

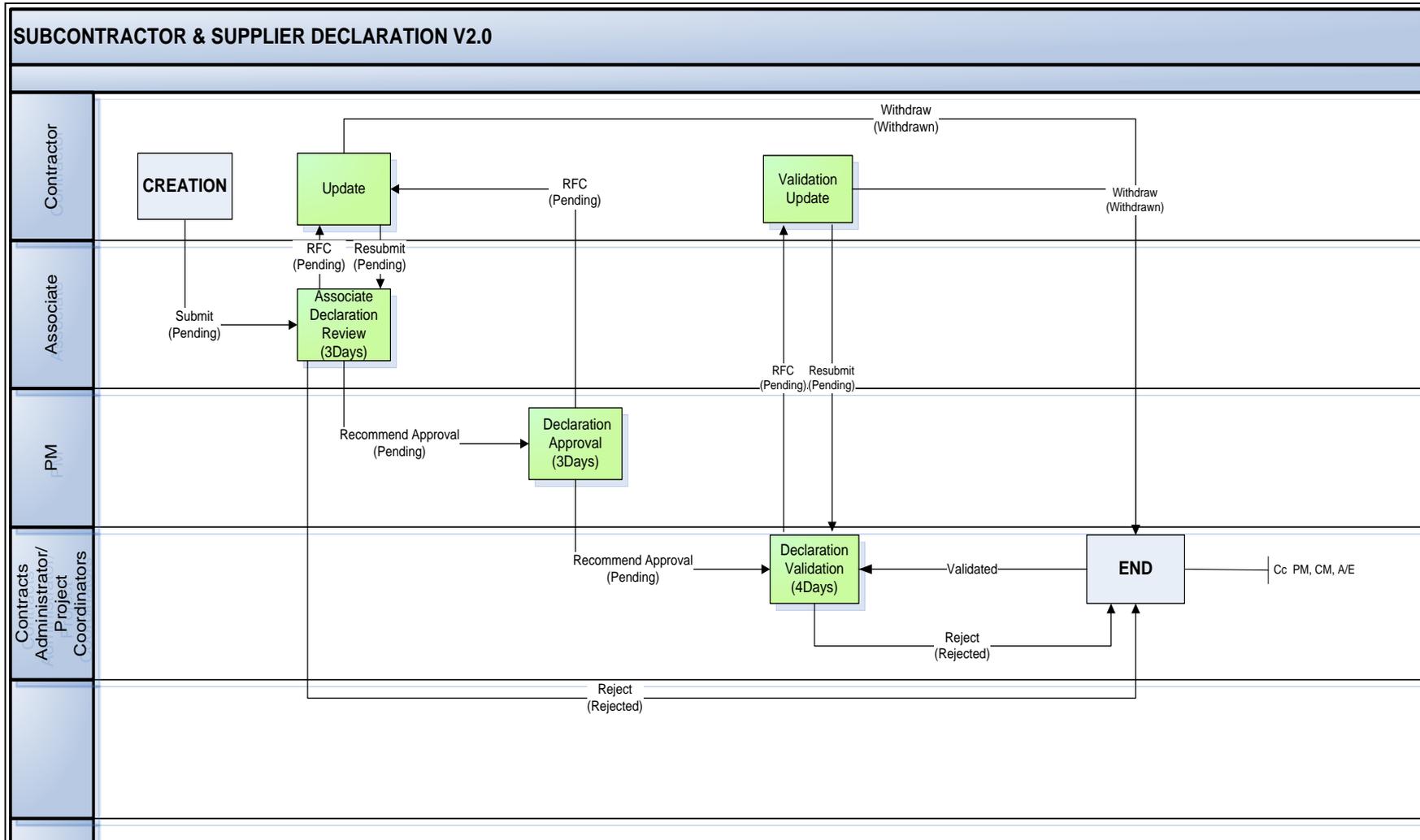


# Subcontractor/Supplier Declaration

# Purpose

- ▶ The Subcontractor Supplier Declaration Business Process (BP):
  - ▶ Provides for the submittal, review, and approval of contractor's subcontractors and material suppliers
  - ▶ Tracks important EDGE and subcontractor information once a subcontractor/supplier is approved
- ▶ The Subcontractor Supplier Declaration BP is also used to submit subcontractors or consultants of professional services providers that contribute to meeting the provider's EDGE participation goal.

# Workflow



# Roles & Responsibilities

- ▶ Contractor
  - ▶ Creates the declaration and submits it for review
  - ▶ Provides additional information regarding EDGE participation and subcontractor payrolls
- ▶ Associate
  - ▶ Reviews the initial declaration for compliance with contract documents
- ▶ Project Manager (PM)
  - ▶ Reviews the declaration and accepts or rejects use of the subcontractor/supplier
- ▶ Contracts Administrator/Project Coordinator
  - ▶ Reviews and validates the declaration for Drug Free Work Place (DFWP) enrollment and EDGE status

# Creation Step

- ▶ Contractor and/or PS Provider (Identify Edge Consultant Only)
  - ▶ Creates one Subcontractor Supplier Declaration record for each subcontractor and material supplier or Consultant involved in fulfilling their contract obligations
  - ▶ Upload and Attach to the Record via Document Manager (Refer to the Document Manager Job Aid)
    - ▶ Edge Affidavit (if applicable)
    - ▶ Executed Subcontract Form

# Create a New Subcontractor and Supplier Declaration Record

- ▶ In OAKS CI navigate to:
  - ▶ Logs -> Subcontractor/Supplier Declaration
  - ▶ Click New
  - ▶ Select Subcontractor/Supplier Declaration Workflow (if applicable)

The screenshot displays the Oracle Primavera Unifier web application. The browser window shows the URL <https://ohio-unifier.oracleindustry.com/bp/g/nav/index>. The page title is "ORACLE PRIMAVERA UNIFIER Proxy for Katie Tuttle". The left sidebar contains a navigation menu with "Logs" selected. The main content area shows a table of "Subcontractor/Supplier" records. A red arrow points to the "New" button in the top right, and another red arrow points to the "Subcontractor/Supplier Declaration" item in the left sidebar.

Subcontractor/Supplier	Type
Bob's Concrete	Material S
Bob's Concrete	Subcontra
Bob's Concrete	Subcontra
Bobs Concrete	Subcontra
Bon's Concrete	Consultan
EDGE Contracting Services	Subcontra
For Sonya	Subcontra
brown	Material S

# Form Completion

- ▶ Complete General Block
- ▶ The Title should house the name of the company utilized
- ▶ Use the Tier 1 dropdown box to indicate if this is a Tier 1 Sub

The screenshot shows a web browser window with the URL [https://ohio-unifier.oracleindustry.com/bp/process/new?project\\_id=1003&module\\_name=usd&csvimport=false](https://ohio-unifier.oracleindustry.com/bp/process/new?project_id=1003&module_name=usd&csvimport=false). The browser's menu bar includes File, Edit, View, Actions, and Help. The page title is "Subcontractor/Supplier Declaration". A "General" tab is selected and circled in red. The form contains the following fields:

- NOTE: Only select either Contract Name or Professional Services Name
- Organization: Department of Administrative Services
- Project Number: OCI-080001
- Project Name: Agency General Projects Test
- Project Location: OAKS CI Administration
- Title: Bob's Concrete \*
- Contract Name: (empty)
- Professional Services Agreement Name: test#2
- Record Number: (empty)
- Creation Date: (empty)
- Creator: Katie Tuttle
- Status: (empty)
- Tier 1: -Select- (circled in red)
- Contractor Name: OCI Test General

A red arrow points from the asterisk on the Title field to a text box below. Another red arrow points from the Tier 1 dropdown to a zoomed-in view of the dropdown menu.

Required fields have a red asterisk (\*)

The zoomed-in view shows the Tier 1 dropdown menu with the following options:

- Select-
- Select-
- Yes (highlighted in blue)
- No
- N/A

# Form Completion

- ▶ Complete the Declaration Information block
- ▶ Complete the Additional Details block

**Declaration Information**

Type:  \*

Subcontractor/Supplier:  \*

Federal Tax ID:  \*

Primary Officer 1:  \*

Address Line 1:  \*

Address Line 2:

City:  \*

State:  \*

ZIP:  \*

Contact Person:  \*

Phone No.:  \*

Fax No.:  \*

E-mail Address:  \*

**Additional Details**

Subcontractor/P.O. Date:   \*

Subcontractor/P.O. Amount \$:

EDGE Certified Sub?:  \*

MBE:

**Action Details**

Create New Subcontractor/Supplier Declaration

To...

Cc...

Send For:

Task Notes:

[Attachments \(0\)](#)   [Linked Records \(0\)](#)   [General Comments](#)   [Linked Mail \(0\)](#)

# Add General Comments

- ▶ Add General Comments as Necessary
  - ▶ Click the General Comments link located on the bottom of the record
  - ▶ Click Add
  - ▶ Enter Comments and Click OK
- ▶ Comments become a permanent part of the record

The screenshot displays a software interface with a 'General Comments' link circled in red in the top right corner. A red arrow points from this link to the 'General Comments' window below. The window shows a 'Draft Comments' section with a text input field and a 'Comments' table.

**General Comments - Google Chrome**  
https://ohio-unifier.oracleindustry.com/bp/share/editGC?model=usd&task\_id=908990&id=0&process\_id=87730&re

Close Window

**Draft Comments**

Text Comments	Attachments	Hidden Comment
<input type="text"/>		

**Comments** View Comments:  All (0)  Hidden (0) View Comments By: All

Date	Name	Company	Hidden Comment
------	------	---------	----------------

# Send the Declaration for Review

- ▶ Select Submit in Workflow Actions
- ▶ Click Send to send the declaration for review
- ▶ Click OK on the Notification window

Create New Subcontractor/Supplier Declaration - Project No. OCI-080001 - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/process/new?project\_id=1003&module\_name=usd&csvimport=false

File Edit View Actions Help

Send Save Spelling... Undo Accept Task Add Attachment Discussion Close Window

Workflow Actions Submit

Submit

General Subcontractor/Supplier Declaration

Professional Services Agreement Name: Select...

Declaration Information

Type: Subcontractor \*

Subcontractor/Supplier: Bob's Concrete \*

Federal Tax ID: 32-0001 \*

Primary Officer 1: Bob Brown \*

Address Line 1: 4200 Surface Road \*

Address Line 2: \*

City: Columbus \*

State: Ohio \*

Zip: 43000 \*

Action Details

Submit

To... Barbara Taylor,Katie Tuttle,Kaylie Ruff,Moeniq

Cc: \*

Send For: PM Declaration Review

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

Action Details has changed to Submit and notes the next step in the workflow

# Associate Declaration Review Step

Associate (A/E)- (If created by the Contractor)

- ▶ The Associate will receive an email notification that they have a New Task
- ▶ Within 2 days:
  - ▶ Reviews the declaration for completeness and compliance with the contract documents
  - ▶ Performs one of the following Workflow Actions:
    - ▶ **Return for Clarification:** Send the record back to the Contractor for additional information and update
    - ▶ **Recommend Approval:** Recommends Approval by sending the record to the Project Manager

# Open the Record

- ▶ Login to Project and Navigate to: Collaboration -> Tasks
- ▶ The New Task is bolded
- ▶ Double Click to Open the Task
- ▶ Review any Task Notes
- ▶ Click Accept Task

Type	Number	Title
<b>Subcontractor/Supplier Declaration</b>	SSD-0006	Bob's Concrete
Action Items	AI-00014	test
Change Order	CO-0008	shauna test 3/20
Professional Services Agreements	Agree-0008	test

Subcontractor/Supplier Declaration - Bob's Concrete - Project No. OCI-080001

Organization: Department of Administrative Services  
Project Number: OCI-080001  
Project Name: Agency General Projects Test  
Project Location: OAKS CI Administration  
Title: Bob's Concrete  
Contract Name:  
Professional Services Agreement Name: test

Record Number: SSD-0008  
Creation Date: 09/14/2015 10:48 AM (UTC-8)  
Creator: Katie Tuttle  
Status: Pending  
Contractor Name: OCI Test General

Type: Subcontractor  
Subcontractor/Supplier: Bob's Concrete  
Federal Tax ID: 31-0001  
Primary Officer 1: Bob Brown  
Address Line 1: 1200 Surface Rd

From: Katie Tuttle  
To: Project Administrators;Project Manager  
Cc:  
Sent For: PM Declaration Review

Task Due Date:  
Task Status: Not Started

Task Notes (0)

# Recommend Approval

- ▶ If the declaration is acceptable, select the Workflow Action: Recommend Approval

The screenshot shows a web browser window with the URL [https://ohio-unifier.oracleindustry.com/bp/process/task/open?task\\_id=909029&model=usd&project\\_id=1003&initiateBP=&bulkautoaccept=&fromRefLog=](https://ohio-unifier.oracleindustry.com/bp/process/task/open?task_id=909029&model=usd&project_id=1003&initiateBP=&bulkautoaccept=&fromRefLog=). The page title is "Subcontractor/Supplier Declaration - Bob's Concrete - Project No. OCI-080001 - Google Chrome".

The main content area is titled "Subcontractor/Supplier Declaration" and is divided into several sections:

- General:** Organization: Department of Administrative Services; Project Number: OCI-080001; Project Name: Agency General Projects Test; Project Location: OAKS CI Administration; Title: Bob's Concrete; Contract Name: ; Professional Services Agreement Name: test#2; Record Number: SSD-0007; Creation Date: 09/08/2015 06:17 AM (UTC-8); Creator: Katie Tuttle; Status: Pending; Contractor Name: OCI Test General.
- Declaration Information:** Type: Subcontractor; Subcontractor/Supplier: Bob's Concrete; Federal Tax ID: 31-0001; Primary Officer 1: Bob Brown; Address Line 1: 4200 Surface Rd; Address Line 2: ; City: Columbus; State: Ohio; ZIP: 43215.
- Action Details:** Recommend Approval (Click here to view latest content); To...: Barbara Taylor, Katie Tuttle, Kaylie Ruff, Moenig; Cc...: ; Send For: Declaration Review.

The "Workflow Actions" menu is open, showing options: Recommend App, Reject, **Recommend Approval**, and Return for Clarification. The "Recommend Approval" option is highlighted in blue and circled in red.

# PM Declaration Approval Step

## Project Manager (PM)

- ▶ Within 3 days:
  - ▶ Reviews the record and performs one of the following Workflow Actions:
    - ▶ **Return for Clarification:** Requests more information from the Associate (A/E)
    - ▶ **Recommend Approval:** Approves the records and sends it to the Contracts Administrator or Project Coordinator for Validation



# PC Declaration Validation Step

## ▶ Project Coordinator (PC)

- ▶ PC will review and Validate record
- ▶ PC will attach any necessary documentation
- ▶ Workflow Options:
  - ▶ Validated
  - ▶ Return for Clarification
  - ▶ Return for Subcontract (Gives the PC the ability to return to the Contractor for Subcontract attachment)
  - ▶ Reject

Subcontractor/Supplier Declarations K12 - Bill's Concrete - Project No. OCI-150011.01 - Google Chrome

https://ohio-stage-unifier.oracleindustry.com/bp/process/task/open?task\_id=149548&model=usdk1&project\_id=1093&

File Edit View Actions Help

Send Save Spelling... Undo Accept Task Add Attachment Discussion Close Window

General Subcontractor/Supplier Declarations K12

Validate the Federal Tax ID, EDGE status, and DFWP enrollment of the proposed subcontractor or material supplier

General

Project Number: OCI-150011.01 Record Number: SMSD-003

Project Name: Unit Test Building 1 Creation Date: 11/02/2015 12:08 PM (UTC-8)

Organization Name: Creator: Katie Tuttle

Facility Name: Status: Pending

Title: Bill's Concrete

Contract Name: Contract 1 Vendor Name: Bobs Construction Company

Declaration Information

Type: Material Supplier Tier 1: No

Subcontractor/Supplier Name: Bill's Concrete

Federal Tax ID: 30-22222 \* Subcontracted by:

Primary Officer: Bill Bob Contact Person: Bill Bob

Phone No.: 614-644-2211

Action Details

(Click here to view latest content)

To... Cc... Send For:

Task Notes:

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

# Validation

- ▶ Once the Subcontractor/Supplier Declaration is validated it will go to the Complete/End Step
- ▶ Note: To add a sub to the Contract SOV (Agreement for a PS Provider), or to a Change Order (Amendment), the Subcontractor/Supplier Declaration must be create and in the **Completed** status.

# Questions?

OAKS CI Support Desk Contact Info:

[oaksci@ofcc.ohio.gov](mailto:oaksci@ofcc.ohio.gov)

614.644.2211