



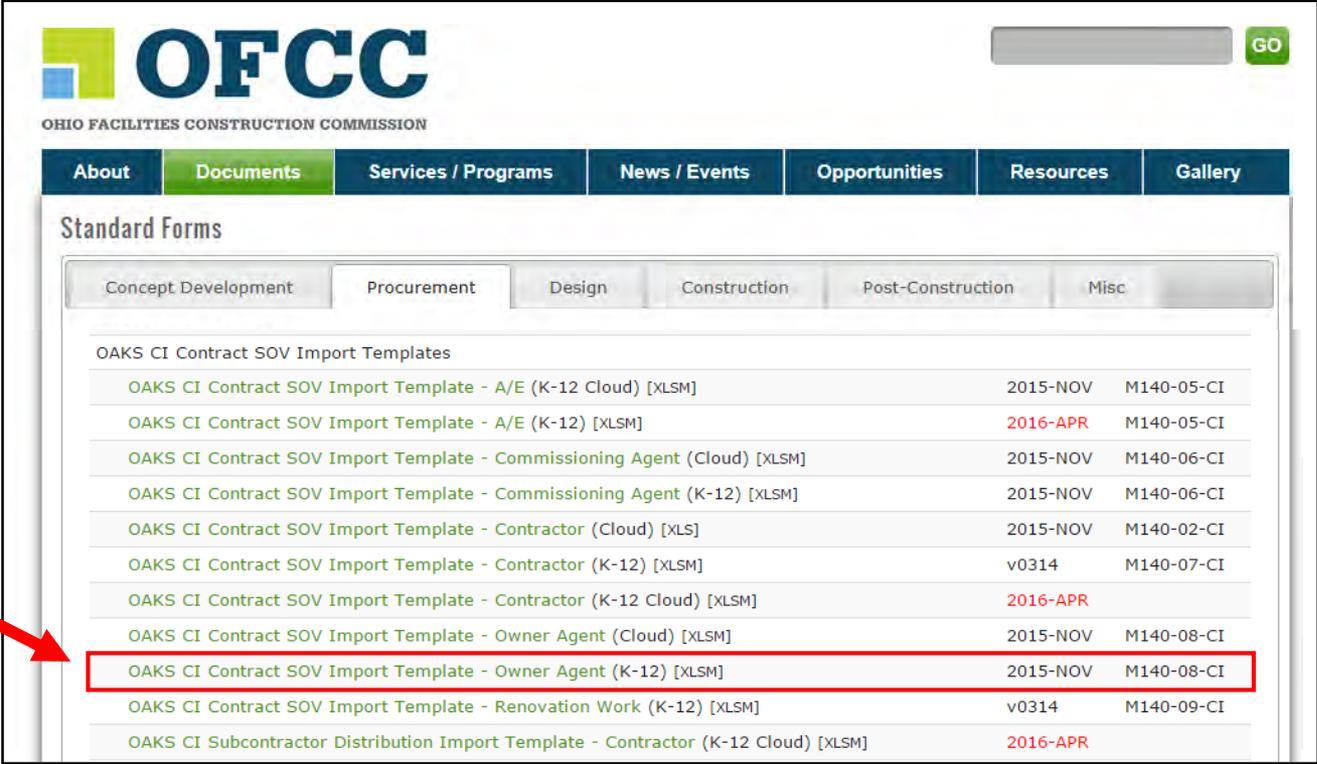
Contract SOV (Schedule of Values)- OA K12 Legacy

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 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

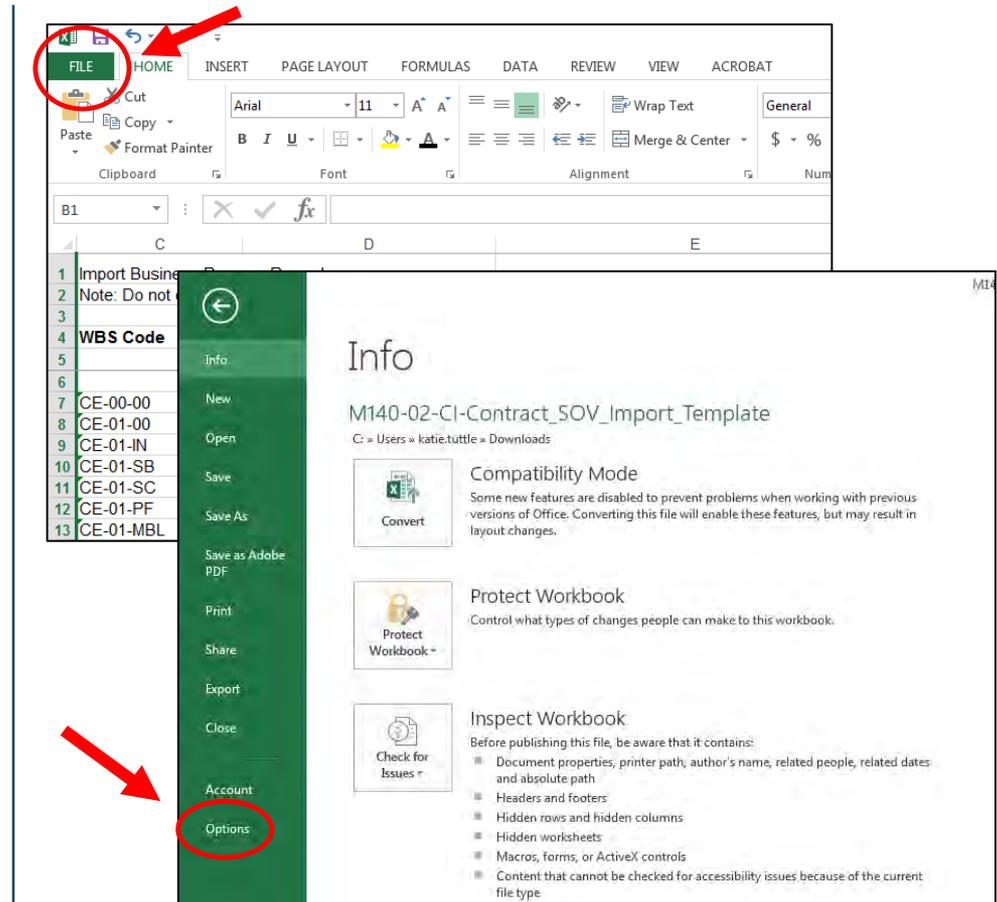
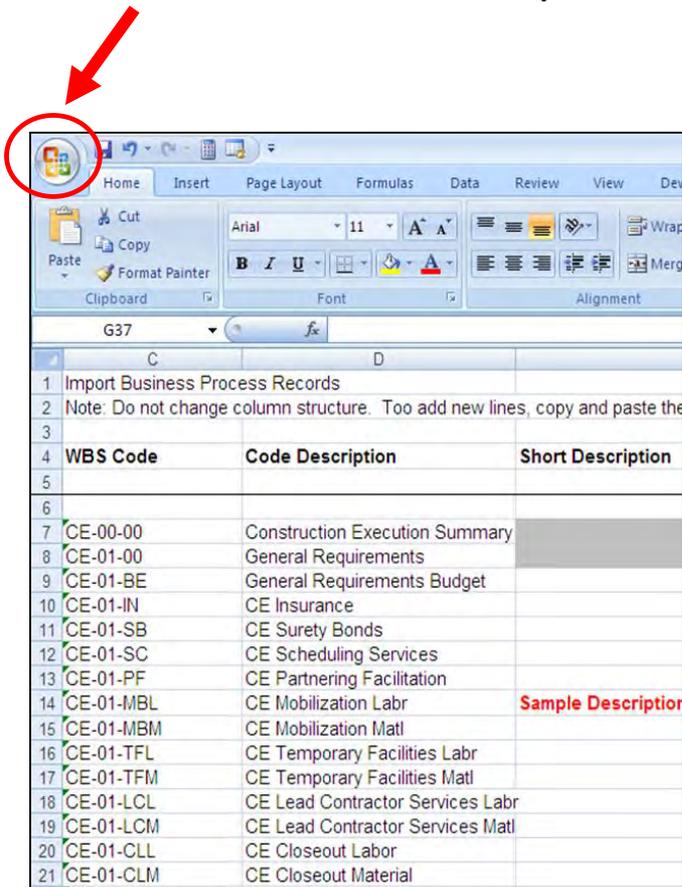


The screenshot shows the OFCC (Ohio Facilities Construction Commission) website. The 'Documents' tab is selected in the navigation menu. Under 'Standard Forms', the 'Procurement' sub-tab is active. A table lists various 'OAKS CI Contract SOV Import Templates'. The row for 'OAKS CI Contract SOV Import Template - Owner Agent (K-12) [XLSM]' is highlighted with a red border, and a red arrow points to it from the left.

Template Name	Version	Code
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	

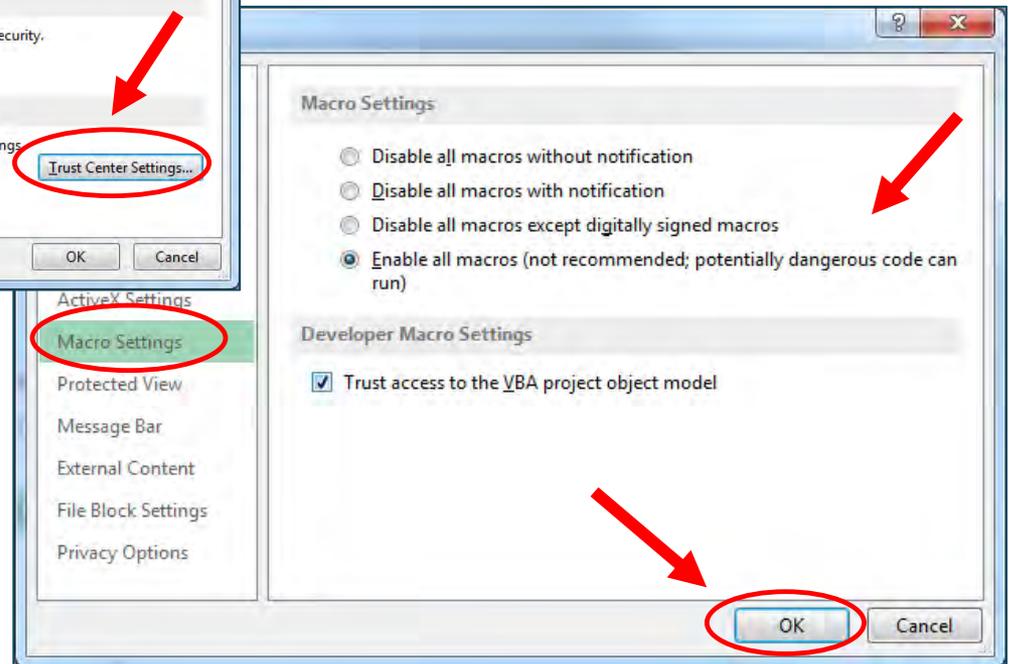
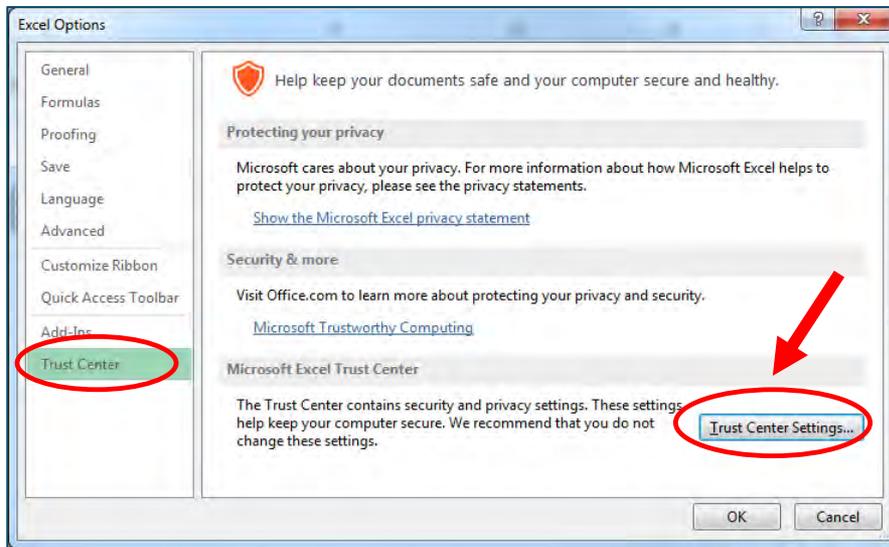
Enable Macros

- ▶ 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

The screenshot shows an Excel spreadsheet with the following table structure:

Code Description	Short Description	Amount (\$)	Subcontractor/Supplier	LFI Percent	EDGE Certified Prime Contractor?	Associated Building
		\$8,000.00				
CM Adviser Services Summary						
CM Adviser Services General	Owner's Agent Expenses	\$8,000.00	My Consultants	15	Yes	High School Renovation
CM Adviser Services Budget						
CM Contract Awarded SOV Pending						
CM Basic Services						
CM Program Verification Services						
CM Schematic Design Services						
CM Design Development Services						
CM Construction Docs Services						
CM Bid and Award Services						
CM Construction Admin Services						
CM Closeout Services						
CM Direct Personnel Expense						
CM Additional Services						
CM Constructability Review						
CM Scheduling Services						
CM Temporary Facilities						
CM Partnering Facilitation						
CM Site Surveying Services						
CM Geotechnical Investigation						
CM Environmental Survey						
CM Hazardous Materials Survey						
CM Measurement and Verification						
CM Warranty Services						

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 an Excel spreadsheet titled "Legacy_M140-05-CI-Contract_SOV_Template-AE-K12_V2-01_rev1115 - Excel". The spreadsheet contains a table with the following columns: WBS Code, Code Description, Short Description, Amount (\$), Subcontractor/Supplier, LFI Percent, EDGE Certified Prime Contractor?, and Associated Building. The table is divided into sections: "AE Basic Services" (rows 8-13) and "AE Additional Services" (rows 14-21). A red arrow points to row 14, and a context menu is open over it with "Copy" highlighted. The status bar at the bottom indicates "ContractScheduleofValues_interf" and "COUNT: 4".

WBS Code	Code Description	Short Description	Amount (\$)	Subcontractor/Supplier	LFI Percent	EDGE Certified Prime Contractor?	Associated Building
			\$0.00				
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						
AE-BS-DD	AE Design Development Services						
	AE Negotiation Fee						
	AE Bid Docs Services						
	AE Award Services						
	AE Conformed Docs Services						
	AE Construction Admin Services						
	AE Closeout Services						
AE Additional Services							
	AE Basic Commissioning						
	AE Tests and Inspections						
	AE LEED Documentation Services						
	AE Charrette Facilitation						
	AE Eco Charrette Facilitation						
	AE Partnering Facilitation						
	AE Site Surveying Services						
	AE Geotechnical Investigation						
	AE Environmental Survey						
	AE Hazardous Materials Survey						
	AE Measurement and Verification						
	AE Change Order Fees						

Adding Additional Lines

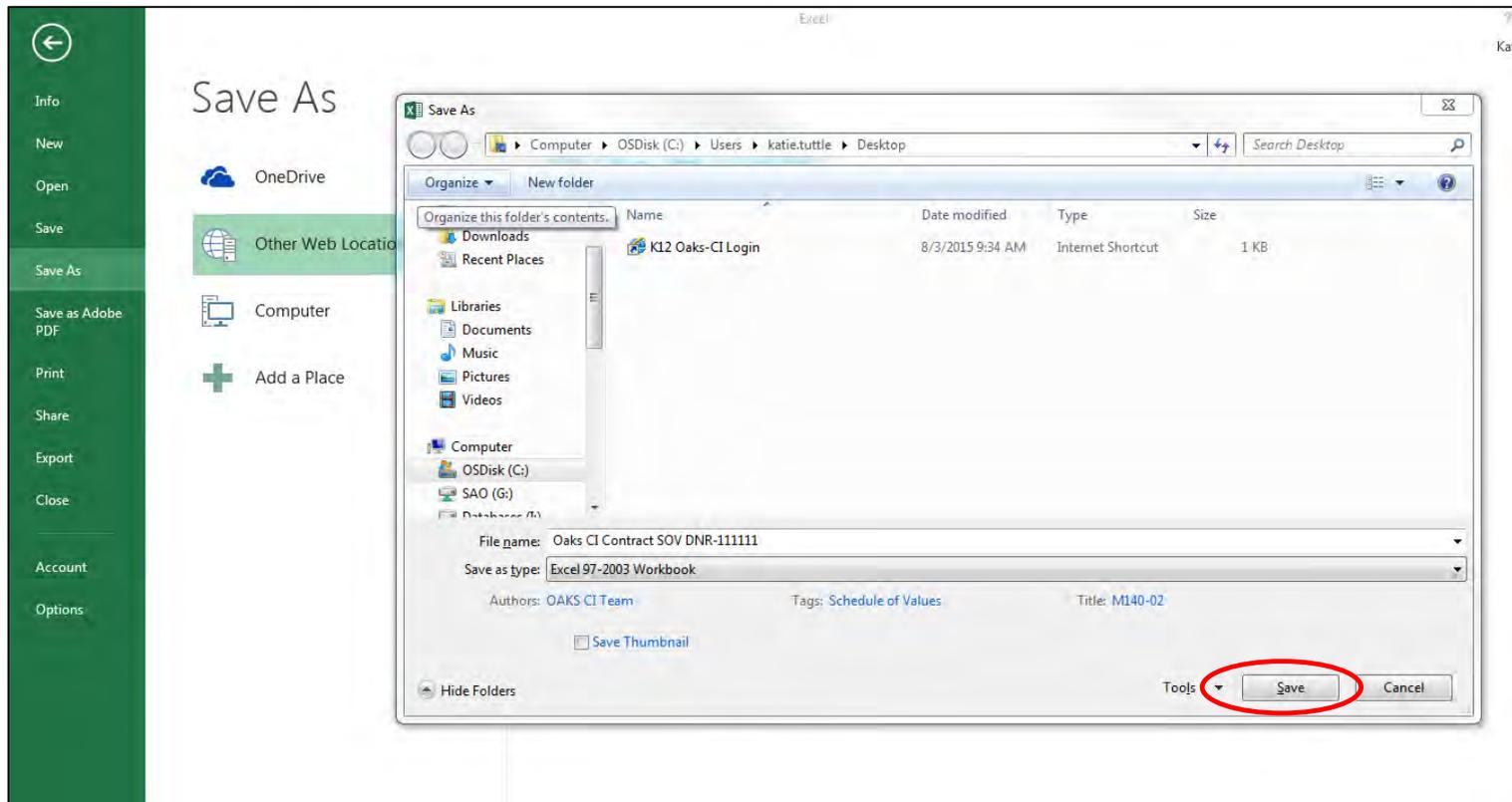
- ▶ Step 4 (cont.):
 - ▶ Right click on the line you want to be **below** the line you are inserting
 - ▶ Choose insert copied cells
 - ▶ Your line will show up above the selected line. You can edit the text in the line as necessary

The screenshot shows an Excel spreadsheet with a table containing construction-related data. The table has the following columns: WBS Code, Code Description, Short Description, Amount (\$), Subcontractor/Supplier, and Notes. Row 18 is selected, and a context menu is open over it. The 'Insert Copied Cells' option is highlighted in the menu. A red arrow points from a text box on the left to the 'Insert Copied Cells' option.

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				
CE-FC-08M	Openings Matl				

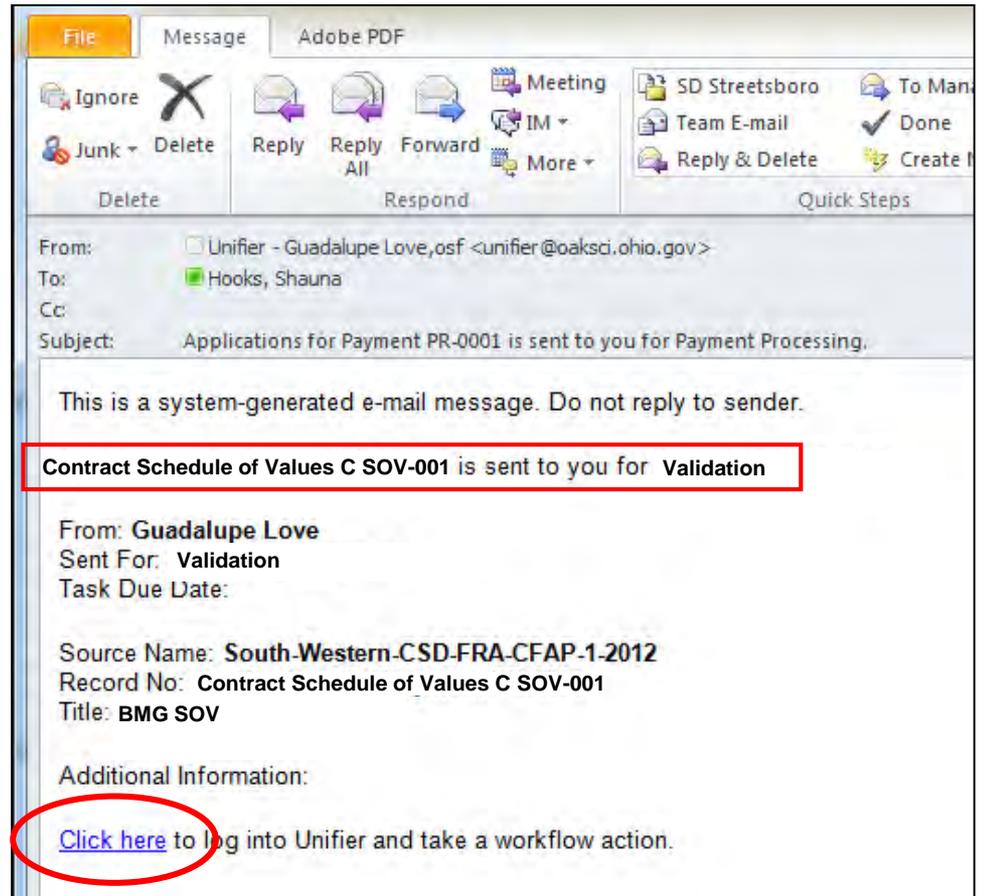
Save and Email your Spreadsheet

- ▶ 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

Contract Schedule of Values

General

General

Project Number: SFC-130336 Record Number: SOV-001

Project Name: Batavia-LSD-CLE-ENP-2012 Creator: Guadalupe Love

Organization Name: Batavia LSD Creation Date: 12/22/2014 12:18 PM Local (GMT-5)

Facility Name: Batavia Local SD Status: Approved

Title: CR Architecture - AE SOV

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 Certify
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 addl 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	EEF 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 - Megan Construction (OA) - Project No. SFC-130336 - Windows Internet Explorer

File Edit View Actions Help

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 Certify
011	CM-RE-OT	CM Other Reimbursable Ex	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 Service	Bidding & Award Stage - Co-Funded	5,059.17	0		
004	CM-BS-CD	CM Construction Docs Sen	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 Sen	Schematic Design Stage - Co-Funded	4,900.00	0		
001	CM-BS-PV	CM Program Verification S	Program Verification 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