OAKS
Capital Improvements

Contract SOV (Schedule of Values)- AE

K12 Legacy

OFCC
OHIO FACILITIES CONSTRUCTION COMMISSION

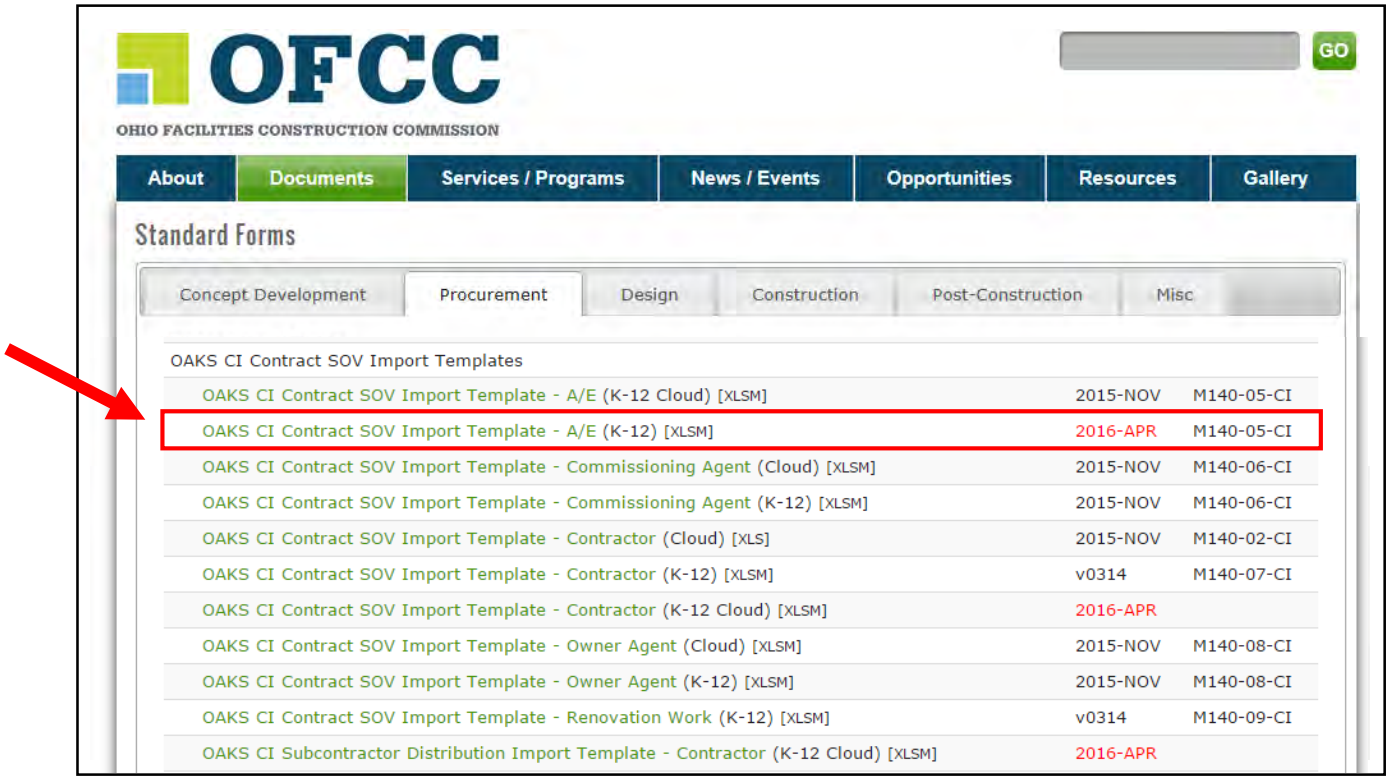
Contract SOV Process Overview

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

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

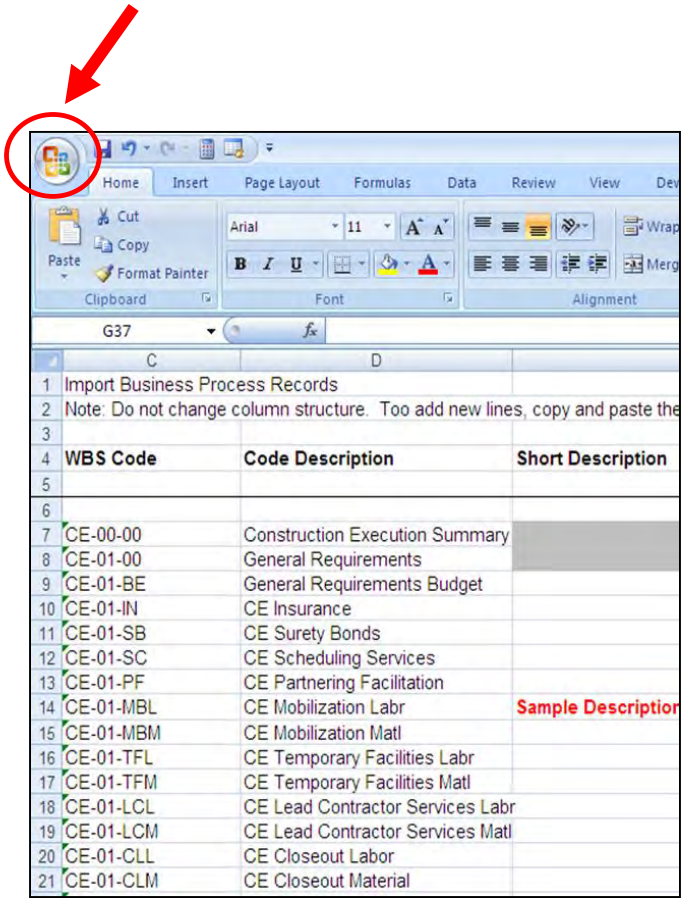
Navigate to SOV Spreadsheet Template

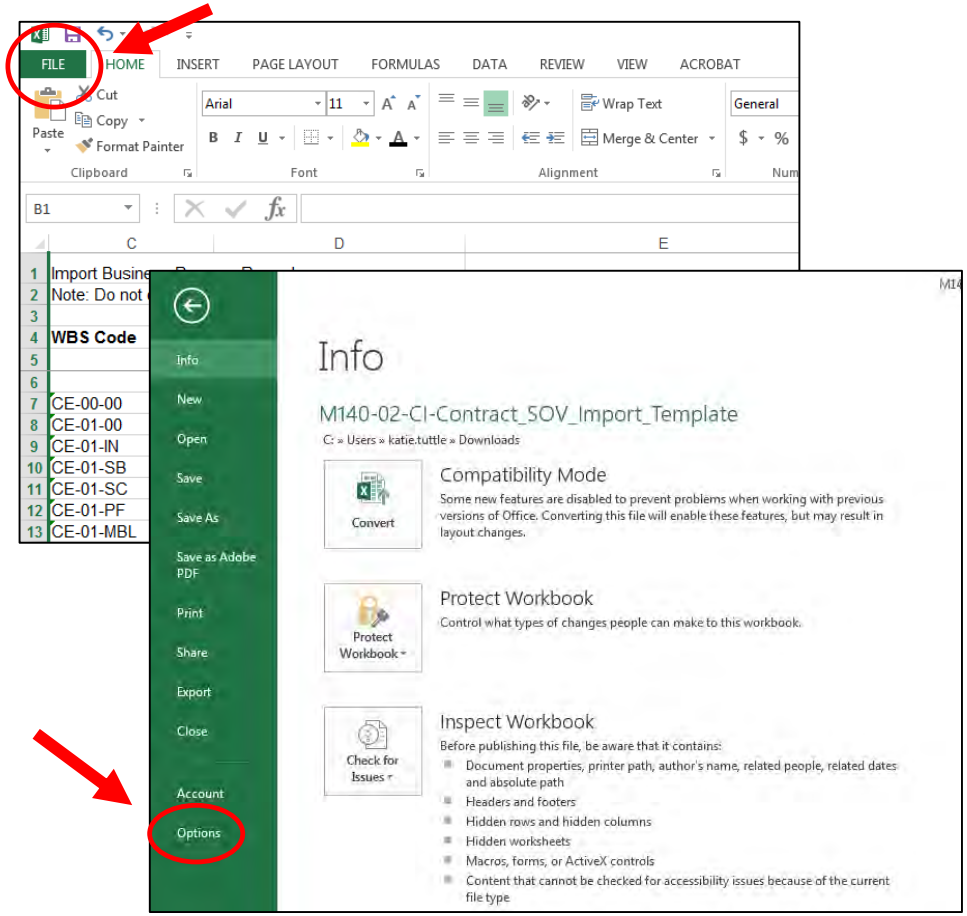
- Step 1: Open Excel spreadsheet from website: http://ofcc.ohio.gov
  - Click- Documents tab
    - Click- Standard Forms
      - Click- Procurement Tab
        - Click Appropriate (K12) Spreadsheet template



Enable Macros

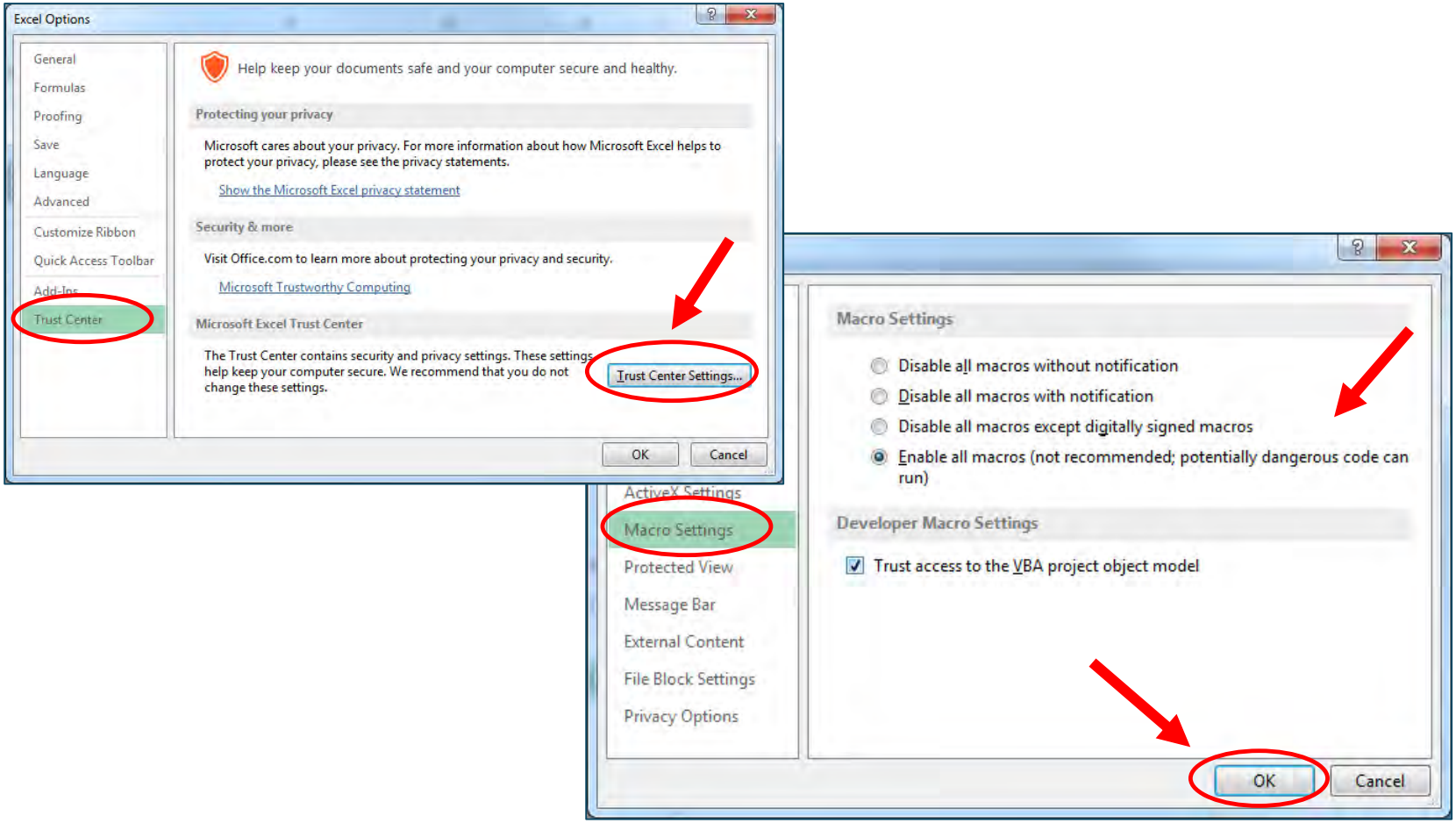
- Step 2: Your Macros must be enabled to be able to prepare this file.
  - To check that your macros are enabled:
    - Click the Windows Circle or File (depends on version of Windows)
    - Click Excel Options or Options (depends on version of Windows)





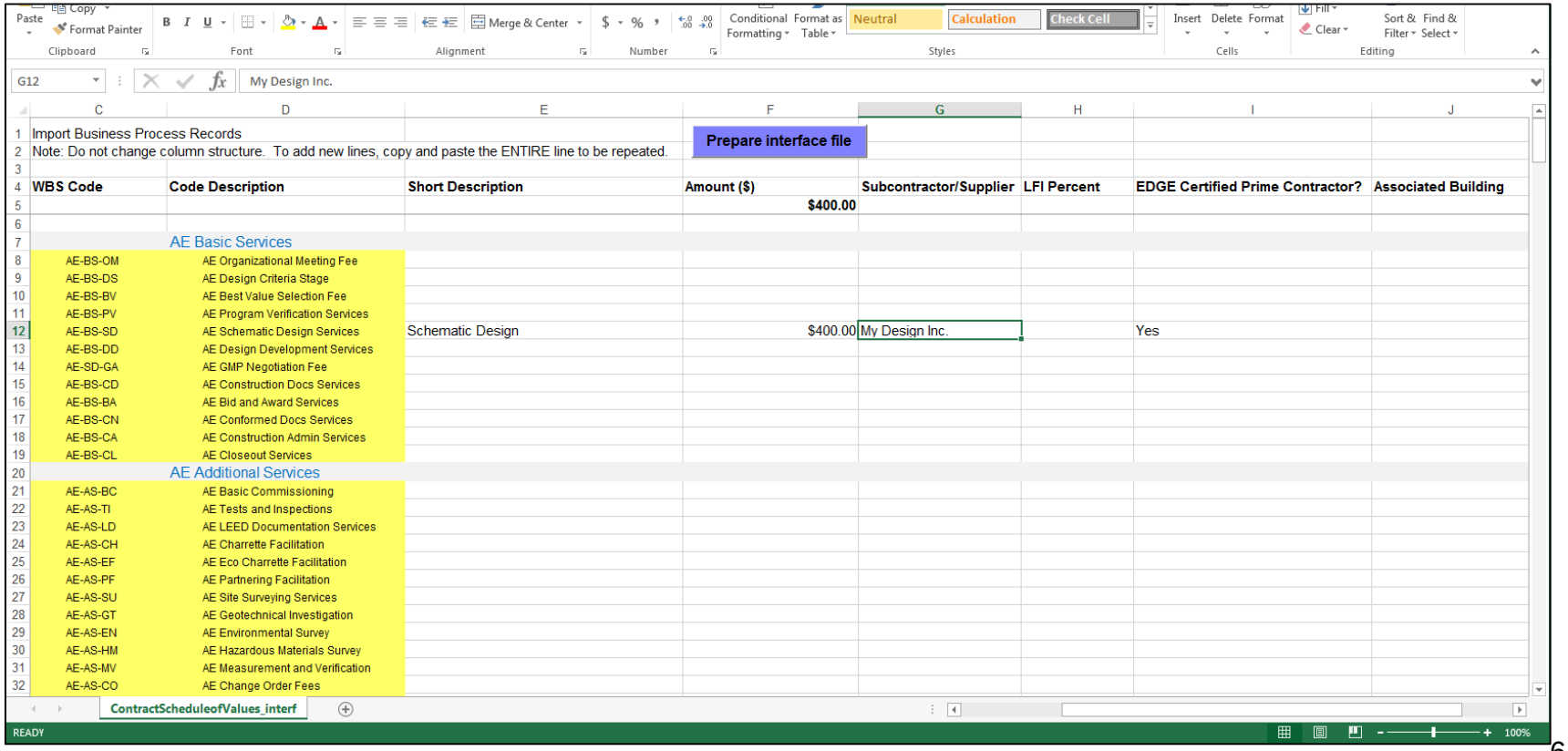
Enable Macros

- 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 Subcontractors/Suppliers
  - Make sure to spell the name of the Subcontractor/Supplier **EXACTLY** the way you spelled it on the Subcontractor/Supplier Declaration



Import Business Process Records

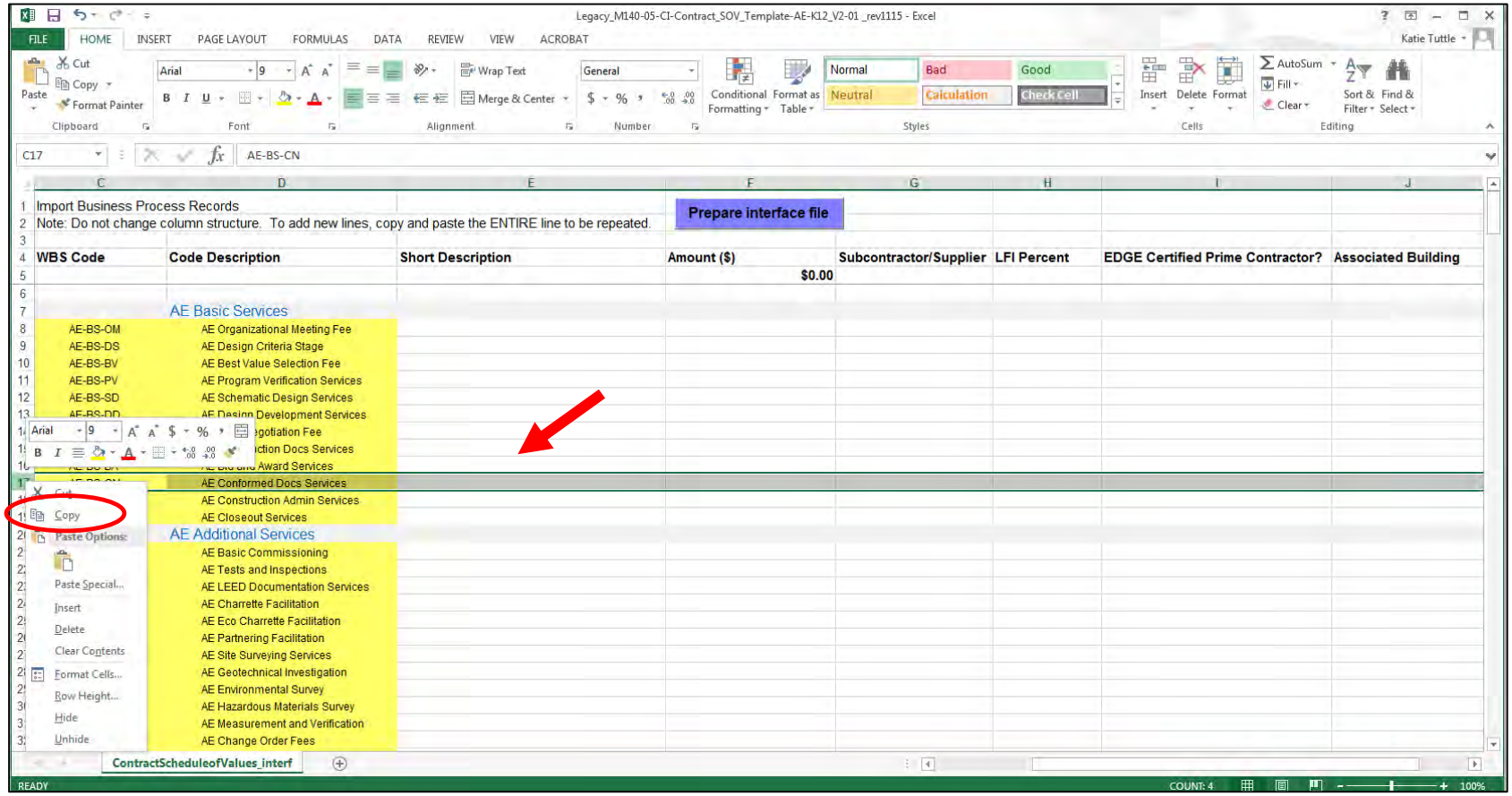
Note: Do not change column structure. To add new lines, copy and paste the ENTIRE line to be repeated.

Prepare interface file

WBS Code	Code Description	Short Description	Amount ($)	Subcontractor/Supplier	LFI Percent	EDGE Certified Prime Contractor?	Associated Building
			$400.00				
	AE Basic Services						
AE-BS-OM	AE Organizational Meeting Fee						
AE-BS-DS	AE Design Criteria Stage						
AE-BS-BV	AE Best Value Selection Fee						
AE-BS-PV	AE Program Verification Services						
AE-BS-SD	AE Schematic Design Services	Schematic Design	$400.00	My Design Inc.		Yes	
AE-BS-DD	AE Design Development Services						
AE-SD-GA	AE GMP Negotiation Fee						
AE-BS-CD	AE Construction Docs Services						
AE-BS-BA	AE Bid and Award Services						
AE-BS-CN	AE Conformed Docs Services						
AE-BS-CA	AE Construction Admin Services						
AE-BS-CL	AE Closeout Services						
	AE Additional Services						
AE-AS-BC	AE Basic Commissioning						
AE-AS-TI	AE Tests and Inspections						
AE-AS-LD	AE LEED Documentation Services						
AE-AS-CH	AE Charrette Facilitation						
AE-AS-EF	AE Eco Charrette Facilitation						
AE-AS-PF	AE Partnering Facilitation						
AE-AS-SU	AE Site Surveying Services						
AE-AS-GT	AE Geotechnical Investigation						
AE-AS-EN	AE Environmental Survey						
AE-AS-HM	AE Hazardous Materials Survey						
AE-AS-MV	AE Measurement and Verification						
AE-AS-CO	AE Change Order Fees						

Adding Additional Lines

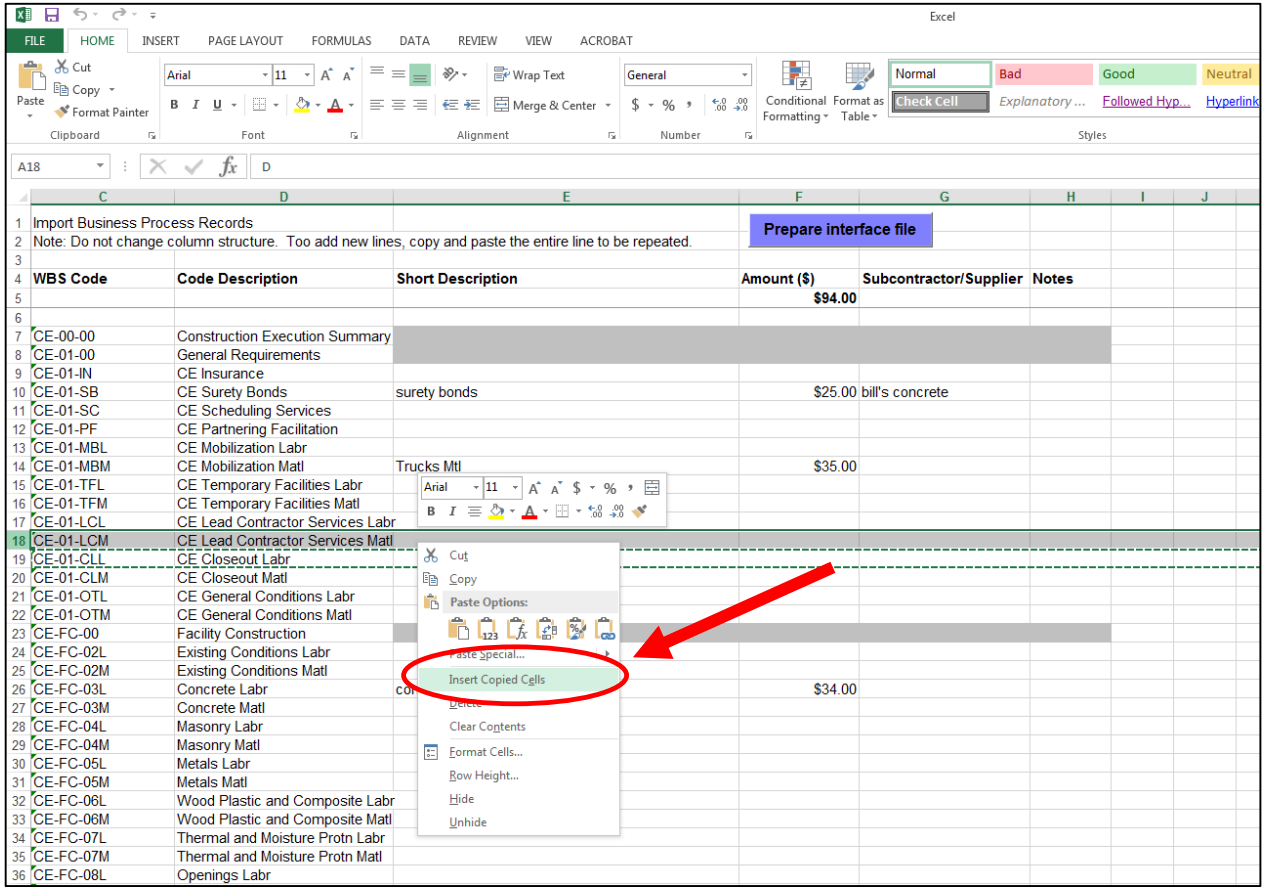
- Step 4: If necessary, add additional lines to the SOV spreadsheet
  - Left click on the number of the line to highlight it
  - Right click and choose copy



Adding Additional Lines

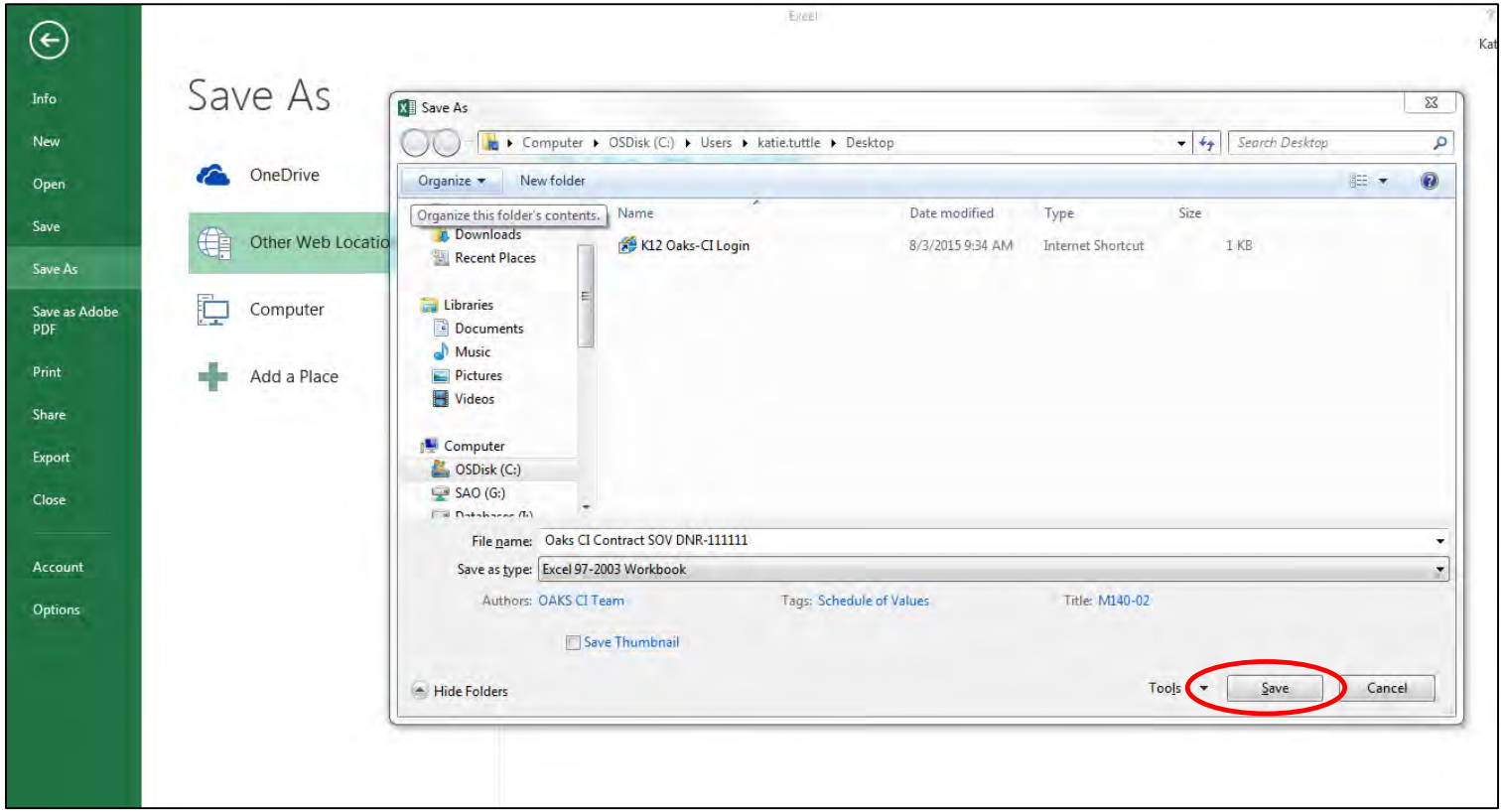
- Step 4 (cont.):
  - Right click on the line you want to be **below** the line you are inserting
  - Choose insert copied cells
  - Your line will show up above the selected line. You can edit the text in the line as necessary

New line will appear above here



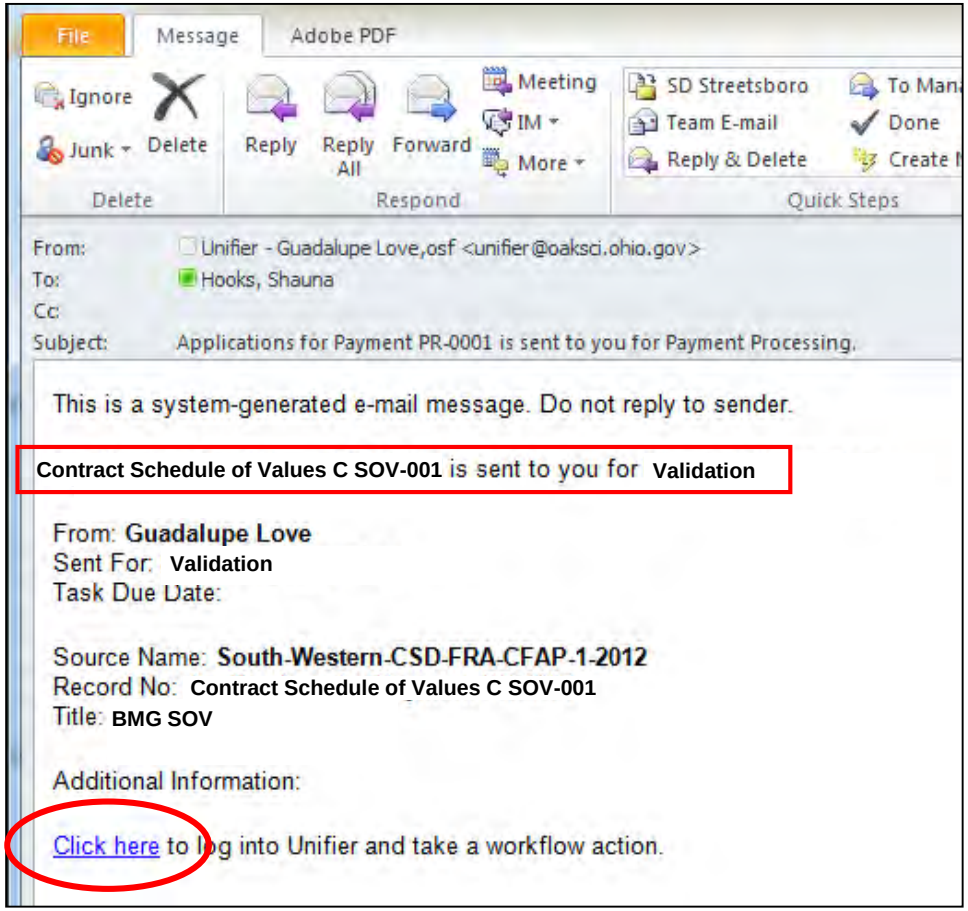
Save and Email your Spreadsheet

- Step 6:
  - 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 - CR Architecture - AE SOV - Project No. SFC-130336 - Windows Internet Explorer

File Edit View Actions Help

Accept Task | Decline Task | Close Window

General | Contract Schedule of Values

General

Project Number: SFC-130336
Project Name: Batavia-LSD-CLE-ENP-2012
Organization Name: Batavia LSD
Facility Name: Batavia Local SD
Title: CR Architecture - AE SOV

Record Number: SOV-001
Creator: Guadalupe Love
Creation Date: 12/22/2014 12:18 PM Local (GMT-5)
Status: Approved

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 Certifie
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 add'l 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	FFE 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

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

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 Certifie
011	CM-RE-OT	CM Other Reimbursable E	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 Services	Bidding & Award Stage - Co-Funded	5,059.17	0		
004	CM-BS-CD	CM Construction Docs Ser	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 Ser	Schematic Design Stage - Co-Funded	4,900.00	0		
001	CM-BS-PV	CM Program Verification Se	Program Verfication 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