GMP Subcontract Distribution

K-12 Cloud

OFCC
OHIO FACILITIES CONSTRUCTION COMMISSION

Purpose & Process

- GMP Subcontractor Distribution allows the CMR/DB the opportunity to identify how the contract amount will be distributed. This record functions much like the Contract SOV and will automatically update the Contract SOV upon approval.

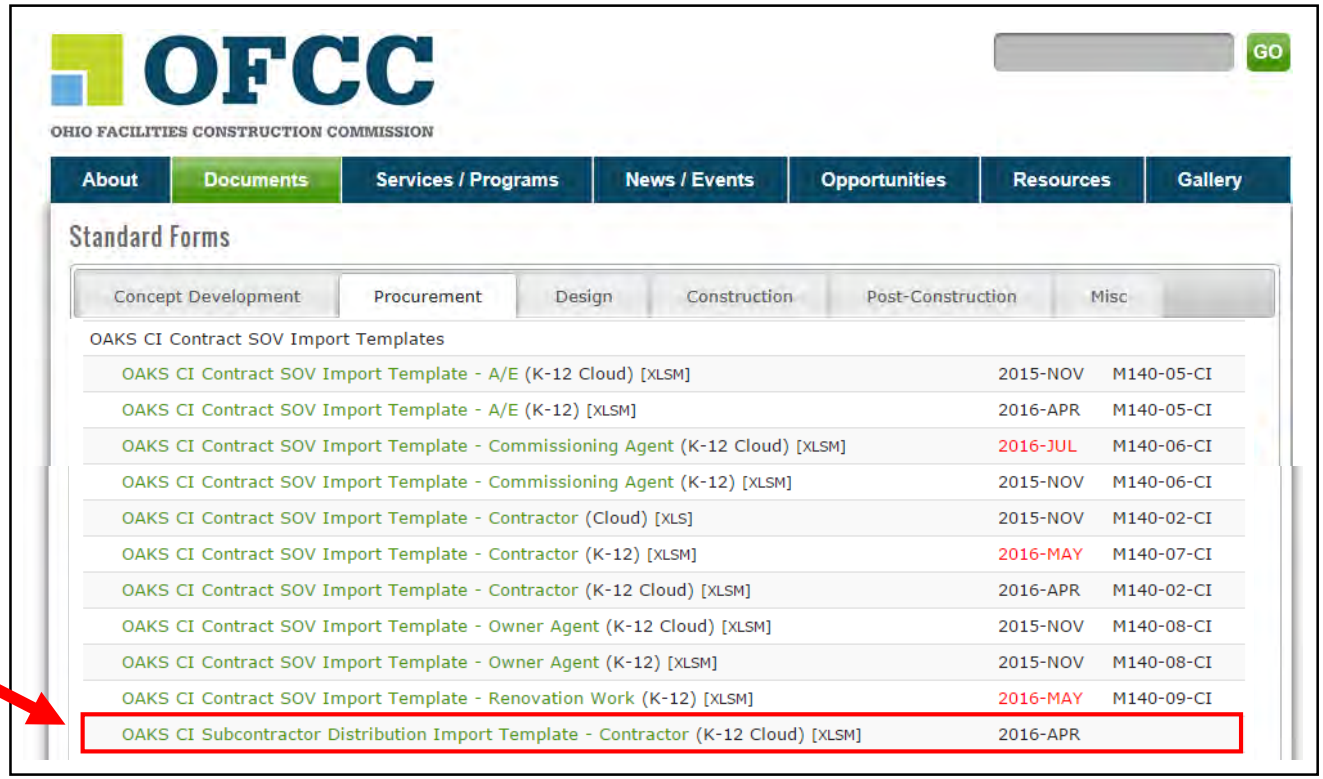
- **The Contractor will:**
  - Locate and Complete the Subcontractor Distribution Spreadsheet
  - Email the Spreadsheet to the PC
  - Receive and Review the GMP Subcontractor Distribution record in OAKS CI (as a contract modification)

- Workflow

  OAKS CI Record Created by: Project Coordinator → Sent to: Contractor Review → Sent to: PC Update (if necessary) → Sent to: A/E Review → Sent to: PM Approval

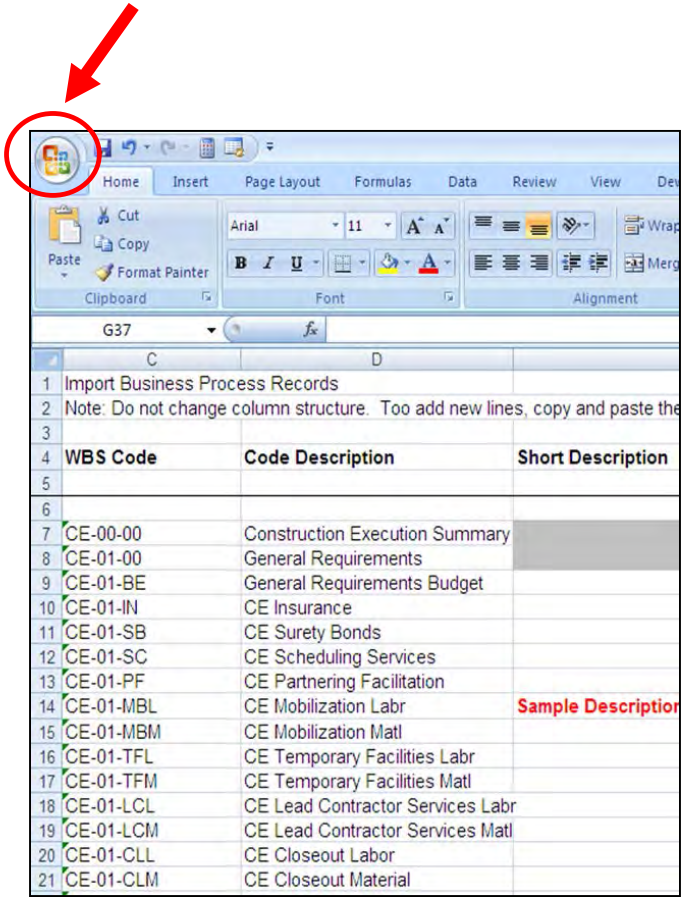
Navigate to SOV Spreadsheet Template

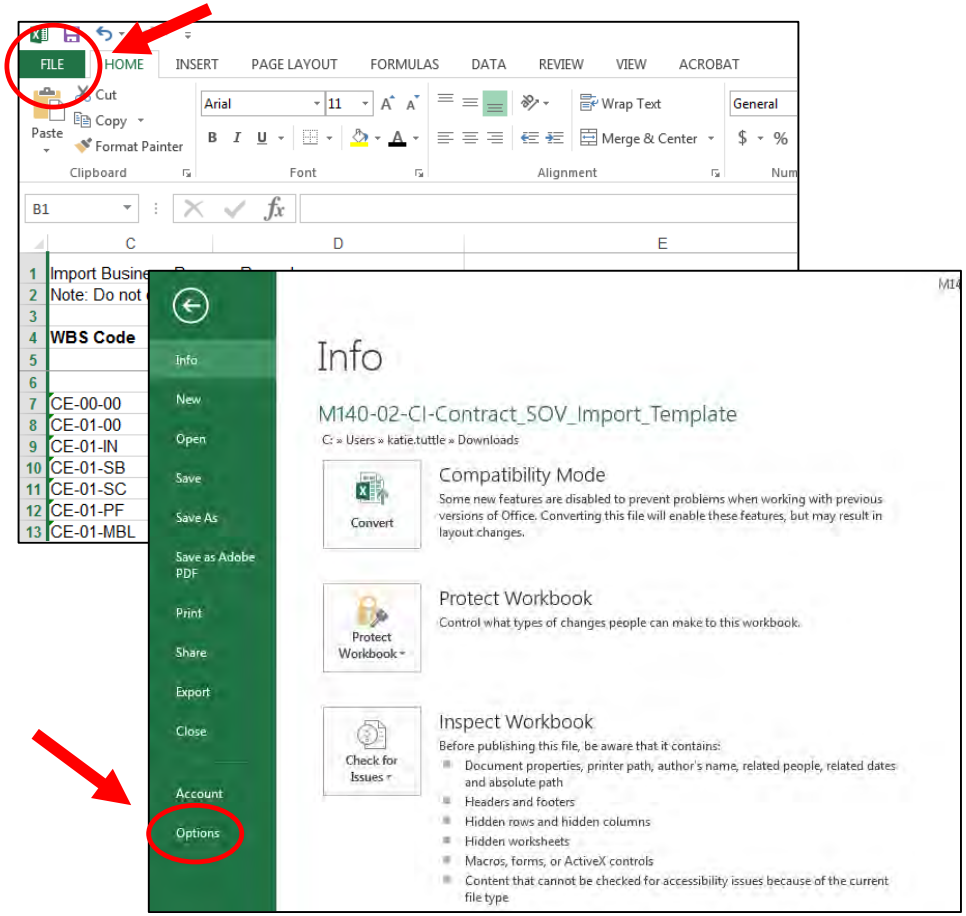
- Step 1: Open Excel spreadsheet from website: http://ofcc.ohio.gov
  - Click- Documents tab
    - Click- Standard Forms
      - Click- Procurement Tab
        - Click Appropriate (K12) Spreadsheet template



Enable Macros

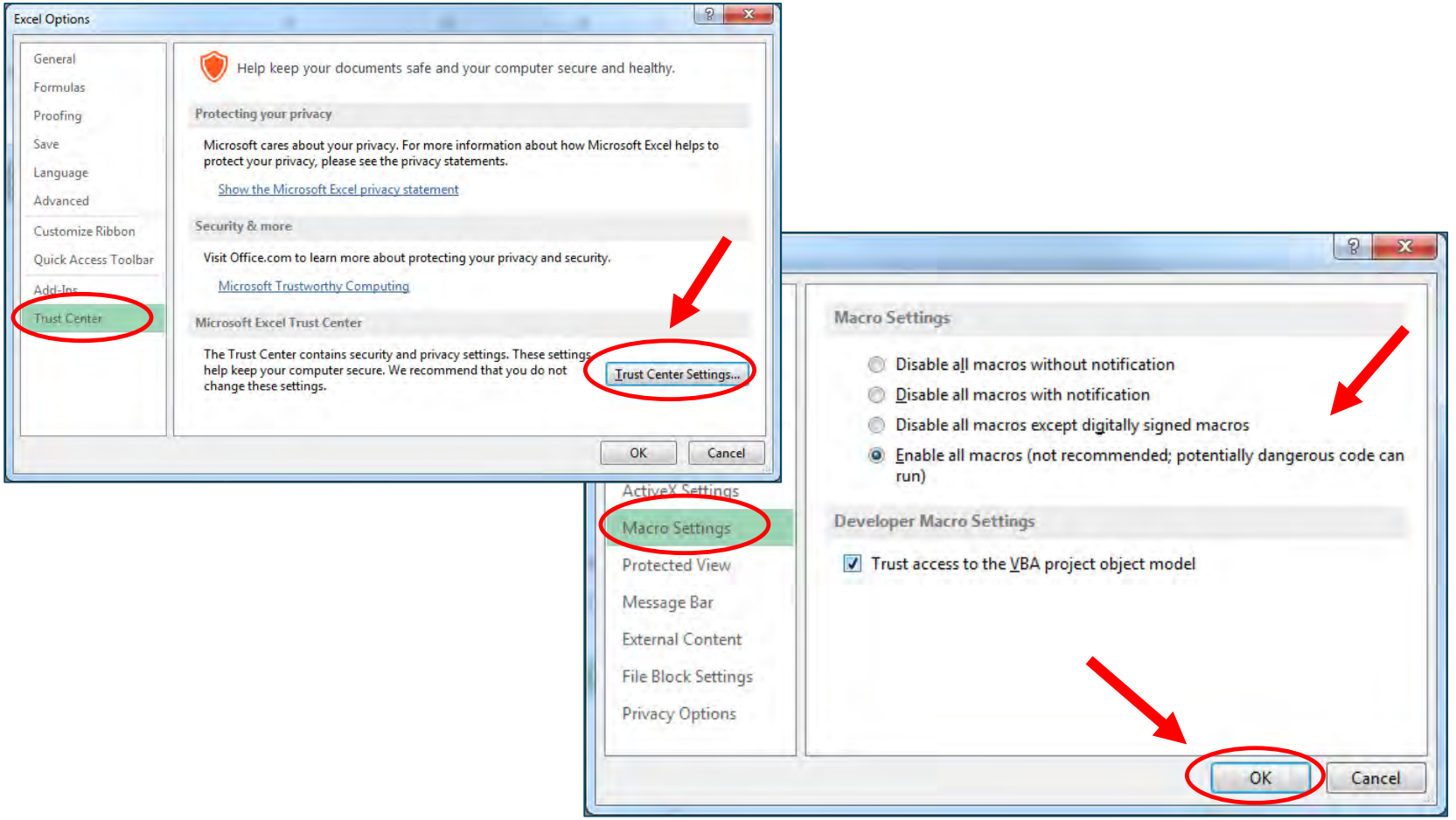
- Step 2: Your Macros must be enabled to be able to prepare this file.
  - To check that your macros are enabled:
    - Click the Windows Circle or File (depends on version of Windows)
    - Click Excel Options or Options (depends on version of Windows)





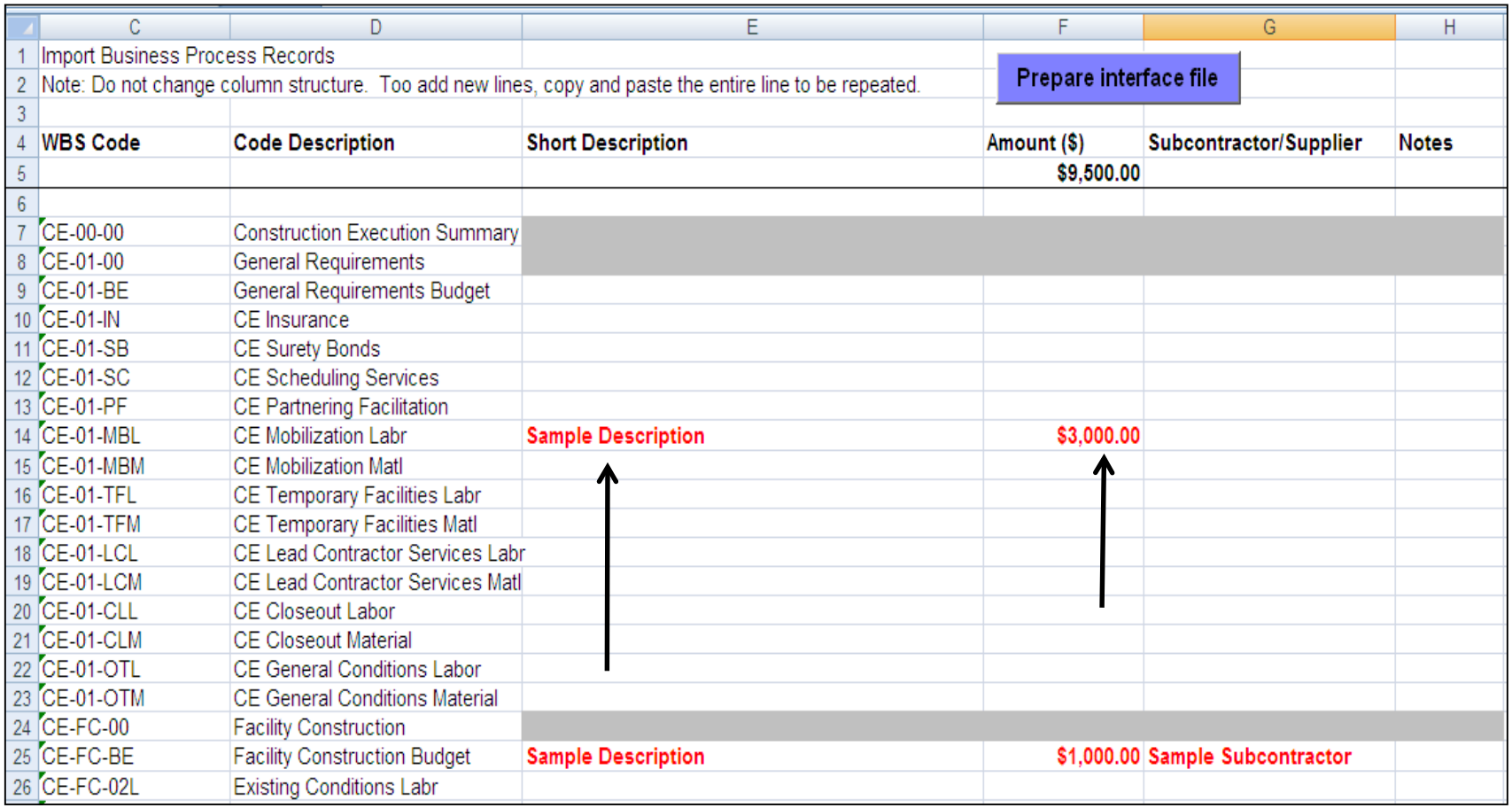
Enable Macros

- 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 Line Items

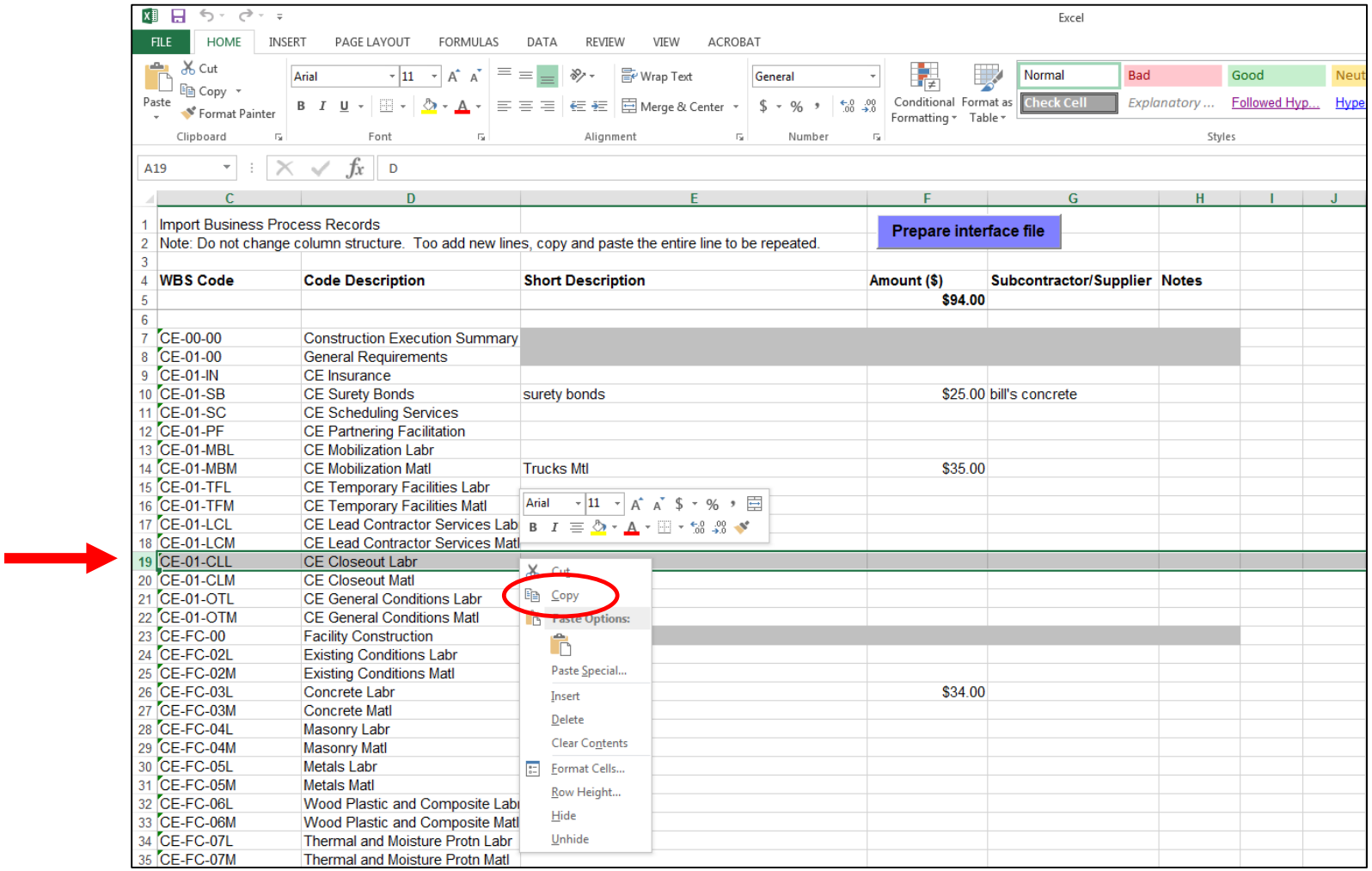
- Step 3: Enter Line Items



	C	D	E	F	G	H
1	Import Business Process Records					
2	Note: Do not change column structure. Too add new lines, copy and paste the entire line to be repeated.			Prepare interface file		
3						
4	**WBS Code**	**Code Description**	**Short Description**	**Amount ($)**	**Subcontractor/Supplier**	**Notes**
5				$9,500.00		
6						
7	CE-00-00	Construction Execution Summary				
8	CE-01-00	General Requirements				
9	CE-01-BE	General Requirements Budget				
10	CE-01-IN	CE Insurance				
11	CE-01-SB	CE Surety Bonds				
12	CE-01-SC	CE Scheduling Services				
13	CE-01-PF	CE Partnering Facilitation				
14	CE-01-MBL	CE Mobilization Labr	Sample Description	$3,000.00		
15	CE-01-MBM	CE Mobilization Matl				
16	CE-01-TFL	CE Temporary Facilities Labr				
17	CE-01-TFM	CE Temporary Facilities Matl				
18	CE-01-LCL	CE Lead Contractor Services Labr				
19	CE-01-LCM	CE Lead Contractor Services Matl				
20	CE-01-CLL	CE Closeout Labor				
21	CE-01-CLM	CE Closeout Material				
22	CE-01-OTL	CE General Conditions Labor				
23	CE-01-OTM	CE General Conditions Material				
24	CE-FC-00	Facility Construction				
25	CE-FC-BE	Facility Construction Budget	Sample Description	$1,000.00	Sample Subcontractor	
26	CE-FC-02L	Existing Conditions Labr				

Adding Additional Lines

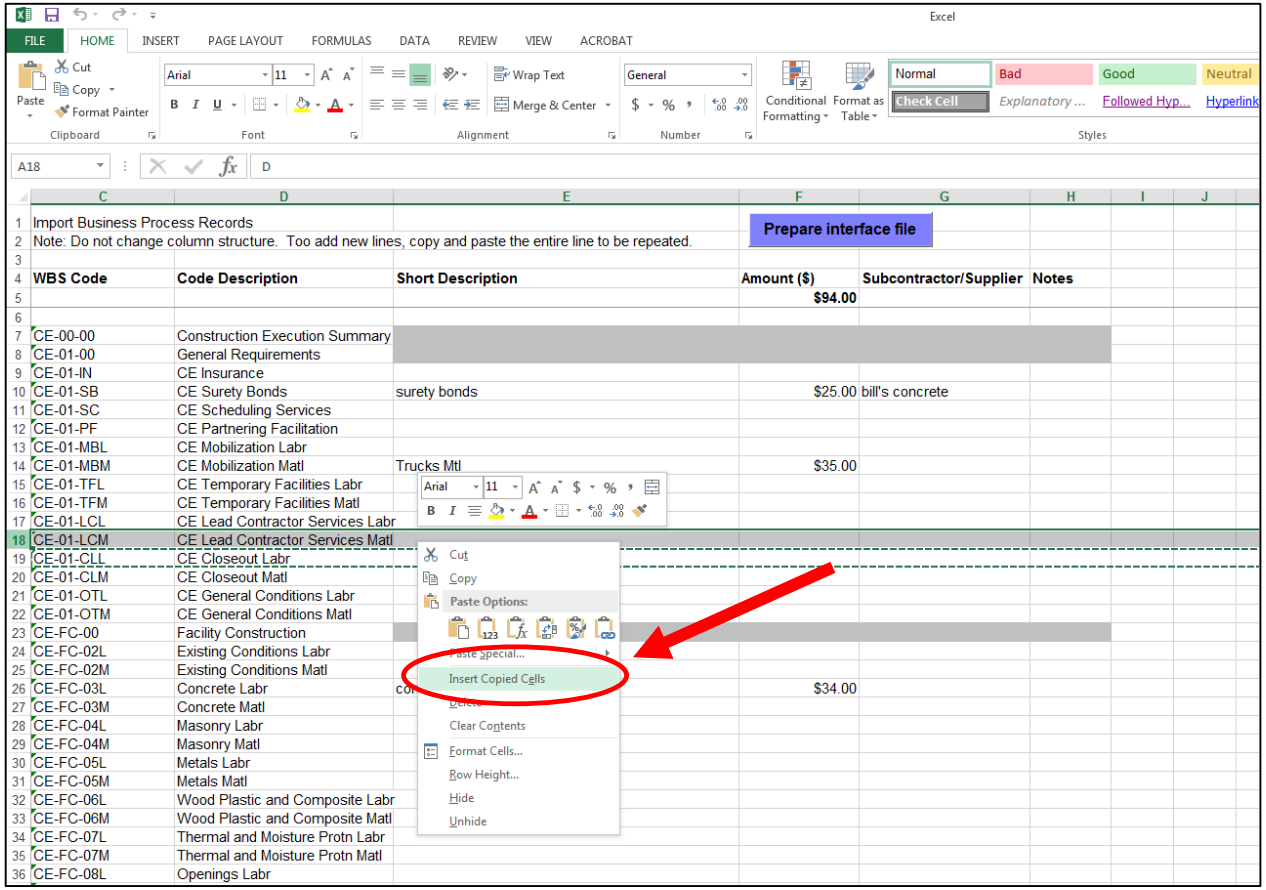
- Step 4: If necessary, add additional lines to the SOV spreadsheet
  - Left click on the number of the line to highlight it
  - Right click and choose copy



Adding Additional Lines

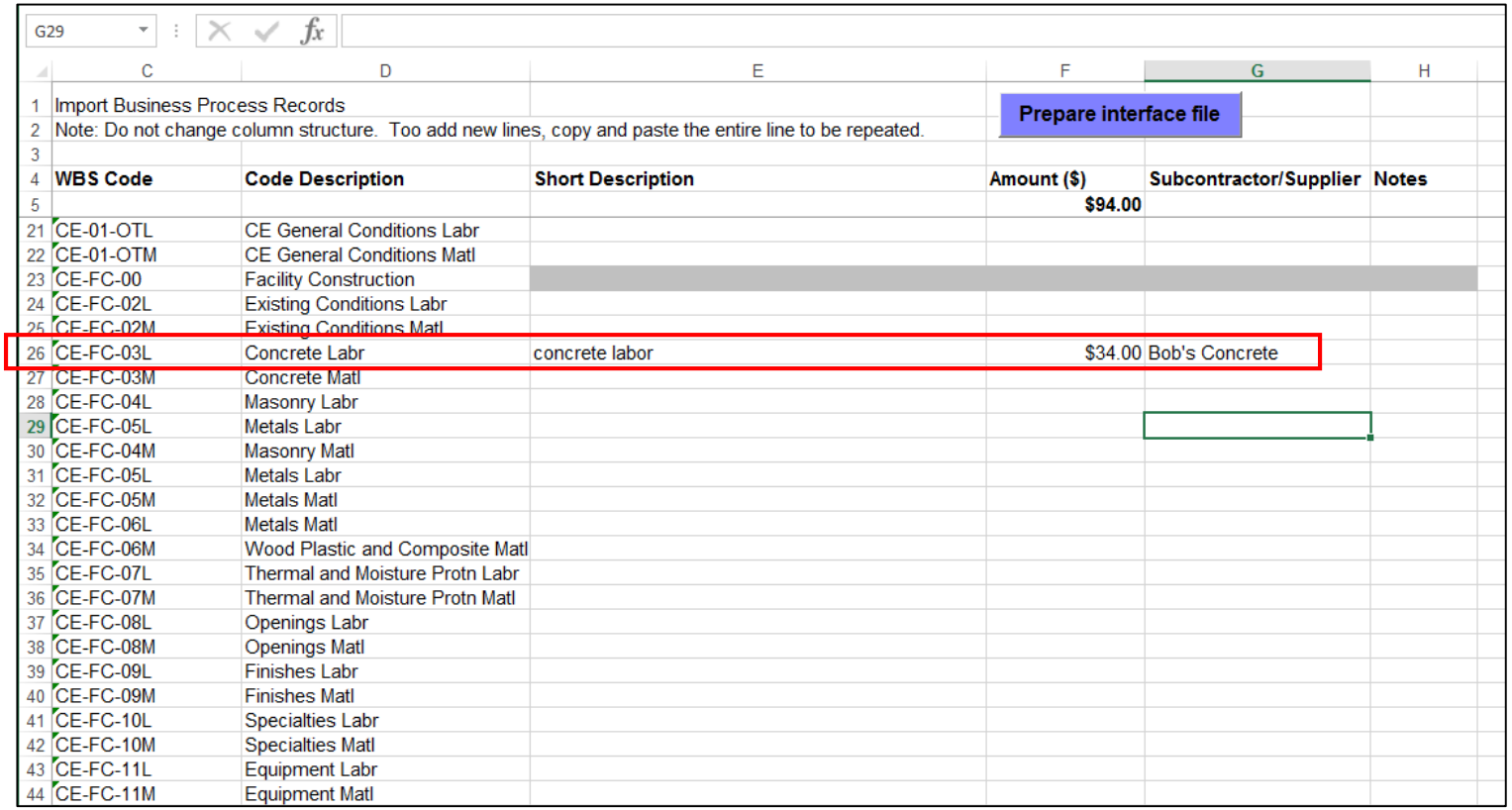
- Step 4 (cont.):
  - Right click on the line you want to be **below** the line you are inserting
  - Choose insert copied cells
  - Your line will show up above the selected line. You can edit the text in the line as necessary

New line will appear above here



Enter Line Items

- Step 5:
  - **Enter all Subcontractor/Suppliers (ensure they have an approved Subcontractor/Supplier Declaration in OAKS CI)**
  - Make sure to spell the name of the Subcontractor/Supplier **EXACTLY** the way you spelled it on the Subcontractor/Supplier Declaration

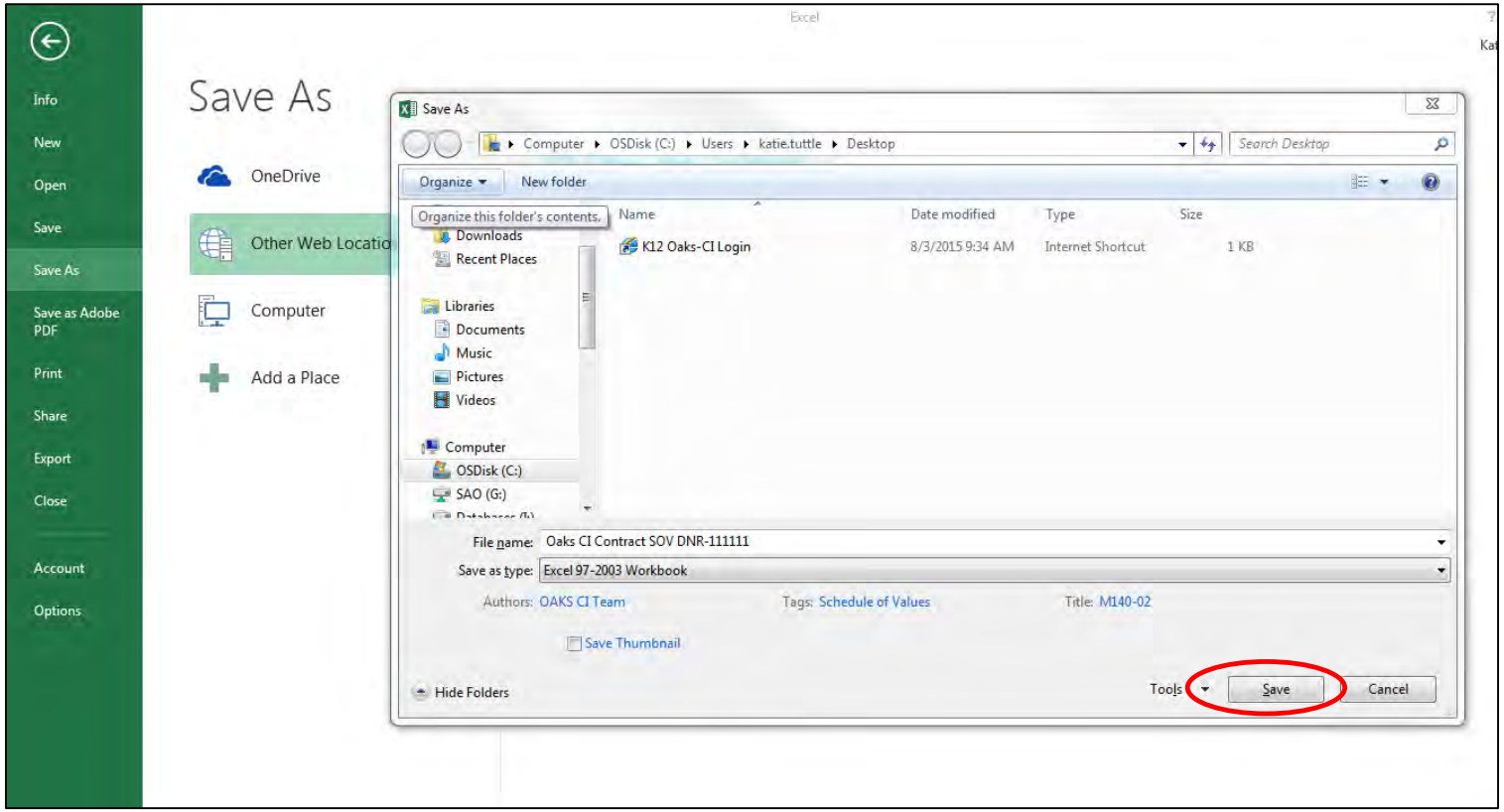


G29

	C	D	E	F	G	H
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.					
3						
4	**WBS Code**	**Code Description**	**Short Description**	**Amount ($)**	**Subcontractor/Supplier**	**Notes**
5				$94.00		
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	$34.00	Bob's Concrete	
27	CE-FC-03M	Concrete Matl				
28	CE-FC-04L	Masonry Labr				
29	CE-FC-05L	Metals Labr				
30	CE-FC-04M	Masonry Matl				
31	CE-FC-05L	Metals Labr				
32	CE-FC-05M	Metals Matl				
33	CE-FC-06L	Metals Matl				
34	CE-FC-06M	Wood Plastic and Composite Matl				
35	CE-FC-07L	Thermal and Moisture Protn Labr				
36	CE-FC-07M	Thermal and Moisture Protn Matl				
37	CE-FC-08L	Openings Labr				
38	CE-FC-08M	Openings Matl				
39	CE-FC-09L	Finishes Labr				
40	CE-FC-09M	Finishes Matl				
41	CE-FC-10L	Specialties Labr				
42	CE-FC-10M	Specialties Matl				
43	CE-FC-11L	Equipment Labr				
44	CE-FC-11M	Equipment Matl				

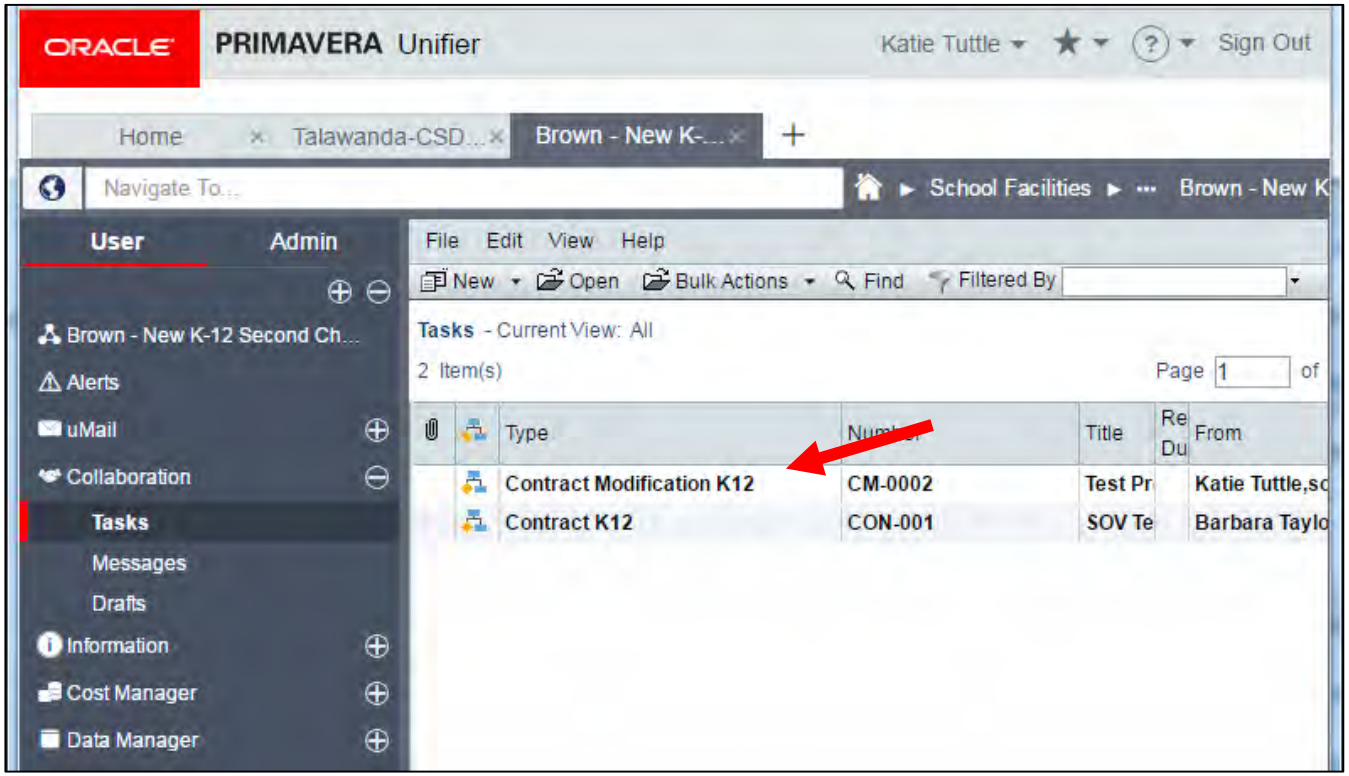
Save and Email your Spreadsheet

- Step 6:
  - Name and Save the Spreadsheet
  - Email the Spreadsheet to you're A/E, Project Manager, and Project Coordinator for review



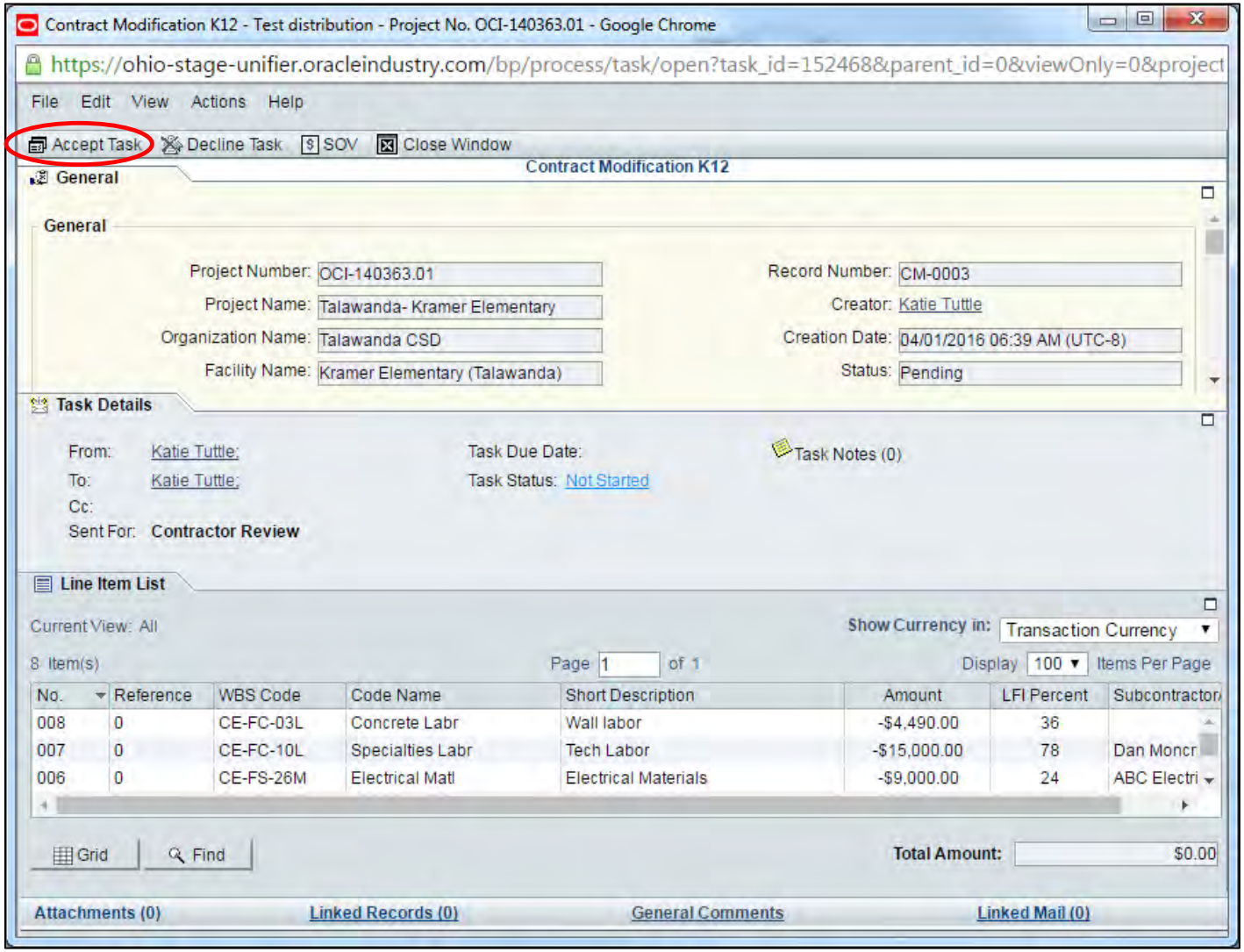
Task Action

- Once the PC has created the GMP Subcontract Distribution record in OAKS CI you will receive it as a Task for review
- Log into your project
- Navigate to:
  - Collaboration -> Tasks
  - Double Click your Contract Modification Task to open



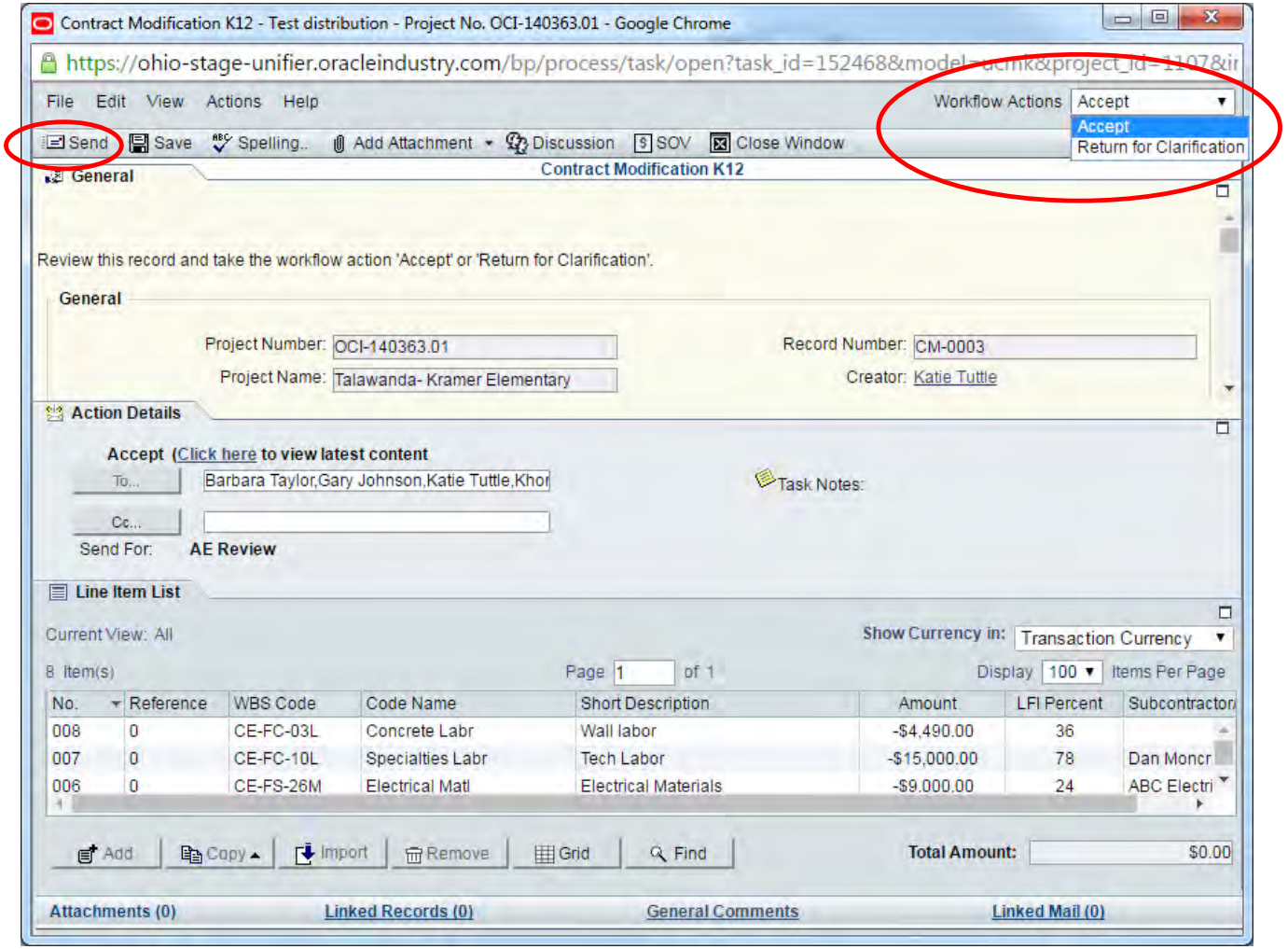
Accept the Task

- Click Accept Task to begin reviewing the record



Review the Task

- Review the GMP Subcontractor Distribution record to ensure all information is correct
- Choose Workflow Action
- Click Send



Questions?

Please contact OAKS CI Support Desk:

oaksci@ofcc.ohio.gov

614.644.2211