OAKS CI Contract Process

(thru SOV submission)

PM
Negotiates contract and submits details to the PC

(OUTSIDE OF OAKS CI)

Step 1

Contract Initiation

- Contract Initiated in OAKS CI by Project Coordinator , *custom print* is created and attached to the contract record
- Submit to Vendor
- **Only one line should be added to lower form- *SOV Pending***

Step 2

Vendor

- Vendor signs attached contract
- Attach signed contract and submittals to record
- Submit to **PC** for Submittals Review

Step 3

PC Submittals Review

PC review documents

Submit to: PM for Review

Step 4

PM Review

Project Manager review record

Submit to: PM Supervisor

Step 5

PM Supervisor Review

PM Supervisor review record

Submit to: School District

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Step 6

- **School District Treasurer**
- Print and sign attached 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
  - Create a Purchase Order in District Financial System of Record
- Record PO in OAKS CI
- Attach PO to Contract Record in OAKS CI
- Submit to: OFCC Director automatic carbon copy to Chief of Projects

Step 7

- **OFCC Director**
  - Sign and Approve Contract
  - 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: Vendor

Step 9

- Vendor
- Acknowledge "Notice to Commence" in OAKS CI
- Submit to : Project Manager

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Step 10

- Project Manager
- Receive Contract for SOV Verification
- Hold Contract for SOV approval

Step 11

Subcontractor /Supplier Declaration

- Vendor create Subcontractor Supplier declarations must at least complete Edge providers prior to SOV creation
- Submit to :
- A/E
- Review
- Submit to :
- Project Manager Approve
- Submit to:
- Project Coordinator
- Validation

LFI MOU

- Note: Once the Edge providers Subcontractor /Supplier declaration has been approved the SOV spreadsheet can be imported into OAKS CI SOV record

Contract SOV

Step 1

- GC will complete SOV excel spreadsheet
- GC will Submit spreadsheet to Project Manager, A/E, OA and Project Coordinator for review
- Project Manager verifies spreadsheet (Edge will also identify LFI information) will notify Project Coordinator when spreadsheet is ready for Import

Step 1B

- (GC Contract SOV) PC will Import the spreadsheet into OAKS CI
- (CMR/DB SOV)CMR/DB SOV will house Pre Con only Project Coordinator will manually input directly into SOV record
- Submit SOV record to : Vendor for review

Step 2

- Vendor review SOV
- Submit to: A/E for review

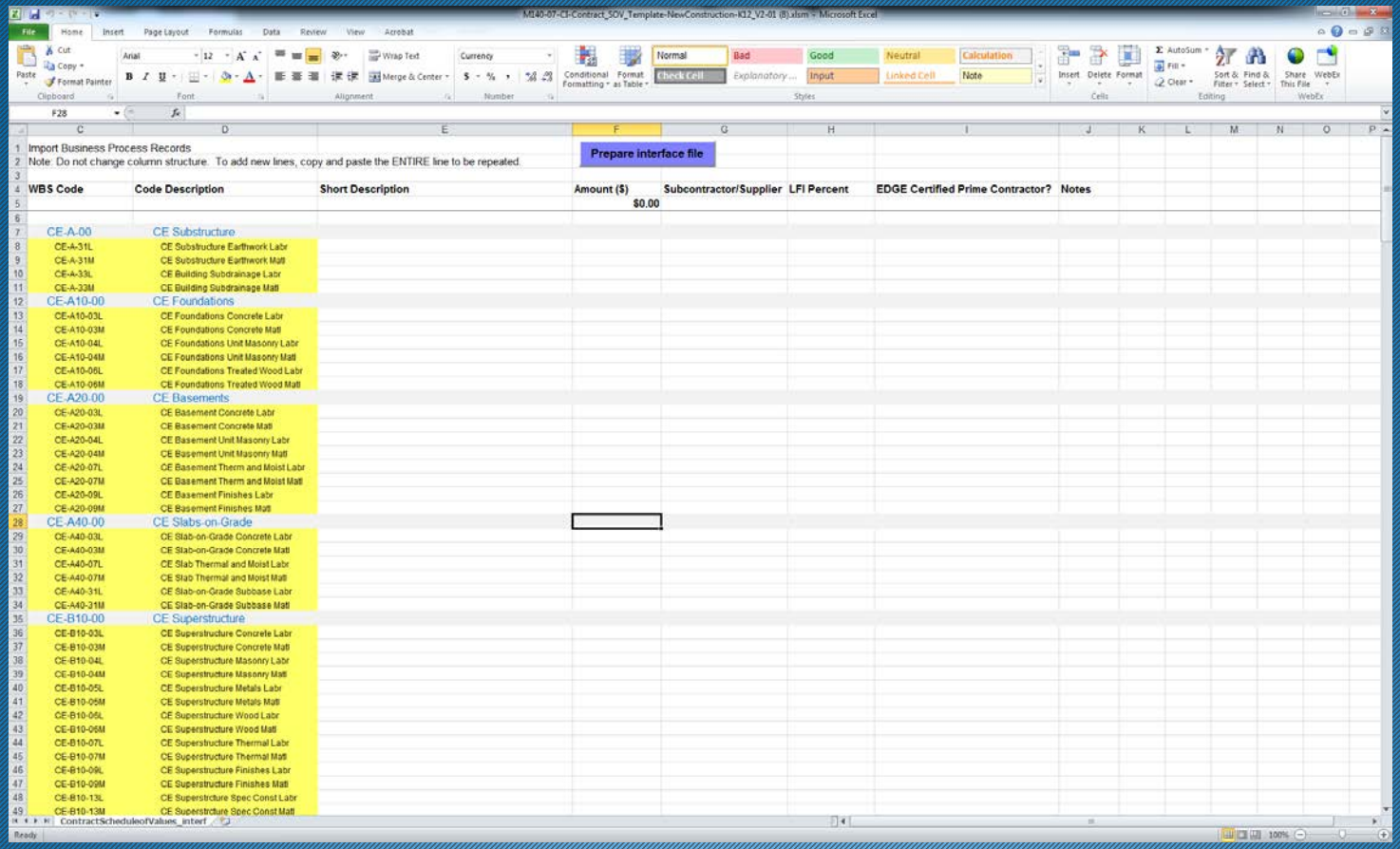
Step 3

- A/E
- Review SOV
- Submit to: Project Manager

Step 4

- **Project Manager**
- Review and Approve
- Submit to : END
- Once approved- **Go back to *Contract* and move to end step**

GC –SOV Template



Import Business Process Records

Note: Do not change column structure. To add new lines, copy and paste the ENTIRE line to be repeated.

Prepare interface file

WBS Code	Code Description	Short Description	Amount ($)	Subcontractor/Supplier	LFI Percent	EDGE Certified Prime Contractor?	Notes
			$0.00				
CE-A-00	CE Substructure						
CE-A-31L	CE Substructure Earthwork Labr						
CE-A-31M	CE Substructure Earthwork Matl						
CE-A-33L	CE Building Subdrainage Labr						
CE-A-33M	CE Building Subdrainage Matl						
CE-A10-00	CE Foundations						
CE-A10-03L	CE Foundations Concrete Labr						
CE-A10-03M	CE Foundations Concrete Matl						
CE-A10-04L	CE Foundations Unit Masonry Labr						
CE-A10-04M	CE Foundations Unit Masonry Matl						
CE-A10-06L	CE Foundations Treated Wood Labr						
CE-A10-06M	CE Foundations Treated Wood Matl						
CE-A20-00	CE Basements						
CE-A20-03L	CE Basement Concrete Labr						
CE-A20-03M	CE Basement Concrete Matl						
CE-A20-04L	CE Basement Unit Masonry Labr						
CE-A20-04M	CE Basement Unit Masonry Matl						
CE-A20-07L	CE Basement Therm and Moist Labr						
CE-A20-07M	CE Basement Therm and Moist Matl						
CE-A20-09L	CE Basement Finishes Labr						
CE-A20-09M	CE Basement Finishes Matl						
CE-A40-00	CE Slabs-on-Grade						
CE-A40-03L	CE Slab-on-Grade Concrete Labr						
CE-A40-03M	CE Slab-on-Grade Concrete Matl						
CE-A40-07L	CE Slab Thermal and Moist Labr						
CE-A40-07M	CE Slab Thermal and Moist Matl						
CE-A40-31L	CE Slab-on-Grade Subbase Labr						
CE-A40-31M	CE Slab-on-Grade Subbase Matl						
CE-B10-00	CE Superstructure						
CE-B10-03L	CE Superstructure Concrete Labr						
CE-B10-03M	CE Superstructure Concrete Matl						
CE-B10-04L	CE Superstructure Masonry Labr						
CE-B10-04M	CE Superstructure Masonry Matl						
CE-B10-05L	CE Superstructure Metals Labr						
CE-B10-05M	CE Superstructure Metals Matl						
CE-B10-06L	CE Superstructure Wood Labr						
CE-B10-06M	CE Superstructure Wood Matl						
CE-B10-07L	CE Superstructure Thermal Labr						
CE-B10-07M	CE Superstructure Thermal Matl						
CE-B10-09L	CE Superstructure Finishes Labr						
CE-B10-09M	CE Superstructure Finishes Matl						
CE-B10-13L	CE Superstrcture Spec Const Labr						
CE-B10-13M	CE Superstrcture Spec Const Matl						

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Sample –GC Sample

Contract Schedule of Values - Mid American Co. - Project No. SFC-130318.02 - Windows Internet Explorer

File Edit View Actions Help

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

General — **Contract Schedule of Values**

General

Project Number:
Project Name:
Organization Name:
Facility Name:
Title:

Task Details

Record has been closed. (Click here to view process details)

Contracts SOV Details

Current View: All

Show Currency in: Transaction Currency

332 Item(s) Page 1 of 4 » Display 100 items per page

No.	WBS Code	Code Name	Breakdown	Short Description	Amount ($)	Subcontract Supplier
329	CE-Z7070-SB	CE Surety Bond Fees		Sub bonds M	120,000.00	
328	CE-Z7070-SB	CE Surety Bond Fees		gen contracor bond M	145,000.00	
327	CE-Z10-OTM	CE General Conditions Matl		clean-up M	10,000.00	
326	CE-Z10-OTL	CE General Conditions Labr		clean-up L	28,000.00	
325	CE-Z10-CLM	CE Closeout Matl		Owner training M	1,000.00	
324	CE-Z10-CLL	CE Closeout Labr		Owner training L	1,500.00	
323	CE-Z10-CLM	CE Closeout Matl		delivery of attic stock M	2,500.00	
322	CE-Z10-CLL	CE Closeout Labr		delivery of attic stock L	1,000.00	

Grid | Find

Total Amount: $ 9,601,100.00

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

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Sample –CMR SOV Sample

Contract Schedule of Values - Gilbane CMR - Project No. SFC-140358.01 - Windows Internet Explorer

File Edit View Actions Help

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

General — **Contract Schedule of Values**

General

Project Number:
Project Name:
Organization Name:
Facility Name:
Title:

Task Details

Record has been closed. (Click here to view process details)

Contracts SOV Details

Current View: All

Show Currency in: Transaction Currency

8 Item(s) Page 1 of 1 Display 100 items per page

No.	WBS Code	Code Name	Breakd	Short Description	Amount ($)	Subcontractor Supplier	EDGE Certified?	LFI Percent
008	CMR-PSC-RES	CM-R Precon Reimbursable		Preconstruction Stage Rein	4,970.00			0
007	CMR-PSC-PXS	CM-R Precon Personnel Exp		Preconstruction Stage Pers	49,362.00			0
006	CMR-PSC-GMS	CM-R GMP Amendment Fee		GMP Proposal and Amendr	4,214.50			0
005	CMR-PSC-CDS	CM-R Construction Docs Fe		Comstruction Documents S	4,214.50			0
004	CMR-PSC-DDS	CM-R Design Development I		Design Development Stage	4,214.50			0
003	CMR-PSC-SDS	CM-R Schematic Design Fe		Schematic Design Stage	4,214.50			0
002	CMR-PSC-PVS	CM-R Program Verification F		Program Verification Stage	4,214.50			0
001	CMR-PSC-OMS	CM-R Organizational Meetin		Organizational Meeting	4,214.50			0

Grid | Find

Total Amount: $ 79,619.00

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

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