Contracts

Contracts for DGS are the first form of official award to a vendor on a DGS project and can include Letter Contracts, Task Orders, Purchase Order Agreements and Contracts. Contracts in ProjectTeam do not include Change Orders/Modifications, Target GMPs or Definitized Contracts as those are changes to the original Contract and are recorded in the Change Orders form in ProjectTeam.

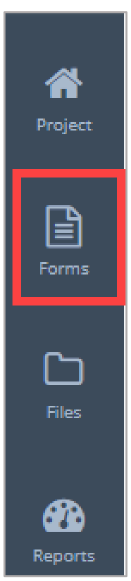
The contract is issued by the Contracts and Procurement Division and recorded in the associated project in ProjectTeam by the DGS Project Manager. It is the responsibility of the DGS Project Manager to obtain copies of each signed Contract and the associated Purchase Order and to correctly enter Contracts in ProjectTeam in a timely manner. Contracts must be entered in ProjectTeam, in order to maintain the project record, facilitate Payment Applications and Invoices, control project finances and for change management purposes.

Note: If your initial Contract to a vendor includes multiple purchase orders, you will treat the first (lowest number) purchase order as the contract and each additional associated purchase order as a Change Order to the Contract. Please reach out to DGS.ProjectTeam@dc.gov if you need clarification or have any questions.

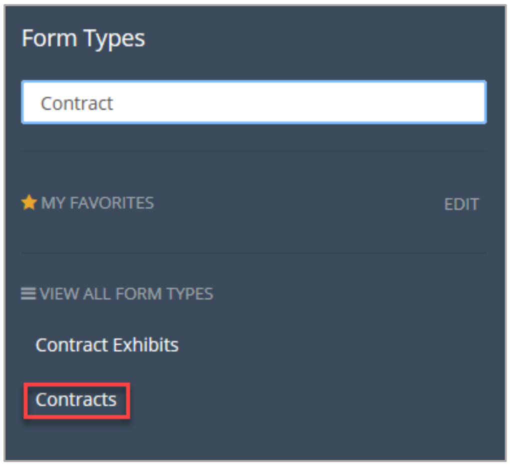
Note: Make sure to update the ***Status*** and ***Status Notes*** fields, record the associated PO Number in the ***PO Number (PASS)*** field, enter the ***PO Vendor Name***, and check the ***PO Issued*** box on the associated Requisition Request form at this time.

Creating a Contract

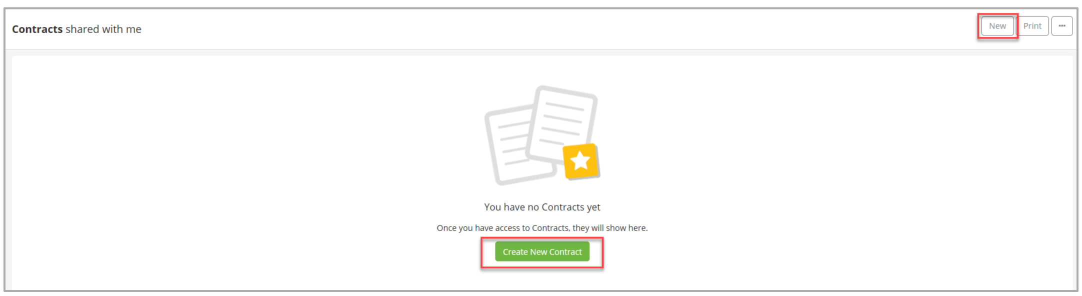
1. Within the project, click the **Forms** icon on the left navigation pane.



2. In the search field, begin typing **Contract** and the form will appear in the forms list. Click **Contract** to open.

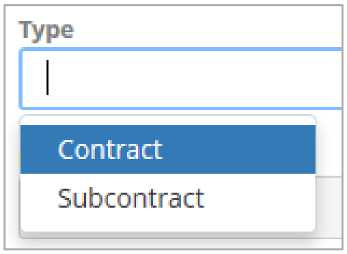


3. If this is the first Contract for a project, click the **Create New Contract** button located in the middle of the log or click the **New** button in the upper right corner.



4. A Create Contract "pop-up" window will appear on your compter. Fill out the following information:

Type: Click inside the **Type field** to open the picklist and <u>*always* choose **Contract**.</u>



NOTE: All Contracts issued by DGS are Contract types.

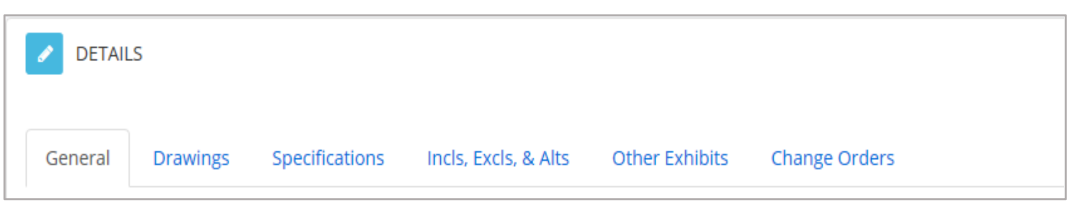
Title: Enter the Title of the contract. The title of the contract in ProjectTeam should always match the contract title as awarded by the Contracts and Procurement Division.

PO Number: Enter the **PO Number** associated with the contract as awarded by the Contracts and Procurement Division.

NOTE: Always leave the Unit Price Contract box "unchecked" as DGS does not issue Unit Price contracts

5. Click "Save"

6. The new Contract will open in Edit mode on the General tab. In addition to the General tab, there are 5 other Tabs (Drawings, Specifications, Incls, Excls, & Alts, Other Exhibits, and Change Orders) with additional data fields, some of which are required.



General Tab Section:

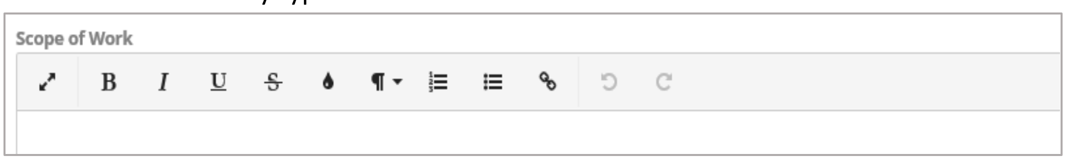
1. Click inside the **Vendor Company** field to show a list of the companies on the project and click the name of the company on the contract.

   NOTE: If the Vendor Company is not in the drop down list, add the Company in the Project's Directory.

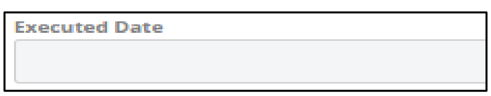
2. Click inside the **Vendor Contact** field to show a list of contacts and click a name to select.

   NOTE: If the Vendor Contact is not in the drop down list, add the Contact in the Project's **Directory**.

3. Add the contract **Scope of Work**. This can be cut and pasted from the awarded contract document or manually typed.



4. Click inside the **Executed Date** field and select the <u>date the Contracting Officer **signed the contract**.</u>



5. Click inside the **Original Contract Completion Date** field and select related date.

   NOTE: This is the date specified in the contract when the <u>**contract**</u> is scheduled to be completed and is also know as the **Final Completion Date**. Read the contract to determine the completion date. If no date is specified, reach out to Contracts and Procurement to determine this date.

6. The Revised Contract Completion Date will be automatically calculated by ProjectTeam based on the Original Contract Completion Date and the sum of the approved days from all Change Orders.

7. Validate that the **Unit Price Contract** box is **unchecked**.

    NOTE: If the Unit Price Contract box is checked, Cancel the current Contract and start over with Step 1 above and do not select the Unit Price Contract box in the "Create Contract" pop-up box.

8. **Schedule of Values**

    The Schedule of Values collection is where individual line items are added based on the terms of the contract and, along with any awarded Change Orders, will dictate the Item Breakdown setup on the vendor's Payment Applications.

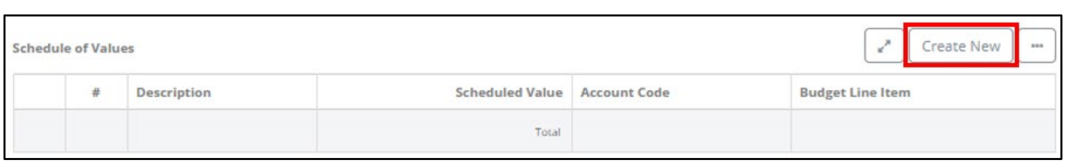
    The Schedule of Values line items in the Contract record should match the line items in the corresponding Purchase Order (typically one line).

    Note: If the contract has different retainage percentages for separate scope items, you will need to set up the SOV in the Contract record to allow billing these different retainage percentages appropriately with a separate cost line in the SOV for each retainage percentage that will apply.

    For example, if your contract has 10% retainage on GC Fee, 5% retainage on Design, and 0% on reimbursible costs, you would have three cost lines in the SOV for the contract. One cost line for each of the three scope itmes

    Please reach out to your EPM or DGS.ProjectTeam@dc.gov if you need clarification or have any questions.

    Click the **Create New** to begin adding the **Schedule of Values** in a pop-up box.



    a. Click to add the **Description.**

b. Click to add the **Scheduled Value.**

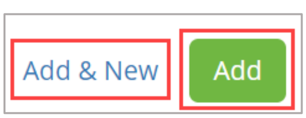
c. Click to select the **Account Code** from the list.

Note: The Account Code is entered in ProjectTeam by BDI as part of the Budget Item load and corresponds to the funding attriibutes used to generate the Purchase Order in PASS.

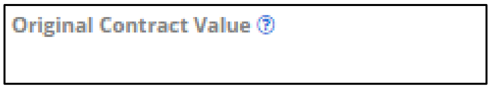
d. Click to select the **Budget Line Item** from the picklist.

Note: Budget Line Item corresponds to the line item from the ROM Budget Breakdown that this expense applies to. This is used to determine Budget vs. Actual costs on the project.

e. Click the **Add & New** button to add another schedule of values line item or click the **Add** button to complete the line item added above and then move on to the next step.

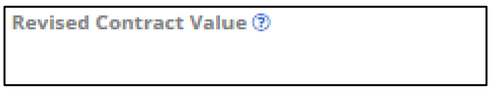


9. The **Original Contract Value** is automatically **caluclated** by ProjectTeam based on the sum of the Contract's Schedule of Values line items.

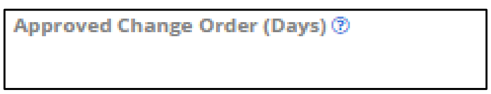


10. The **Approved Change Orders (Value)** is automatically **calculated** by ProjectTeam based on sum of the related Approved Changer Orders values.

11. The **Revised Contract Value** is automatically **calculated** by ProjectTeam based on the sum of the Original Contract Value and the Approved Change Orders values.



12. The **Approved Change Order (Days)** is automatically **calculated** by ProjectTeam based on the sum of the approved Change Orders Acknowledged Schedule Impact (Days).



13. Enter the **Task Order Number** if applicable.

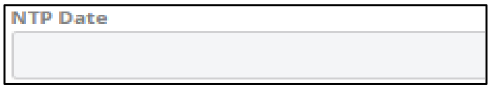
14. Enter the **Contract Number** if applicable.

15. Click inside the **Vendor Role** field and select the role of the vendor for this contract.

16. Click inside the **DGS Contract Type** field to select the type of contract.

17. Select the **Market** from the lookup list which best applies to the contract. This information can be obtained from Contracts and Procurement if you are unsure how the solicitation was issued.

18. Enter the **NTP Date**. If no NTP date is specificed in the contract, use the Executed date.



19. Enter the **Substantial Completion Date** specified in the contract.

20. Add the **Administrative Term Date** if applicable.

21. Click inside the **CBE Participation** field and select the CBE Participation level as specified in the contract.

22. Enter the **General Retainage Percent** as specified in the contract.

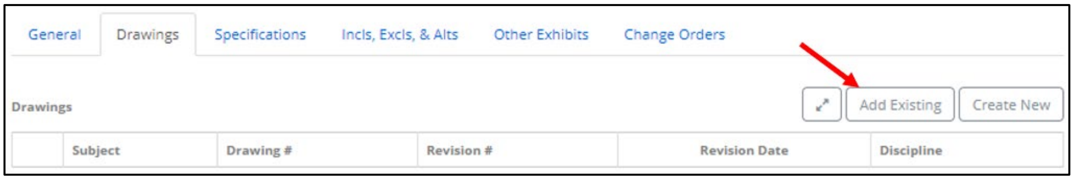
23. Add the **Material Retainage Percent** as specified in the contract.

Note: This is the same as the General Retainage Percent unless explicitly stated otherwise in the Contract

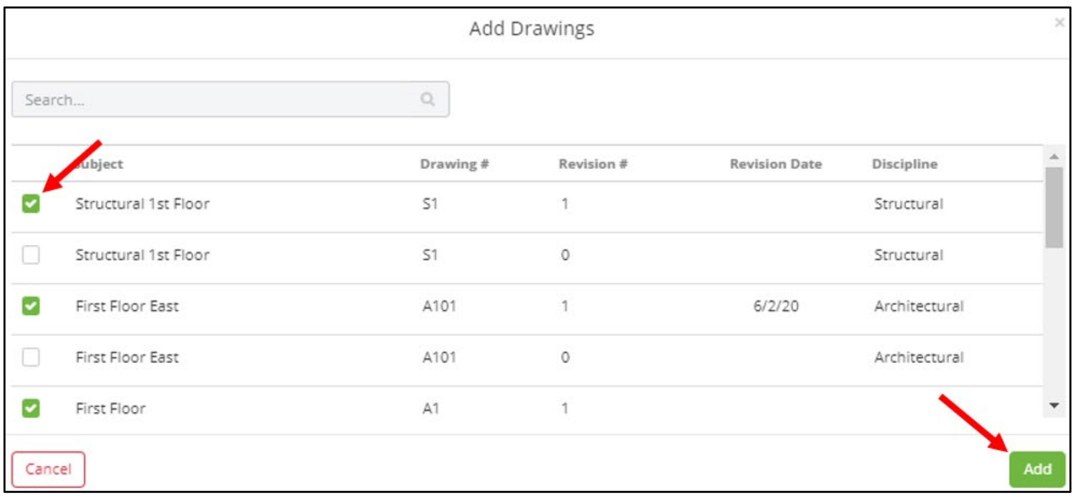
Drawings:

The Drawings tab is where Drawings can be associated with the Contract.

1. Click **Add Existing to** select the related Drawings from the Project's Drawing log.



2. Add the **Drawings** related to the Contract by **clicking on the box** next to the Drawing Subject, then select **Add**.

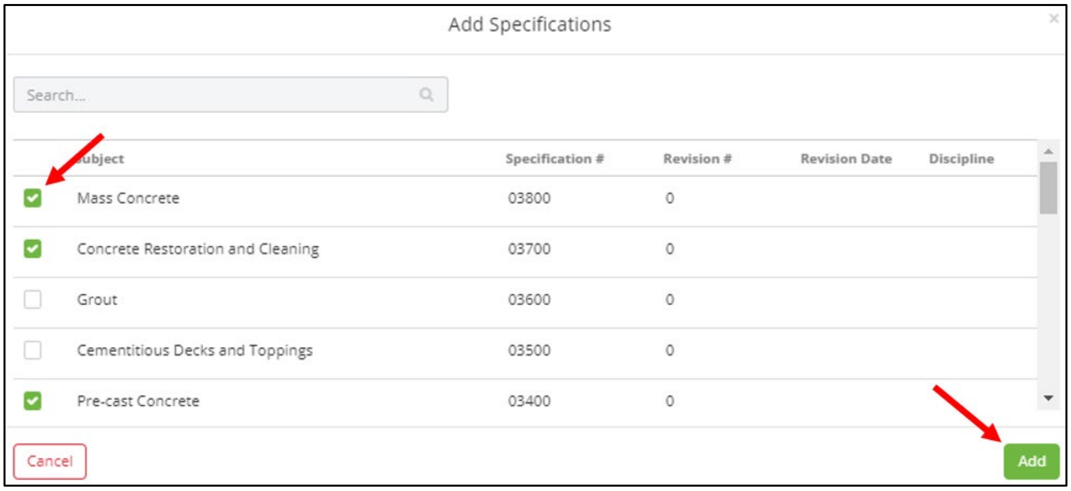


Specifications:

The Specifications tab is where Specificiations can be associated with the Contract.

1. Click **Add Existing** to select the related Specifications from the Project's Specifications Log.

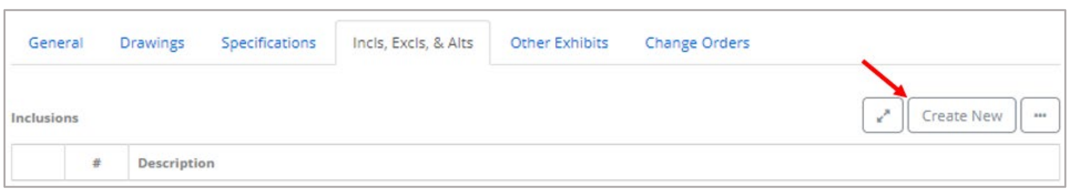
2. Add the **Specifications** related to the Contract by **clicking on the box** next to the Specification Subject, then select **Add**.



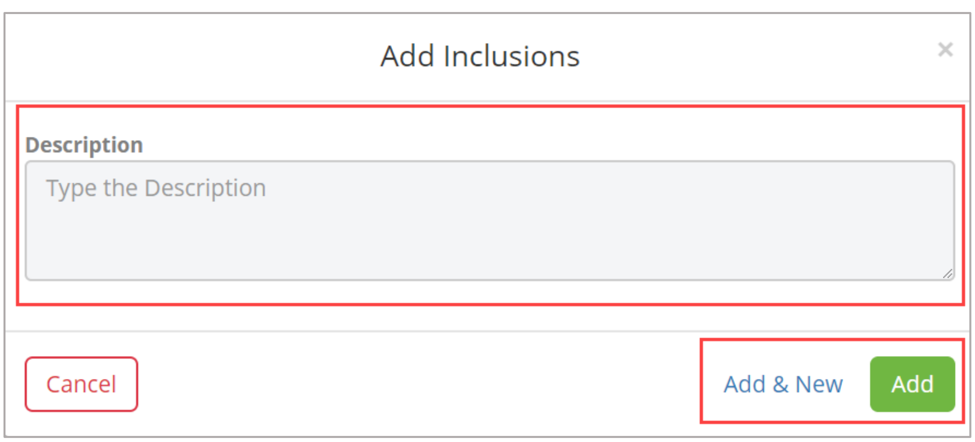
Incls, Excls, & Alts Tab:

The Incl, Excls & Alts tab contains three subsets which include information for **Inclusions** - **Exclusions** – **Alternates.**

1. To add an **Inclusion**, click the **Create New** button above the Inclusions table.

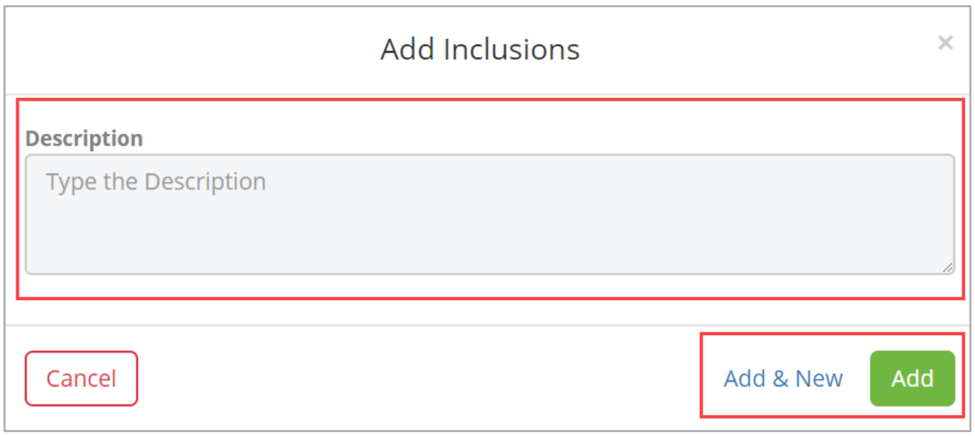


   a. Add the Inclusion **Description** and click **Add & New** to add another inclusion or click the **Add** button to complete this step.



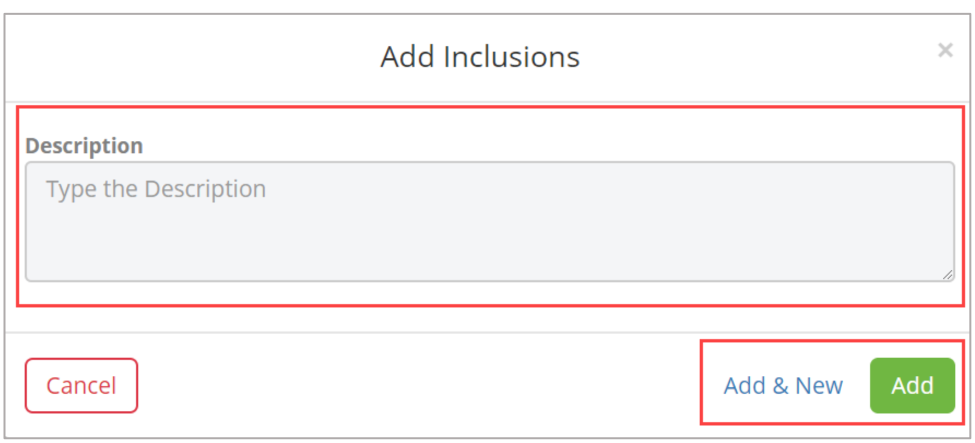
2. To add an **Exclusion**, click the **Create New** button above the Exclusions table.

   a. Add the Exclusion **Description** and click **Add & New** to add another exclusion or click the **Add** button to complete this step.

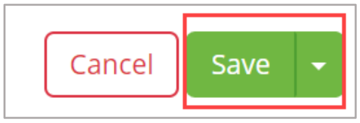


3. To add an **Alternate**, click the **Create New** button above the Alternates table.

   a. Add the Alternates **Description** and click **Add & New** to add another alternate n or click the **Add** button to complete this step.



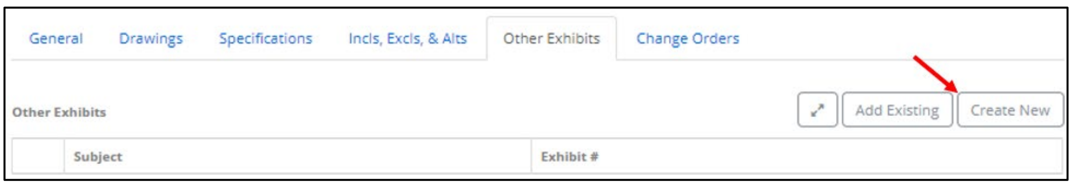
4. Click the **Save** button located in the top right corner to save the new information.



Other Exhibits Tab:

The **Other Exhibits** tab is where Other Exhibits that are part of the contract are documented.

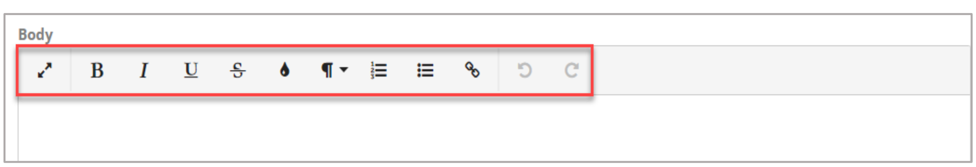
1. Click the **Create New** button.



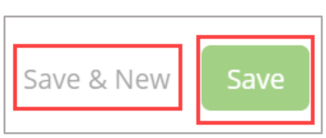
   a. Enter the **Subject**.

   b. Enter **Exhibit #**.

   c. Enter additional information about the exhibit in the **Body** field. Note that the formating menu is available.



   d. Click either **Save & New**, which will save the current entry and prompt you to create another entry or **Save** with save and bring you back to the Details menu.

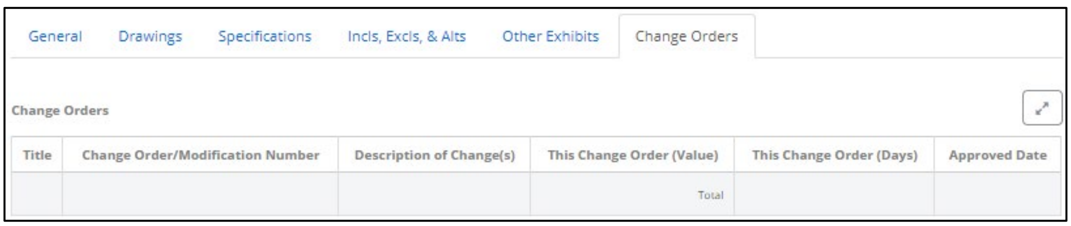


2. Click the **Save** button located in the top right corner to save the new information.

3. This will return to the actual document record page which will include the document panels. (Detail, Attachments, Action Items, Comments and References)

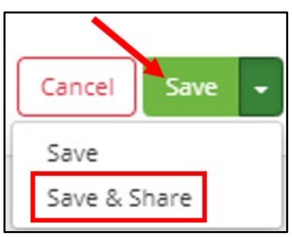
Change Orders Tab

1. **Change Orders** is the next tab that contains read-only information. All Change Orders related to the Contract that have been marked **approved** will automatically be added to this tab.



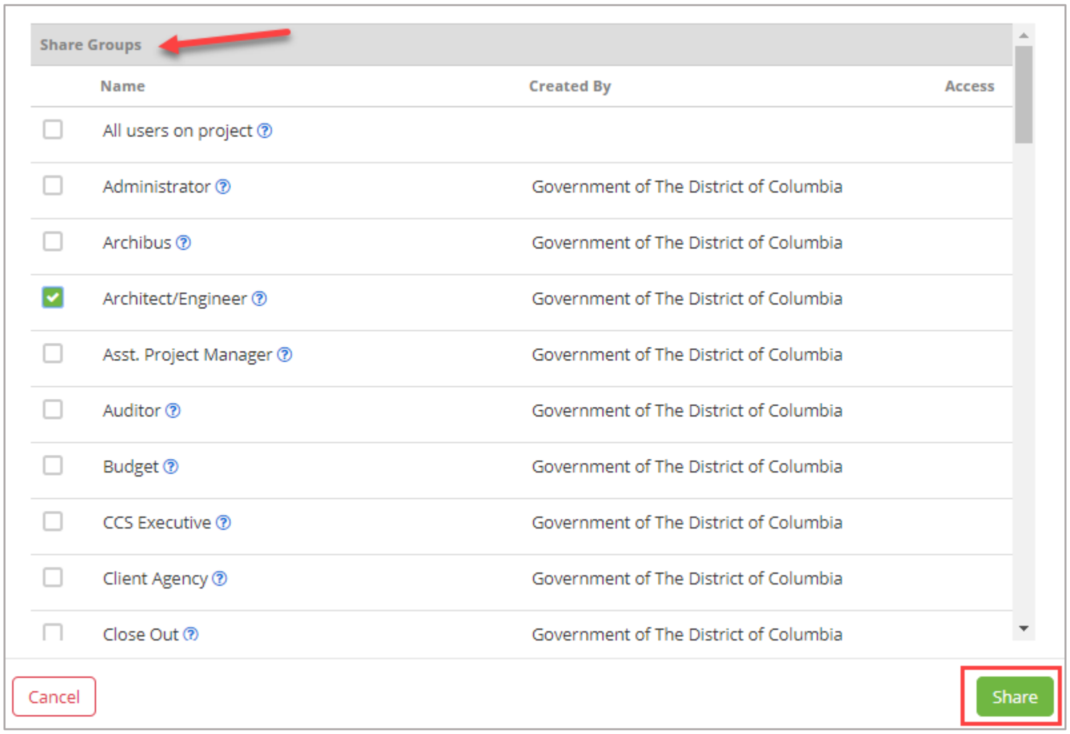
Saving and Sharing the Record

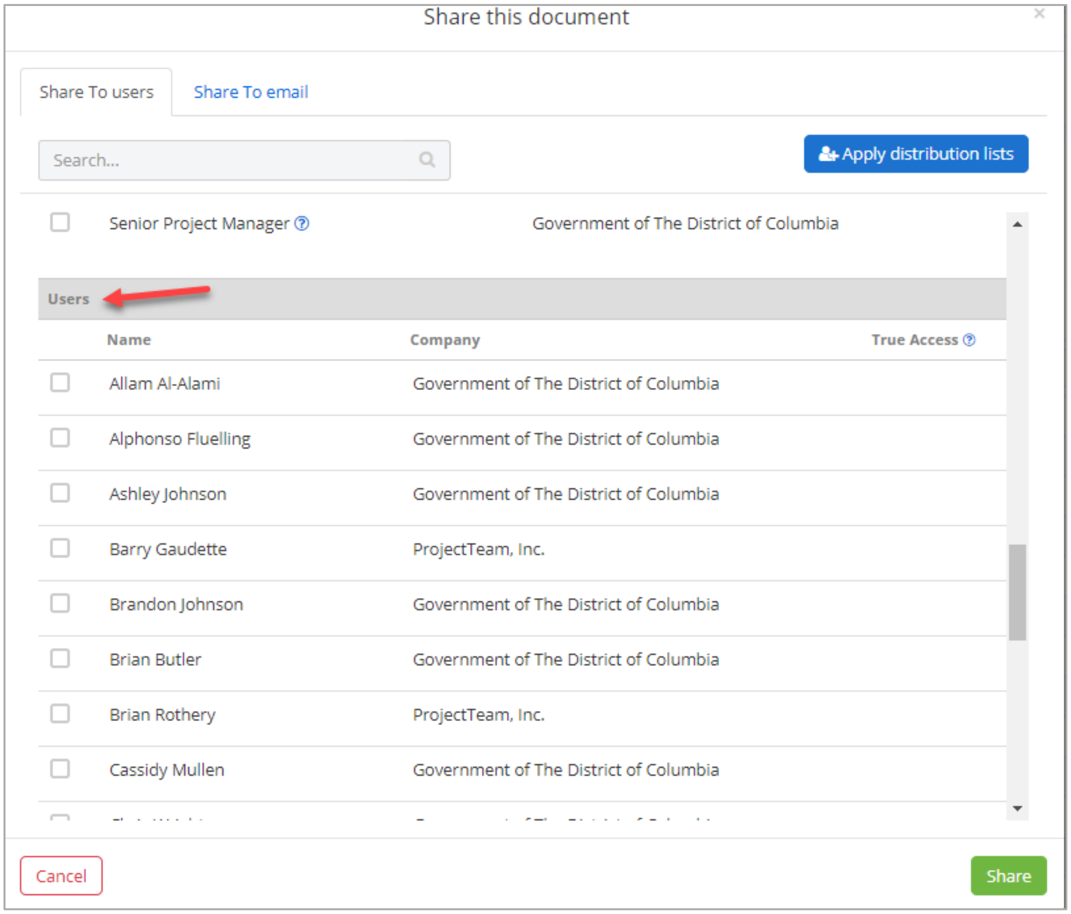
1. Click the **Save & Share** button located in the top right corner and click the **Save & Share** option.



2. **Share** the contract with the Project Manager share group and the appropriate **share group** based on the contracted vendors role on the project. Ie: The AE's contract would be shared with the Architect/Engineer share group.

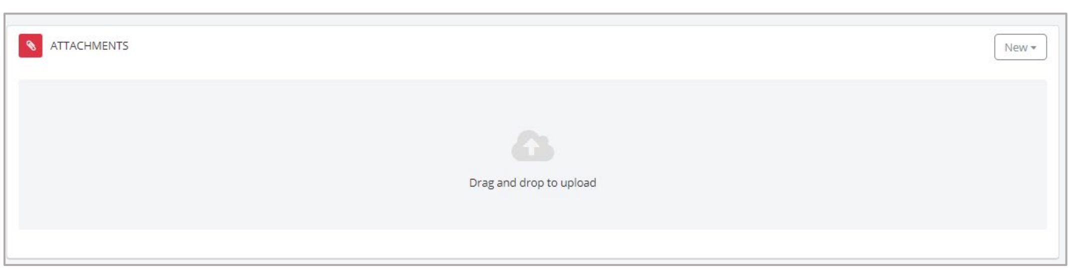
NOTE: If you have more than **one vendor of a specific type**, for example, two architects, scroll below the share groups to the users section and select the specific contacts from the vendor company rather than the share groups.





Attaching the Contract Documents

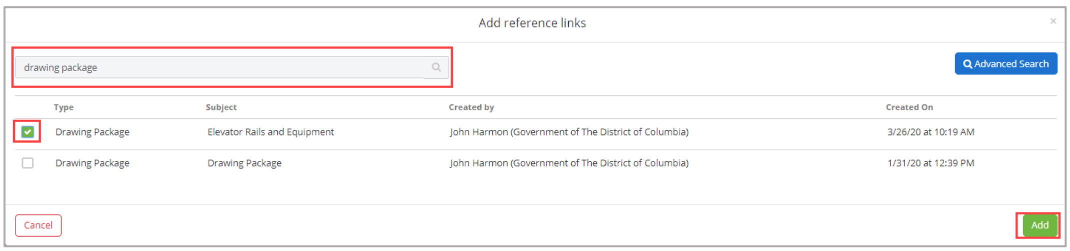
1. Scroll to the bottom of the document to the **Attachments** panel within the record. Drag and drop the contract documents to <u>include at a minimum the **signed contract and the purchase order**.</u>



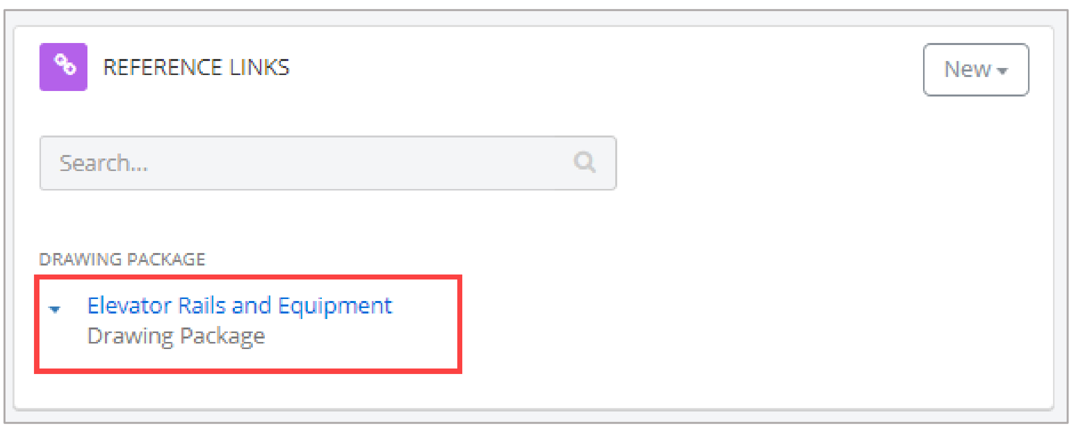
Link to the Drawing Package

1. Scroll to the Reference panel within the record. Click the **New** button and select **Add Existing**.

2. Enter "**drawing package**" in the search box. Check the **check box** beside the title of the drawing package related to the contract and click the **Add** button.



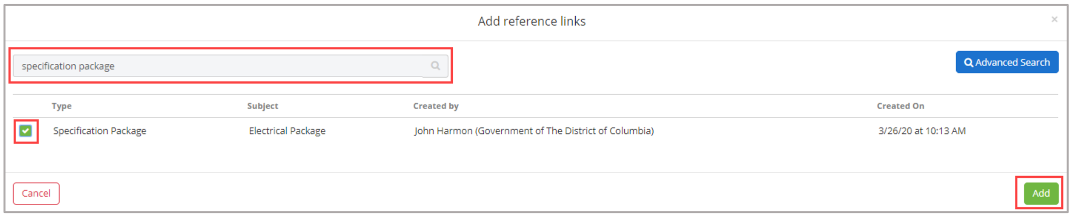
3. The drawing package selected in step 2 will appear in the **reference links** panel for the document.



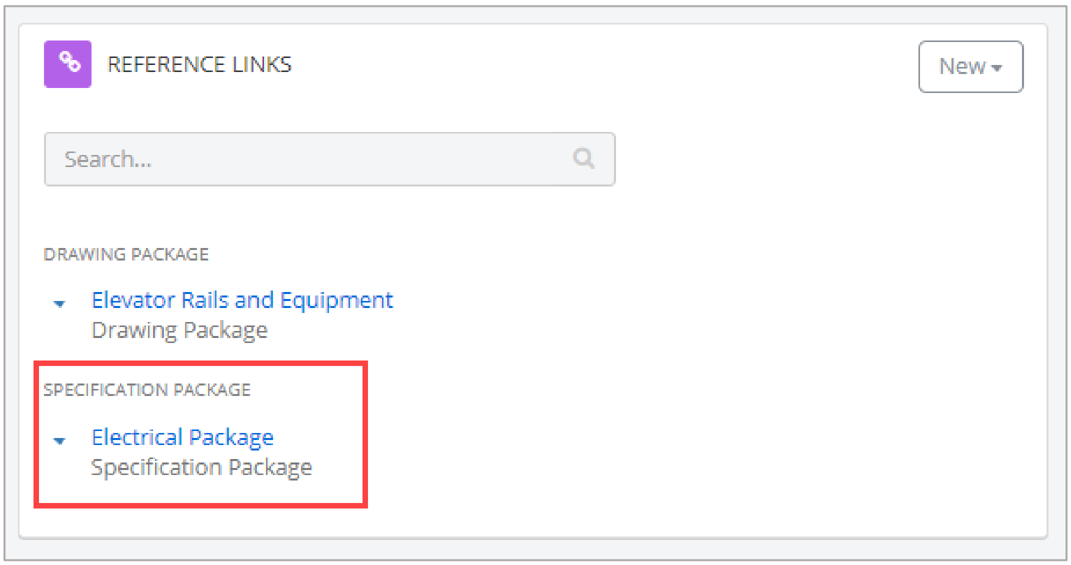
Link to the Specification Package

1. Scroll to the Reference panel within the record. Click the **New** button and select **Add Existing**.

2. Enter "**specification package**" in the search box. Check the **check box** beside the title of the specification package related to the contract and click the **Add** button.



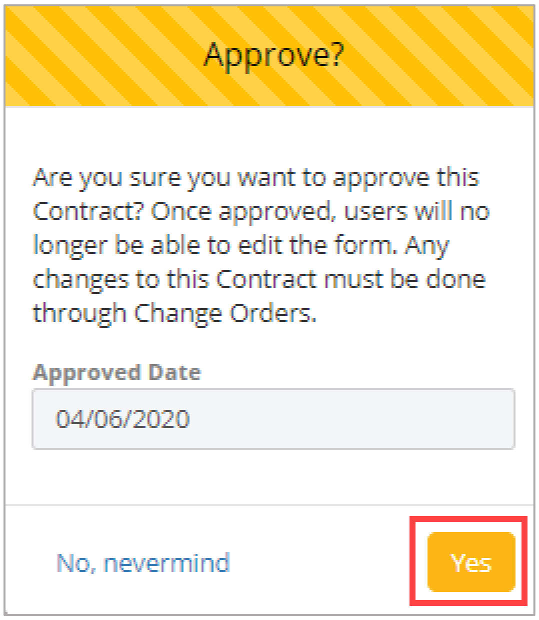
3. The specification package selected in step 2 will appear in the **references panel.**



Approving the Contract

1. Review the information entered in to ProjectTeam. Once the contract information is complete, click the **Approve Contract** button located in the top right corner.

2. The approval modal window will open which includes the Approved Date for the contract. This date must be changed to match the **Executed Date** from the contract. Once the date is changed, if you are ready to approve the contract, click the **Yes** button.


Approve?
Are you sure you want to approve this Contract? Once approved, users will no longer be able to edit the form. Any changes to this Contract must be done through Change Orders.
Approved Date
04/06/2020
No, nevermind
Yes