OAKS
Capital Improvements

Contract SOV (Schedule of Values)- CxA

K12 Cloud

OFCC
OHIO FACILITIES CONSTRUCTION COMMISSION

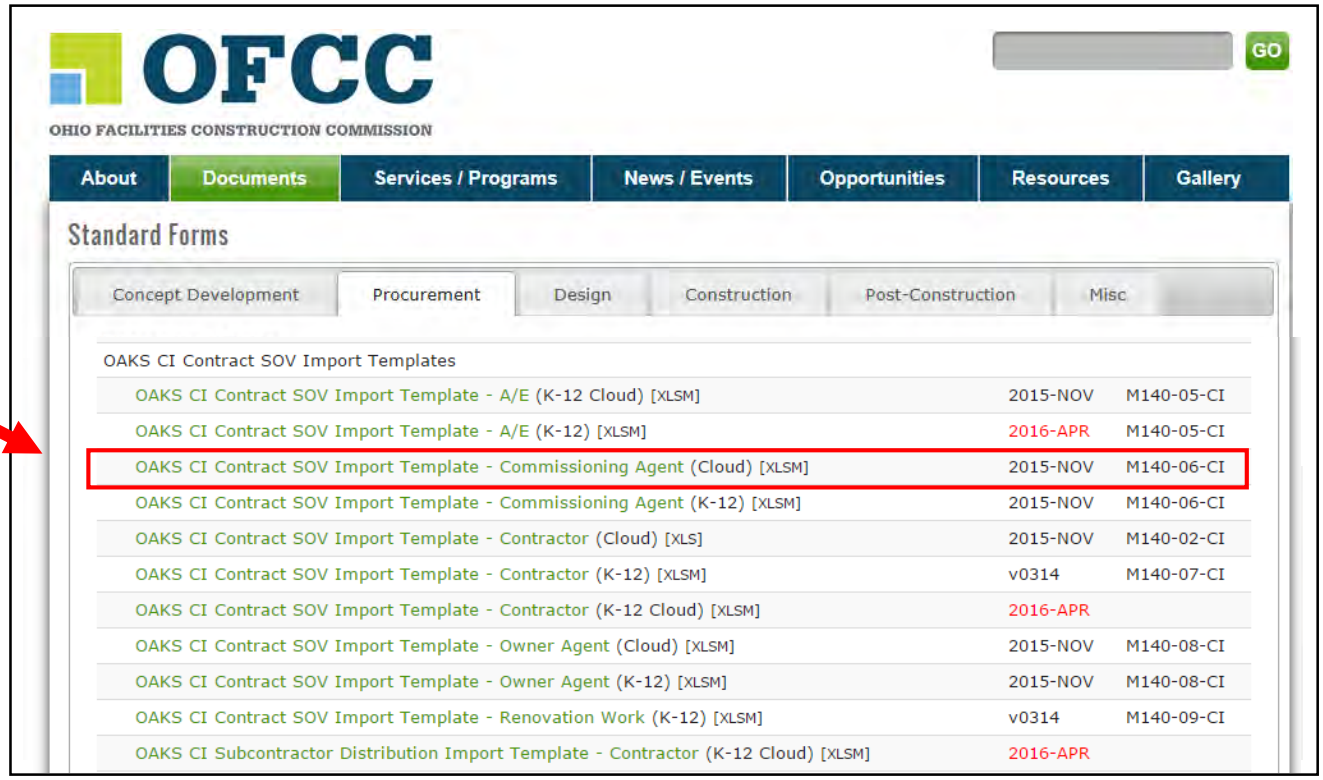
Contract SOV Process Overview

- After the Contract is approved in OAKS CI, the Contract SOV record will be created by the Project Coordinator (PC).

- The Commissioning Agent will:
  - Locate and Complete the SOV Spreadsheet
  - Email the Spreadsheet to the PC
  - Receive and Review the Contract SOV record in OAKS CI

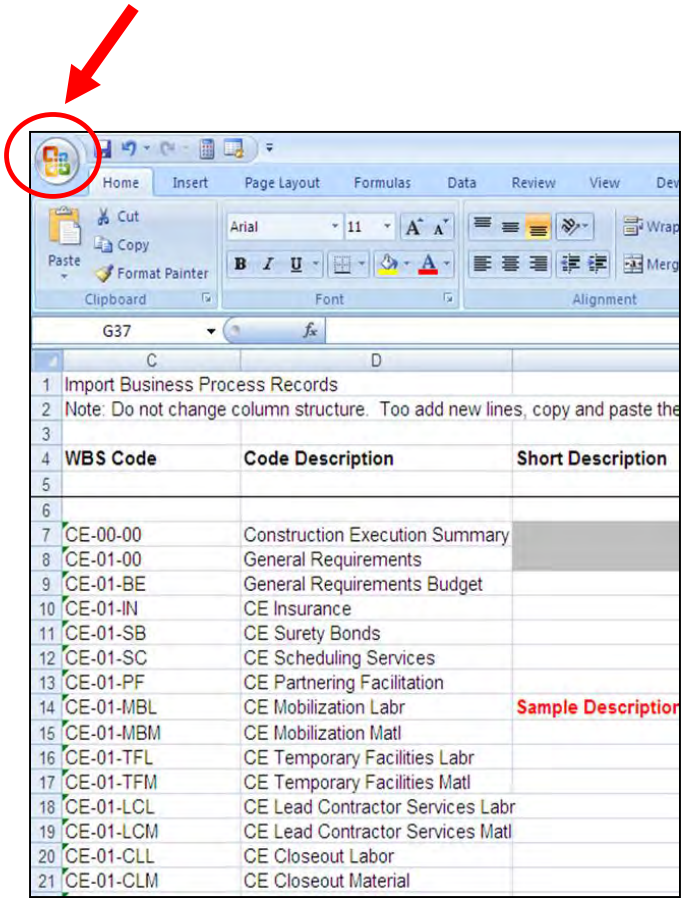
Navigate to SOV Spreadsheet Template

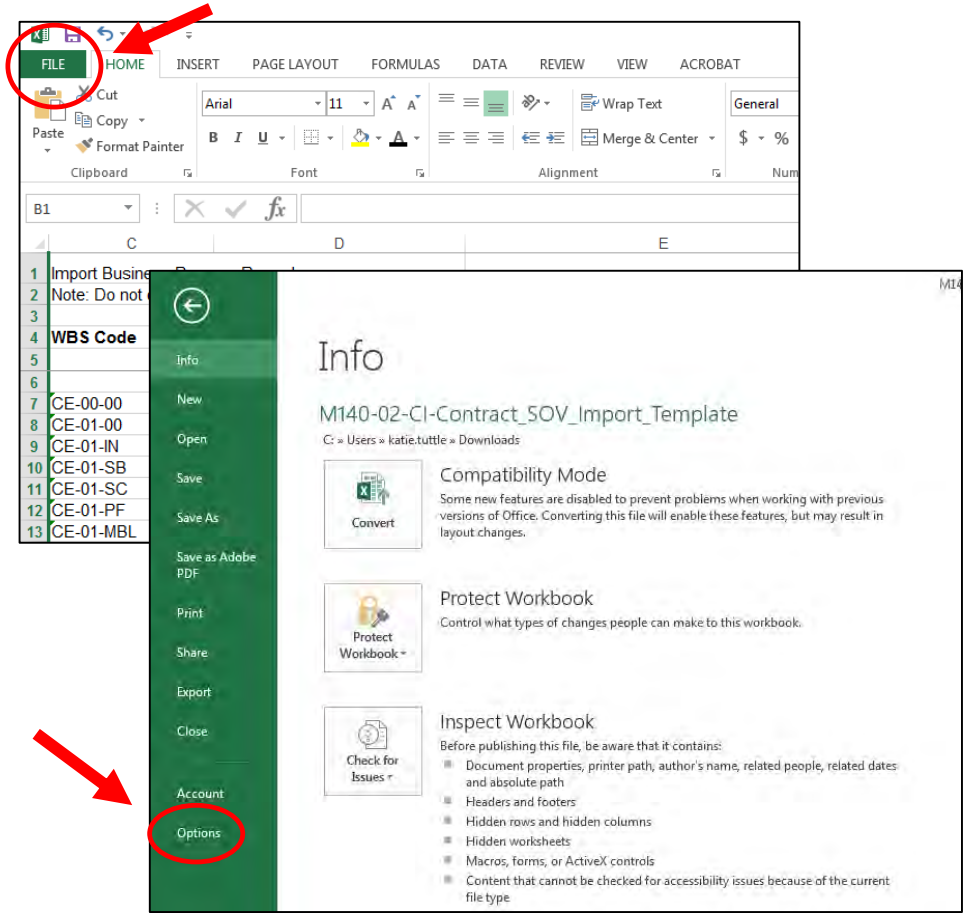
- Step 1: Open Excel spreadsheet from website: http://ofcc.ohio.gov
  - Click- Documents tab
    - Click- Standard Forms
      - Click- Procurement Tab
        - Click Appropriate (K12) Spreadsheet template



Enable Macros

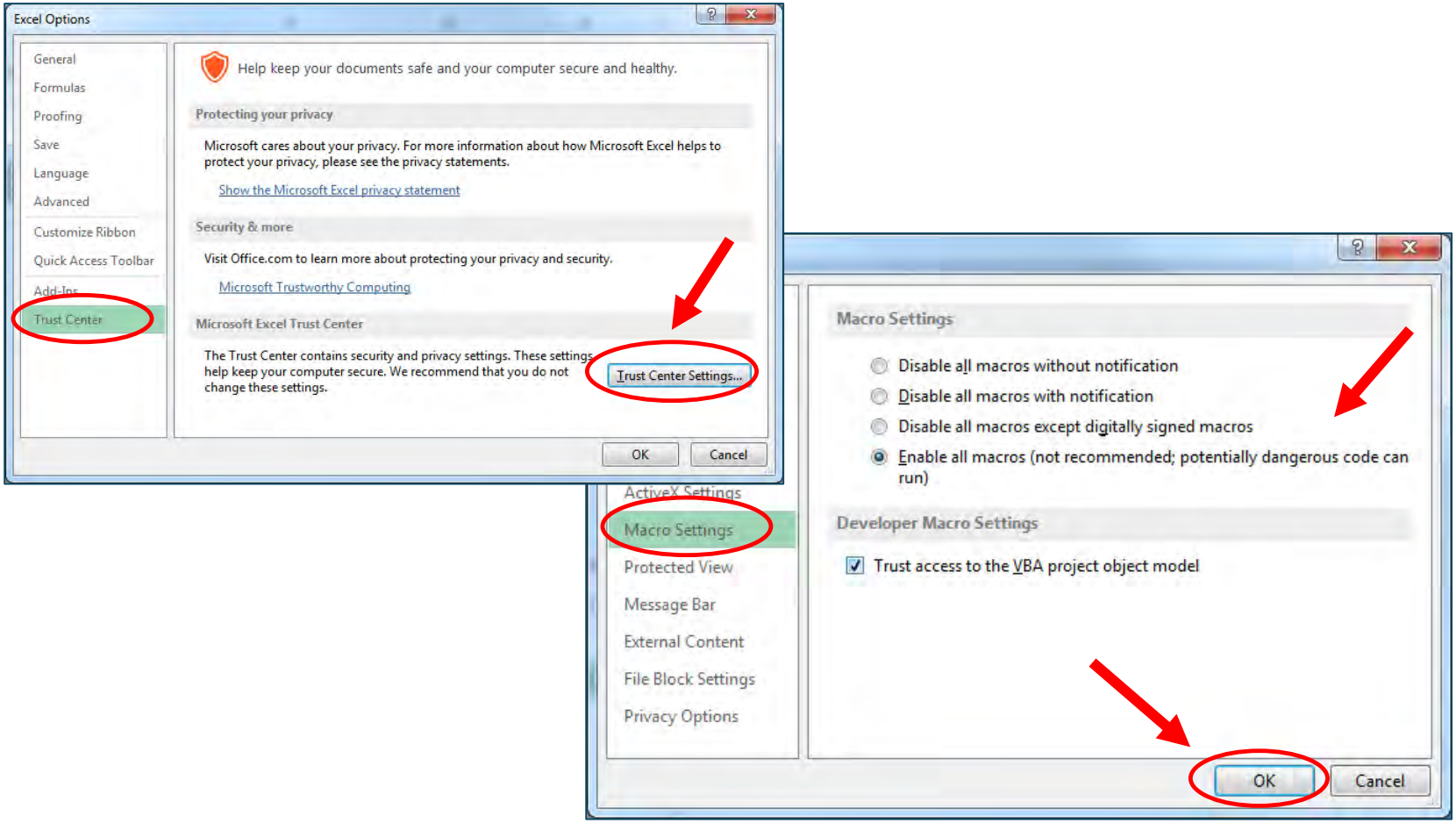
- Step 2: Your Macros must be enabled to be able to prepare this file.
  - To check that your macros are enabled:
    - Click the Windows Circle or File (depends on version of Windows)
    - Click Excel Options or Options (depends on version of Windows)





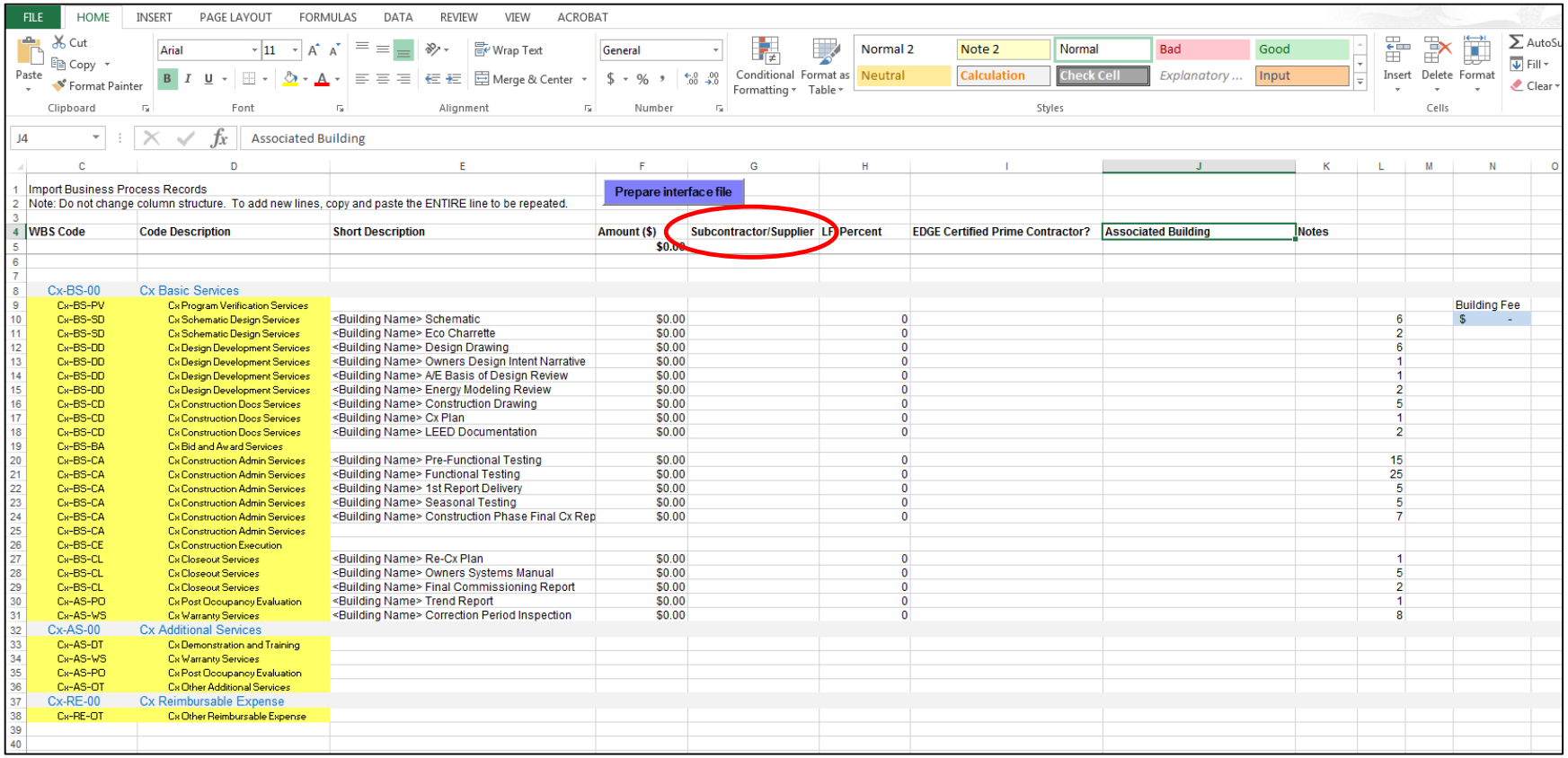
Enable Macros

- 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:
  - Enter Contract SOV Line Items
  - Include **ONLY** EDGE Consultants
  - Make sure to spell the name of the Consultant **EXACTLY** the way you spelled it on the Subcontractor/Supplier Declaration



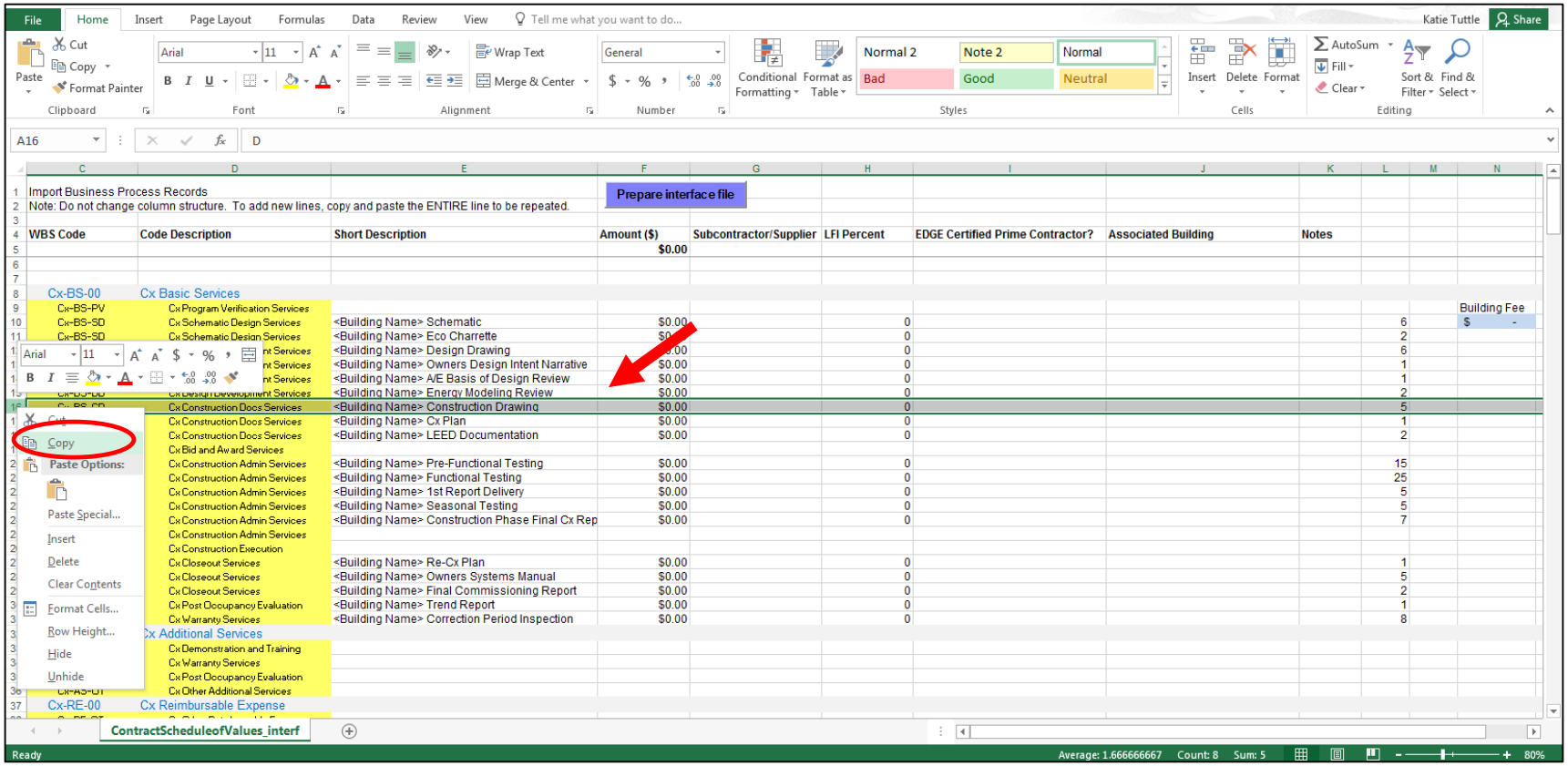
Import Business Process Records
Note: Do not change column structure. To add new lines, copy and paste the ENTIRE line to be repeated.

Prepare interface file

WBS Code	Code Description	Short Description	Amount ($)	Subcontractor/Supplier	LF Percent	EDGE Certified Prime Contractor?	Associated Building	Notes		Building Fee
			$0.00							
Cx-BS-00	Cx Basic Services									
Cx-BS-PV	Cx Program Verification Services									
Cx-BS-SD	Cx Schematic Design Services	<Building Name> Schematic	$0.00		0				6	$ -
Cx-BS-SD	Cx Schematic Design Services	<Building Name> Eco Charrette	$0.00		0				2	
Cx-BS-DD	Cx Design Development Services	<Building Name> Design Drawing	$0.00		0				6	
Cx-BS-DD	Cx Design Development Services	<Building Name> Owners Design Intent Narrative	$0.00		0				1	
Cx-BS-DD	Cx Design Development Services	<Building Name> A/E Basis of Design Review	$0.00		0				1	
Cx-BS-DD	Cx Design Development Services	<Building Name> Energy Modeling Review	$0.00		0				2	
Cx-BS-CD	Cx Construction Docs Services	<Building Name> Construction Drawing	$0.00		0				5	
Cx-BS-CD	Cx Construction Docs Services	<Building Name> Cx Plan	$0.00		0				1	
Cx-BS-CD	Cx Construction Docs Services	<Building Name> LEED Documentation	$0.00		0				2	
Cx-BS-BA	Cx Bid and Award Services									
Cx-BS-CA	Cx Construction Admin Services	<Building Name> Pre-Functional Testing	$0.00		0				15	
Cx-BS-CA	Cx Construction Admin Services	<Building Name> Functional Testing	$0.00		0				25	
Cx-BS-CA	Cx Construction Admin Services	<Building Name> 1st Report Delivery	$0.00		0				5	
Cx-BS-CA	Cx Construction Admin Services	<Building Name> Seasonal Testing	$0.00		0				5	
Cx-BS-CA	Cx Construction Admin Services	<Building Name> Construction Phase Final Cx Rep	$0.00		0				7	
Cx-BS-CA	Cx Construction Admin Services									
Cx-BS-CE	Cx Construction Execution									
Cx-BS-CL	Cx Closeout Services	<Building Name> Re-Cx Plan	$0.00		0				1	
Cx-BS-CL	Cx Closeout Services	<Building Name> Owners Systems Manual	$0.00		0				5	
Cx-BS-CL	Cx Closeout Services	<Building Name> Final Commissioning Report	$0.00		0				2	
Cx-AS-PO	Cx Post Occupancy Evaluation	<Building Name> Trend Report	$0.00		0				1	
Cx-AS-WS	Cx Warranty Services	<Building Name> Correction Period Inspection	$0.00		0				8	
Cx-AS-00	Cx Additional Services									
Cx-AS-DT	Cx Demonstration and Training									
Cx-AS-WS	Cx Warranty Services									
Cx-AS-PO	Cx Post Occupancy Evaluation									
Cx-AS-OT	Cx Other Additional Services									
Cx-RE-00	Cx Reimbursable Expense									
Cx-RE-OT	Cx Other Reimbursable Expense									

Adding Additional Lines

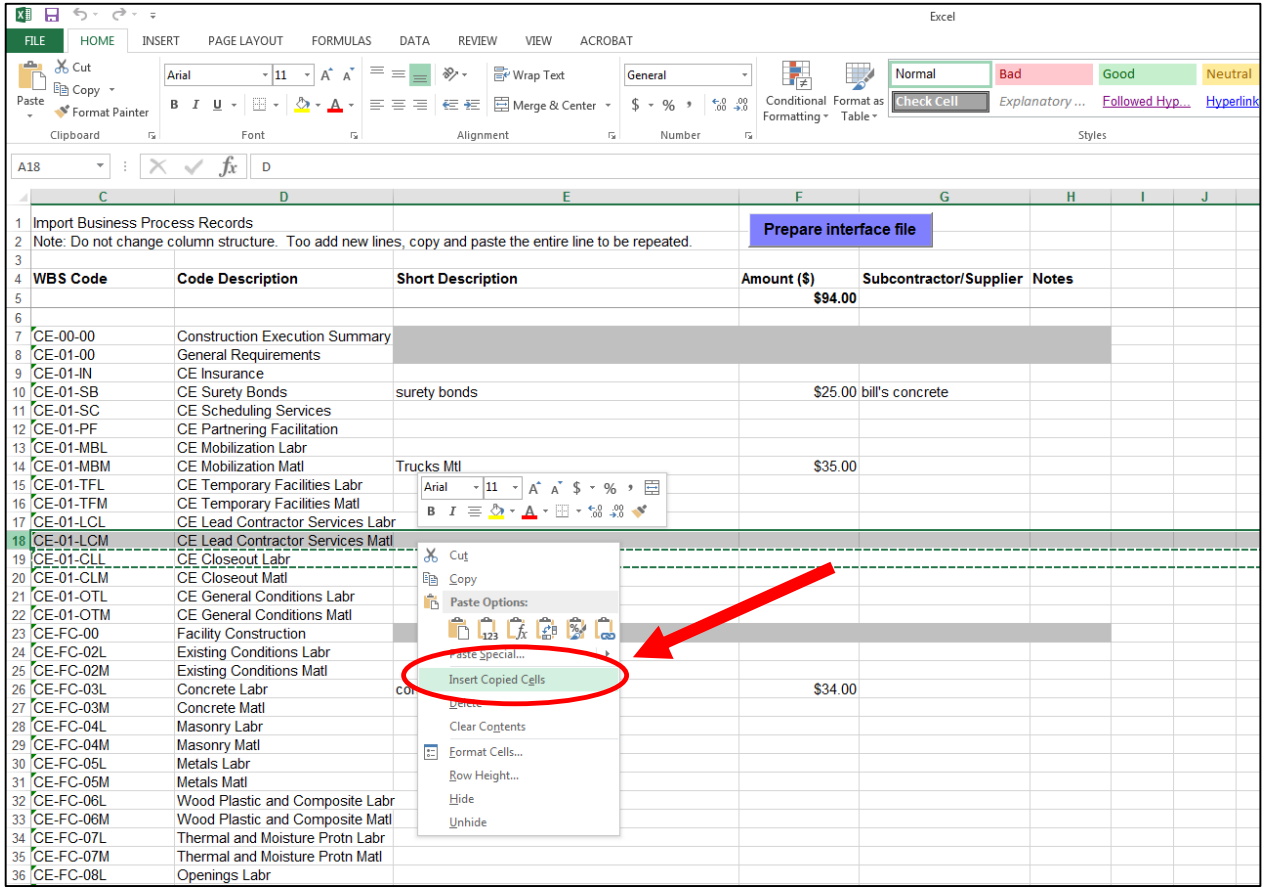
- Step 4: If necessary, add additional lines to the SOV spreadsheet
  - Left click on the number of the line to highlight it
  - Right click and choose copy



Adding Additional Lines

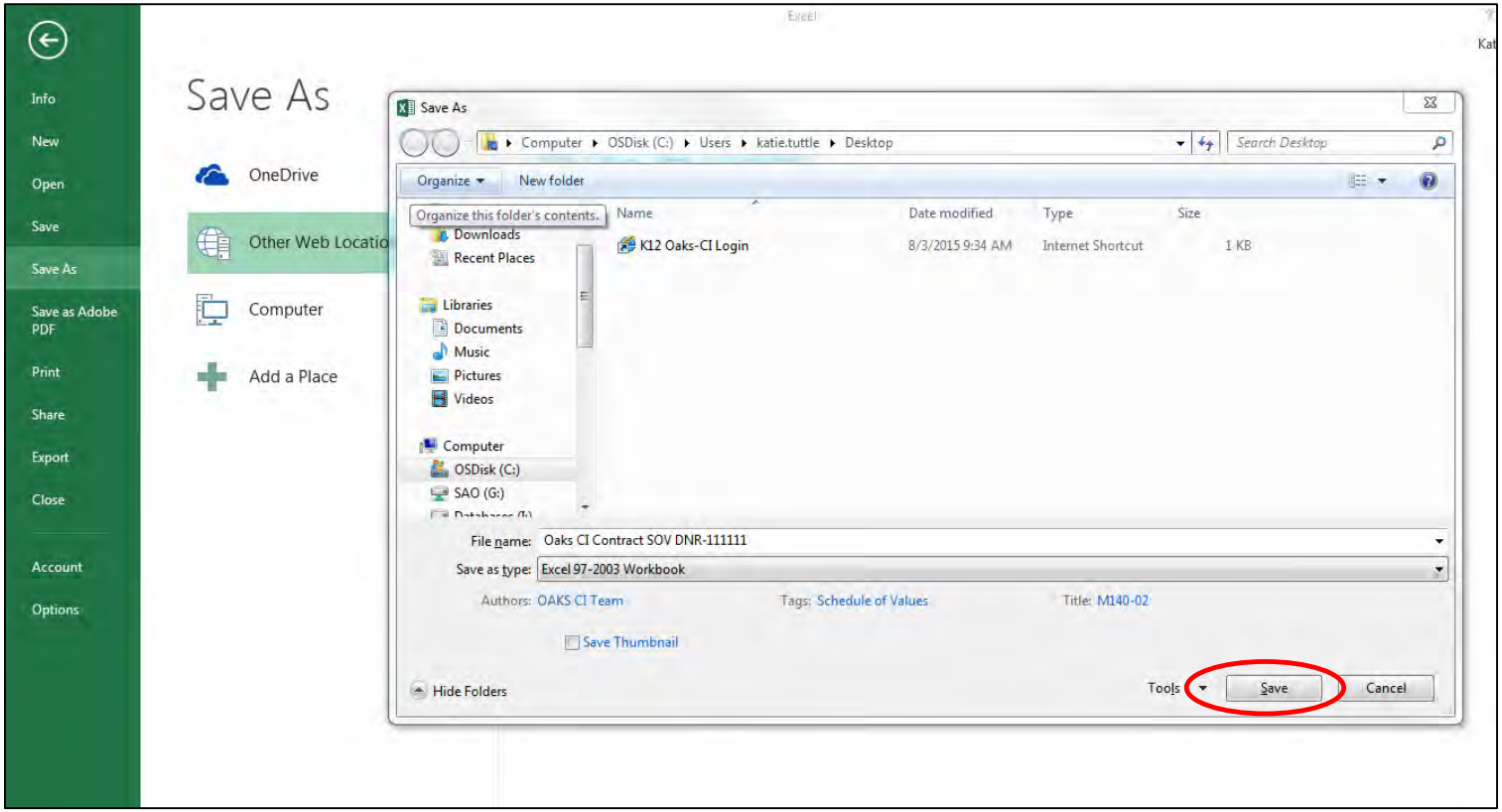
- Step 4 (cont.):
  - Right click on the line you want to be **below** the line you are inserting
  - Choose insert copied cells
  - Your line will show up above the selected line. You can edit the text in the line as necessary

New line will appear above here



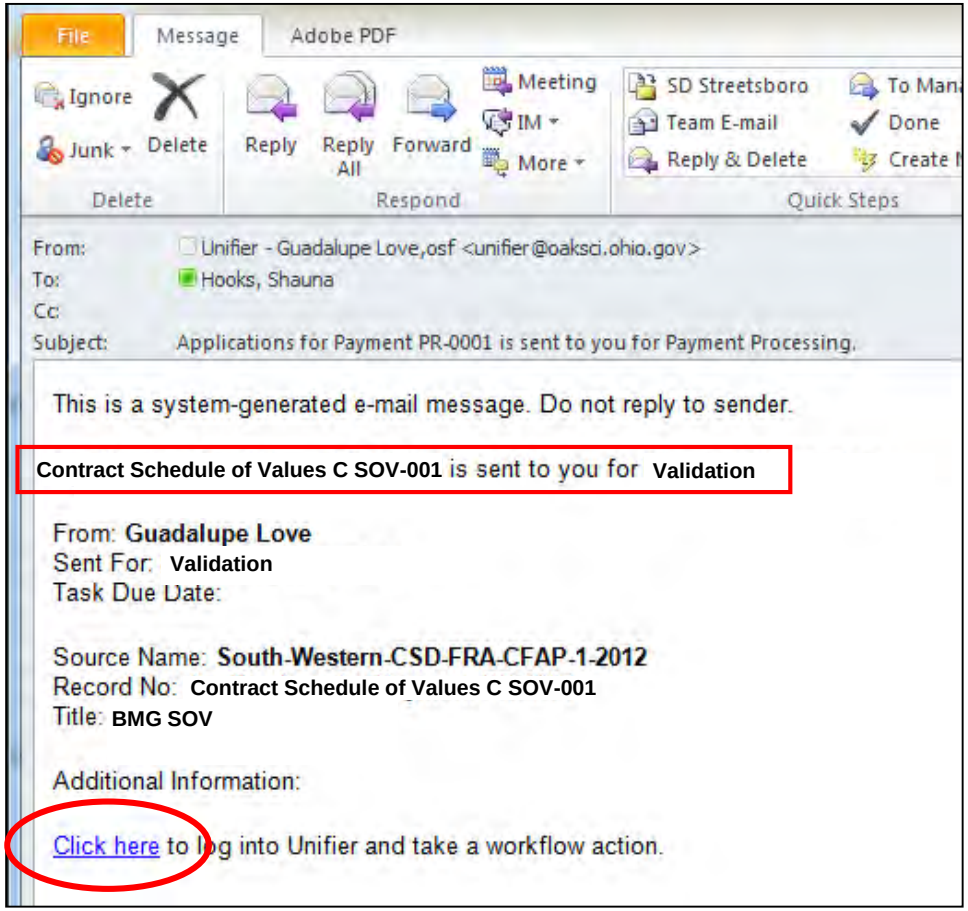
Save and Email your Spreadsheet

- 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



Accept the Task

- Click Accept Task to begin work on the record

Contract Schedule of Values - Four Seasons CX SOV - Project No. SFC-130322 - Windows Internet Explorer

File Edit View Actions Help

Accept Task | Decline Task | Close Window

General | Contract Schedule of Values

Task Details

Contracts SOV Details

Current View: All | Show Currency in: Transaction Currency

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

No.	WBS Code	Code Name	Breal	Short Description	Amount ($)	Subcor Supplie	EDGE Certified?	LFI Percent
095	Cx-BS-WS	Cx Warranty Services		East ES Correction Period In	3,271.57			5.8
094	Cx-BS-PO	Cx Post Occupancy Evalua		East ES Trend Report	408.95			5.8
093	Cx-BS-CL	Cx Closeout Services		East ES Final Commissionin	817.89			5.8
092	Cx-BS-CL	Cx Closeout Services		East ES Owners Systems Ma	2,044.73			5.8
091	Cx-BS-CL	Cx Closeout Services		East ES Re-Cx Plan	408.95			5.8
090	Cx-BS-CA	Cx Construction Admin Se		East ES Construction Phase	2,862.63			5.8
089	Cx-BS-CA	Cx Construction Admin Se		East ES Seasonal Testing	2,044.73			5.8
088	Cx-BS-CA	Cx Construction Admin Se		East ES 1st Report Delivery	2,044.73			5.8
087	Cx-BS-CA	Cx Construction Admin Se		East ES Functional Testing	10,223.66			5.8
086	Cx-BS-CA	Cx Construction Admin Se		East ES Pre-Functional Testi	6,134.20			5.8
085	Cx-BS-CD	Cx Construction Docs Servi		East ES LEED Documentatic	817.89			5.8

Grid | Find

Total Amount: $ 217,717.20

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 - Four Seasons CX SOV - Project No. SFC-130322 - Windows Internet Explorer

File Edit View Actions Help

Save Spelling.. Add Attachment SOV Cash Flow Close Window

Workflow Actions -Select-
-Select-
Accept
Return For Clarification
Cancel

General

Contract Schedule of Values

Task Details

Contracts SOV Details

Current View: All

Show Currency in: Transaction Currency

95 Item(s)

Page 1 of 1

Display 100 items per page

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088	Cx-BS-CA	Cx Construction Admin Se		East ES 1st Report Delivery	2,044.73			5.8
087	Cx-BS-CA	Cx Construction Admin Se		East ES Functional Testing	10,223.66			5.8
086	Cx-BS-CA	Cx Construction Admin Se		East ES Pre-Functional Testi	6,134.20			5.8
085	Cx-BS-CD	Cx Construction Docs Servi		East ES LEED Documentatic	817.89			5.8

Grid Find

Total Amount: $ 217,717.20

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