OAKS
Capital Improvements

Contract Schedule of Values (SOV)

OFCC
OHIO FACILITIES CONSTRUCTION COMMISSION

Contract SOV Purpose

- Once the Contract has been approved in OAKS CI, the Contract SOV will be created. The SOV will consist of Preconstruction Line Items.

- Note: If you have any pre con work provided by an EDGE provider, the Subcontractor/Supplier declaration must be approved in OAKS CI prior to the SOV submission.

- Workflow

  Created by: CMR/DB → Submitted to: A/E Review → Sent to: PC Review→ Sent to: PM Approval

Roles & Responsibilities

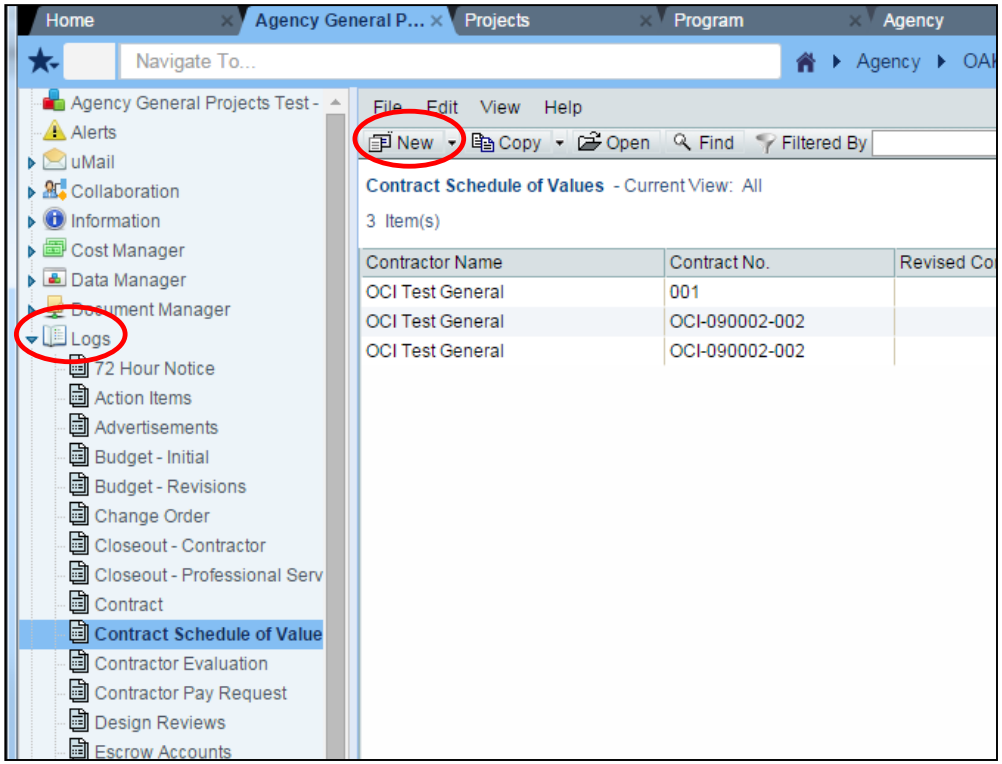
- Contractor
  - Creates the Schedule of Values (SOV)
  - Identifies work items that are provided by Subcontractors and Material Suppliers
  - Negotiates details of the SOV with the Associate (A/E)
- Associate (A/E)
  - Reviews the SOV submission
  - Negotiates details of the SOV with the Contractor
  - Recommends Approval
- Project Manager (PM)
  - Reviews the SOV record
  - Requests clarifications and updates
  - Approves the SOV record
- Project Coordinator
  - Reviews the SOV record
  - Determines that EDGE participation is accurate

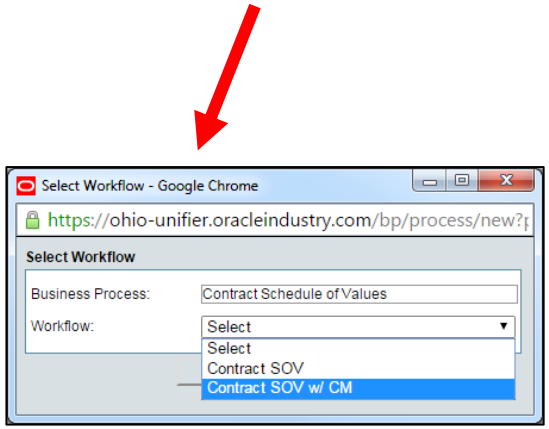
Contract SOV Creation Step

- Contractor
  - Completes and submits the SOV record within the first 30 days following approval of the contract

Create New Contract SOV Record

- In OAKS CI navigate to:
  - Logs -> Contract Schedule of Values
  - Click New
  - Select Workflow





Enter Information into the Record

- Complete the Upper Form (General Tab)
- Everything with a Red * is required

Create New Contract Schedule of Values - Project No. OCI-080001 - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/process/new?wftemplate_id=292&module_name=ucsov&csvimport=false&project

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling.. Add Attachment Discussion Cash Flow Close Window

General | Contract Schedule of Values

General

Organization:	Department of Administrative Services	Record Number:	
Project Number:	OCI-080001	Creator:	Katie Tuttle
Project Name:	Agency General Projects Test	Creation Date:	
Project Location:	OAKS CI Administration	Status:	
Title:	Test SOV *	Fee Title:	SAO Standard Fee 1

Contract Information

Contract No.:	001 Select... *	Contractor Name:	OCI Test General
Trade:	CM at Risk	Total Contract Amount ($):	$62,500.00
EDGE Certified Prime?:	Yes	Line Item Total ($):	$0.00
		Difference ($):	$62,500.00

Notes:

Action Details

Contracts SOV Details

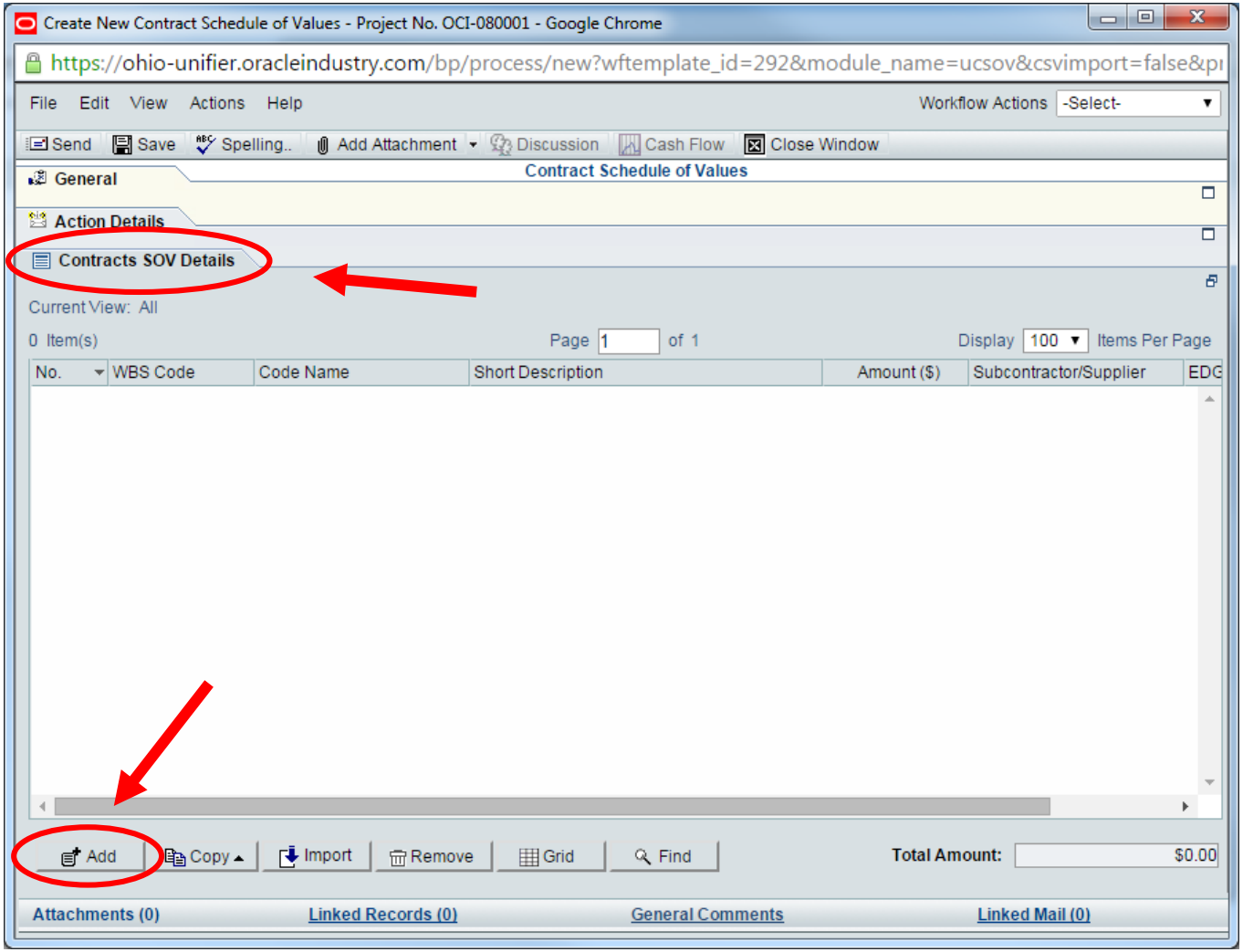
Attachments (0) Linked Records (0) General Comments Linked Mail (0)

Method One:
One line item at a time

- Recommended for a few SOV line items
- Important to know which WBS codes you need to choose for your line items

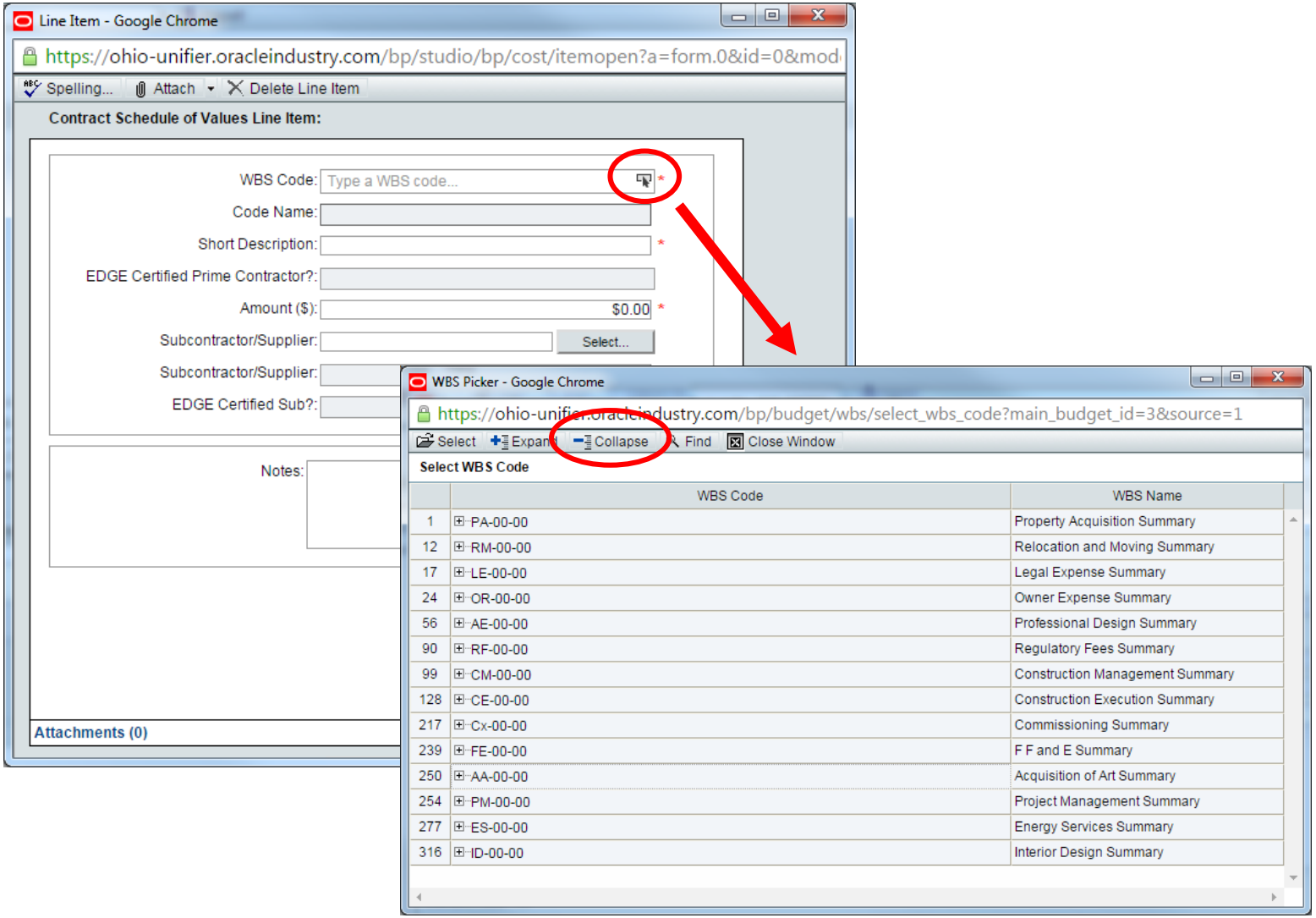
Contract SOV

- Click Contracts SOV Details Tab
- Click Add



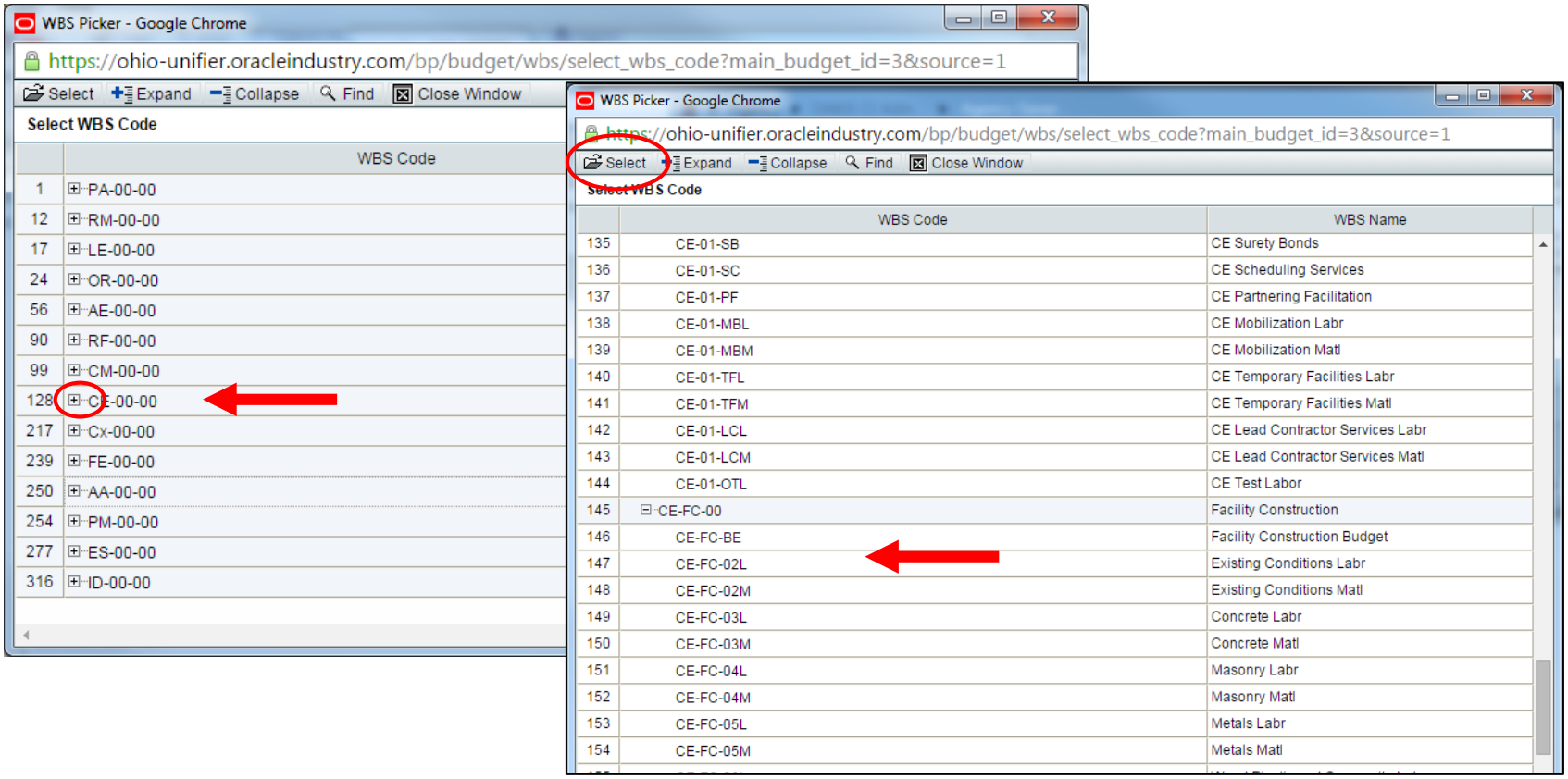
Contract SOV

- Click Arrow next to WBS Code
- Click Collapse at the top of the screen



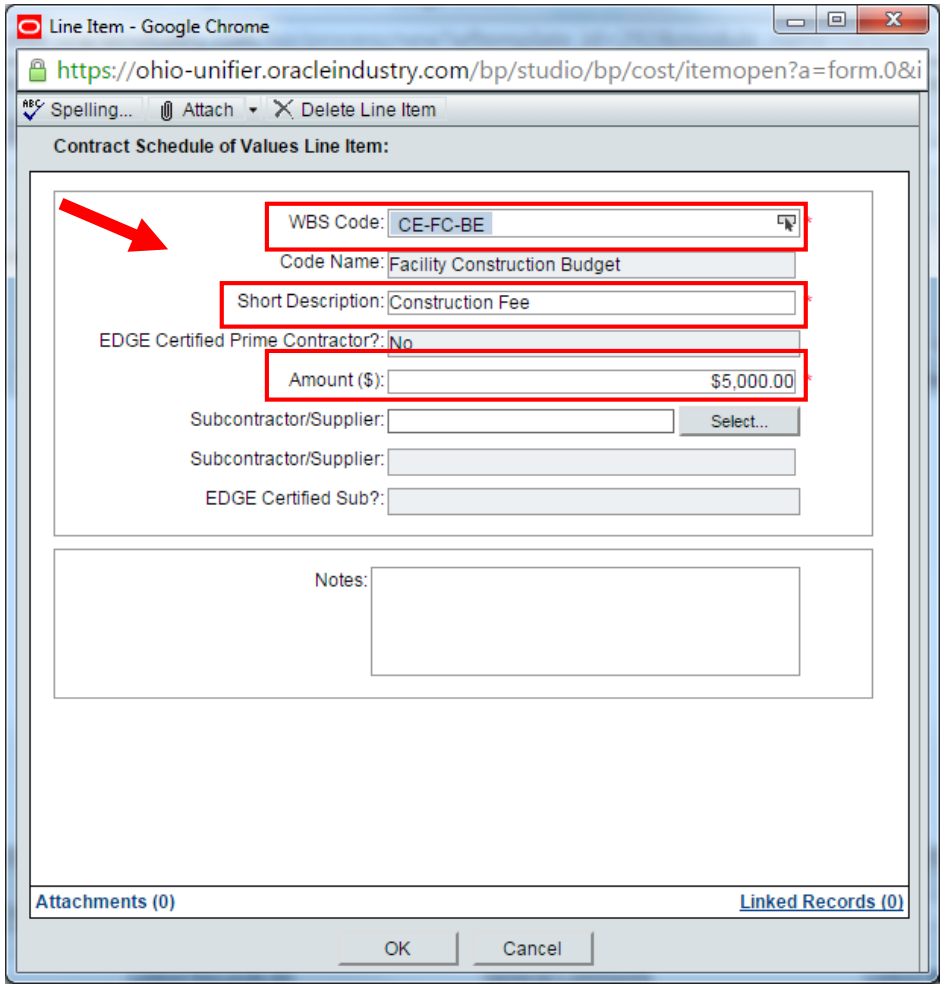
Contract SOV

- Click the (+) next to the appropriate WBS Codes
- Highlight the appropriate code, click Select (upper left)



Contract SOV

- Provide a Short Description and Dollar Amount
- Click OK
- Repeat process to continue adding lines



Contract SOV

Contract Schedule of Values - Thomas & Marker Preconstruction Stage - Project No. DOT-130006 - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/studio/bp/log/open?srcid=1318&model=ucsov&fromcostlog=1&project_id=

File Edit View Actions Help

Save | Spelling.. | Add Attachment | SOV | Cash Flow | Close Window

Contract Schedule of Values

General

Task Details

Contracts SOV Details

Current View: All

Show Currency in: Transaction Currency

16 Item(s) Page 1 of 1 Display 100 Items Per Page

No.	WBS Code	Code Name	Short Description	Amount ($)	Subcontractor/Supplier	EDG
016	DB-PDF-CDS	DB Construction Documents	Construction Document Fee	$48,972.00		
015	DB-PDF-GMS	DB GMP Amendment Fee	GMP Amendment Fee	$48,972.00		
014	DB-PDF-DDS	DB Design Development Fe	Design Development Fee	$37,100.00	Sands Decker CPS, LLC	Y
013	DB-PDF-DDS	DB Design Development Fe	Design Development Fee	$11,872.00		
012	DB-PDF-SDS	DB Schematic Design Fee	Schematic Design Fee	$48,972.00		
011	DB-PDF-PVS	DB Program Verification Fee	Program Verification Fee	$36,729.00		
010	DB-PDF-OMS	DB Organizational Meeting I	Organizational Meeting Design Fee	$12,244.00		
009	DB-PSC-RES	DB Precon Reimbursable E:	Preconstruction Reimbursable Expenses	$25,000.00	CTL Engineering, Inc.	Y
008	DB-PSC-RES	DB Precon Reimbursable E:	Preconstruction Reimbursable Expenses	$50,950.00		
007	DB-PSC-PXS	DB Precon Personnel Exper	Preconstruction Personnel Expense	$42,880.00		
006	DB-PSC-CDS	DB Construction Documents	Document Fee	$2,750.00		
005	DB-PSC-GMS	DB GMP Amendment Fee	Amendment Fee	$8,250.00		
004	DB-PSC-DDS	DB Design Development Fe	Design Development Fee	$5,500.00		
003	DB-PSC-SDS	DB Schematic Design Fee	Schematic Design Fee	$5,500.00		
002	DB-PSC-PVS	DB Program Verification Fee	Verification Fee	$4,125.00		

Grid | Find

Total Amount: $391,191.00

Attachments (2) | Linked Records (0) | General Comments | Linked Mail (0)

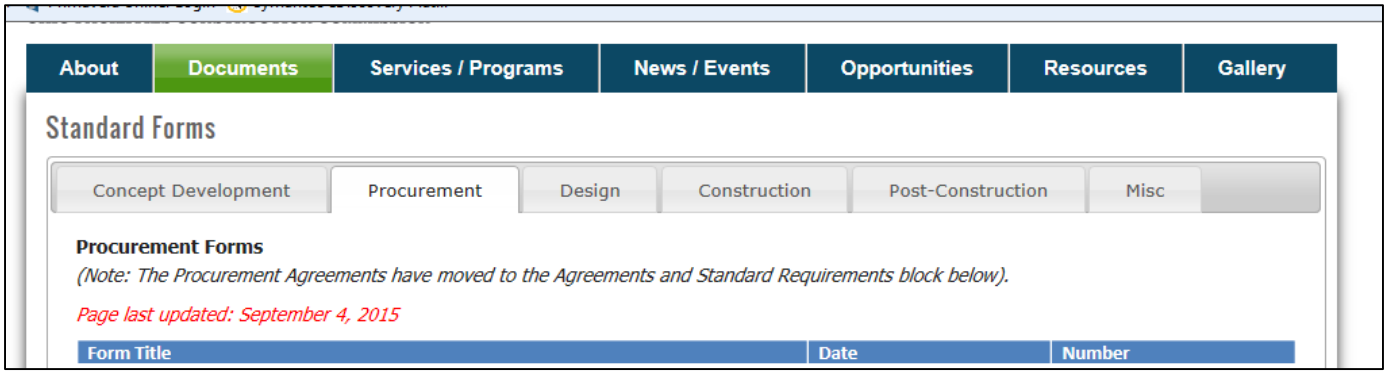
Method Two: Spreadsheet

- Utilizes an externally produced excel spreadsheet that is imported into the SOV record

- Recommended for larger projects with numerous work requirements and SOV line items

Navigate to Spreadsheet

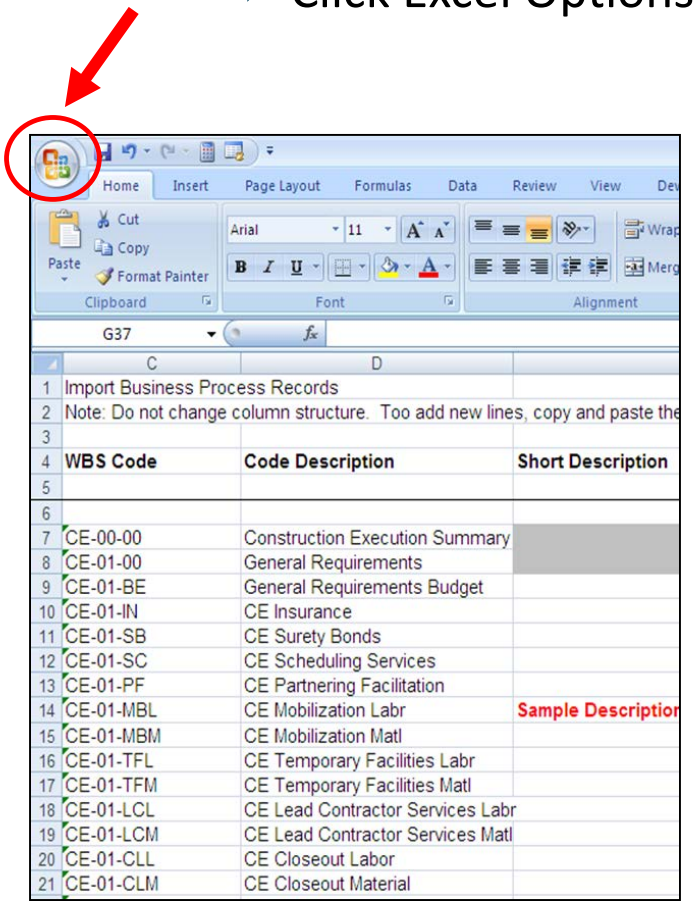
- Step 1: Open Excel spreadsheet from website: http://ofcc.ohio.gov
  - Click- Documents Tab
    - Click- Standard Forms
      - Click- Procurement Tab
        - Click- OAKS CI Contract SOV Import Template (Cloud-initiated)

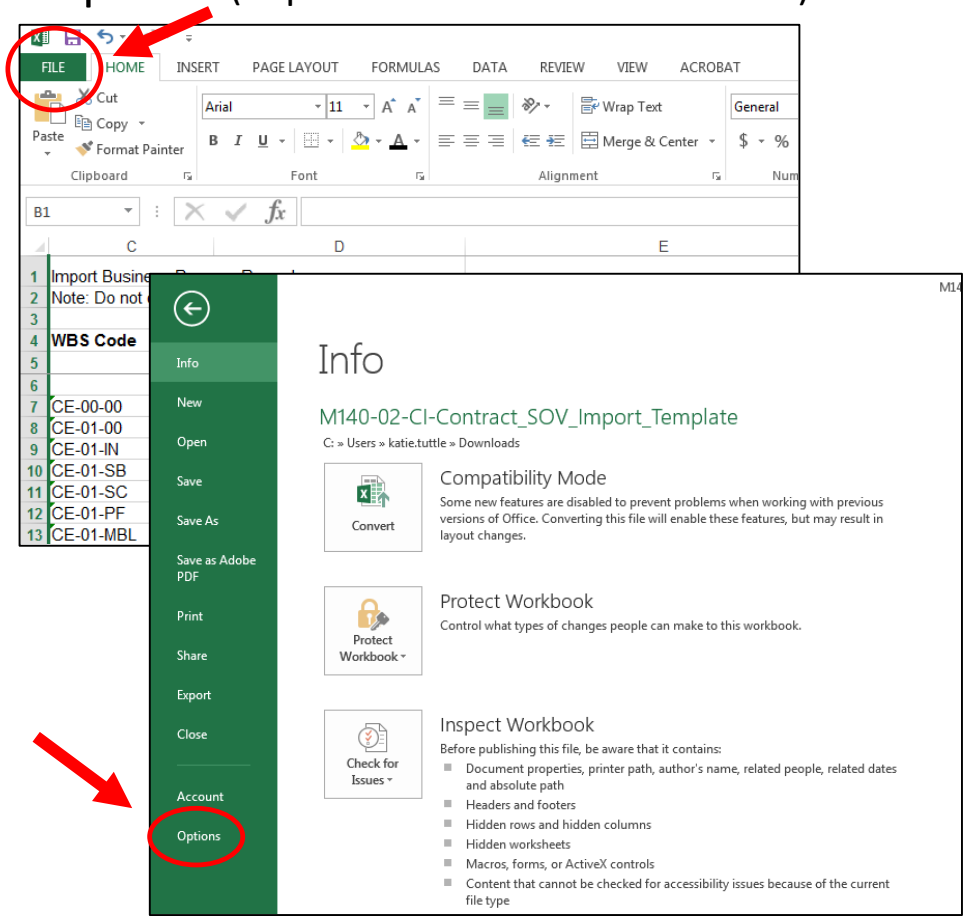


Budget Adjustment Financial Summary Report Example (K12) (Excel)	v0912	F120-01
Request for Verification- Builders Risk Insurance (K12) (Excel)	v0912	F120-02
OAKS CI Contract SOV Import Template (Cloud-initiated) (Excel)	2015-SEP	M140-02-CI
Using the Contract SOV Import Template (PDF)	v1012	M140-03-CI
Running the Contract SOV Macro (PDF)	v1012	M140-04-CI
OAKS CI Contract SOV Import Template - A/E (K12) (Excel)	v0314	M140-05-CI
OAKS CI Contract SOV Import Template - Commissioning Agent (K12) (Excel)	v0314	M140-06-CI
OAKS CI Contract SOV Import Template - New Construction (K12) (Excel)	v0314	M140-07-CI
OAKS CI Contract SOV Import Template - Owner Agent (K12) (Excel)	v0314	M140-08-CI
OAKS CI Contract SOV Import Template - Renovation Work (K12) (Excel)	v0314	M140-09-CI

Enable Macros

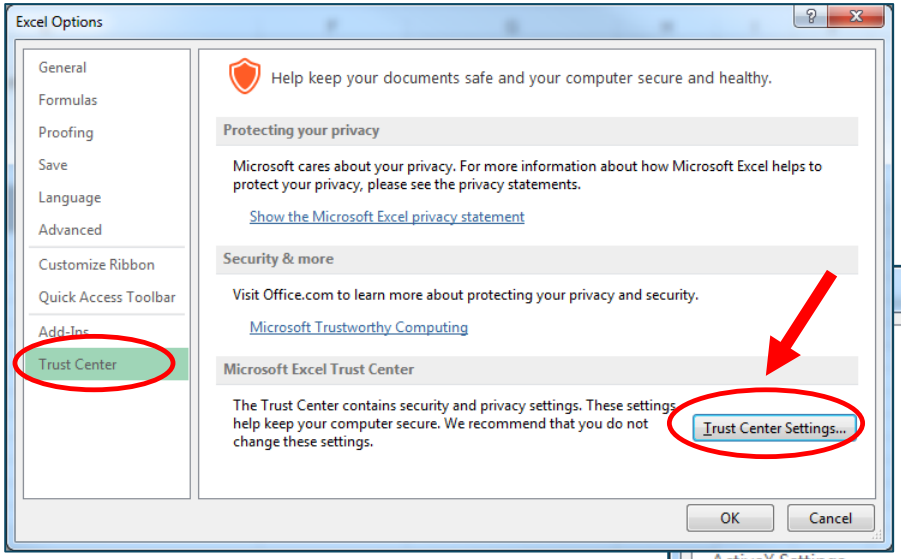
- Step 2: Your Macros must be enabled to be able to prepare this file.
  - To check that your macros are enabled:
    - Click the Windows Circle or File (depends on version of Windows)
    - Click Excel Options or Options (depends on version of Windows)

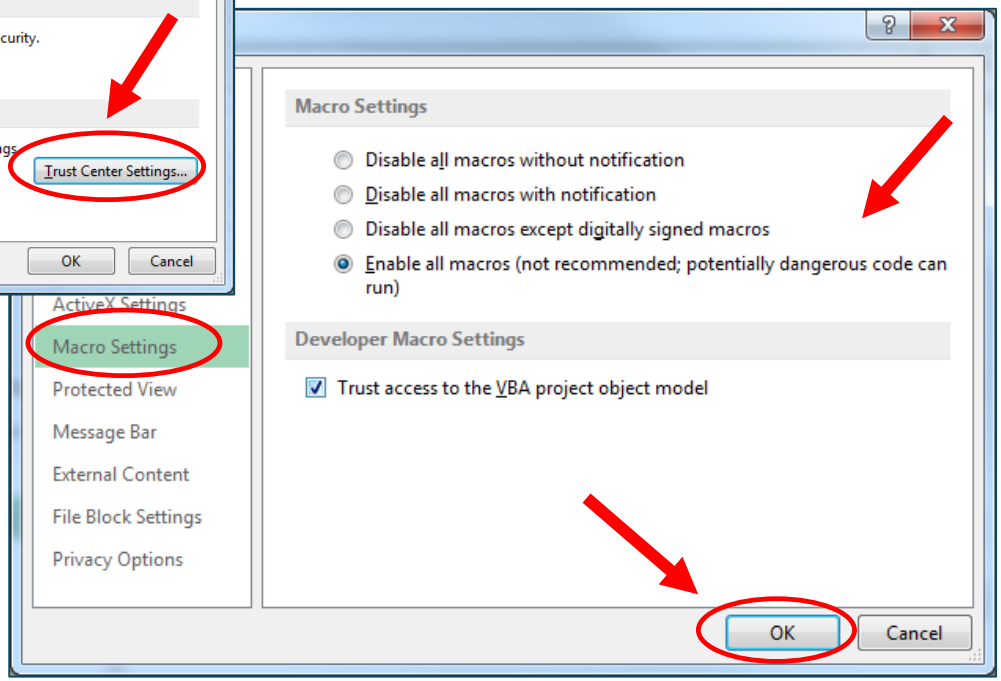




Enable Macros

- Click Trust Center -> Trust Center Settings
- Click Macro Settings
  - Choose “Enable all macros”
  - Check the “Trust access to the VBA project object model” box





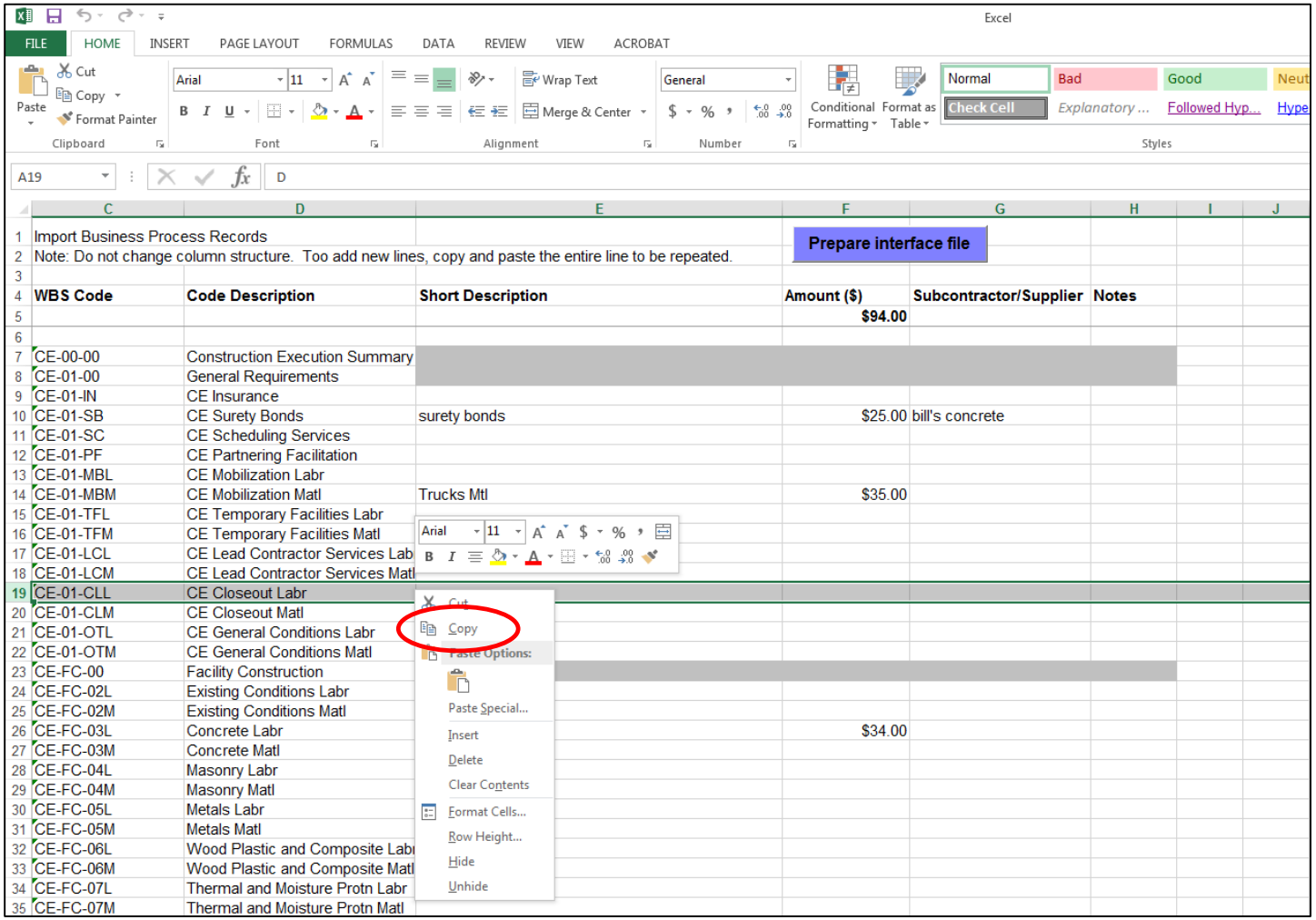
Enter Contract SOV Line Items

- Step 3: Enter Contract SOV Line Items

	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

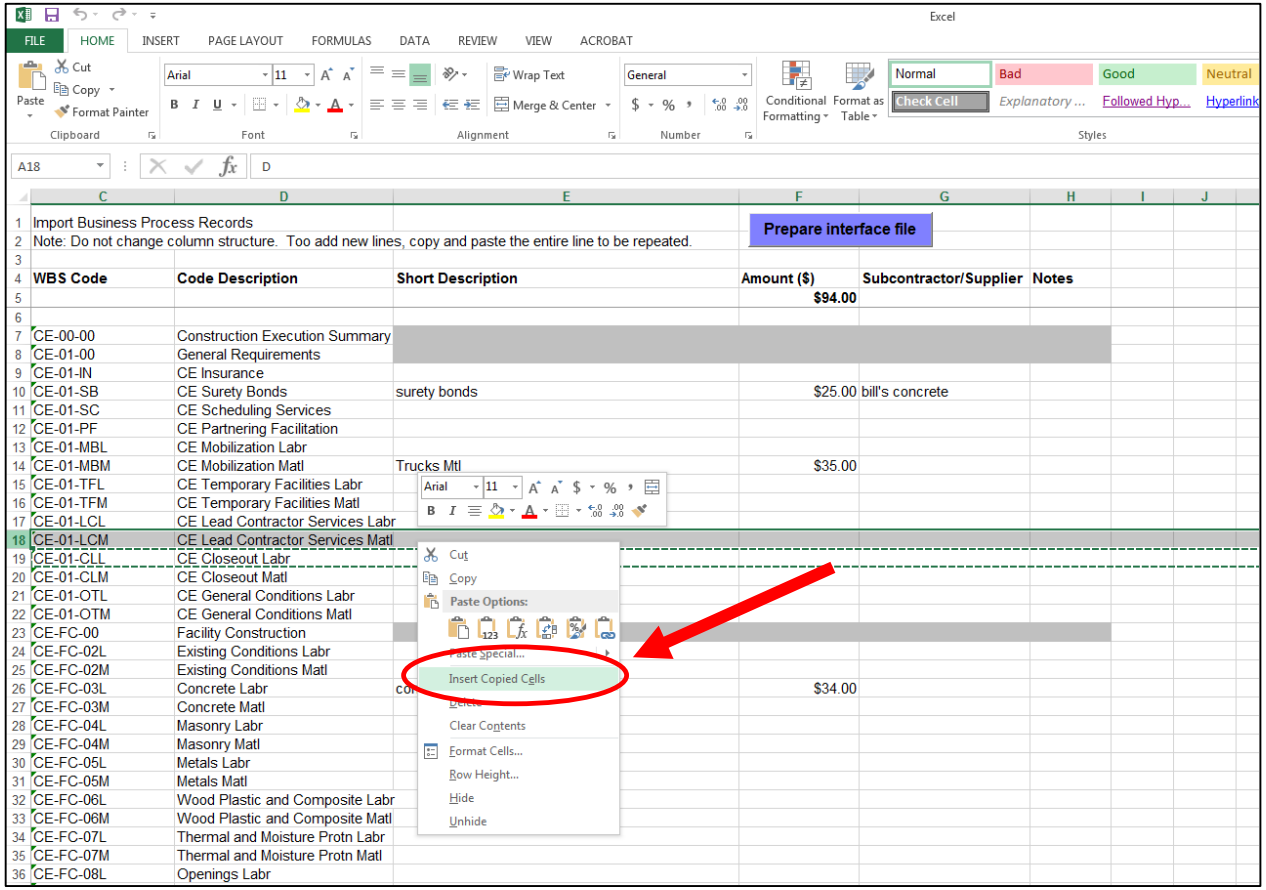
- Step 4: If necessary, add additional lines to the SOV spreadsheet
  - Left click on the number of the line to highlight it
  - Right click and choose copy



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 Contract SOV Line Items

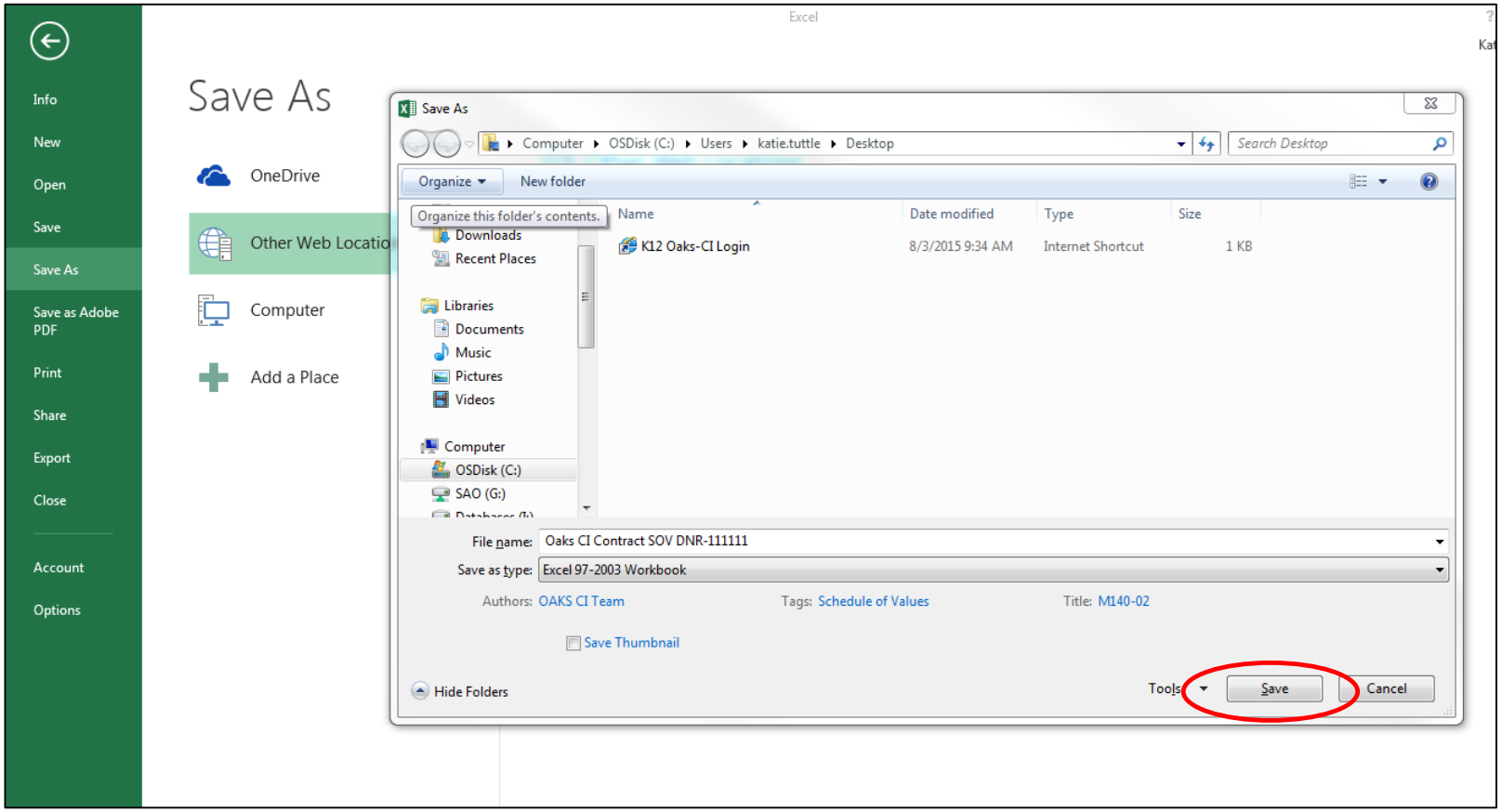
- Step 5:
  - Include **ONLY** EDGE Subcontractors/Suppliers
  - Make sure to spell the name of the Subcontractor/Supplier **EXACTLY** the way you spelled it on the Subcontractor/Supplier Declaration

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				

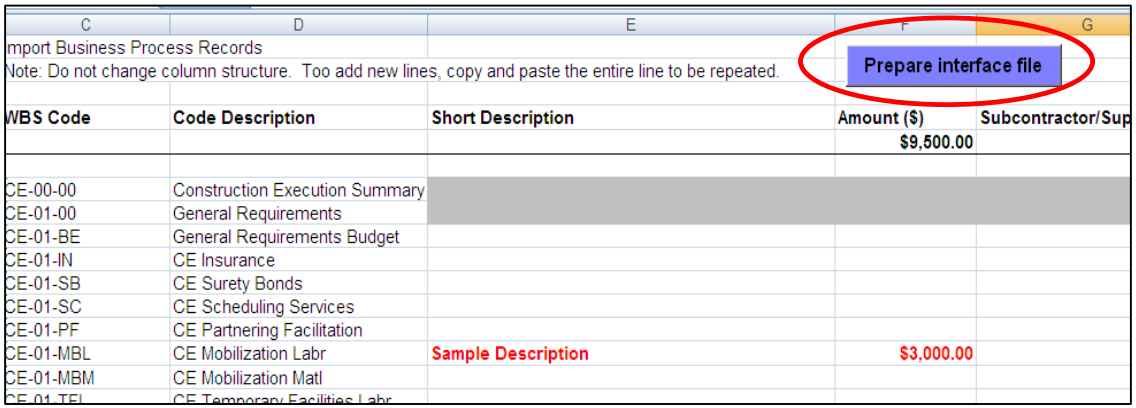
Enter Contract SOV Line Items

- Step 6:
  - Name and Save the Spreadsheet- Very Important!

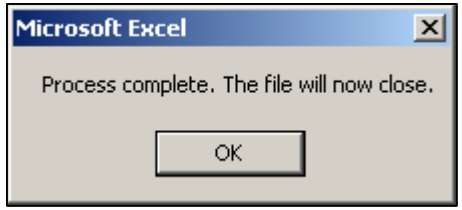


Enter Contract SOV Line Items

- Step 6:
  - **Make sure you have reviewed your spreadsheet with the A/E and PM**
  - Click “Prepare Interface File”

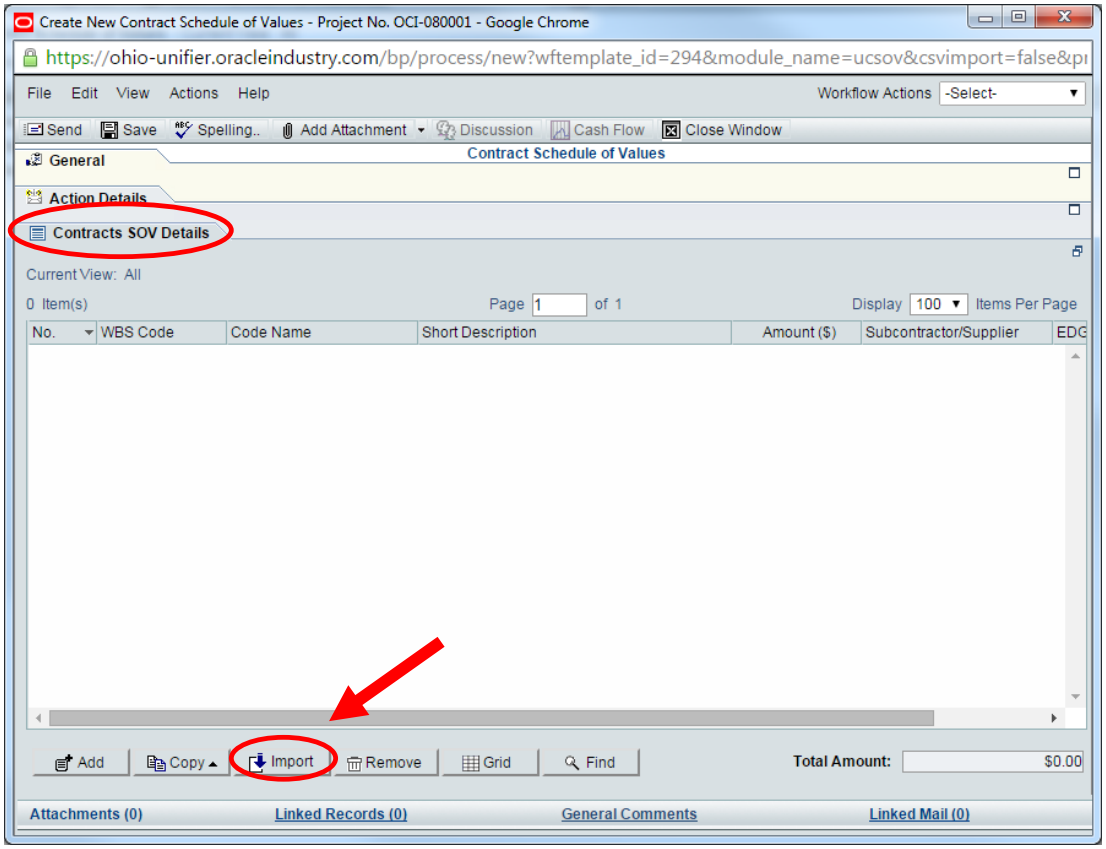


This box will appear indicating the file preparation is complete.



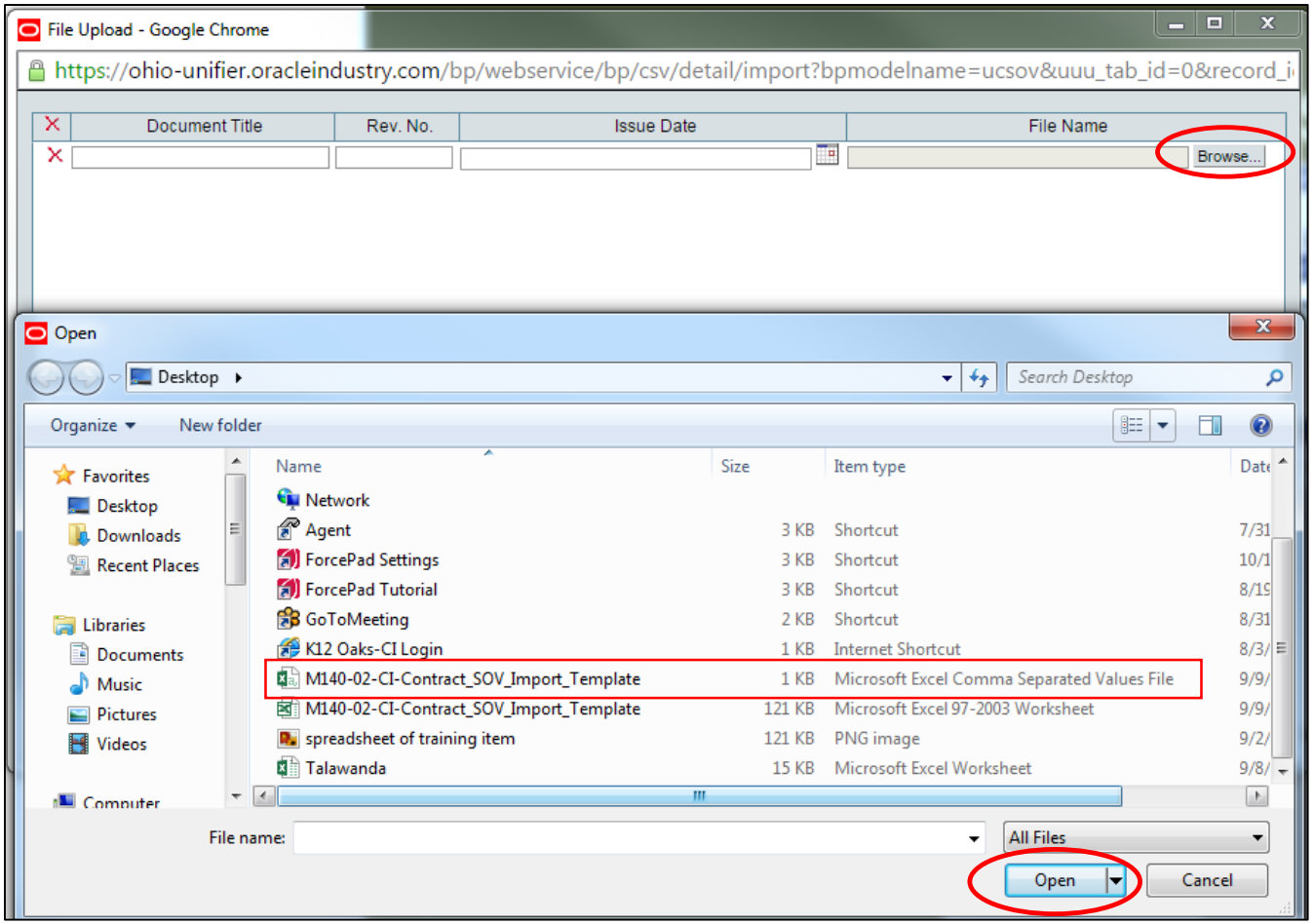
Import Spreadsheet

- Open the Contract SOV Record
- Click on the Contract SOV Details Tab
- Click Import



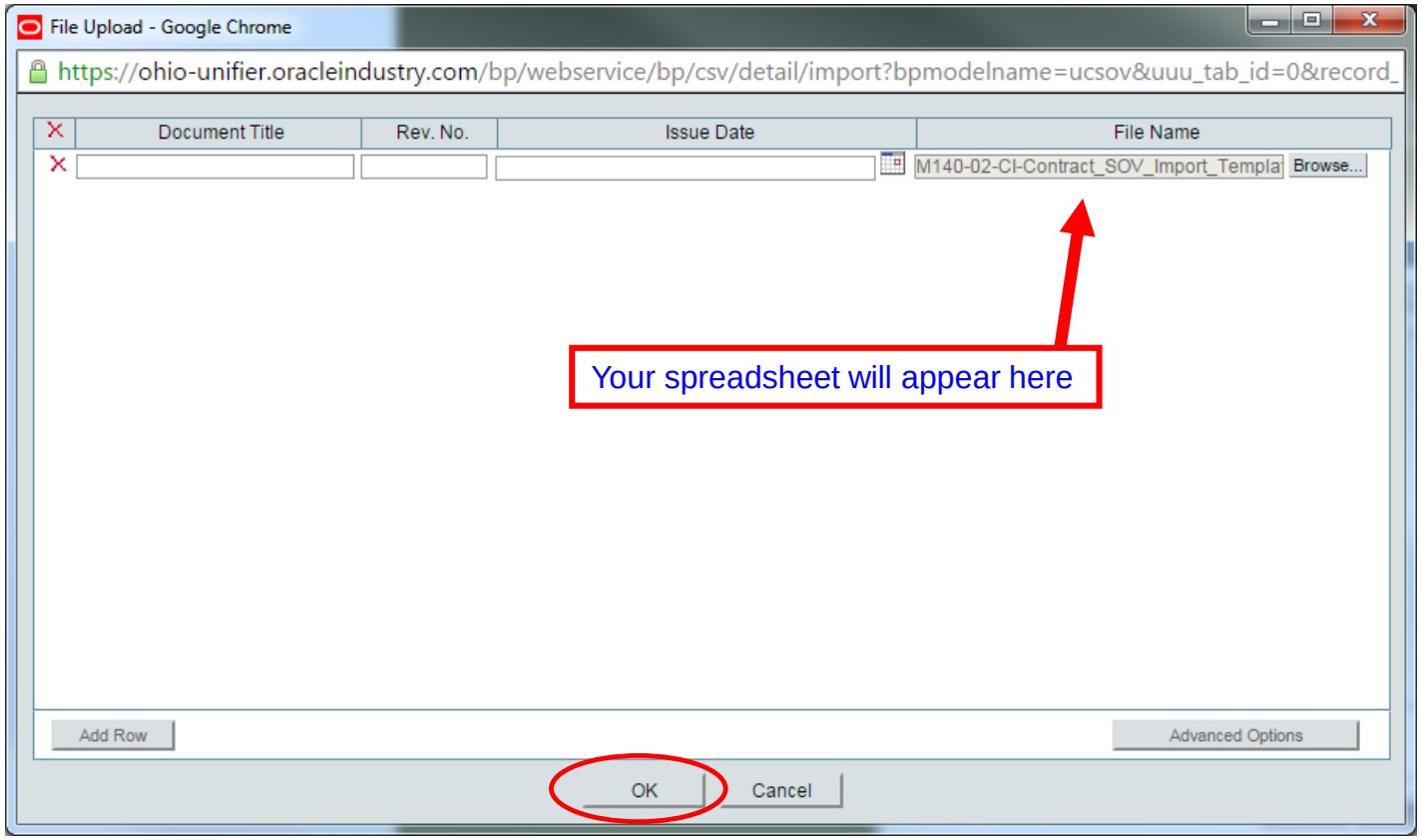
Import Spreadsheet

- Click Browse
- Navigate to the “Comma Separated Values (CSV File)” of your spreadsheet and select it
- Click Open



Import Spreadsheet

- Click OK



Review Imported Line Items

- When all SOV Line Item entries are imported:
  - Review the SOV information summary in the Contracts SOV Detail Pane
  - Verify that the total value in the Contract Amount Detail Block and the total amount in the WBS Detail pane are equal and the Difference($) value is zero (0.00)

Contract Schedule of Values - Contract sov test - Project No. OCI-080001 - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/studio/bp/log/open?srcid=1248&model=ucsov&fromcostlog=1&project_id=1003

File Edit View Actions Help

Save Spelling.. Add Attachment SOV Cash Flow Close Window

Contract Schedule of Values

General

Task Details

Contracts SOV Details

Current View: All

Show Currency in: Transaction Currency

5 Item(s) Page 1 of 1 Display 100 Items Per Page

No.	WBS Code	Code Name	Short Description	Amount ($)	Subcontractor/Supplier	EDGE Certified?
005	CE-FC-03L	Concrete Labr	labor -concrete 3	$2,000.00		
004	CE-FC-03M	Concrete Matl	material-concrete	$12,000.00		
003	CE-FC-03L	Concrete Labr	labor 2	$12,000.00		
002	CE-FC-03L	Concrete Labr	labor -concrete	$2,000.00		
001	CE-01-IN	CE Insurance	insurance	$2,000.00		

Grid Find

Total Amount: $30,000.00

Attachments (0) Linked Records (0) General Comments Linked Mail (0)

Contract Schedule of Values - Contract sov test - Project No. OCI-080001 - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/studio/bp/log/open?srcid=1248&model=ucsov&fromcostlog=1&project_id=1003

File Edit View Actions Help

Save Spelling.. Add Attachment SOV Cash Flow Close Window

Contract Schedule of Values

Record Number: CSOV-0002

Creator: Shauna Hooks

Creation Date: 09/05/2013 08:08 AM (UTC-5)

Status: Approved

Fee Title: SAO Standard Fee 1

Contractor Name: OCI Test General

Total Contract Amount ($): $30,000.00

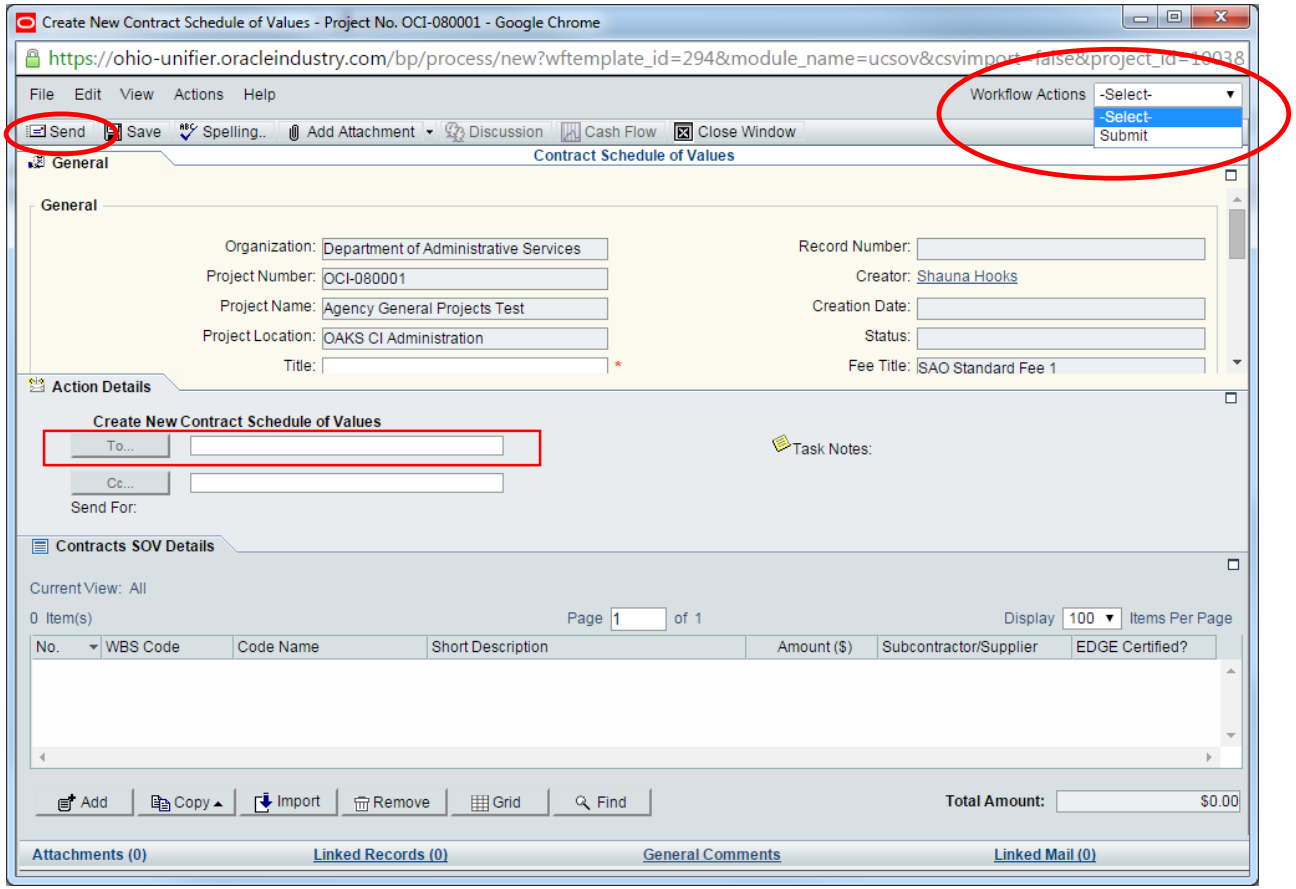
Line Item Total ($): $30,000.00

Difference ($): $0.00

General Comments Linked Mail (0)

Complete Contract SOV

- Go to Workflow Actions and select Submit
- The (To) field will auto populate once the Workflow Action is selected
  - In this case, to the Associate (A/E)
- Click Send



Questions?

Please contact OAKS CI Support Desk:

oaksci@ofcc.ohio.gov

614.644.2211