



Contract SOV (Schedule of Values)- Contractor

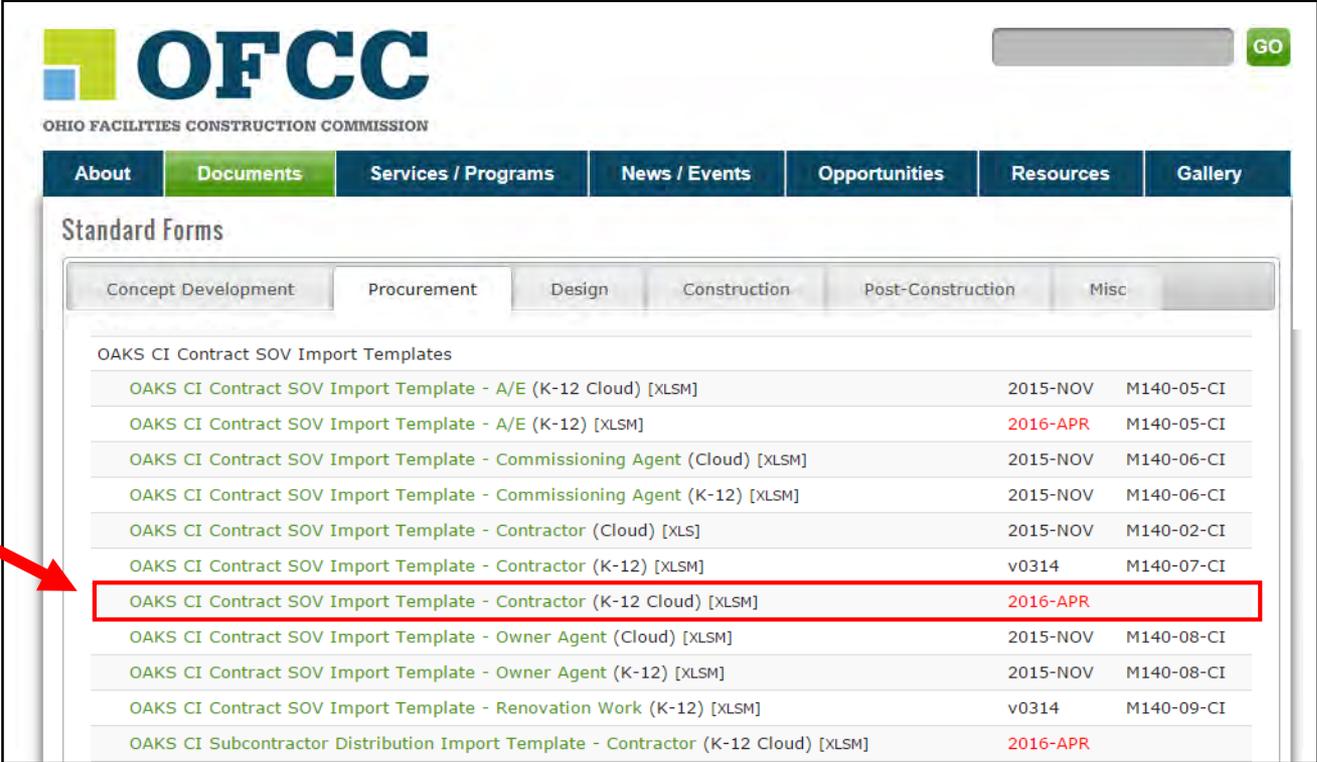
K12 Cloud

Contract SOV Process Overview

- ▶ After the Contract is approved in OAKS CI, the Contract SOV record will be created by the Project Coordinator (PC).
- ▶ The Contractor will:
 - ▶ Locate and Complete the SOV Spreadsheet
 - ▶ Email the Spreadsheet to the PC
 - ▶ Receive and Review the Contract SOV record in OAKS CI

Navigate to SOV Spreadsheet Template

- ▶ Step 1: Open Excel spreadsheet from website:
<http://ofcc.ohio.gov>
 - ▶ Click- Documents tab
 - ▶ Click- Standard Forms
 - ▶ Click- Procurement Tab
 - ▶ Click Appropriate (K12) Spreadsheet template

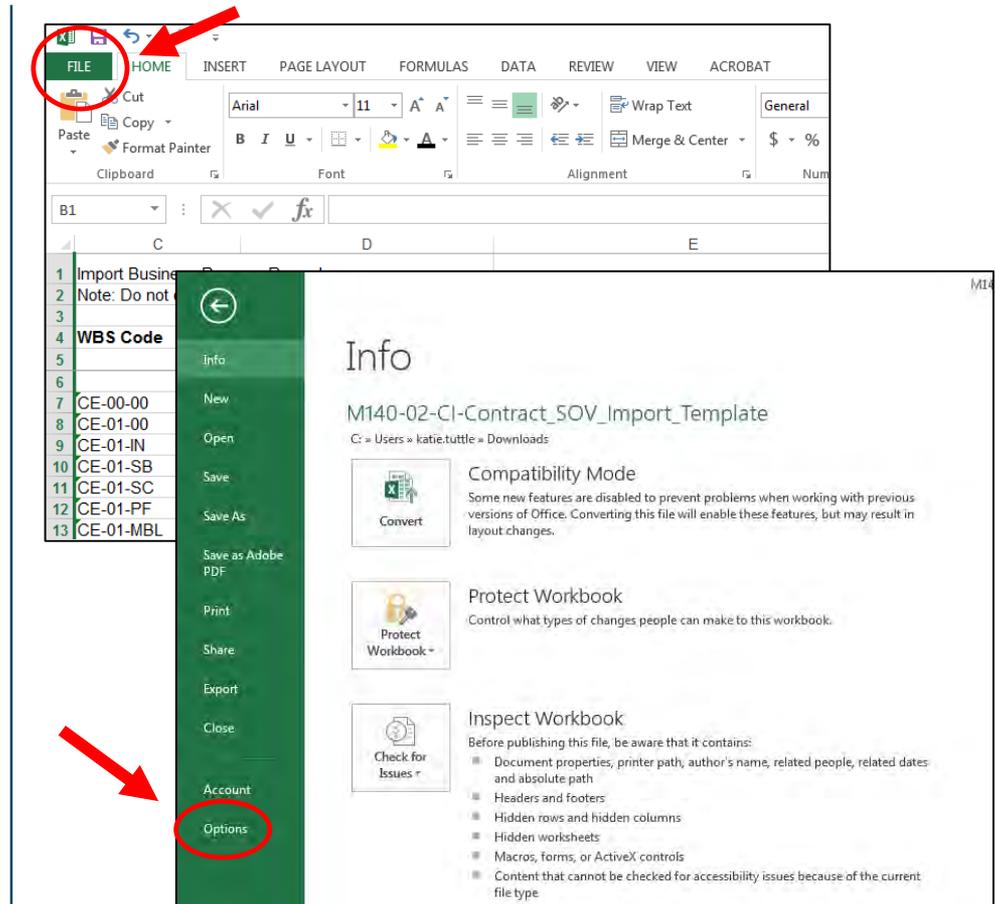
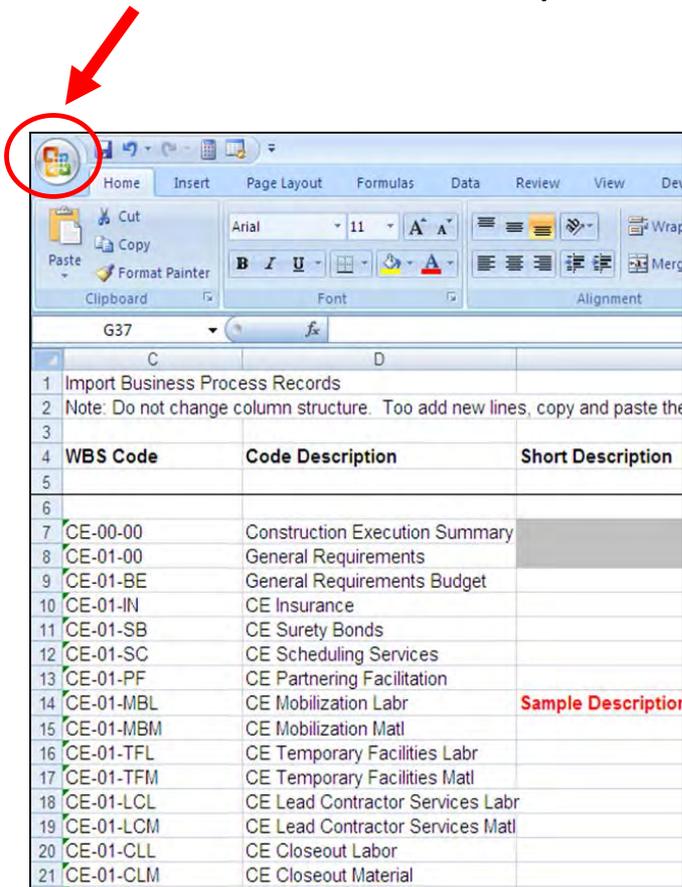


The screenshot shows the OFCC (Ohio Facilities Construction Commission) website. The 'Documents' tab is selected, and the 'Standard Forms' section is active. The 'Procurement' sub-tab is selected. A table of templates is displayed, with the following data:

Template Name	Version	File Name
OAKS CI Contract SOV Import Templates		
OAKS CI Contract SOV Import Template - A/E (K-12 Cloud) [XLSM]	2015-NOV	M140-05-CI
OAKS CI Contract SOV Import Template - A/E (K-12) [XLSM]	2016-APR	M140-05-CI
OAKS CI Contract SOV Import Template - Commissioning Agent (Cloud) [XLSM]	2015-NOV	M140-06-CI
OAKS CI Contract SOV Import Template - Commissioning Agent (K-12) [XLSM]	2015-NOV	M140-06-CI
OAKS CI Contract SOV Import Template - Contractor (Cloud) [XLS]	2015-NOV	M140-02-CI
OAKS CI Contract SOV Import Template - Contractor (K-12) [XLSM]	v0314	M140-07-CI
OAKS CI Contract SOV Import Template - Contractor (K-12 Cloud) [XLSM]	2016-APR	
OAKS CI Contract SOV Import Template - Owner Agent (Cloud) [XLSM]	2015-NOV	M140-08-CI
OAKS CI Contract SOV Import Template - Owner Agent (K-12) [XLSM]	2015-NOV	M140-08-CI
OAKS CI Contract SOV Import Template - Renovation Work (K-12) [XLSM]	v0314	M140-09-CI
OAKS CI Subcontractor Distribution Import Template - Contractor (K-12 Cloud) [XLSM]	2016-APR	

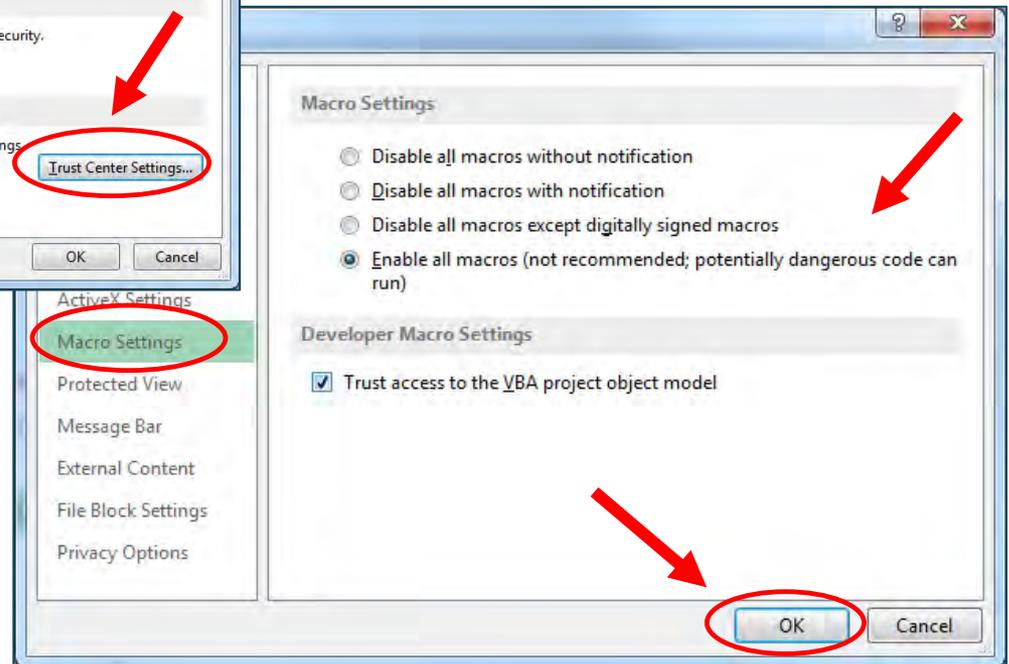
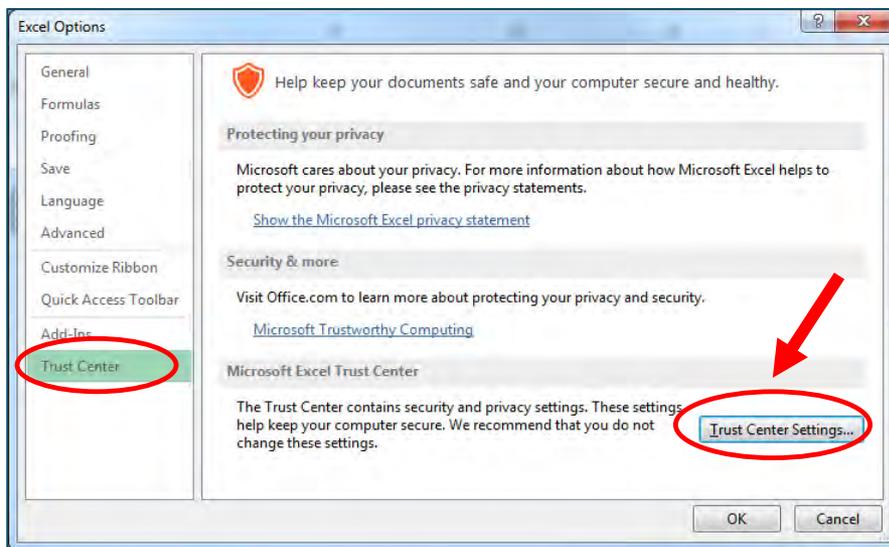
Enable Macros

- ▶ Step 2: Your Macros must be enabled to be able to prepare this file.
 - ▶ To check that your macros are enabled:
 - ▶ Click the Windows Circle or File (depends on version of Windows)
 - ▶ Click Excel Options or Options (depends on version of Windows)



Enable Macros

- ▶ Click Trust Center -> Trust Center Settings
- ▶ Click Macro Settings
 - ▶ Choose “Enable all macros”
 - ▶ Check the “Trust access to the VBA project object model” box



Enter Contract SOV Line Items

▶ Step 3:

- ▶ Include **ONLY** EDGE Subcontractors/Suppliers
 - ▶ **Note:** If the Subcontractor/Supplier is EDGE, type (EDGE) next to your short description
- ▶ Make sure to spell the name of the Subcontractor/Supplier **EXACTLY** the way you spelled it on the Subcontractor/Supplier Declaration

OAKS-CI-Contract-SOV-Import-Template-Contractor-K-12-Cloud (1) - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do... Katie Tuttle Share

Clipboard Font Alignment Number Styles Cells Editing

J26 K-12 New Build

WBS Code	Code Description	Short Description	Amount (\$)	Subcontractor/Supplier	LFI Percent	EDGE Certified Prime Contractor?	Associated Building
1	Import Business Process Records			Prepare interface file			
2	Note: Do not change column structure. Too add new lines, copy and paste the entire line to be repeated.						
7	CE-00-00	Construction Execution Summary					
8	CE-01-00	General Requirements					
9	CE-01-IN	CE Insurance					
10	CE-01-SB	CE Surety Bonds					
11	CE-01-SC	CE Scheduling Services					
12	CE-01-PF	CE Partnering Facilitation					
13	CE-01-MBL	CE Mobilization Labr					
14	CE-01-MBM	CE Mobilization Matl					
15	CE-01-TFL	CE Temporary Facilities Labr					
16	CE-01-TFM	CE Temporary Facilities Matl					
17	CE-01-LCL	CE Lead Contractor Services Labr					
18	CE-01-LCM	CE Lead Contractor Services Matl					
19	CE-01-CLL	CE Closeout Labr					
20	CE-01-CLM	CE Closeout Matl					
21	CE-01-OTL	CE General Conditions Labr					
22	CE-01-OTM	CE General Conditions Matl					
23	CE-FC-00	Facility Construction					
24	CE-FC-02L	Existing Conditions Labr					
25	CE-FC-02M	Existing Conditions Matl					
26	CE-FC-03L	Concrete Labr	Concrete Labor	\$5,000.00 Joe's Concrete		No	K-12 New Build
27	CE-FC-03M	Concrete Matl					
28	CE-FC-04L	Masonry Labr					
29	CE-FC-04M	Masonrv Matl					

ContractScheduleofValues_interf

Enter 100%

Adding Additional Lines

- ▶ Step 4: If necessary, add additional lines to the SOV spreadsheet
 - ▶ Left click on the number of the line to highlight it
 - ▶ Right click and choose copy

The screenshot shows an Excel spreadsheet with the following data:

WBS Code	Code Description	Short Description	Amount (\$)	Subcontractor/Supplier	LFI Percent	EDGE Certified Prime Contractor?	Associated Building	Notes
			\$8,000.00					
CE-00-00	Construction Execution Summary							
CE-01-00	General Requirements							
CE-01-IN	CE Insurance							
CE-01-SB	CE Surety Bonds							
CE-01-SC	CE Scheduling Services							
CE-01-PF	CE Partnering Facilitation							
CE-01-MBL	CE Mobilization Labr							
CE-01-LCI	CE Lead Contractor Services Labr							
	CE Lead Contractor Services Matl							
	CE Closeout Labr							
	CE Closeout Matl							
	CE General Conditions Labr							
	CE General Conditions Matl							
	Facility Construction							
	Existing Conditions Labr							
	Existing Conditions Matl							
	Concrete Labr	Concrete Labor	\$8,000.00	Concrete Works	15	Yes		New Elementary
	Concrete Matl							
	Masonry Labr							
	Masonry Matl							
	Metale Labr							

Adding Additional Lines

- ▶ Step 4 (cont.):
 - ▶ Right click on the line you want to be **below** the line you are inserting
 - ▶ Choose insert copied cells
 - ▶ Your line will show up above the selected line. You can edit the text in the line as necessary

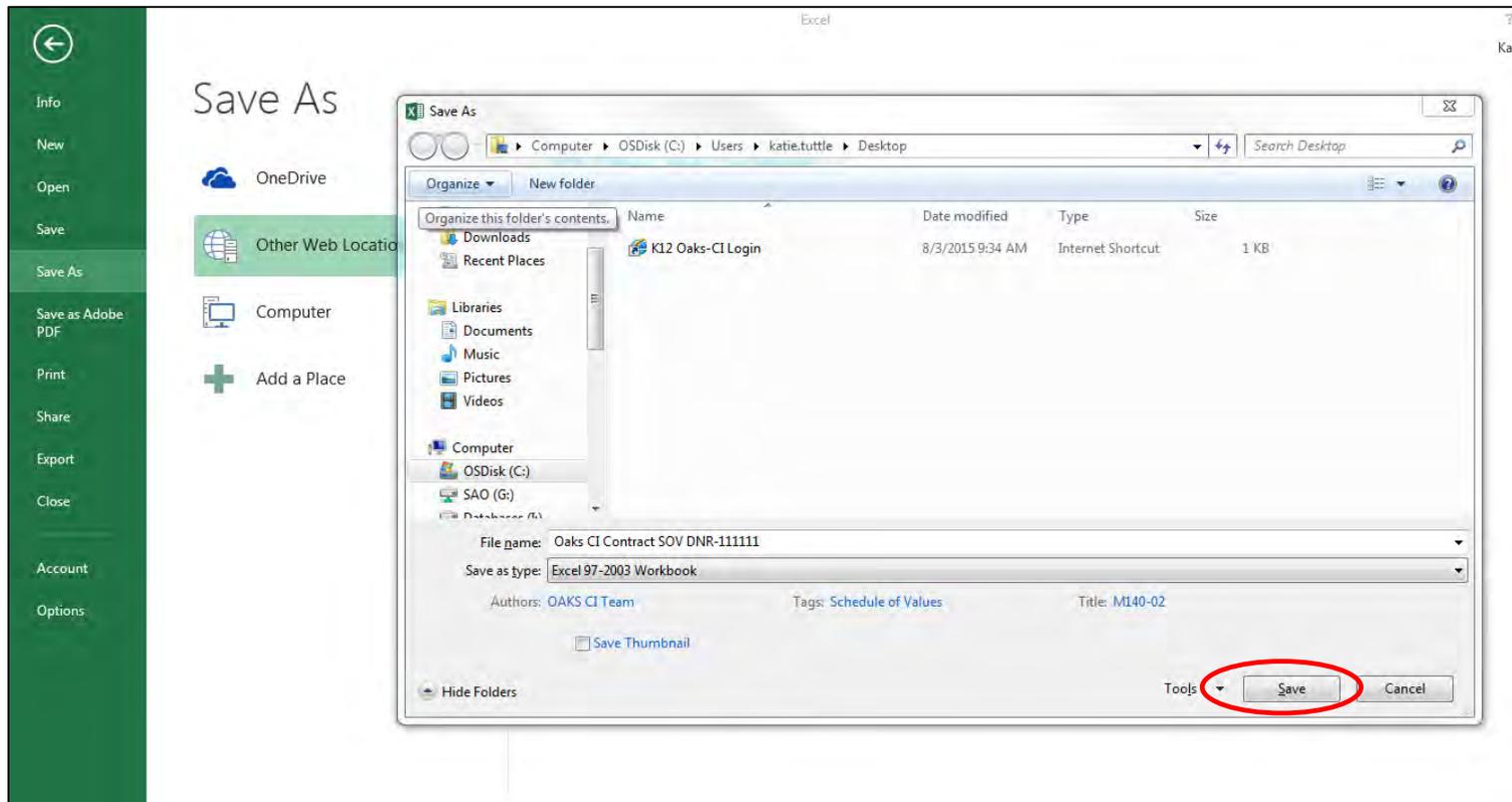
The screenshot shows an Excel spreadsheet with a table containing construction-related data. The table has the following columns: WBS Code, Code Description, Short Description, Amount (\$), Subcontractor/Supplier, and Notes. Row 18 is selected, and a context menu is open over it. The 'Insert Copied Cells' option is highlighted in the menu. A red arrow points from a text box on the left to the 'Insert Copied Cells' option.

WBS Code	Code Description	Short Description	Amount (\$)	Subcontractor/Supplier	Notes
CE-00-00	Construction Execution Summary				
CE-01-00	General Requirements				
CE-01-IN	CE Insurance				
CE-01-SB	CE Surety Bonds	surety bonds	\$25.00	bill's concrete	
CE-01-SC	CE Scheduling Services				
CE-01-PF	CE Partnering Facilitation				
CE-01-MBL	CE Mobilization Labr				
CE-01-MBM	CE Mobilization Matl	Trucks Mtl	\$35.00		
CE-01-TFL	CE Temporary Facilities Labr				
CE-01-TFM	CE Temporary Facilities Matl				
CE-01-LCL	CE Lead Contractor Services Labr				
CE-01-LCM	CE Lead Contractor Services Matl				
CE-01-CLL	CE Closeout Labr				
CE-01-CLM	CE Closeout Matl				
CE-01-OTL	CE General Conditions Labr				
CE-01-OTM	CE General Conditions Matl				
CE-FC-00	Facility Construction				
CE-FC-02L	Existing Conditions Labr				
CE-FC-02M	Existing Conditions Matl				
CE-FC-03L	Concrete Labr				
CE-FC-03M	Concrete Matl				
CE-FC-04L	Masonry Labr				
CE-FC-04M	Masonry Matl				
CE-FC-05L	Metals Labr				
CE-FC-05M	Metals Matl				
CE-FC-06L	Wood Plastic and Composite Labr				
CE-FC-06M	Wood Plastic and Composite Matl				
CE-FC-07L	Thermal and Moisture Protn Labr				
CE-FC-07M	Thermal and Moisture Protn Matl				
CE-FC-08L	Openings Labr				

New line
will appear
above here

Save and Email your Spreadsheet

- ▶ Step 5:
 - ▶ Name and Save the Spreadsheet
 - ▶ Email the Spreadsheet to your Project Manager and Project Coordinator for review



Contract SOV Record

- ▶ The Contract SOV record will be created by the Project Coordinator and will be sent to you for review
- ▶ You will receive an email notification that you have a Task Pending that needs your attention
- ▶ Click on the link to access your Task

The screenshot shows an email interface. At the top, it says 'Fri 9/2/2016 2:20 PM' and 'Unifier - Katie Tuttle,soo <unifier_notifications@oracle.com>'. The subject line is 'Contract Schedule of Values K12 SOV-002 is sent to you for Vendor Approval.' Below this, it says 'To: Tuttle, Katie' and a link to view the message in a web browser. The main body of the email contains the text: 'This is a system-generated e-mail message. Do not reply to sender.' followed by 'Project/Shell: Oak Hills Local Building Project' and 'Contract Schedule of Values K12 SOV-002 is sent to you for Vendor Approval.' Below this is a metadata section with the following details: 'From: Katie Tuttle', 'Sent For: Vendor Approval', 'Source Name: Oak Hills Local Building Project', 'Record No: Contract Schedule of Values K12 SOV-002', and 'Title: Test 2 SOV'. At the bottom of the email body, there is a 'Unifier Login' button, which is circled in red. A red arrow points from the 'Title' field to the 'Unifier Login' button. At the very bottom of the email, there is a link for Oracle technical assistance: <http://www.oracle.com/us/support>.

Accept the Task

- ▶ Click Accept Task to begin work on the record

Contract Schedule of Values - CR Architecture - AE SOV - Project No. SFC-130336 - Windows Internet Explorer

File Edit View Actions Help

Accept Task Decline Task Close Window

Contract Schedule of Values

General

General

Project Number: SFC-130336 Record Number: SOV-001

Project Name: Batavia-LSD-CLE-ENP-2012 Creator: Guadalupe Love

Organization Name: Batavia LSD Creation Date: 12/22/2014 12:18 PM Local (GMT-5)

Facility Name: Batavia Local SD Status: Approved

Title: CR Architecture - AE SOV

Task Details

Record has been closed. [\(Click here to view process details\)](#)

Contracts SOV Details

Current View: All Show Currency in: Transaction Currency

23 Item(s) Page 1 of 1 Display 100 items per page

No.	WBS Code	Code Name	Short Description	Amount (\$)	LFI Percent	Subcontractor Supplier	EDG Certify
023	AE-RE-OT	AE Other Reimbursable Ex	LEED Registration	7,000.00	0		
022	AE-RE-OT	AE Other Reimbursable Ex	Permits	62,000.00	0		
021	AE-RE-DP	AE Document Printing	Additional Printing	16,000.00	0		
020	AE-AS-OT	AE Other Additional Service	Optional Allowance Site Safety Allowance	17,078.00	0		
019	AE-AS-OT	AE Other Additional Service	Optional Demolition	29,978.00	0		
018	AE-AS-OT	AE Other Additional Service	Additional CA (Proj. AE on site an addl 12 hrs	140,000.00	0		
017	AE-AS-OT	AE Other Additional Service	Technology Design	45,000.00	0		
016	AE-AS-OT	AE Other Additional Service	EE Design	40,000.00	0		

Grid Find Total Amount: \$ 1,655,389.64

Attachments (0) Linked Records (0) General Comments Linked Mail (0)

Review the Task

- ▶ Review the SOV record to ensure all information is correct
- ▶ Choose Workflow Action: Accept or Return for Clarification to send back to the PC
- ▶ Click Send

Contract Schedule of Values - Megen Construction (OA) - Project No. SFC-130336 - Windows Internet Explorer

File Edit View Actions Help

Send Save Spelling.. Add Attachment Discussion Close Window

General Contract Schedule of Values

Task Details

Contracts SOV Details

Current View: All Show Currency in: Transaction Currency

11 Item(s) Page 1 of 1 Display 100 items per page

No.	WBS Code	Code Name	Short Description	Amount (\$)	LFI Percent	Subcontractor Supplier	EDG Certify
011	CM-RE-OT	CM Other Reimbursable Ex	Reimbursable Expense	6,500.00	0		
010	CM-BS-PX	CM Direct Personnel Exper	Construction DPE Services CO-Funded	139,680.00	0		
009	CM-BS-PX	CM Direct Personnel Exper	Preconstruction DPE Services Co-Funded	40,280.00	0		
008	CM-BS-CL	CM Closeout Services	Closeout Deliverables - Co-Funded	3,522.74	0		
007	CM-BS-CA	CM Construction Admin Se	Construction Stage - Alternates LFI	9,793.10	100		
006	CM-BS-CA	CM Construction Admin Se	Construction Stage - Co-Funded	42,272.86	0		
005	CM-BS-BA	CM Bid and Award Service	Bidding & Award Stage - Co-Funded	5,059.17	0		
004	CM-BS-CD	CM Construction Docs Sen	Construction Documents Stage - Co-Funded	4,900.00	0		
003	CM-BS-DD	CM Design Development S	Design Development Stage - Co-Funded	4,900.00	0		
002	CM-BS-SD	CM Schematic Design Sen	Schematic Design Stage - Co-Funded	4,900.00	0		
001	CM-BS-PV	CM Program Verification S	Program Verification Stage - Co-funded	4,900.00	0		

Grid Find Total Amount: \$ 155,389.64

Attachments (0) Linked Records (0) General Comments Linked Mail (0)

Requesting Payment

- ▶ Once the Contract SOV has been approved in OAKS CI, you will have the ability to create an Application for Payment
- ▶ For more information please see the Application for Payment Job Aid

Questions?

Please contact OAKS CI Support Desk:

oaksci@ofcc.ohio.gov

614.644.2211