



Contract SOV (Schedule of Values)- CxA

K12 Legacy

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

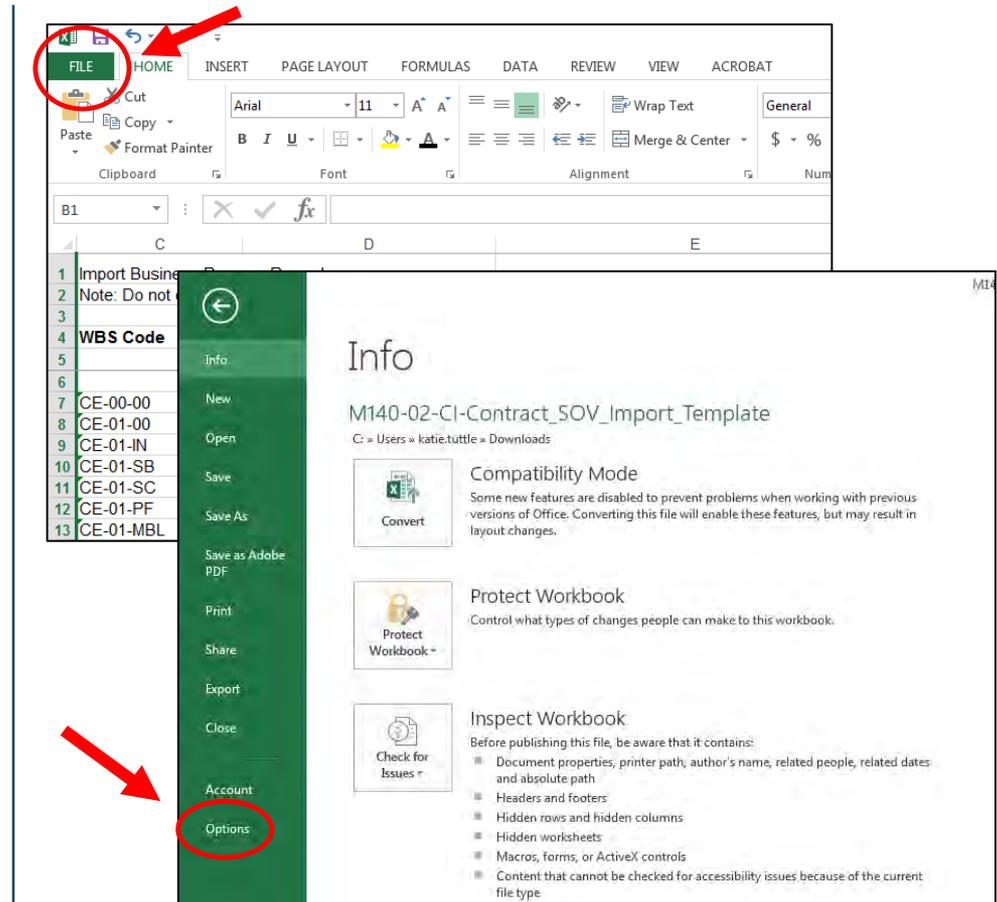
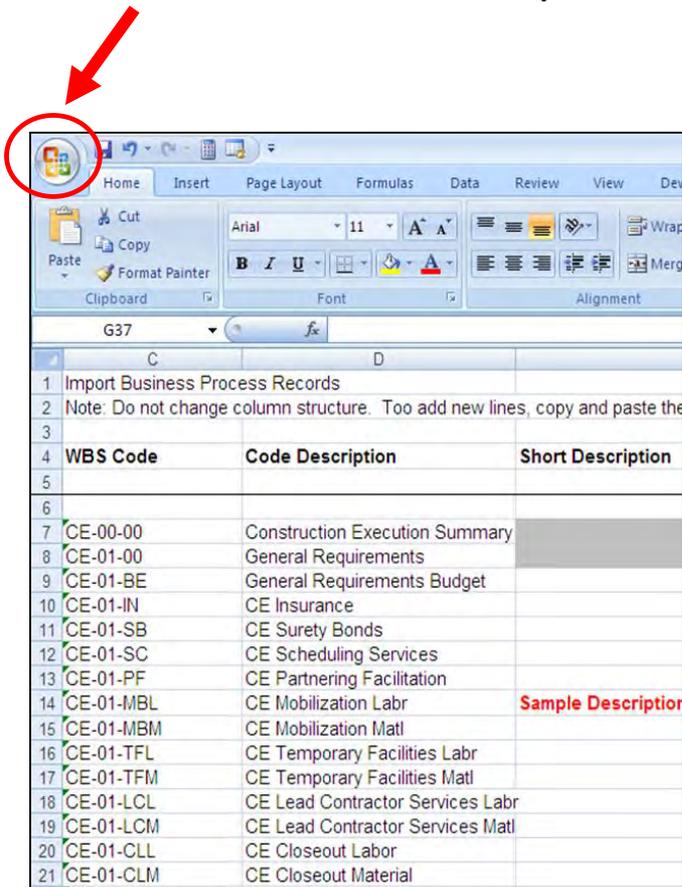
- ▶ Step 1: Open Excel spreadsheet from website:
<http://ofcc.ohio.gov>
 - ▶ Click- Documents tab
 - ▶ Click- Standard Forms
 - ▶ Click- Procurement Tab
 - ▶ Click Appropriate (K12) Spreadsheet template

The screenshot shows the OFCC (Ohio Facilities Construction Commission) website. The navigation menu includes 'About', 'Documents', 'Services / Programs', 'News / Events', 'Opportunities', 'Resources', and 'Gallery'. The 'Documents' tab is active, and the 'Standard Forms' section is displayed. Under the 'Standard Forms' section, the 'Procurement' sub-tab is selected. A list of templates is shown, with the following table:

Template Name	Version	Code
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	

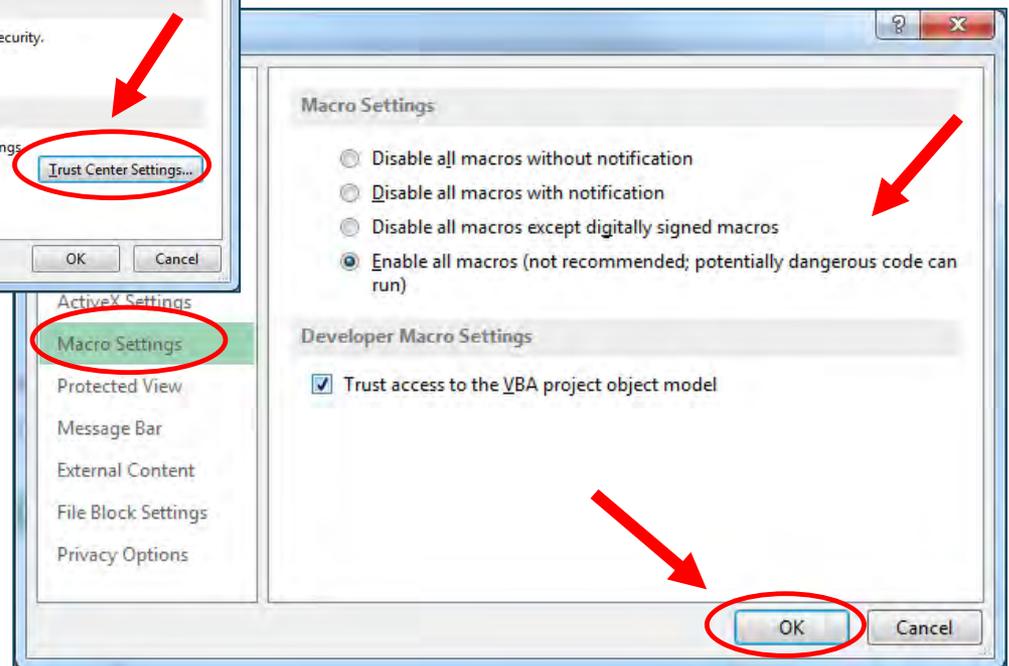
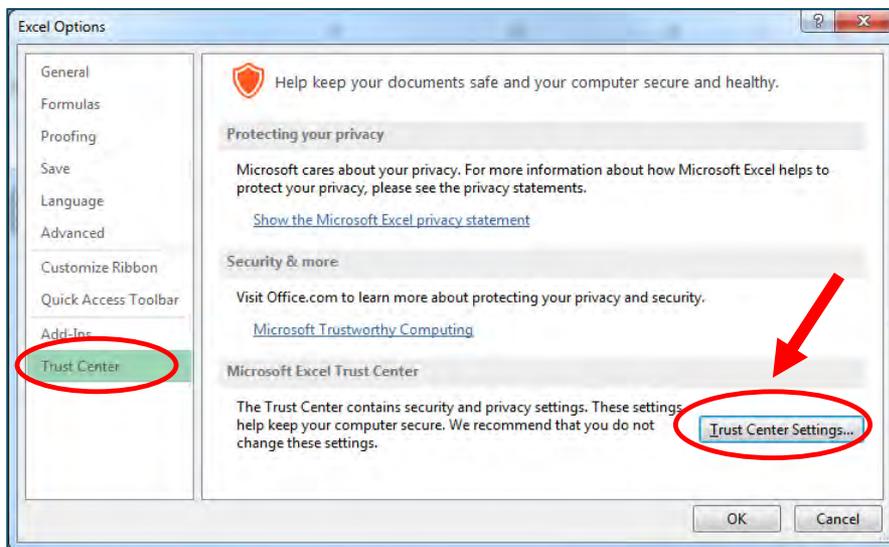
Enable Macros

- ▶ 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:

- ▶ 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

WBS Code	Code Description	Short Description	Amount (\$)	Subcontractor/Supplier	Percent	EDGE Certified Prime Contractor?	Associated Building	Notes
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			Building Fee
Cx-BS-SD	Cx Schematic Design Services	<Building Name> Eco Charrette	\$0.00		0			\$ -
Cx-BS-SD	Cx Design Development Services	<Building Name> Design Drawing	\$0.00		0			
Cx-BS-SD	Cx Design Development Services	<Building Name> Owners Design Intent Narrative	\$0.00		0			
Cx-BS-SD	Cx Design Development Services	<Building Name> A/E Basis of Design Review	\$0.00		0			
Cx-BS-SD	Cx Design Development Services	<Building Name> Energy Modeling Review	\$0.00		0			
Cx-BS-CD	Cx Construction Docs Services	<Building Name> Construction Drawing	\$0.00		0			
Cx-BS-CD	Cx Construction Docs Services	<Building Name> Cx Plan	\$0.00		0			
Cx-BS-CD	Cx Construction Docs Services	<Building Name> LEED Documentation	\$0.00		0			
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-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-DT	Cx Other Additional Services							
Cx-RE-00	Cx Reimbursable Expense							
Cx-RE-DT	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

The screenshot shows the Microsoft Excel interface with a spreadsheet open. The spreadsheet has columns labeled C through N and rows numbered 1 through 37. The data in the spreadsheet is as follows:

WBS Code	Code Description	Short Description	Amount (\$)	Subcontractor/Supplier	LFI Percent	EDGE Certified Prime Contractor?	Associated Building	Notes
Cx-BS-00	Cx Basic Services		\$0.00					
Cx-BS-PV	Cx Program Verification 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-SD	Cx Schematic Design Services	<Building Name> Design Drawing	\$0.00		0			6
		<Building Name> Owners Design Intent Narrative	\$0.00		0			1
		<Building Name> A/E Basis of Design Review	\$0.00		0			1
		<Building Name> Energy Modeling Review	\$0.00		0			2
		<Building Name> Construction Drawing	\$0.00		0			5
		<Building Name> Cx Plan	\$0.00		0			1
		<Building Name> LEED Documentation	\$0.00		0			2
		<Building Name> Pre-Functional Testing	\$0.00		0			15
		<Building Name> Functional Testing	\$0.00		0			25
		<Building Name> 1st Report Delivery	\$0.00		0			5
		<Building Name> Seasonal Testing	\$0.00		0			5
		<Building Name> Construction Phase Final Cx Rep	\$0.00		0			7
		<Building Name> Re-Cx Plan	\$0.00		0			1
		<Building Name> Owners Systems Manual	\$0.00		0			5
		<Building Name> Final Commissioning Report	\$0.00		0			2
		<Building Name> Trend Report	\$0.00		0			1
		<Building Name> Correction Period Inspection	\$0.00		0			8
Cx-RE-00	Cx Reimbursable Expense							

The context menu is open over row 11, and the 'Copy' option is highlighted. A red arrow points to the 'Copy' option. The status bar at the bottom shows 'Average: 1.66666667 Count: 8 Sum: 5' and a zoom level of 80%.

Adding Additional Lines

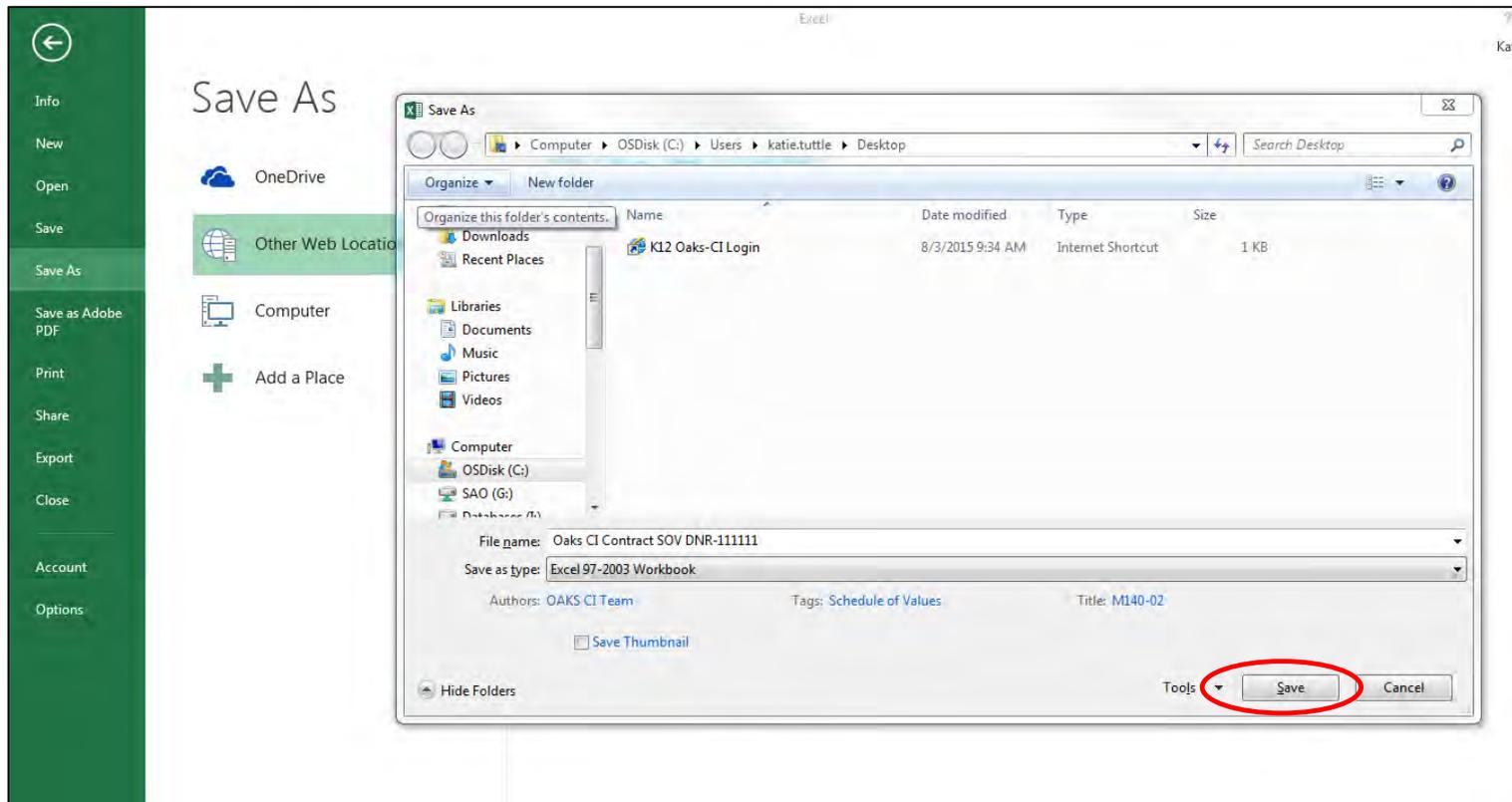
- ▶ Step 4 (cont.):
 - ▶ Right click on the line you want to be **below** the line you are inserting
 - ▶ Choose insert copied cells
 - ▶ Your line will show up above the selected line. You can edit the text in the line as necessary

The screenshot shows an Excel spreadsheet with a table containing construction-related data. A right-click context menu is open over row 18, with the 'Insert Copied Cells' option highlighted. A red box on the left contains the text 'New line will appear above here' with an arrow pointing to the menu. A red arrow also points from the 'Insert Copied Cells' option to the table row below it.

WBS Code	Code Description	Short Description	Amount (\$)	Subcontractor/Supplier	Notes
			\$94.00		
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				

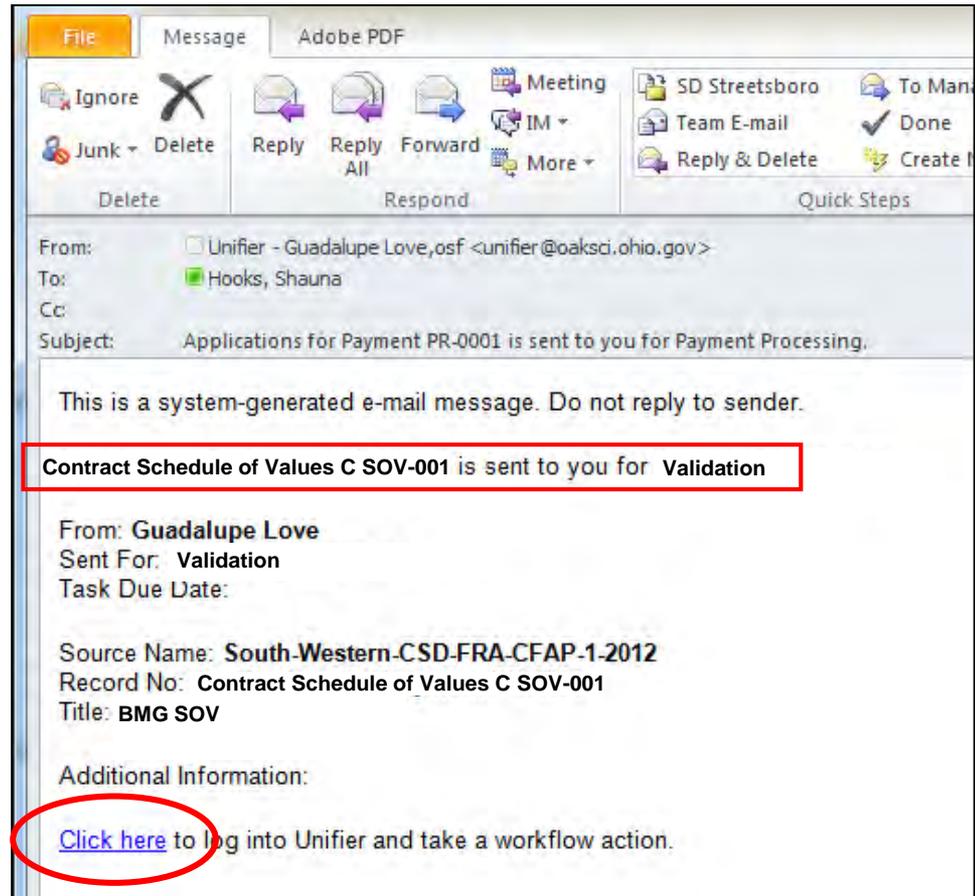
Save and Email your Spreadsheet

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

File Edit View Actions Help

Accept Task Decline Task Close Window

Contract Schedule of Values

General

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	Break	Short Description	Amount (\$)	Subor 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 Ser		East ES Construction Phase	2,862.63			5.8
089	Cx-BS-CA	Cx Construction Admin Ser		East ES Seasonal Testing	2,044.73			5.8
088	Cx-BS-CA	Cx Construction Admin Ser		East ES 1st Report Delivery	2,044.73			5.8
087	Cx-BS-CA	Cx Construction Admin Ser		East ES Functional Testing	10,223.66			5.8
086	Cx-BS-CA	Cx Construction Admin Ser		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

No.	WBS Code	Code Name	Break Short Description	Amount (\$)	Subcon Supplier	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
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090	Cx-BS-CA	Cx Construction Admin Ser	East ES Construction Phase	2,882.63			5.8
089	Cx-BS-CA	Cx Construction Admin Ser	East ES Seasonal Testing	2,044.73			5.8
088	Cx-BS-CA	Cx Construction Admin Ser	East ES 1st Report Delivery	2,044.73			5.8
087	Cx-BS-CA	Cx Construction Admin Ser	East ES Functional Testing	10,223.66			5.8
086	Cx-BS-CA	Cx Construction Admin Ser	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