



# **GMP Amendment**

## **K-12 Cloud**

# DocuSign Enabled Record

- ▶ The Contract Modification Record workflows now utilize DocuSign, which enables electronic signature of change orders.
  - ▶ **GMP Amendment**
  - ▶ Proposal Request
  - ▶ Request for Change Order
  - ▶ Change Directive
- ▶ Users who are sent a Contract Modification for signature via DocuSign do not need a separate account to sign the document. However, it is recommended. You can sign up for a free DocuSign account at [docusign.net](http://docusign.net)
- ▶ For more information about how to use DocuSign, please refer to the DocuSign Job Aid available on the OFCC Website or via this link: <http://ofcc.ohio.gov/Resources/OAKSCI/K-12Training.aspx>

# Purpose & Process

- ▶ GMP Amendment represents the total maximum amount to be paid by the owner. It includes the cost of all the work, general conditions, contingency, and the fee payable to the CM at Risk or Design Build team.

- ▶ Workflow

Created by: **Project Coordinator** → Sent to: **PM Review** → Sent to: **PC Update (if necessary)** → Sent to: **PC for Validation and Document Prep** → Sent to: **Vendor signature via DocuSign**

- ▶ Vendor will review and sign via DocuSign and the Project Coordinator will complete the record in OAKS CI

# Questions?

Please contact OAKS CI Support Desk:

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