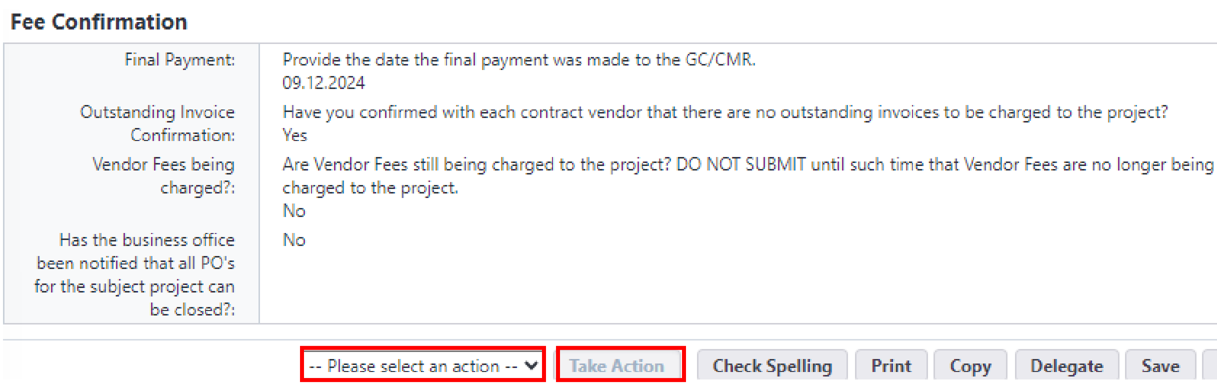
27.07 Close POs (BO - FAA)

After BO – Accounting has added all vendor POs for the subject project to the DAS Change Order Tracking Sheet, and the PM assigned to the subject project has confirmed that Vendor Fees are no longer being charged to the Project, the BO FAA will receive an email from eBuilder with copy to the BO FAO, as notification to close all vendor Purchase Orders (POs) associated with the project.

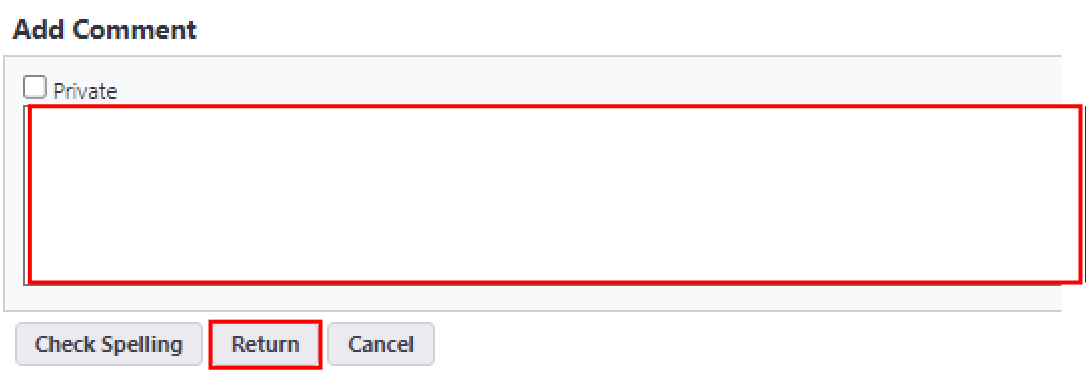
To access the process instance, either click on the link provided in the email or log into eBuilder, select the "My Home" tab and click on the link in the subject project "Instance" column, under "My Processes" to access the Process instance.



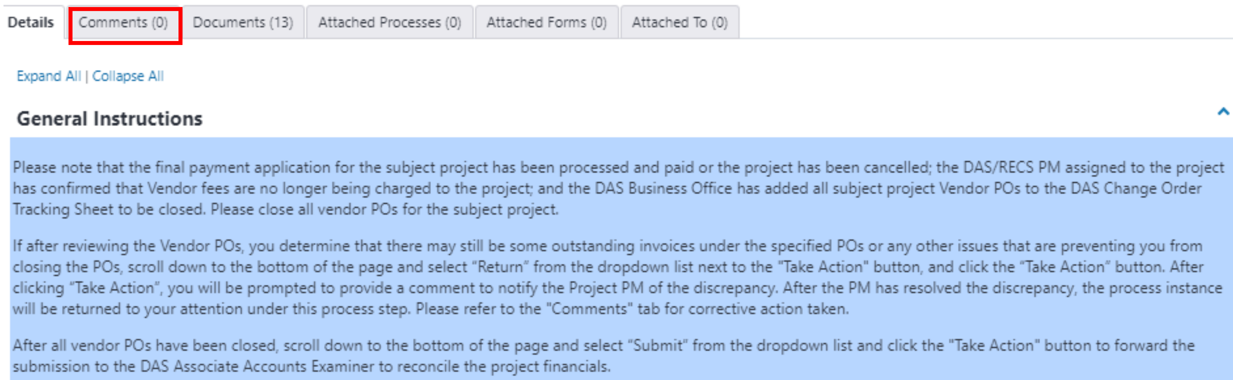
If after reviewing the Vendor POs, you determine that there may still be some outstanding invoices under the specified POs or any other issues that are preventing you from closing the POs, scroll down to the bottom of the page and select “Return” from the dropdown list next to the "Take Action" button, and click the “Take Action” button.



After clicking “Take Action”, you will be prompted to provide a comment to notify DAS Accounting of the discrepancy. Click the “Return” button, after adding comments, to process the submission.



After DAS Accounting has prepared a response, the process instance will be returned to your attention under this process step. Please refer to the "Comments" tab for the response provided.



After all Vendor POs for the subject project have been closed, select “Submit” from the dropdown list and click “Take Action” to forward the submission to the DAS Associate Accounts Examiner to reconcile the project financials.

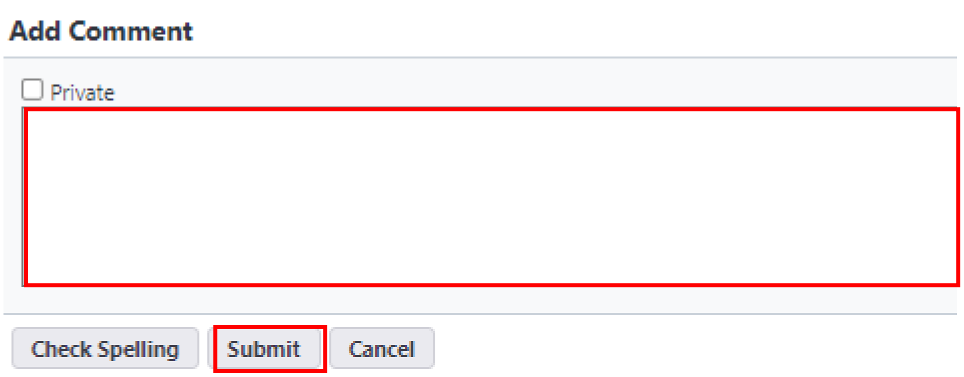
27.08 Vendor Payment Complete Confirmation Revision (PM)

If the Business Office (BO) was unable to close all Vendor POs on the subject project, the PM will receive an email from eBuilder as notification that additional information is required to close the POs.

To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the link in the subject project “Instance” column, under “My Processes” to access the Process instance (Refer to Section 27.03 for guidance diagrams).

After opening the process instance, click on the “Comments” tab for direction from the BO regarding what is required to closeout all POs.

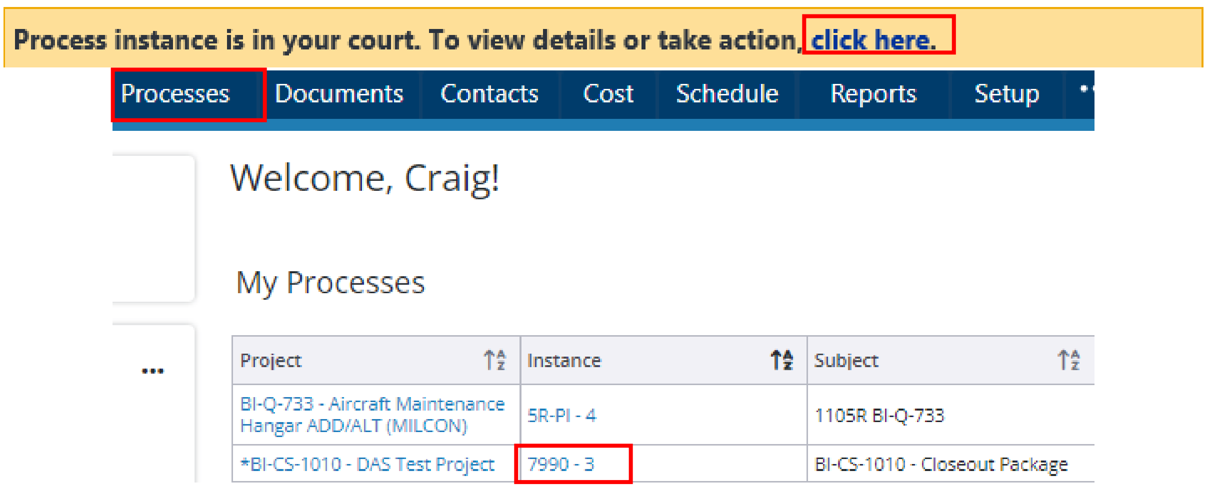
After reviewing the comments provided by the BO and, if applicable, after uploading any additional documentation required by the BO, click the “Take Action” button to return the Project Closeout Package to the BO. A prompt will appear, after you click “Take Action”, to allow you to respond to the BO’s comment with your own comment. Click the “Submit” button after adding your comment.



27.09 Financial Review/Internal Audit (the CSS Associate Accounts Examiner)

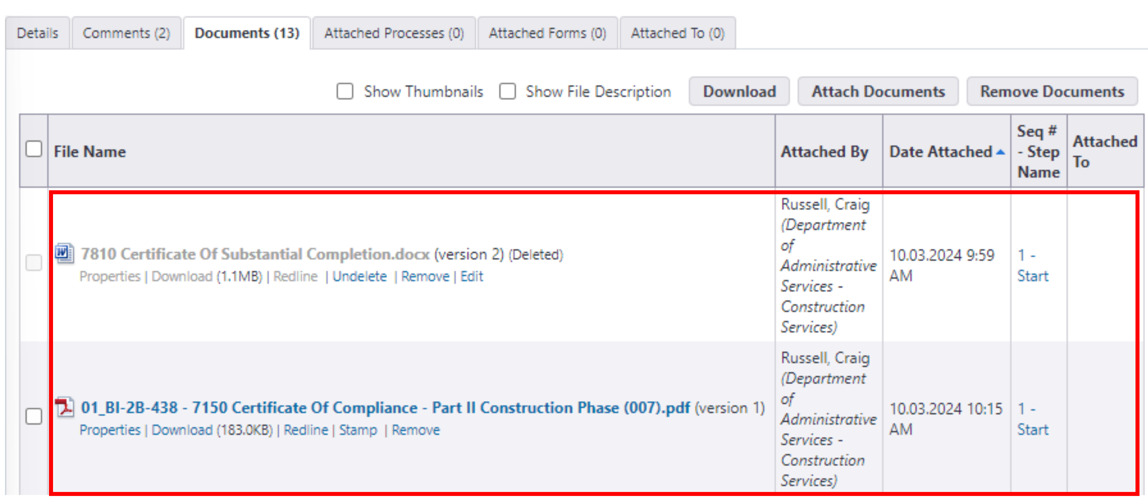
Once all of the required documents have been reviewed and approved for project closeout, the final payment application has been processed, and the Business Office has closed all POs on the project; the CSS Associate Accounts Examiner will receive an email from eBuilder as notification that the Project is ready for internal audit and financial reconciliation.

To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the link in the subject project “Instance” column, under “My Processes” to access the process instance.



After opening the process instance, click on the “Comments” tab to review all previous correspondence regarding the subject Project Closeout Package. Once complete, begin working on reconciling the project financials.

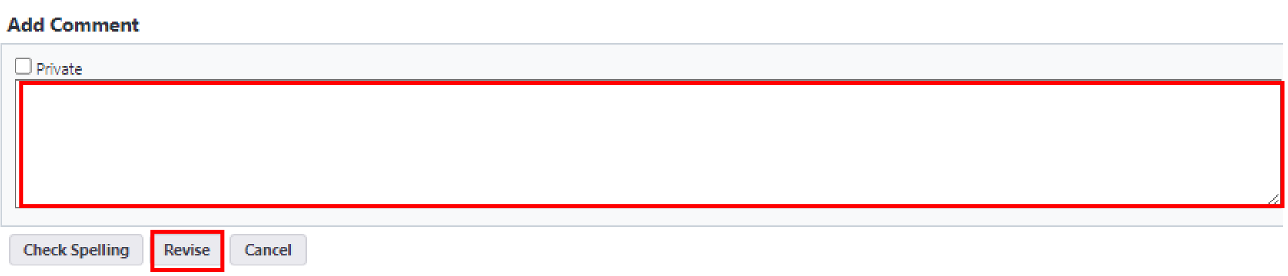
After completing your initial review, if it is determined that the reconciliation cannot be completed and/or you need to forward documentation to the PM or BO for their review before you can approve the reconciliation, first, click on the “Documents” tab and drag and drop the file you want to upload into the area where the other closeout docs have been uploaded.



After performing the drag and drop, Click the “Select” button to complete the upload to the “Documents” tab and the “Project Closeout Docs – Default” file folder.

After the document(s) have been uploaded, return to the “Details” tab, scroll down to the bottom of the page and either select "Revise" from the dropdown list next to the "Take Action" button, to return the closeout submission to the PM to request additional information and/or documentation to complete the financial review, or select "BO" if you require Business Office input prior to completing the reconciliation. If the reconciliation is complete, select "Submit" from the dropdown list and click the “Take Action” button to forward the process instance to the PM to confirm DAS fees are no longer being charged to the project.

If "Revise" or "BO" was selected, a prompt will appear to allow you to add comments regarding the financial review and/or provide direction on the requirements to complete your review. If you uploaded document(s) for the PM or BO to review, be sure to note in your comments the name of those documents you uploaded for their review. Once you have entered your comment, click the "Revise" or "BO" button respectively to forward the submission package to the appropriate party.



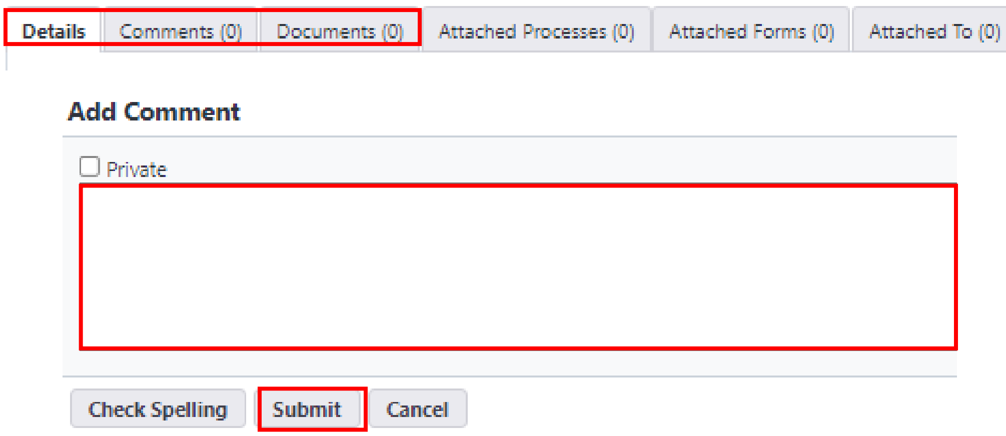
After the PM and/or BO has reviewed your comments, completed the corrective action (if applicable), and provided a response to your comments, the process instance will be returned to you attention to repeat this process step until such time that the reconciliation is complete.

27.10 Reconciliation Review (PM)

If the CSS Associate Accounts Examiner is unable to reconcile the project financials for the subject Project, the PM will receive an email from eBuilder as notification that additional information is required to complete the financial reconciliation.

To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the link in the subject project “Instance” column, under “My Processes” to access the process instance (Refer to Section 27.03 for guidance diagrams).

After opening the process instance, click the "Comments" tab to review the requirements to complete the financial reconciliation and, if applicable, click on the “Documents” tab to review any documents the CSS Accounts Examiner forwarded to your attention for review. After you have completed your review and made the required revisions, return to the “Details” tab, scroll down to the bottom of the page and click the "Take Action" button. You will then be prompted to provide a comment where you can provide an explanation of the corrective actions taken to complete the project reconciliation process.

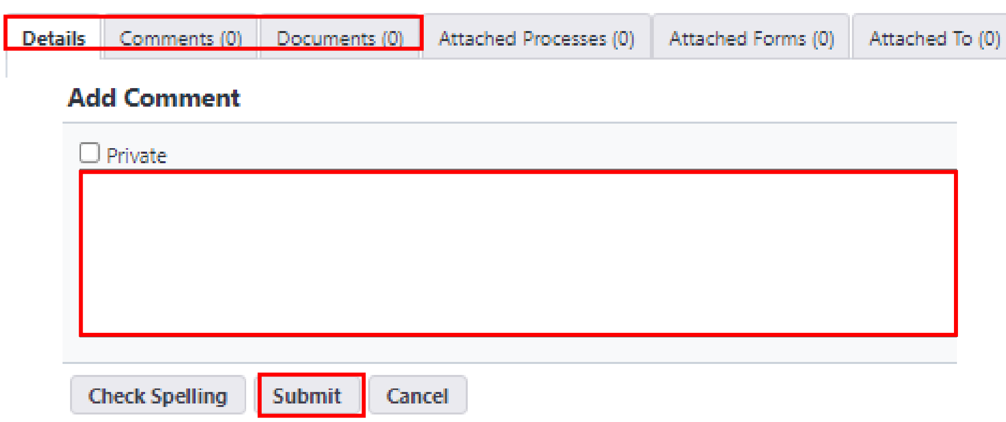


27.11 Reconciliation Review (BO)

If the CSS Associate Accounts Examiner is unable to complete a financial reconciliation for the subject Project, the Business Office (BO) will receive an email from eBuilder as notification that the CSS Associate Accounts Examiner requires assistance from the BO to complete the reconciliation process.

To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the link in the subject project “Instance” column, under “My Processes” to access the process instance (Refer to Section 27.06 for guidance diagrams).

After opening the process instance, click the "Comments" tab to get direction from CSS Associate Accounts Examiner regarding the assistance needed to complete the reconciliation process and, if applicable, click on the “Documents” tab to review any documents the CSS Accounts Examiner forwarded to your attention for review. Once you have completed your review, and are ready to respond, scroll down to the bottom of the page and click the "Take Action" button. You will then be prompted to provide a comment where you can respond to CSS Associate Accounts Examiner .

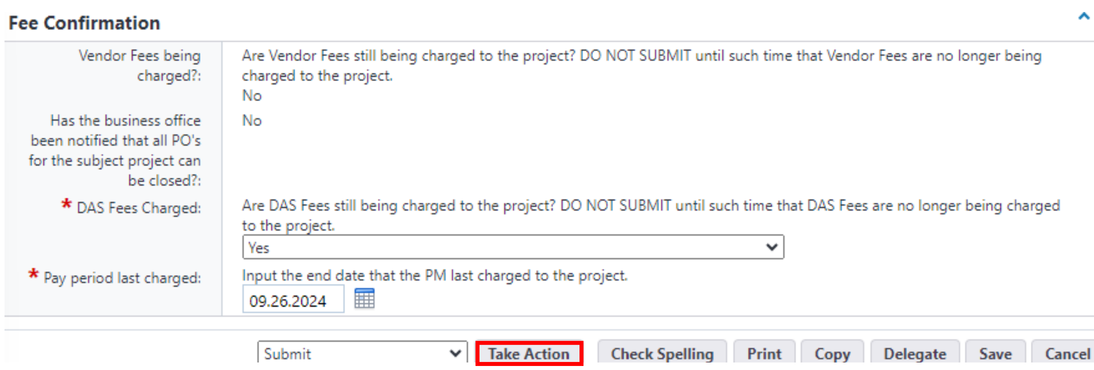


27.12 DAS Fee Confirmation (PM)

After the CSS Associate Accounts Examiner has completed an internal audit and financial review of the subject project, the PM assigned to the project will receive an email from eBuilder as notification to confirm that DAS fees are no longer being charged to the project.

To access the process instance, either click on the link provided in the email or log into eBuilder, select the "My Home" tab and click on the link in the subject project "Instance" column, under "My Processes" to access the Process instance. (Refer to Section 27.03 for guidance diagrams).

After opening the process instance, scroll down to the "Fee Confirmation" section and complete the section in its entirety. Upon completion, click the "Take Action" button to forward the process instance to the Associate Accounts Examiner to complete the final reconciliation for the subject project.



27.13 Final Reconciliation (the CSS Associate Accounts Examiner)

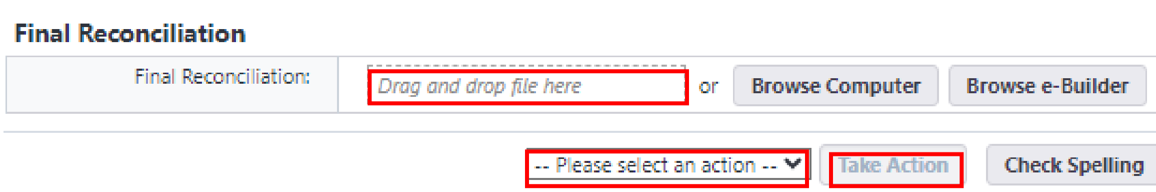
Once the DAS/RECS PM assigned to the project has confirmed that DAS fees are no longer being charged to the project, the CSS Associate Accounts Examiner will receive an email from eBuilder as notification to complete the final reconciliation for the subject project.

To access the process instance, either click on the link provided in the email or log into eBuilder, select the "My Home" tab and click on the link in the subject project "Instance" column, under "My Processes" to access the process instance (Refer to Section 27.09 for guidance diagrams).

After opening the process instance, click on the "Comments" tab to review all previous correspondence regarding the subject Project Closeout Package.

After reviewing the comments, return to the "Details" tab. Confirm that DAS fees are no longer being charged to the project.

If it is determined that DAS fees are still being charged to the project, scroll down to the bottom of the page and select "Return" from the dropdown list next to the "Take Action" button and click "Take Action" to return the submission to the PM. If there are deficit fees on the subject project or any other issues requiring corrective action from the Business Office, and/or you need to forward documentation to the BO for their review before you can complete the final reconciliation, first, click on the "Documents" tab and drag and drop the file you want to upload into the area where the other closeout docs have been uploaded (Refer to Section 27.09 for guidance diagrams), then select "BO" from the dropdown list and click "Take Action" to forward the submission to the Business Office.



If "Revise" or "BO" was selected, a prompt will appear to allow you to add comments regarding the financial review and/or provide direction on the requirements to complete your review. Once you have entered your comment, click the "Revise" or "BO" button respectively to forward the submission package to the appropriate party.

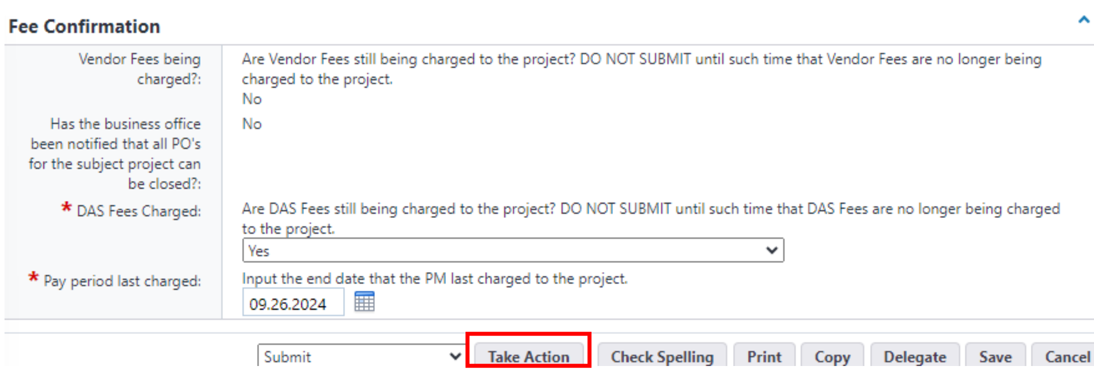
27.14 Reconciliation Review II (PM)

If the CSS Associate Accounts Examiner has determined that the final financial reconciliation cannot be completed and that DAS Fees are still being charged to the project, the PM will receive an email from eBuilder as notification to resubmit the process instance after the PM is done charging fees to the project.

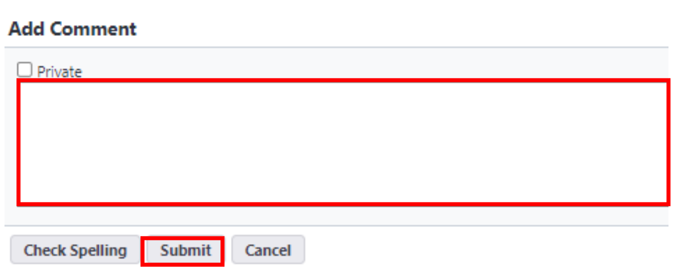
To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the link in the subject project “Instance” column, under “My Processes” to access the process instance (Refer to Section 27.03 for guidance diagrams).

After opening the process instance, click the "Comments" tab to review the requirements to complete the financial reconciliation.

Then, return to the “Details” tab, scroll down to the “Fee Confirmation” section and update the “Pay period last charged” field. After taking any required corrective actions and updating the “Pay period last charged”, scroll down to the bottom of the page and click the "Take Action" button.



You will then be prompted to provide a comment to explain the corrective actions taken to complete the financial reconciliation process.



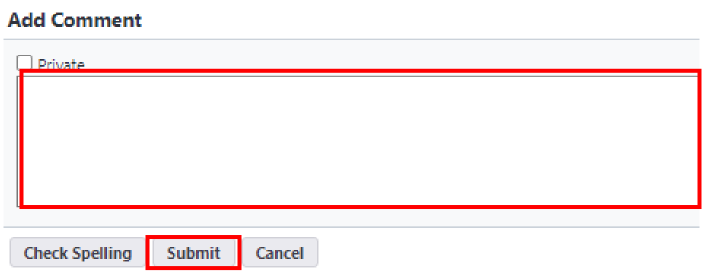
27.15 Reconciliation Review II (BO)

If the CSS Associate Accounts Examiner is unable to complete the final financial reconciliation for the subject Project, the Business Office (BO) will receive an email from eBuilder as notification that the CSS Associate Accounts Examiner requires assistance from the BO to complete the reconciliation process.

To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the link in the subject project “Instance” column, under “My Processes” to access the process instance (Refer to Section 27.06 for guidance diagrams).

After opening the process instance, click the "Comments" tab to get direction from CSS Associate Accounts Examiner regarding the assistance needed to complete the reconciliation process and, if applicable, click on the “Documents” tab to review any documents the CSS Accounts Examiner forwarded to your attention for review.

Once you have completed your review, and are ready to respond, scroll down to the bottom of the page and click the "Take Action" button. You will then be prompted to provide a comment to respond to the CSS Associate Accounts Examiner. After providing your comment, click the “Submit” button.

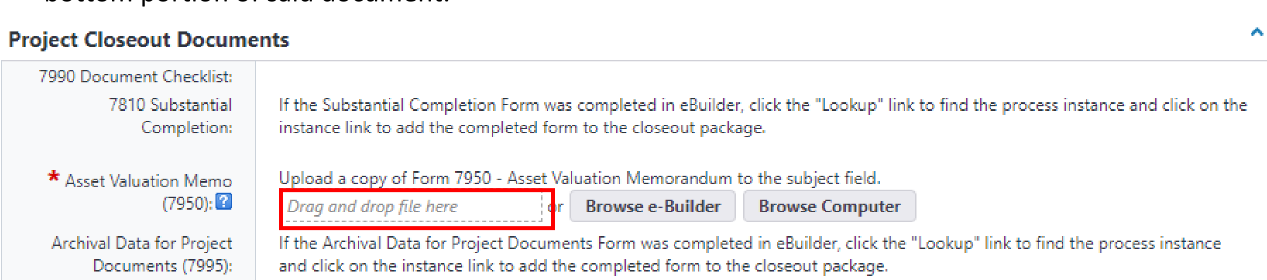


27.16 Asset Value Memorandum (PM)

After the final financial reconciliation has been completed, the PM assigned to the project will receive an email from eBuilder as notification to complete the top portion of the Asset Value Memo for submission to the Business Office.

To access the process instance, either click on the link provided in the email or log into eBuilder, select the “My Home” tab and click on the link in the subject project “Instance” column, under “My Processes” to access the process instance (Refer to Section 27.03 for guidance diagrams).

The PM should now complete the top portion of Form 7950 – Asset Value Memo and upload a copy of said document to the “Asset Valuation Memo (7950)” field in the "Project Closeout Documents" section. To upload Form 7950, drag and drop the form into the “Asset Valuation Memo (7950)” field. Upon completion, click the "Take Action" button to submit Form 7950 to the Business Office to complete the bottom portion of said document.

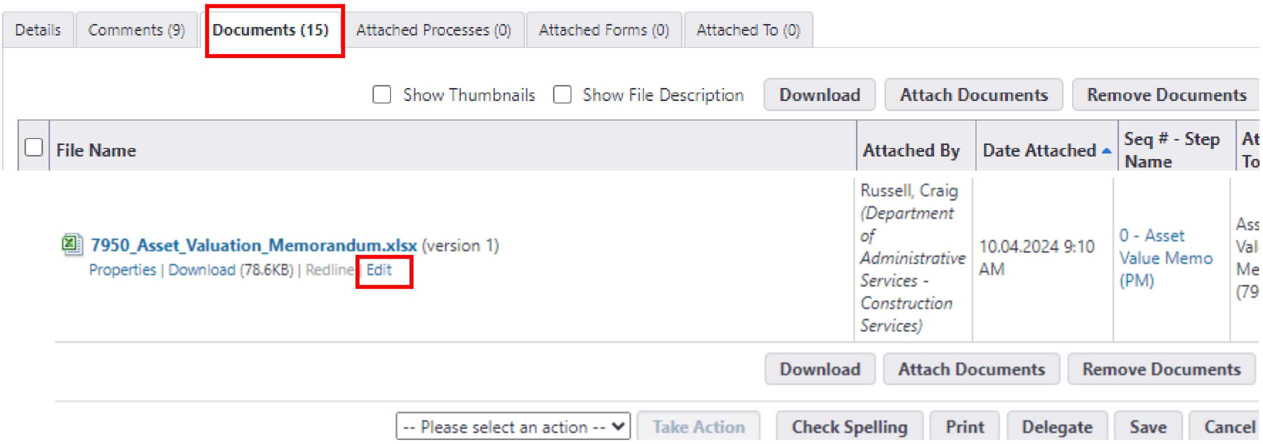


27.17 Asset Value Memo (BO)

After the final financial reconciliation has been completed and the PM assigned to the subject Project has completed their portion of the Asset Valuation Memo, the Business Office (BO) will receive an email from eBuilder as notification to complete their portion of the Asset Value Memo.

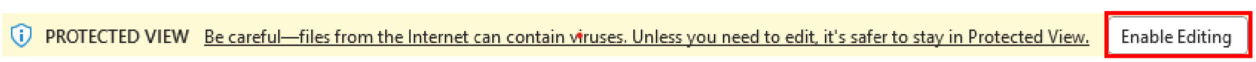
To access the process instance, either click on the link provided in the email or log into eBuilder, select the "My Home" tab and click on the link in the subject project "Instance" column, under "My Processes" to access the process instance (Refer to Section 27.06 for guidance diagrams).

After opening the process instance, click on the "Documents" tab and scroll down to the bottom of the page to select the attached Form 7950 – Asset Value Memo for the subject project.

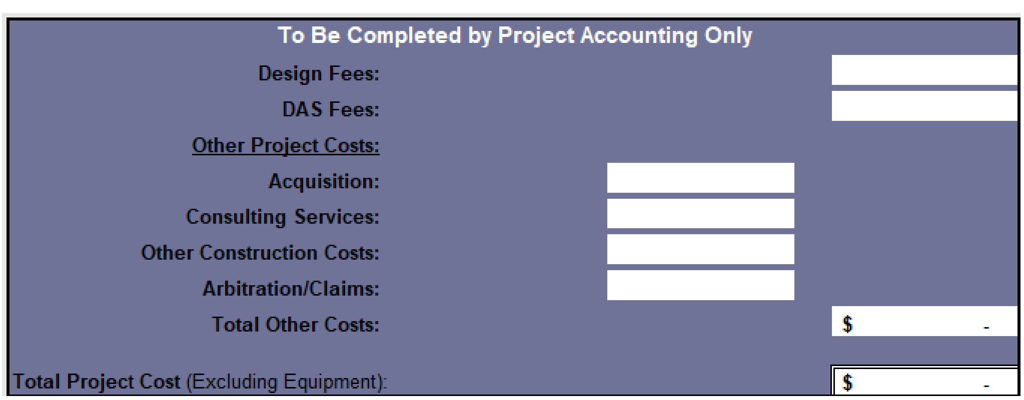


To complete the "DAS Accounting" section of the form, click on the "Edit" link below the Asset Value Memo (see diagram above) and then click the "Open" button, when prompted to open the excel document.

After opening the document, click "Enable Editing" in the "Protected View" warning prompt to begin your data input.

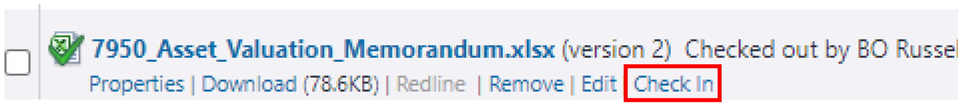


Complete the "Project Accounting" section of the Asset Value Memo for the subject project.

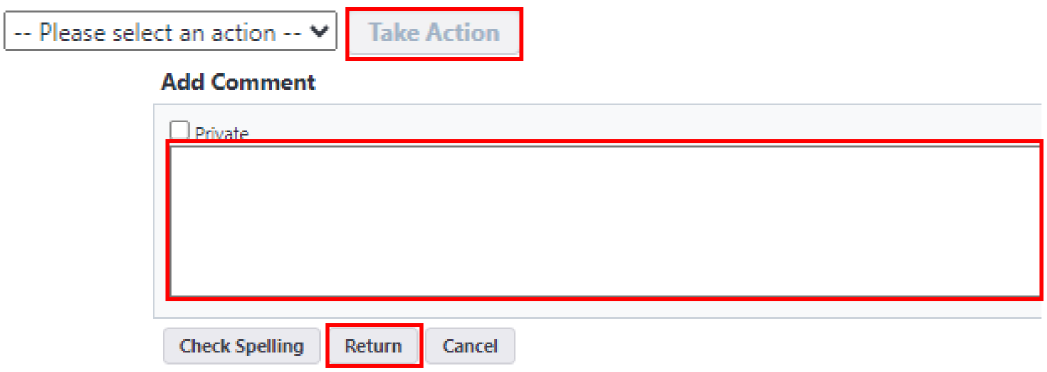


Save the document, upon completion, and then close the document. Next, return to the "Documents" tab in the eBuilder process instance and again, scroll down to the bottom of the page where the Asset Value Memo is located.

Click the “Check In” link below the Asset Value Memo to upload your edits to the memo, and then click “Ok” when prompted.



After Form 7950 has been uploaded, scroll down to the bottom of the page and select "Submit" from the dropdown list next to the "Take Action" button and click "Take Action". If Form 7950 was filled out incorrectly or if additional information is needed to complete the form, select "Return" from the dropdown list and click "Take Action" to return the form to the PM. After clicking "Take Action", a prompt will appear to allow you to provide a comment for the PM on what information is required to complete Form 7950. After adding a comment, click the "Return" button.



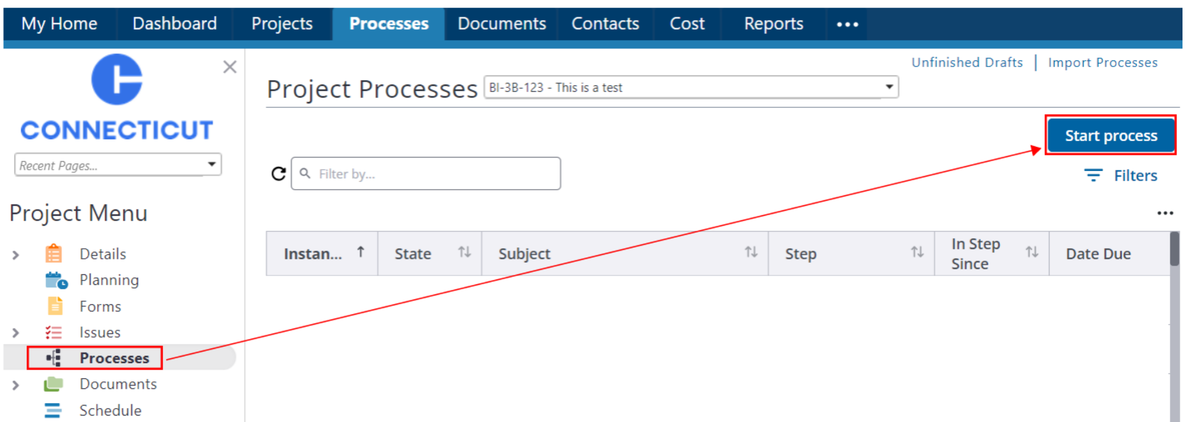
Section 27A: 7995 Archival Data for Project Documentation

27A.01 Navigating to the Project Processes Module

Log in to e-Builder: https://gov.e-builder.net. On your homepage, click on “Projects”:

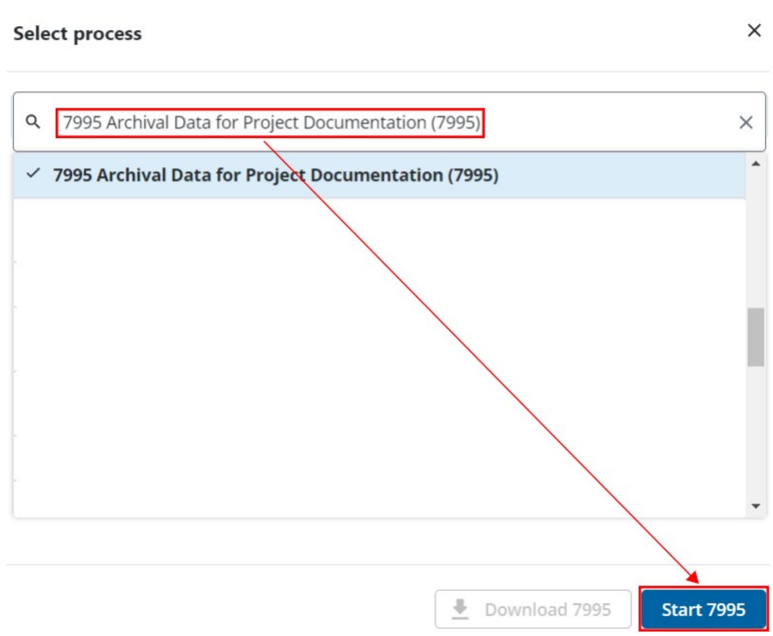
In the list that appears, click on the name of the project you would like to access:

The Project Menu will appear in the left panel. Click “Processes.” Then, click “Start process.”



27A.02 Start 7995 Archival Data for Project Documentation instance (PMs)

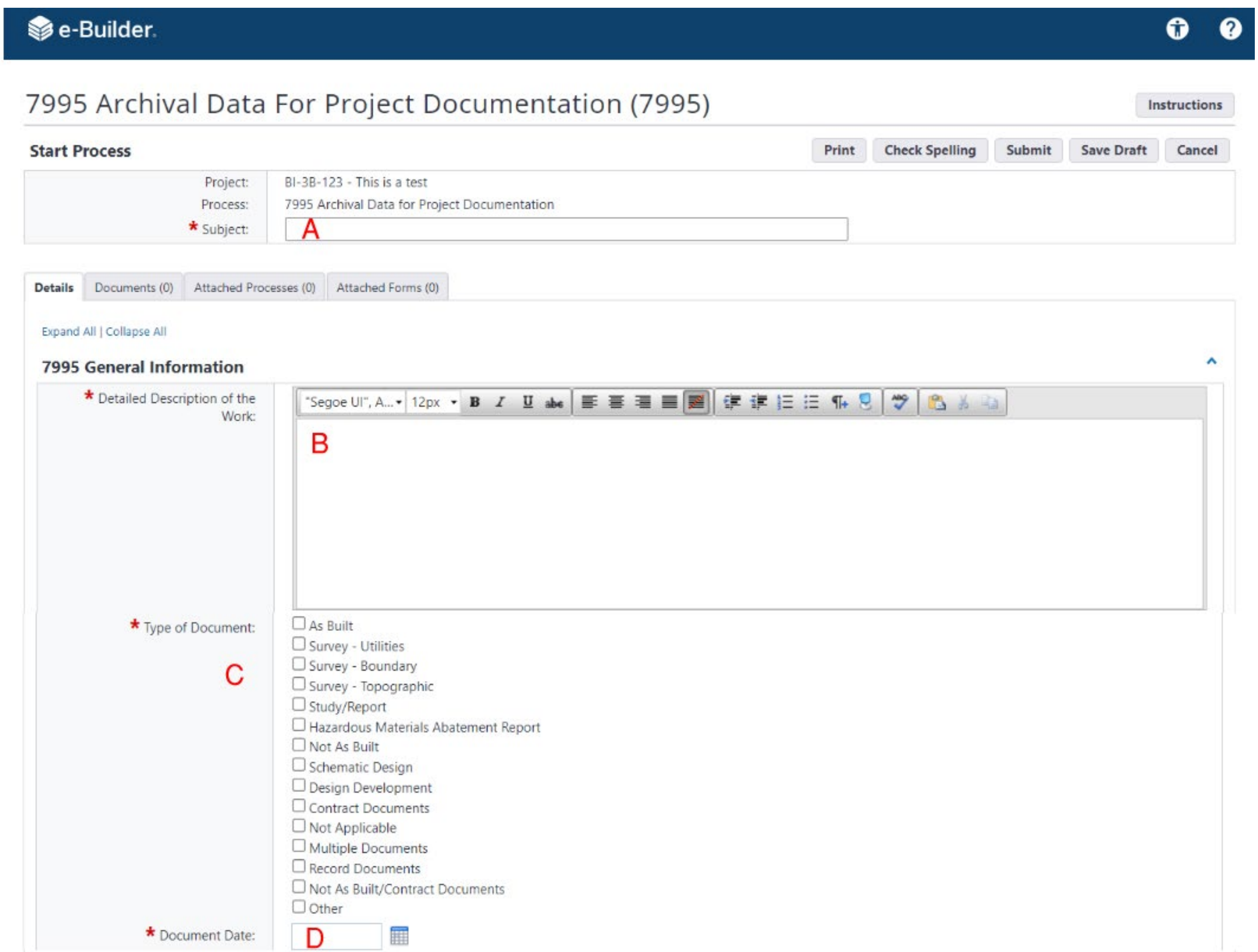
In the “Select process” pop up window, the project manager is to search for and select “7995 Archival Data for Project Documentation (7995)”. Then click “Start 7995.”

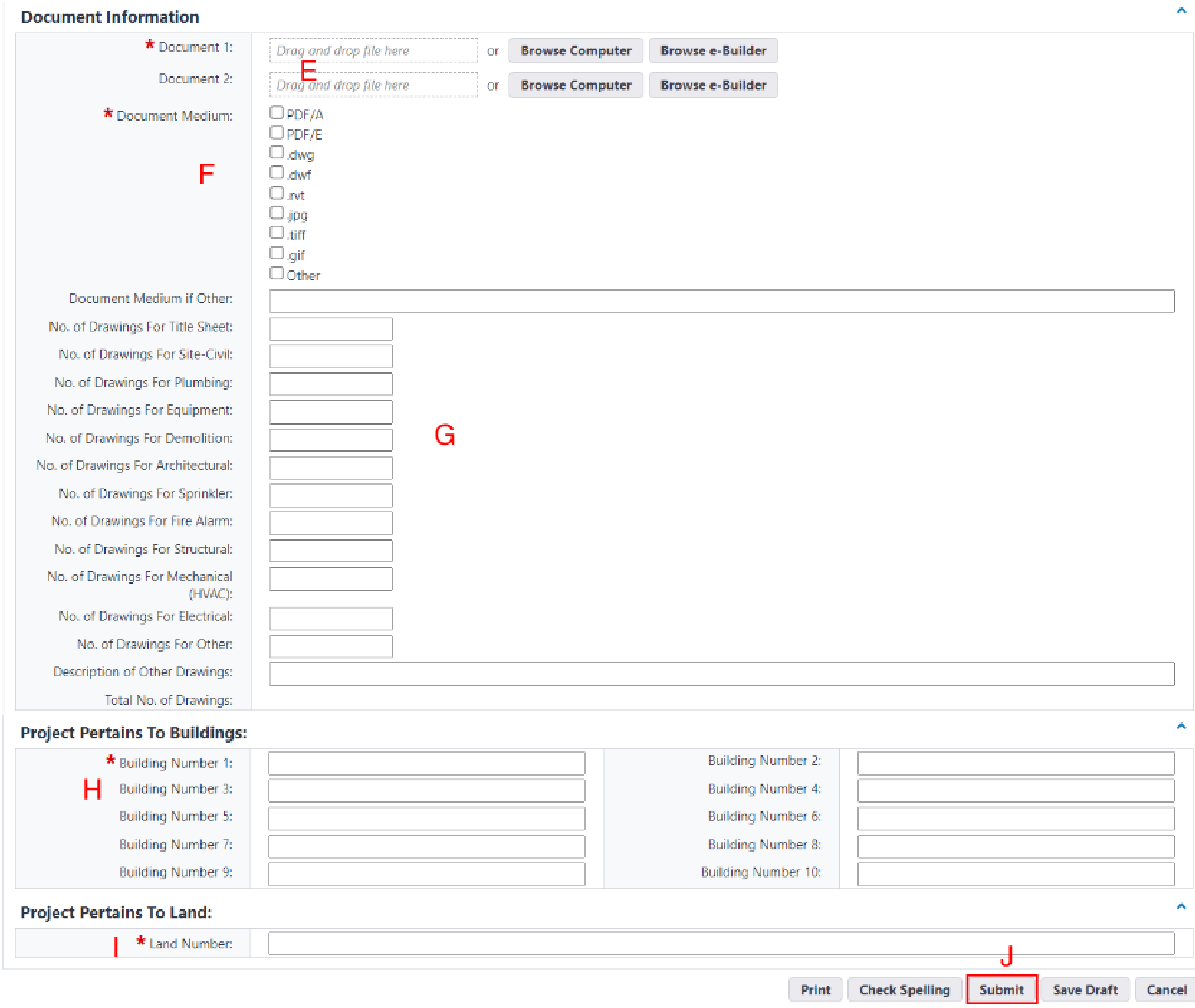


27A.03 Complete 7995 Archival Data for Project Documentation form (PMs)

The project manager then completes the 7995 form:

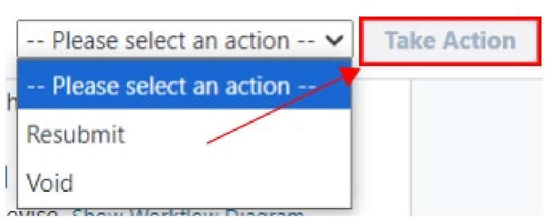
A. Note the project number and name in the Subject field.
B. Write a Detailed Description of the work done in the project.
C. Check the box next to the document type(s) submitted.
D. Enter the Document Date.
E. Upload the document(s). Note that there are two fields available to allow more than one document in the submission.
F. Check the box for each file format included in the submission.
G. Enter the number of drawings of different types.
H. Enter the building number(s) of the buildings included in the project. If there is only one, enter its building number as “Building Number 1”. Other fields are available if there is more than on building number.
I. Enter the land number of the project site.
J. When done, click “Submit”. There is also a “Save Draft” button, allowing the project manager to save a draft of the form and return later.





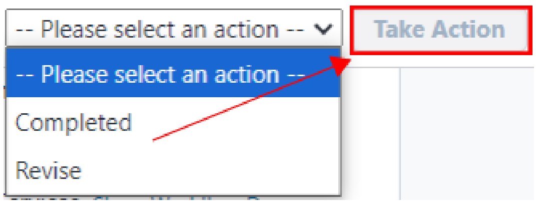
27A.04 Resubmitting (PMs)

Technical Services may send the 7995 back to the project manager for changes. If so, the project manager is able to make any needed changes and then select a workflow action and click the "Take Action" button. The "Resubmit" workflow action sends the instance back to Technical Services. There is also a "Void" option, allowing the project manager to void and close the 7995 instance with no action taken.



27A.05 Review and Upload to FileNet (Tech Services)

Technical Services receives the 7995 submission from the PM for possible upload to FileNet. When ready, the Technical Services user selects a workflow action and clicks “Take Action”. The “Completed” workflow action closes out the 7995 instance. The “Revise” action allows the Technical Services user to send the item back to the project manager for changes.

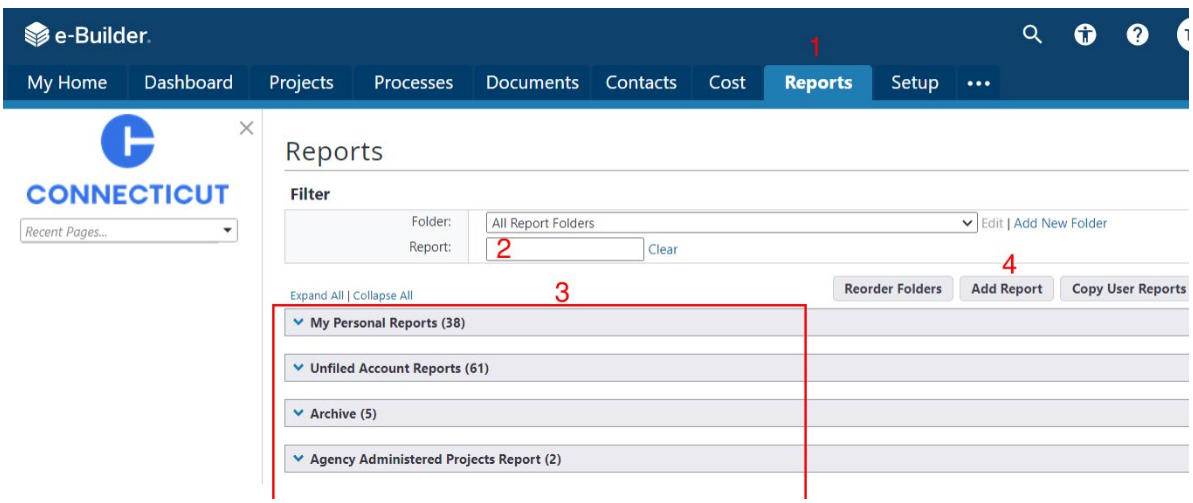


Section 28: Reports

28.01 Navigating to the Reports Module and Accessing Reports

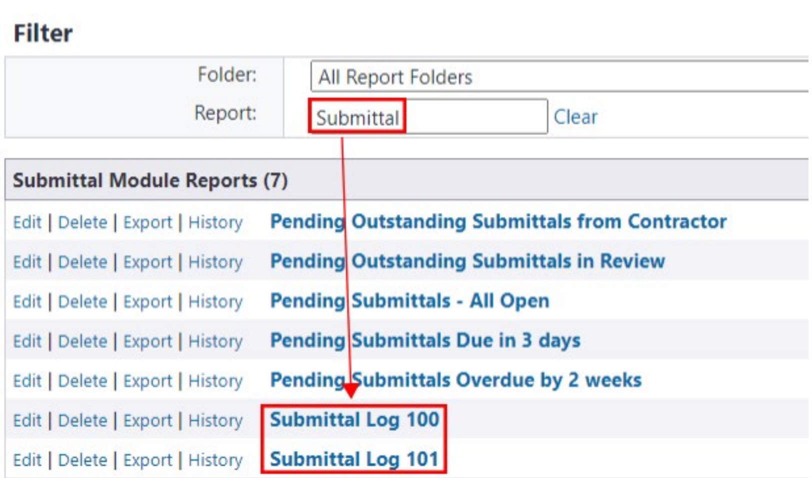
To access and use the Reports module:

1. Click on the Reports tab to access the Reports module.
2. In the Reports module, reports can be accessed easily by typing part or all of the report name in the search block and clicking enter. The search will return a list of reports fitting the search criteria. See step 28.02 for how to open project-specific reports.
3. Users may also wish to browse the list of generally-available pre-built reports. Click on the arrow to the left of each section to open or close the list of reports in each. Click on the name of the report to open each.
4. Users are also able to build their own reports or save-as their own modified copies of existing reports. These reports are only available to the user creating them, and there is flexibility about the datasets to be searched, filter criteria and formatting.

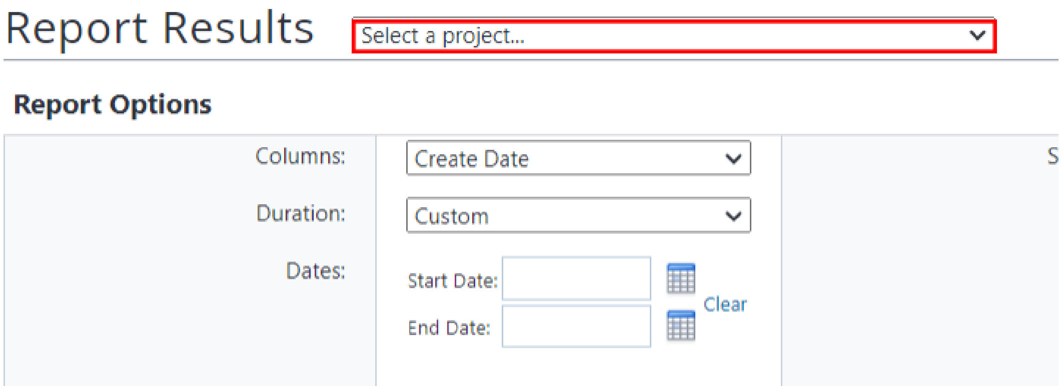


28.02 Searching for and Opening Project-Specific Report Data

In the example, below, the user searched for the word “submittal”. The search returned a list of reports, including a number built by e-Builder. The two at the bottom are reports built by DAS.



When the user clicks on “Submittal Log 100”, for example, that report opens. However, this is report for project-specific information, so it does not show any data until the user uses the “Select a project” pull-down menu to select a project.



This shows the report on the screen in e-Builder. Also note that there is an “Export” button that allows the user to download the data from the report in Excel or other data formats. (There is no option to generate a PDF report.)