

FacilityMax Contracts Procedures – Contracts Department


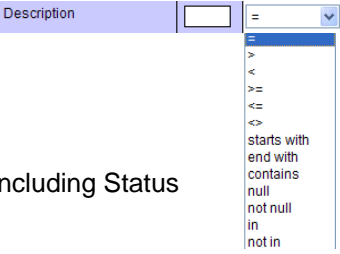

Possible statuses that Contracts will receive:

<i>Who sets it to this status?</i>	<i>Who receives this status?</i>	<i>Status</i>	<i>Description</i>
AC	CN	TO CONTRACTS	Accounting is done with contract request and forwarding to Contracts
CN	CN	TO RFP/RFQ/ITB	Contract is out for proposal/quote/or bid
CN	CN	PREPARE CONTRACT	Contracts is preparing contract
PM	CN	PM RETURNING TO CNTR	PM is providing the requested missing information and is returning the contract request to Contracts
CN	BOB	NEED MGR APPROVAL	Contract is written and awaiting approval from Bob Voica
BOB	PM	NEED PM APVL FOR DOJ	Bob Voica has approved contract for DOJ review and is sending it to the PM to review
PM	BOB	PM APPROVED FOR DOJ	PM has reviewed and approved contract for DOJ review and is sending it to Bob Voica to send to DOJ
BOB	BOB	TO DOJ	Contracts is sending the contract to DOJ for review
BOB	PM	MGR APPROVED - TO PM	Bob Voica has approved contract and is sending it to the PM to review
PM	DAVID	PM APRVD -TO AST DIR	PM has reviewed and approved contract and is sending it to David Hobbs
DAVID	CN	AST DIR APRVD -TO CN	David Hobbs has reviewed and approved contract and is sending it to the Contracts Dept to send out for Contractor signature
CN	CN	SENT TO CONTRACTOR	Contract has been sent to Contractor for signature
CN	CN	CONTRACTOR SIGNED	Received signed contract from Contractor

FIND A CONTRACT

- Go to Module/Contract Administration, then Contract Administration/Project Contract

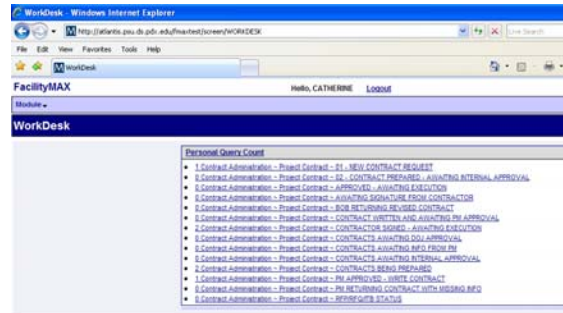


- Click on Search icon in toolbar 
- Change Description to "contains" from drop down menu 
- Type in contractor name or contract number
- Click  to execute search
- Use any other fields on this page to narrow your search including Status

RESPOND TO TO CONTRACTS STATUS

The PM has requested a new contract

- Pull up contract request
- From FacilityMax workdesk, you should have a Personal Query showing you that a contract has been changed to the TO CONTRACTS status
- If you do not have your workdesk set up with automatic queries, used instructions to Find a Contract searching under the status TO CONTRACTS
- All contracts with the TO CONTRACTS status should now be listed



- Click on link to open a contract request

Contract Number	Description	Project Contract Type	Status
2009-0010	ABHT - 5H CP&O REMODEL ROOM 146		TO CONTRACTS

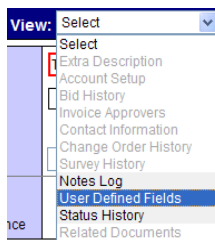
- Review contract request
- Look at the **Description** to find Contractor name, Building, and Project name
- If no contractor has been chosen because it is an RFP/RFQ/ITB:
 - o Click on Edit
 - o Change status to TO RFP/RFQ/ITB until a contractor has been chosen
 - o Save
- If the description contains a contractor name but there is not one selected under **Contractor**:
 - o Click on Edit
 - o Click on search icon next to contractor and try and pull up requested contractor
- Make sure **Request Date** has been entered
- Make sure a **Type** has been selected
- Review **User Defined Fields** (UDF's) under View/Select/User Defined Fields

Contractor

Contractor

Request

Type



User Defined Fields

Project Manager

Construction Mgr/Supervisor

Contract End Date

Substantial Completion Date

Final Completion Date

Liquidated Damages Date

Fixed Fee

Time and Materials

BOLI

Davis Bacon

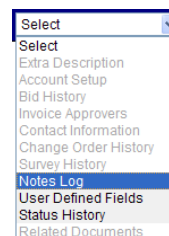
Performance and Payment Bond

Stimulus?

General Liability Required?

- o Project Manager (last name)
- o Construction Manager (last name)
- o Contract End Date
- o Substantial Completion Date (if needed)
- o Final Completion Date (if needed)
- o Liquidated Damages Date (if needed)
- o Fixed Fee (yes/no)
- o Time and Materials (yes/no)
- o BOLI (yes/no)
- o Davis Bacon (yes/no)
- o Performance & Payment Bond (yes/no)
- o Stimulus (Federal/State/None)








- Review **quote and estimate sheet** (under View/Select/Related Documents)
- If all information required to write the contract has been given:
 - o **Change Status** to PREPARE CONTRACT
 - o Save
- If any information is missing that you cannot fill in yourself or that requires more than a quick phone call, add a note to the PM:
 - o Go to Notes Log (View/Select/Notes Log)
 - o Click on green plus sign to add a new note
 - o Type in red outlined notes field
 - o Click Save , green flag



- Change the status to INCOMPLETE -CN TO PM
- Save


RESPOND TO PM RETURNING TO CNTR STATUS

The PM is responding to your note









- Pull up contract request
- You should have a personal query on your FacilityMax workdesk for this status
- Click on Edit 
- Got to Notes Log (View/Select/Notes Log)
- Review reply from PM
- If **satisfactory** and you can now write the contract, click on green flag 
 - o Change status to PREPARE CONTRACT
 - o Save 
- If **more information** is still needed,
 - o Click on green plus sign  to add a new note
 - o Type in red outlined notes field
 - o Click Save , green flag 
 - o Change the status to INCOMPLETE -CN TO PM
 - o Save 

PREPARE CONTRACT STATUS











When all information to write the contract has been received from the PM, Contracts has changed the status to PREPARE CONTRACT while in the process of writing it.

- After the draft of the contract has been written:
- Pull up contract
- You should have a personal query on your FacilityMax workdesk for this status
- Click on Edit 
- Type **contract number** in the description after the Contractor name
- Verify dollar amount of contract
- Add **insurance requirements** in View/Select/User Defined Fields
 - o For each insurance requirement, select YES or NO
- If **retainage** will be held on this contract, enter the percentage in the Retainage box (i.e. 5 for 5%)

Retainage

- Attach the **Word document** in FacilityMax:
 - o Go to View/Select/Related Documents
 - o Click on yellow post it note  (not paper clip) to add a document
 - o Click on icon next to Flag and select General 
 - o Click on Browse 
 - o Find the Word document and double click on it
 - o Click on attach 
 - o Enter Title for document – call it Contract Word Doc
 - o Click Save , green flag , green flag 
 - o Change the status to NEED MGR APPROVAL
 - o Save 
- The file will go to Bob Voica to review and respond

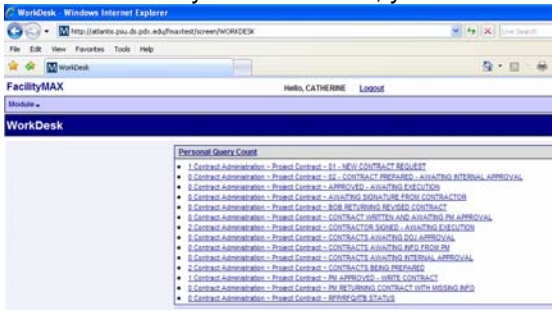
This status will also come up **after Bob Voica has reviewed** the contract draft and made changes

- After revised Word Doc has been posted:
- Pull up contract to open revised Word doc
 - o Click on Edit 
 - o Go to View/Select/Related Documents
 - o Click on Contract Word Doc Revised
 - o Review and accept changes
 - o Save as a PDF file on DWGS drive
- Delete Original and Revised Word Docs and replace with finalized PDF
- Go to View/Select/Related Documents
 - o Click on check box next to the Word files you want to delete, click on red delete icon 
 - o Click on yellow post it note  (not paper clip) to add a document
 - o Click on icon next to Flag and select General 
 - o Click on Browse 
 - o Find the PDF and double click on it
 - o Click on attach 
 - o Enter Title for document – call it Contract PDF
 - o Click Save , green flag , green flag 
 - o Change the status to NEED MGR APPROVAL
 - o Save 
- The file will go to Bob Voica to review and forward to the PM

RESPOND TO NEED MGR APPROVAL STATUS (Bob Voica)

A Word file of the contract draft has been prepared for your review

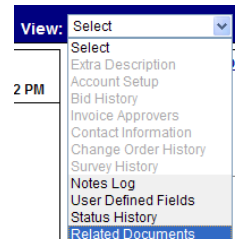
- Pull up contract
- From FacilityMax workdesk, you should have a Personal Query showing you this status



- If you do not have your workdesk set up with automatic queries, used instructions to Find a Contract searching under the status NEED MGR APPROVAL
- All contracts with the NEED MGR APPROVAL status should now be listed

Contract Number	Description	Project Contract Type	Status
2009_0019	ABHT - SH CPSO REMODEL ROOM 146		TO CONTRACTS

- Click on link to open a contract
- Review **Quote and Contract Word Doc** (under View/Select/Related Documents)
- If changes are required to the Word doc, save to your computer, and make revisions
- When revised version is ready to send back,
 - o Pull up contract
 - o Click on Edit
 - o Go to View/Select/Related Documents
 - o Click on yellow post it note (not paper clip) to add a document
 - o Click on icon next to Flag and select General
 - o Click on Browse
 - o Find the Word document and double click on it
 - o Click on attach
 - o Enter Title for document – call it Contract Word Doc Revised
 - o Click Save , green flag , green flag
 - o Change the status to PREPARE CONTRACT
 - o Save
- The file will go to Contracts to accept revisions, post a PDF of the contract and send to the PM for approval



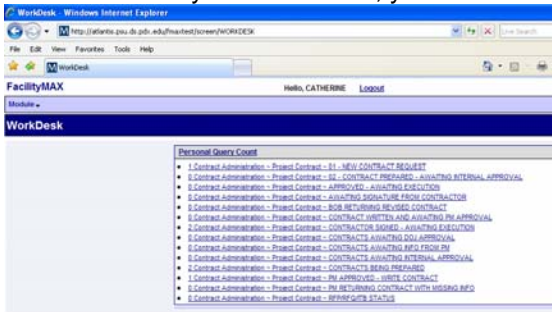
This status will also come up **after Contracts has attached a PDF of the revised contract**

- After revised Word Doc has been posted:
 - o Pull up contract
 - o You should have a personal query on your FacilityMax workdesk for this status
 - o Go to View/Select/Related Documents
 - o Click on Contract PDF and review document
 - o If you approve the contract to be sent out for signature, return to the main contract screen
 - o Click on Edit
 - o Change the status to MGR APPROVED - TO PM
 - o Save
- The file will go to the PM to review and then forward to David Hobbs for review

RESPOND TO PM APRVD -TO AST DIR STATUS (David Hobbs)

A PDF file of the contract has been approved by both Bob Voica and the PM and is ready for your review

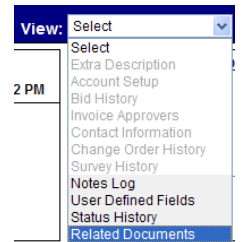
- Pull up contract
- From FacilityMax workdesk, you should have a Personal Query showing this status



- If you do not have your workdesk set up with automatic queries, used instructions to Find a Contract searching under the status PM APRVD –TO AST DIR
- All contracts with the PM APRVD –TO AST DIR status should now be listed





- Click on link to open a contract
- Review **Contract PDF** (under View/Select/Related Documents)
- Keep any notes in the Notes Log (View/Select/Notes Log)
- Once approved, click on Edit on main contract screen
- Change the status to AST DIR APRVD -TO CN
- Save
- The file will go to Contracts to email the contract out for contractor signature






RESPOND TO AST DIR APRVD -TO CN STATUS

A PDF file of the contract has been approved by Bob Voica, the PM, and David Hobbs and is ready to be sent out for signature

- Pull up contract request
- You should have a personal query on your FacilityMax workdesk for this status
- Make sure that the same PDF that is saved in View/Select/Related Documents is also in the appropriate folder on the DWGS drive
- Email PDF to contractor using signature request template and including necessary attachments such as OUS General Conditions and Insurance Requirements
- Click on Edit 
- Change the status to SENT TO CONTRACTOR
- Save 










SENT TO CONTRACTOR STATUS

The status will sit on SENT TO CONTRACTOR until the contract is received back signed and all insurance has been received

- When contract is returned signed, check the following:
 - o That there are no alterations to the contract
 - o Make sure that all requested information (such as Tax ID#) has been filled out
 - o All required insurance certificates have been received
 - o Make sure there are three copies of the signed contract
- Pull up contract
- You should have a personal query on your FacilityMax workdesk for this status
- Click on Edit 
- Enter **Award Date** as the date of the email
- Go to View/Select/User Defined Fields
 - o Enter all applicable **Insurance End Dates**
 - o Click on the green flag 
- Change the status to CONTRACTOR SIGNED
- Save 

CONTRACTOR SIGNED STATUS

The status will sit on CONTRACTOR SIGNED until the contract is executed

- When contract is executed:
 - o Scan executed contract and save in appropriate folder in the DWGS drive
 - o Email Notice to Proceed email using template
- Pull up contract to delete PDF and replace it with the executed PDF
- You should have a personal query on your FacilityMax workdesk for this status
- Click on Edit 
- Enter **Start Date** as the date the contract was executed
- Attach executed contract
 - o Go to View/Select/Related Documents
 - o Click on check box next to Contract PDF and click on red delete icon 
 - o Click on yellow post it note  (not paper clip) to add a document
 - o Click on icon next to Flag and select General
 - o Click on Browse 
 - o Find the Executed PDF and double click on it
 - o Click on attach 
 - o Enter Title for document – call it Executed Contract
 - o Click Save , green flag , green flag 
 - o Change the status to CONTRACT EXECUTED
 - o Save 

Contract Statuses in Facility Max

Who sets it to this status?	Who receives this status?	Status	Description
PM	PM	CM-PM REQUEST	CM or PM is requesting initial contract. If CM, the request needs to go to PM for approval.
PM	PM	PM APPROVE REQUEST	PM needs to approve the initial contract request by CM.
PM	AC	TO ACCOUNTING	PM has approved initial contract request entered by CM and is forwarding to Accounting
AC	PM	INCOMPLETE -AC TO PM	Accounting is missing information. PM should go to notes section to see what is needed and reply.
PM	AC	PM RETURNING TO ACCT	PM has entered notes providing the requested missing information and is returning the contract request to Accounting
AC	CN	TO CONTRACTS	Accounting is done with contract request and forwarding to Contracts
CN	CN	TO RFP/RFQ/ITB	Contract is out for proposal/quote/or bid
CN	CN	PREPARE CONTRACT	Contracts is preparing contract
CN	PM	INCOMPLETE -CN TO PM	Contracts is missing information. PM should go to notes section to see what is needed and reply
PM	CN	PM RETURNING TO CNTR	PM is providing the requested missing information and is returning the contract request to Contracts
CN	BOB	NEED MGR APPROVAL	Contract is written and awaiting approval from Bob Voica
BOB	PM	NEED PM APVL FOR DOJ	Bob Voica has approved contract for DOJ review and is sending it to the PM to review
PM	BOB	PM APPROVED FOR DOJ	PM has reviewed and approved contract for DOJ review and is sending it to Bob Voica to send to DOJ
BOB	BOB	TO DOJ	Contracts is sending the contract to DOJ for review
BOB	PM	MGR APPROVED - TO PM	Bob Voica has approved contract and is sending it to the PM to review
PM	DAVID	PM APRVD -TO AST DIR	PM has reviewed and approved contract and is sending it to David Hobbs
DAVID	CN	AST DIR APRVD -TO CN	David Hobbs has reviewed and approved contract and is sending it to the Contracts Dept to send out for Contractor signature
CN	CN	SENT TO CONTRACTOR	Contract has been sent to Contractor for signature
CN	CN	CONTRACTOR SIGNED	Received signed contract from Contractor
CN	AC	CONTRACT EXECUTED	Contract has been executed
AC	AC	ENCUMBERED	Accounting encumbered contract value
AC	AC	RETAINAGE RELEASED	Retainage released
		CLOSED	Contract closed
		HOLD	Hold
		ERROR	Error
		CANCEL	Contract canceled

Change Order Statuses in Facility Max

Who sets it to this status?	Who receives this status?	Status	Description
PM	PM	CM-PM REQUEST	CM or PM is requesting a change order. If CM, the request needs to go to PM for approval.
PM	PM	PM APPROVE REQUEST	PM needs to approve the change order request by CM.
PM	CN	PM APRVD -TO CNTR	PM has approved the CO and is sending it to Contracts to write
CN	CN	PREPARE CHANGE ORDER	Contracts is preparing change order
CN	PM	INCOMPLETE -CN TO PM	Contracts is missing information. PM should go to notes section to see what is needed and reply
PM	CN	PM RETURNING TO CNTR	PM is providing the requested missing information and is returning the change order request to Contracts
CN	BOB	NEED MGR APPROVAL	Change order is written and awaiting approval from Bob Voica
BOB	AC	MGR APPROVED -TO ACTG	Bob Voica has approved change order and is sending it to Accounting for approval
AC	PM	INCOMPLETE -AC TO PM	Accounting is missing information. PM should go to notes section to see what is needed and reply.
PM	AC	PM RETURNING TO ACCT	PM has entered notes providing the requested missing information and is returning the contract request to Accounting
AC	PM	ACCT APRVD - TO PM	Accounting has allocated funds in Fmax for the Change Order and is forwarding the CO to PM for approval
PM	DAVID	PM APRVD -TO AST DIR	PM has reviewed and approved the change order and is sending it to David Hobbs
DAVID	CN	AST DIR APRVD -TO CN	David Hobbs has reviewed and approved change order and is sending it to Contracts to send out for Contractor signature
CN	CN	SENT TO CONTRACTOR	Change Order has been sent to Contractor for signature
CN	CN	CONTRACTOR SIGNED	Received signed change order from Contractor
CN	AC	CHANGE ORD EXECUTED	Change order has been executed
AC	AC	ENCUMBERED	Accounting encumbered change order value
		HOLD	Hold
		ERROR	Error
		CANCEL	Contract canceled