

CMR/DB GMP Amendment AND Subcontractor Distribution

Step 1

GMP Amendment Creation

- Initiated in OAKS CI by Project Coordinator , *custom print* is created and attached to the contract record
- **Pre Con lines should be added**
- Subcontractor / Supplier Declaration for EDGE Provider must be approved
- Submit to **A/E**

Step 2

AE Review

- Submit to **PM** for Review

Step 3

PM Review

Project Manager review record
Submit to: **PC** for document prep

Step 4

PC Review

Submit to:
Vendor for Review

Step 5

Vendor Review

Submit to: **School District**

Step 6

- **School District Treasurer**
- Print and sign contract *also attain Board President signature
- upload to document manager and attach to contract record

Step 6b

- **School District Treasurer (same step)**
 - Add Board Resolution number and date to Contract Record
 - Attach PO to GMP Amendment
 - **Currently also goes to Superintendent**
 - **Submit to: OFCC Director automatic carbon copy to Chief of Projects**

Step 7

- **OFCC Director**
 - Sign and Approve GMP Amendment
 - Submit to: **PC** for Notice to Commence

Step 8

- **Project Coordinator**
- Create the "Issue Notice to Commence Services, currently created outside of OAKS due to no custom print available, attach to Contract record in OAKS CI
- Project Coordinator will remove all excess signed contracts from the contract record
- Submit to: End

Notes:

CMR/DB Subcontractor Distribution

Step 1 Subcontractor Distribution

- Template completed by CMR/DB
- Initiated in OAKS CI by Project Coordinator, *custom print* is created and attached to the contract record
- Distribution of Work allowance
- Submit to **Vendor** for review

Step 2 Vendor Review

- Submit to **AE** for Review

Step 3 AE Review

Submit to: **PM** for Approval

Step 4 PM Approval

Submit to: **End**

Step 5 Vendor Review

Review and sign documents
Submit to: **School District**