

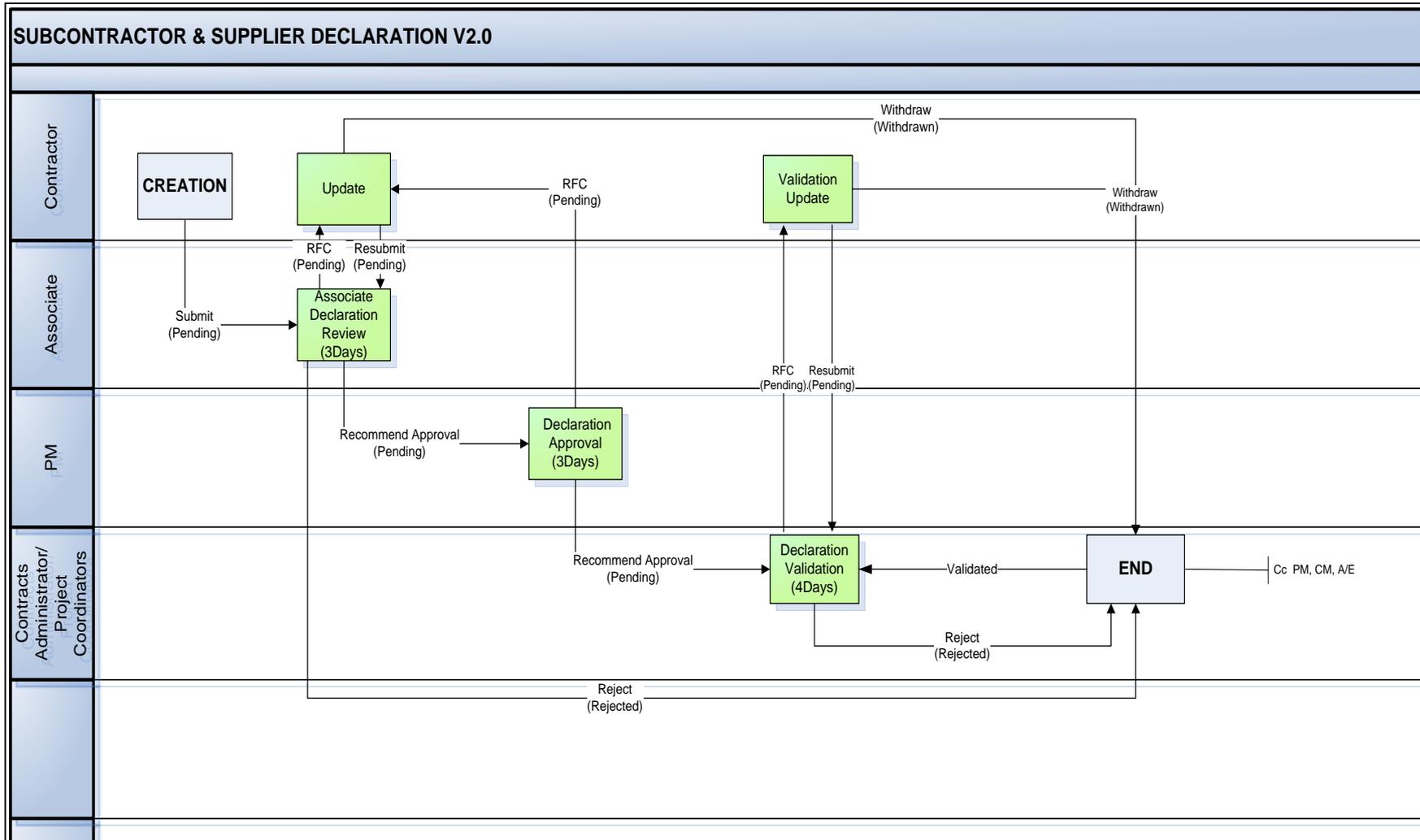


# **Subcontractor/Material Supplier Declaration Contractor**

# Purpose & Procedure

- ▶ 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.
- ▶ **Note:** Your Subcontractor Supplier Declarations must be submitted and approved prior to submitting your Contract SOV.

# 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 Workflow (if applicable)

Unifier@https://ohio-unifier.oracleindustry.com - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/g/nav/index

ORACLE PRIMAVERA UNIFI Proxy for Katie Tuttle Help Sign Out

Company Workspace Agency General P... Hazardous Materia...

Navigate To...

File Edit View Help

New Copy Open Find

Subcontractor/Supplier Declaration - Current View

8 Item(s) Page 1 of 1 Display 100

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...

User Admin

# Form Completion

- ▶ Complete General Block
- ▶ The Title should house the name of the company utilized

The screenshot shows a web browser window with the following details:

- Browser Title:** Create New Subcontractor/Supplier Declaration - Project No. OCI-080001 - Google Chrome
- URL:** https://ohio-unifier.oracleindustry.com/bp/process/new?wftemplate\_id=8172&module\_name=usd&csvimport=false&project
- Menu:** File Edit View Actions Help
- Workflow Actions:** -Select-
- Toolbar:** Send Save Spelling.. Undo Accept Task Add Attachment Discussion Close Window
- Tab:** General (circled in red)
- Section:** Subcontractor/Supplier Declaration
- General Section:**
  - NOTE:** Only select either Contract Name or Professional Services Agreement Name. Tier1 Subcontractor Documentation must be attached as soon as it is available.
  - 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:** C Test \* (with a "Select..." button)
  - Record Number:** [Empty]
  - Creation Date:** [Empty]
  - Creator:** Katie Tuttle
  - Status:** [Empty]
  - Contractor Name:** OCI Test General
- Professional Services Agreement Name:** [Empty]
- Action Details Section:** [Empty]
- Task Notes:** [Empty]
- Bottom Bar:** Attachments (0) | [Linked Records \(0\)](#) | [General Comments](#) | [Linked Mail \(0\)](#)

A red box highlights the text "Required fields have a red asterisk (\*)" with an arrow pointing to the asterisks on the "Title" and "Contract Name" fields.

# Form Completion

- ▶ Complete the Declaration Information block
  - ▶ Use the Tier 1 dropdown box to indicate if this is a Tier 1 Sub
- ▶ Complete the Additional Details block

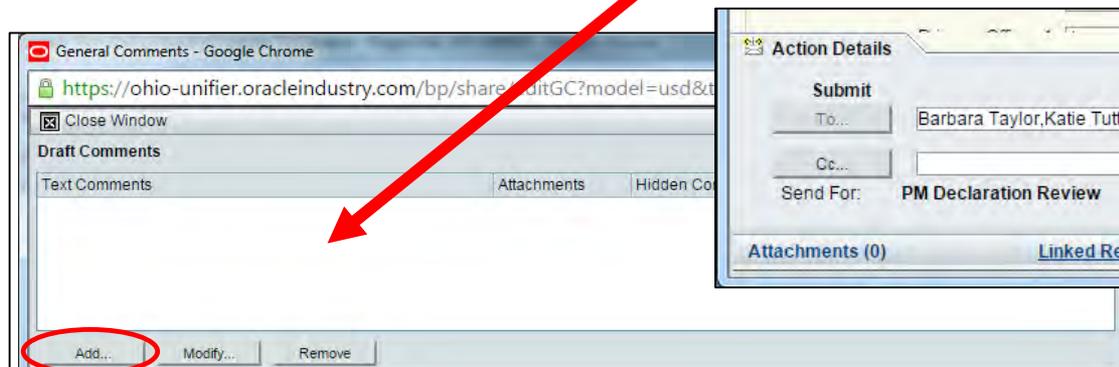
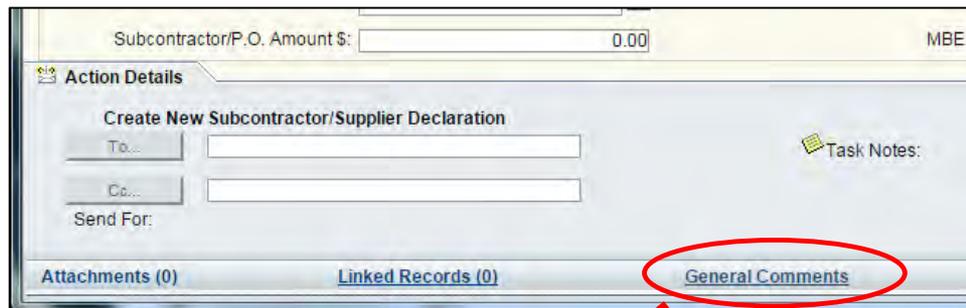
The screenshot shows a web browser window with the URL [https://ohio-unifier.oracleindustry.com/bp/process/new?wftemplate\\_id=8172&module\\_name=usd&svimport=false&project](https://ohio-unifier.oracleindustry.com/bp/process/new?wftemplate_id=8172&module_name=usd&svimport=false&project). The page title is "Create New Subcontractor/Supplier Declaration - Project No. OCI-080001 - Google Chrome". The form is titled "Subcontractor/Supplier Declaration" and is divided into several sections:

- Declaration Information** (circled in red):
  - Type: Subcontractor
  - Subcontractor/Supplier: Bob's Concrete
  - Federal Tax ID: 32-0001
  - Primary Officer 1: Bob Brown
  - Address Line 1: 4200 Surface Rd.
  - Address Line 2:
  - City: Columbus
  - State: Ohio
  - ZIP: 43215
  - Contact Person: Brian Brown
  - Phone No.: 614-555-5555
  - Fax No.: n/a
  - E-mail Address: bob@gmail.com
- Additional Details** (circled in red):
  - Subcontractor/P.O. Date: 10/21/2015 05:00 PM (UTC-8)
  - Subcontractor/P.O. Amount \$: 43,000.00
  - Services/Material Brands: Concrete
  - Skilled Trade License No.:
  - DFWP Enrolled: Yes
  - EDGE Certified Sub?: Yes
  - MBE: Yes
- Action Details**:
  - Create New Subcontractor/Supplier Declaration
  - To...:
  - Cc...:
  - Send For:

A red arrow points to a dropdown menu for "Tier 1" which is currently set to "-Select-". The dropdown menu is open, showing the following options: "-Select-", "Yes", "No", and "N/A".

# 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
- ▶ Once comments are added to the record, you'll see an icon of people's heads next to the General Comments link
- ▶ General Comments become a permanent part of the record



# 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?wftemplate\_id=101771&module\_name=usd&csvimport=false&...

File Edit View Actions Help

Workflow Actions Submit

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

General Subcontractor/Supplier Declaration

General

NOTE: Only select either Contract Name or Professional Services Agreement Name. Tier1 Subcontractor Documentation must be attached as soon as it is available.

Organization: Department of Administrative Services Record Number:

Project Number: OCI-080001 Creation Date:

Project Name: Agency General Projects Test Creator: Katie Tuttle

Project Location: OAKS CI Administration Status:

Title: Test 2 \*

Contract Name: C Test Select... \* Vendor Name: OCI Test General

Professional Services Agreement Name:

Declaration Information

Action Details

Submit

To... Katie Tuttle, Moenique Morris, Rita Nichols, Sara... Task Due: 01/24/2016

Cc...

Send For: Associate 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

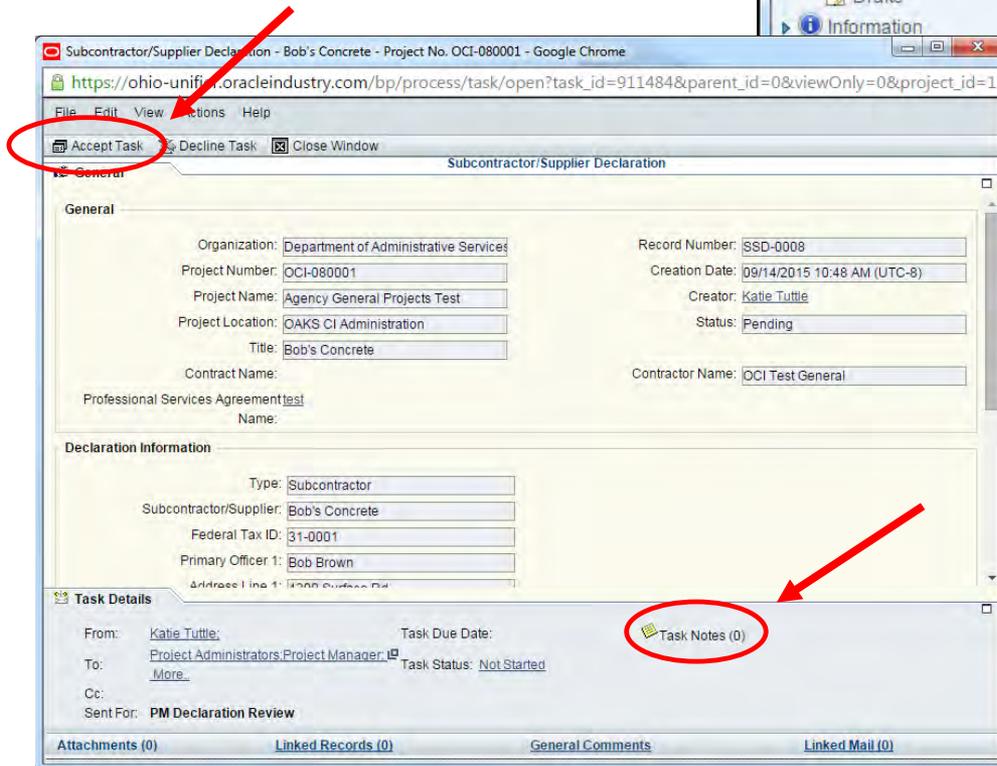
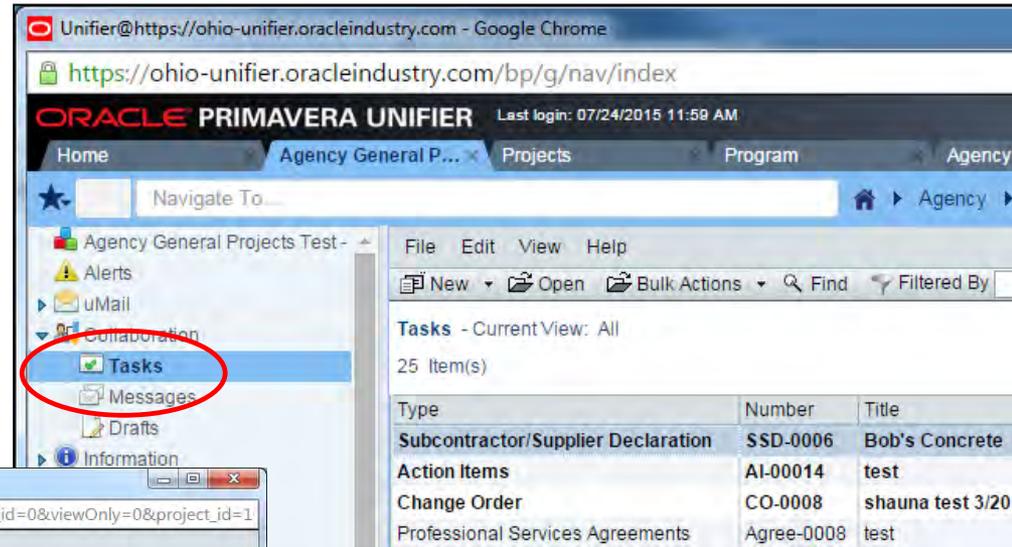
# Associate Declaration Review Step

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



# Recommend Approval

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

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 browser's menu bar includes File, Edit, View, Actions, and Help. A red arrow points to the 'Send' button in the browser's toolbar. A red circle highlights the 'Workflow Actions' dropdown menu, which is open and shows the following options: Recommend App, Reject, Recommend Approval, and Return for Clarification. The 'Recommend Approval' option is highlighted in blue. The main content area is titled 'Subcontractor/Supplier Declaration' and contains 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, Moeniq; Cc: ; Send For: Declaration Review.

At the bottom of the page, there are links for Attachments (0), Linked Records (0), General Comments, and Linked Mail (0).

# 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

# Select Workflow Action

- ▶ If the declaration is acceptable, select the Workflow Action: Recommend Approval
- ▶ If the declaration is in need of an update:
  - ▶ Add a General Comment for requested fix
  - ▶ Select the Workflow Action: Return for Clarification
  - ▶ Click Send to send the record back to the Associate (A/E) who can then return it to the Contractor

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=&fsmaketLog=](https://ohio-unifier.oracleindustry.com/bp/process/task/open?task_id=909029&model=usd&project_id=1003&initiateBP=&bulkautoaccept=&fsmaketLog=)

The browser window title is "Subcontractor/Supplier Declaration - Bob's Concrete - Project No. OCI-080001 - Google Chrome".

The application interface shows a "Workflow Actions" menu with the following options:

- Recommend App.
- Reject
- Recommend Approval
- Return for Clarification (highlighted in blue)

The main form contains the following fields:

**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

Task Notes:

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

# 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: Send For:

Cc:

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 created and in the **Completed** status.

# Questions?

OAKS CI Support Desk Contact Info:

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

614.644.2211