



Contract Schedule of Values (SOV) Create



Purpose & Procedure

- ▶ Provides for the submission, review, and approval of the Contractor's Schedule of Values.
- ▶ The Submitted and approved SOV becomes the basis for all future Contractor Pay Requests.



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

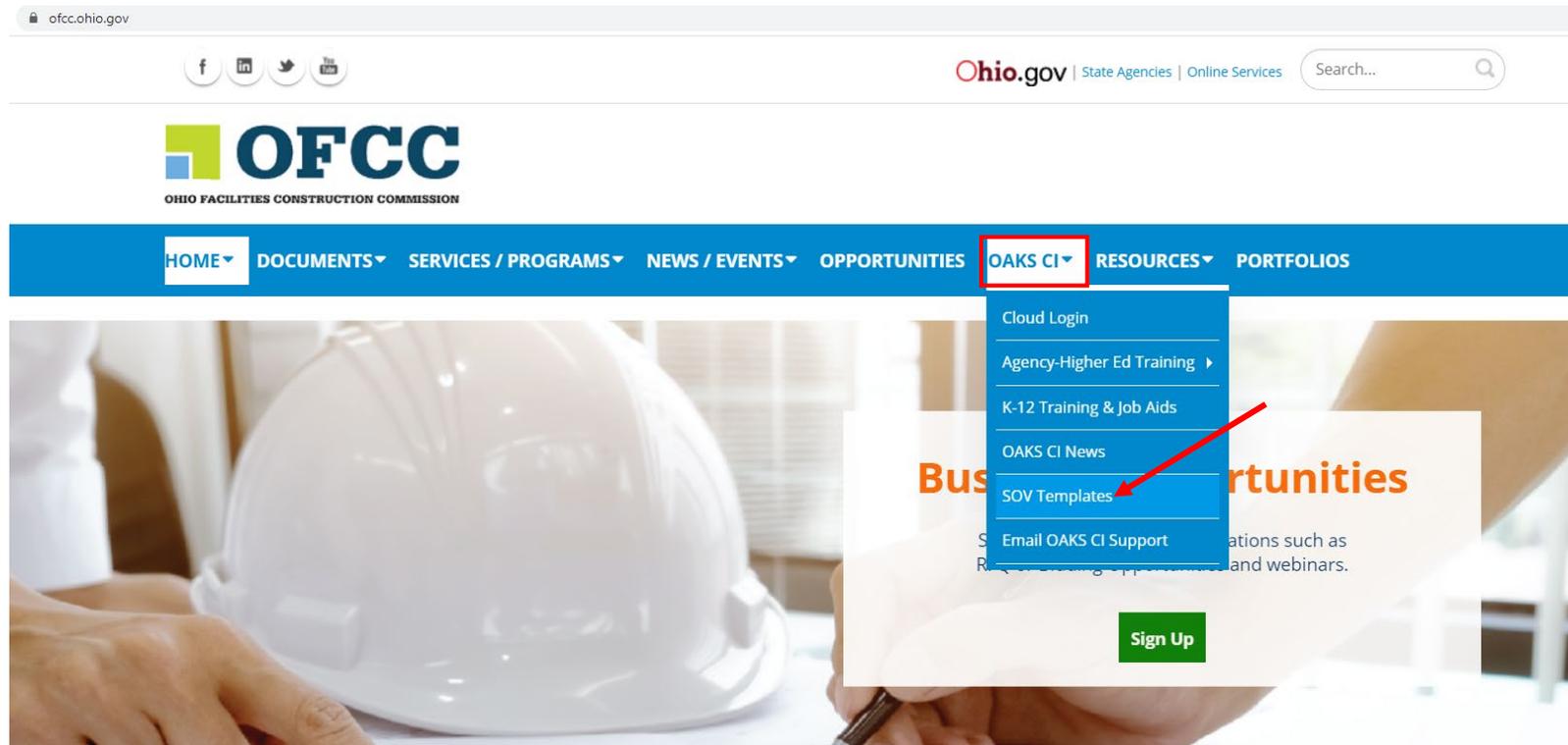
- ▶ Project Manager (PM)
 - ▶ Reviews the SOV record
 - ▶ Requests clarifications and updates
 - ▶ Approves the SOV record

- ▶ Project Coordinator
 - ▶ Reviews the SOV record
 - ▶ Determines that EDGE participation is accurate



Locate the Spreadsheet (Contractor)

- ▶ Step 1: Download Excel spreadsheet from website: <http://ofcc.ohio.gov>
 - ▶ Hover your mouse over the OAKS CI tab
 - ▶ Click- SOV Templates



Locate the Spreadsheet (Contractor)

- ▶ Click - “OAKS CI Contract SOV Import Template – Contractor”

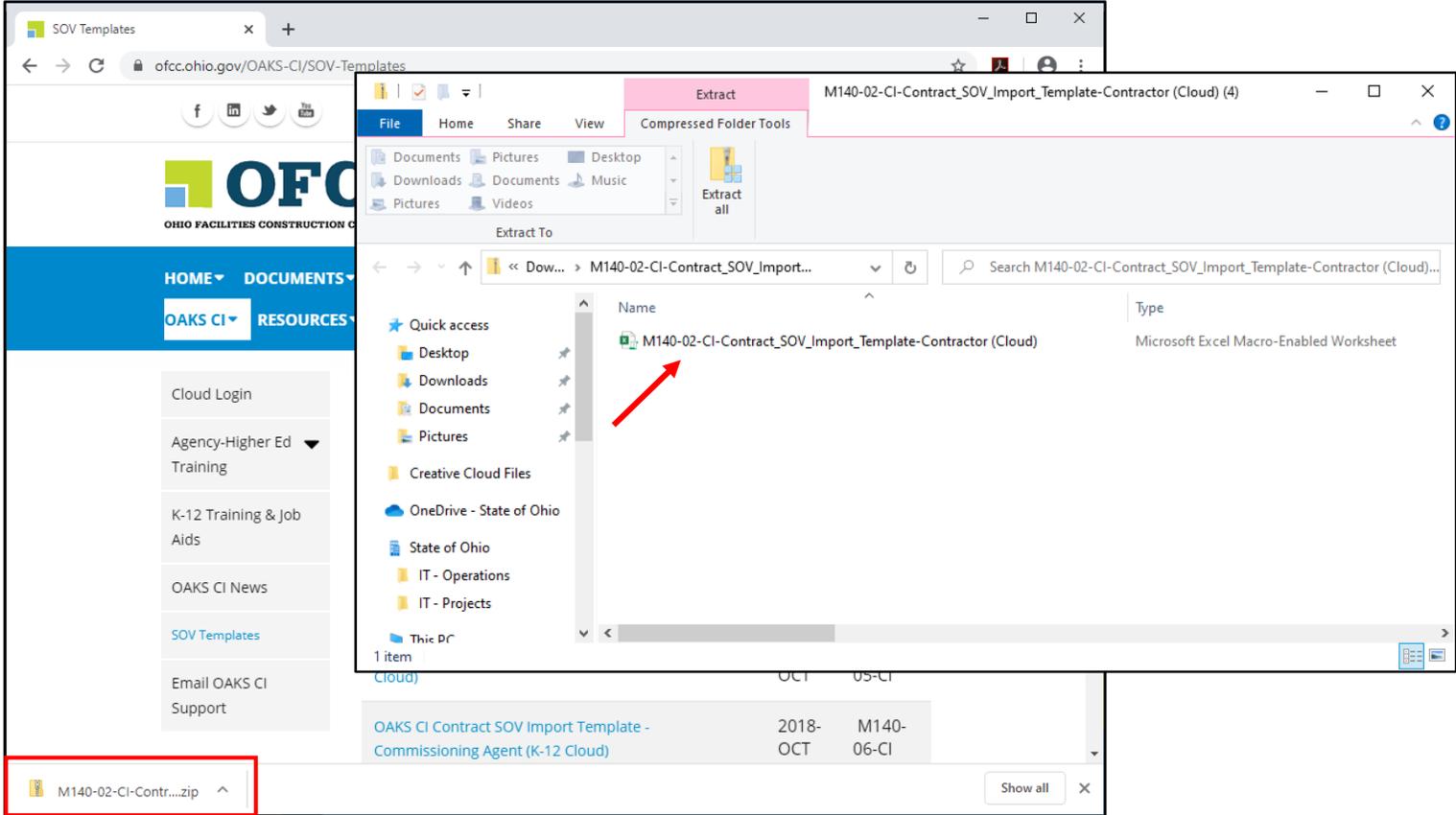
The screenshot shows the OFCC website with the 'OAKS CI' menu item selected. The 'SOV Templates' page displays a list of templates. The first entry, 'OAKS CI Contract SOV Import Template - Contractor (Agency/Higher Ed. Cloud)', is highlighted with a red box. Below the list, there is a note: 'OAKS CI Contract SOV Import Templates Documents below included in this ZIP file'.

Template Name	Effective Date	Project ID
OAKS CI Contract SOV Import Template - Contractor (Agency/Higher Ed. Cloud)	2018-OCT	M140-02-CI
OAKS CI Contract SOV Import Template - A/E (K-12 Cloud)	2018-OCT	M140-05-CI
OAKS CI Contract SOV Import Template - Commissioning Agent (K-12 Cloud)	2018-OCT	M140-06-CI
OAKS CI Contract SOV Import Template - Contractor (K-12 Cloud)	2019-APR	M140-02-CI
OAKS CI Contract SOV Import Template - Owner Agent (K-12 Cloud)	2018-OCT	M140-08-CI
OAKS CI Contract SOV Import Template - Energy	2019-JAN	
OAKS CI Subcontractor Distribution Import Template - Contractor (K-12 Cloud)	2019-MAY	



Open the Spreadsheet (Contractor)

- ▶ Step 2: Open downloaded Excel spreadsheet



Enter Contract SOV Line Items (Contractor)

▶ Step 3:

- ▶ Include **ONLY** EDGE Subcontractors/Suppliers

Note: If the Subcontractor/Supplier is **EDGE**, type (EDGE) next to your short description

- ▶ Make sure to spell the name of the Subcontractor/Supplier **EXACTLY** the way it is reflected on the Subcontractor/Supplier Declaration record in OAKS CI

WBS Code	Code Description	Short Description	Amount (\$)	Subcontractor/Supplier	Notes
CE-00-00	Construction Execution Summary				
CE-01-00	General Requirements				
CE-01-IN	CE Insurance				
CE-01-SB	CE Surety Bonds				
CE-01-SC	CE Scheduling Services				
CE-01-PF	CE Partnering Facilitation				
CE-01-MBL	CE Mobilization Labr	Mobilization Labor (EDGE)	\$8,000.00	Mac's Mobiles	
CE-01-MBM	CE Mobilization Matl				
CE-01-TFL	CE Temporary Facilities Labr				
CE-01-TFM	CE Temporary Facilities Matl				
CE-01-LCL	CE Lead Contractor Services Labr				
CE-01-LCM	CE Lead Contractor Services Matl				
CE-01-CLL	CE Closeout Labr				
CE-01-CLM	CE Closeout Matl				
CE-01-OTL	CE General Conditions Labr				
CE-01-OTM	CE General Conditions Matl				
CE-FC-00	Facility Construction				
CE-FC-02L	Existing Conditions Labr				
CE-FC-02M	Existing Conditions Matl				
CE-FC-03L	Concrete Labr	Concrete Labor	\$5,000.00	Joe's Concrete	
CE-FC-03M	Concrete Matl				



Adding Additional Lines (Contractor)

- ▶ 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



The screenshot shows an Excel spreadsheet with the following data:

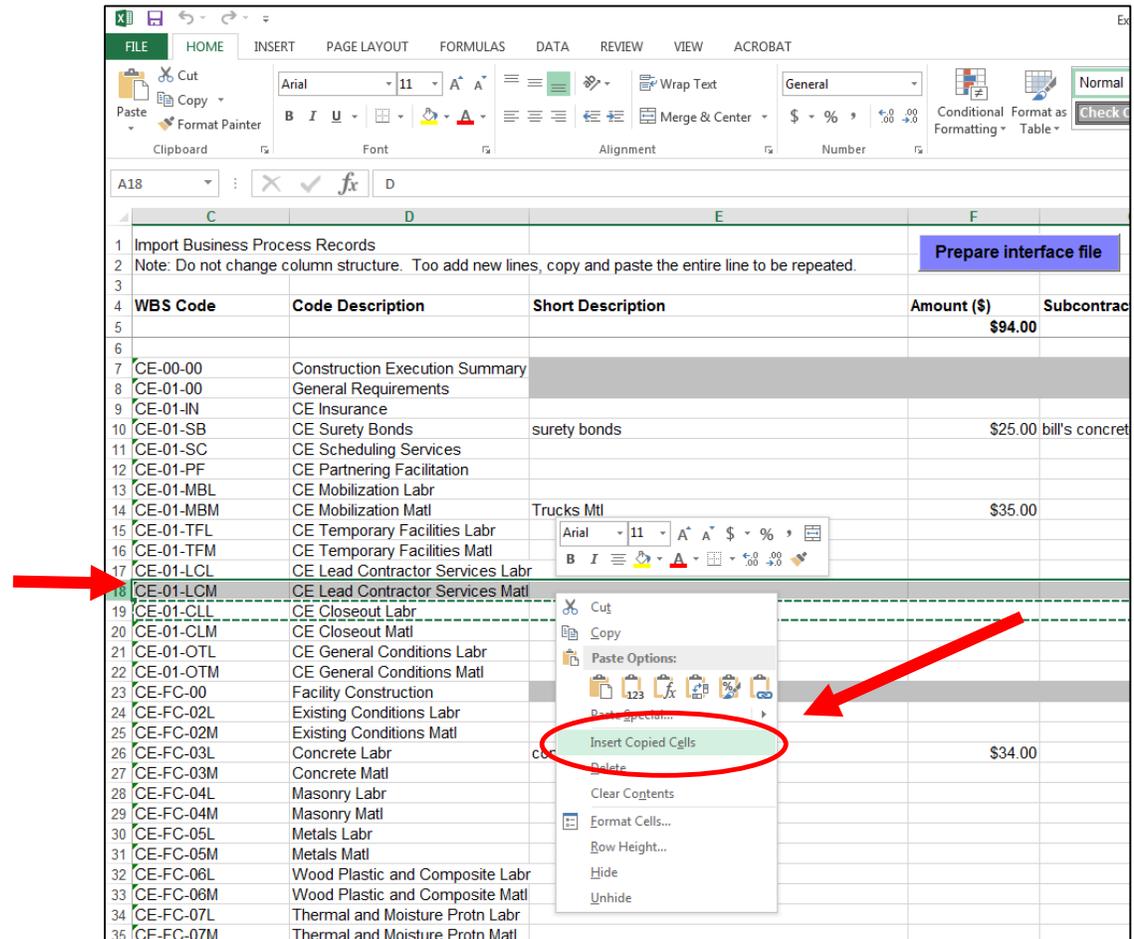
WBS Code	Code Description	Short Description	Amount (\$)	Subcontractor/Supplier	Notes
			\$94.00		
CE-00-00	Construction Execution Summary				
CE-01-00	General Requirements				
CE-01-IN	CE Insurance				
CE-01-SB	CE Surety Bonds	surety bonds	\$25.00	bill's concrete	
CE-01-SC	CE Scheduling Services				
CE-01-PF	CE Partnering Facilitation				
CE-01-MBL	CE Mobilization Labr				
CE-01-MBM	CE Mobilization Matl	Trucks Mtl	\$35.00		
CE-01-TFL	CE Temporary Facilities Labr				
CE-01-TFM	CE Temporary Facilities Matl				
CE-01-LCL	CE Lead Contractor Services Labr				
CE-01-LCM	CE Lead Contractor Services Matl				
CE-01-CLL	CE Closeout Labr				
CE-01-CLM	CE Closeout Matl				
CE-01-OTL	CE General Conditions Labr				
CE-01-OTM	CE General Conditions Matl				
CE-FC-00	Facility Construction				
CE-FC-02L	Existing Conditions Labr				
CE-FC-02M	Existing Conditions Matl				
CE-FC-03L	Concrete Labr		\$34.00		
CE-FC-03M	Concrete Matl				
CE-FC-04L	Masonry Labr				
CE-FC-04M	Masonry Matl				
CE-FC-05L	Metals Labr				
CE-FC-05M	Metals Matl				
CE-FC-06L	Wood Plastic and Composite Labr				
CE-FC-06M	Wood Plastic and Composite Matl				
CE-FC-07L	Thermal and Moisture Protn Labr				
CE-FC-07M	Thermal and Moisture Protn Matl				



Adding Additional Lines (Contractor)

- ▶ Step 4 (cont.):

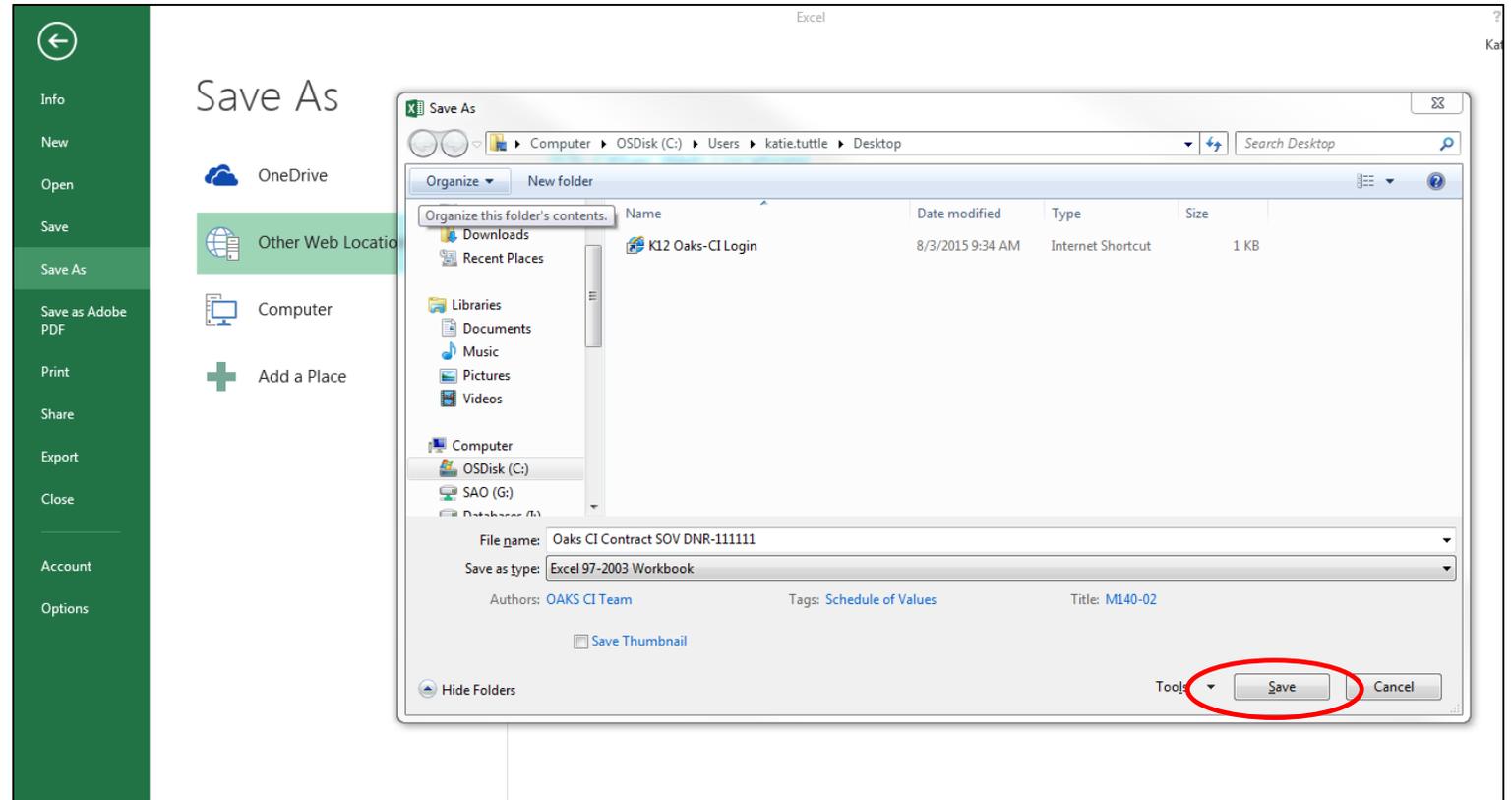
- ▶ Right click on the line you want to be **below** the line you are inserting
- ▶ Choose insert copied cells
- ▶ Your line will show up above the selected line. You can edit the text in the line as necessary



Save the Spreadsheet (Contractor)

▶ Step 5:

- ▶ **Name and Save the Spreadsheet - Very Important!**

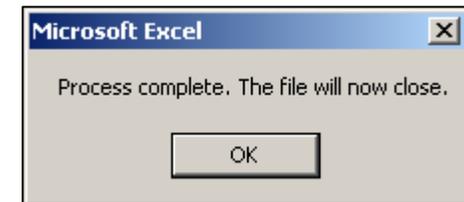


Prepare Spreadsheet (Contractor)

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

WBS Code	Code Description	Short Description	Amount (\$)	Subcontractor/Sup
			\$9,500.00	
CE-00-00	Construction Execution Summary			
CE-01-00	General Requirements			
CE-01-BE	General Requirements Budget			
CE-01-IN	CE Insurance			
CE-01-SB	CE Surety Bonds			
CE-01-SC	CE Scheduling Services			
CE-01-PF	CE Partnering Facilitation			
CE-01-MBL	CE Mobilization Labor	Sample Description	\$3,000.00	
CE-01-MBM	CE Mobilization Matl			
CE-01-TFI	CE Temporary Facilities Labor			

This box will appear indicating the file preparation is complete.



Create New Contract SOV Record (Contractor)

- Log into OAKS CI

a. Click + sign

b. Type project name or number in search bar

c. Click appropriate project to open

The screenshot shows a web browser window with the URL <https://ohio-unifier.oracleindust...>. The browser's address bar and tabs are visible. The main content area displays a search results table with columns for Name, Number, and Location. A search bar at the top of the table contains the text "DPS:". A red box highlights a "+" sign in the top right corner of the table area, labeled with a blue circle "a". A red arrow points from a blue circle "b" to the search bar. Another red arrow points from a blue circle "c" to the first row of the table, which is "Ohio State Highway Patrol Post 44".

Name	Number	Location
Ohio State Highway Patrol Post 44	DPS:060001	/Agency/Department of Public Safety
OSHP Post 23 LEADS Building	DPS:110001	/Agency/Department of Public Safety
ODPS ACF Standing Seam Roof Renovation	DPS:110003	/Agency/Department of Public Safety
LEADS Data Center Alum Creek Facility	DPS:110006	/Agency/Department of Public Safety
OSHP Academy Range Equip. Replacement	DPS:110009	/Agency/Department of Public Safety
ODPS - EOC Reorganization	DPS:110010	/Agency/Department of Public Safety
OSHP Academy Maintenance & Repair Project	DPS:120001	/Agency/Department of Public Safety
OSHP Alum Creek Crime Lab Addition	DPS:120002	/Agency/Department of Public Safety
Academy HVAC Replacement-Chiller & Range ...	DPS:120004.02	/Agency/Department of Public Safety
Alum Creek HVAC	DPS:130001	/Agency/Department of Public Safety



Create New Contract SOV Record (Contractor)

- ▶ In OAKS CI navigate to:
 - ▶ Logs -> Contract Schedule of Values
 - ▶ Click **Create**

The screenshot shows the Oracle Primavera Unifier (Test) interface. The navigation menu on the left is expanded to show the 'Logs' section, with 'Subcontractor/Supplier Declaration' highlighted. A red arrow points to this menu item. In the main content area, the 'Subcontractor/Supplier Declaration' table is visible. The '+ Create' button is circled in red, and the minus sign icon in the 'Logs' section of the navigation menu is also circled in red. The table contains a list of subcontractors and suppliers, including 'Tom and Jerrys ACME', 'aadv', 'ABC', 'ABC Consulting', 'ABC Mechanical', 'ABC Tool Company', 'Acme Supply', 'aec', 'Ben & Jerry', 'Ben & Jerry Acme', 'Ben & Jerry Concrete', 'Ben & Jerry Concrete Co', 'BEN & JERRY CONCRETE', 'Ben & Jerry Concrete Co.', 'Ben & Jerry Concrete Co.', 'Ben & Jerry's', 'Ben & Jerry's', 'Ben & Jerry's ACME', and 'Ben & Jerry's ACME'. The total number of records is 374.

Subcontractor/Supplier	
	Tom and Jerrys ACME
	aadv
	ABC
	ABC Consulting
	ABC Mechanical
	ABC Tool Company
	Acme Supply
	aec
	Ben & Jerry
	Ben & Jerry Acme
	Ben & Jerry Concrete
	Ben & Jerry Concrete Co
	BEN & JERRY CONCRETE
	Ben & Jerry Concrete Co.
	Ben & Jerry Concrete Co.
	Ben & Jerry's
	Ben & Jerry's
	Ben & Jerry's ACME
	Ben & Jerry's ACME



Enter Information Into the Record (Contractor)

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

The screenshot displays a web browser window with the title 'Create New Contract Schedule of Values - Project No. OCI-080001 - Google Chrome'. The URL is 'ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/new/ucsov/1006/253?_uref=uuu745200052t2'. The page title is 'Create New Contract Schedule of Values'. The 'General' tab is selected and circled in red. The form is divided into two main sections: 'General' and 'Contract Information'. The 'General' section includes fields for Organization (Department of Administrative Services), Project Number (OCI-080001), Project Name (OAKS CI Training 1), Project Location (Surface Road), Title (Fred 20091009 OAKS Plumbing), Record Number, Creator (Matthew Weber), Creation Date, Status, and Fee Title (SAO Standard Fee 1). The 'Contract Information' section includes fields for Contract No. (DRC-12001), Contractor Name (Sands Decker Ltd.), Trade (General Contractor), EDGE Certified Prime? (No), Total Contract Amount (350,000.00), Line Item Total (\$) (350,000.00), and Difference (\$) (0.00). There is also a 'Notes' field at the bottom. On the right side, there are tabs for 'Attachments' and 'Comments', and an 'Information' icon with the text 'Information No Attachments.'.



Import Spreadsheet (Contractor)

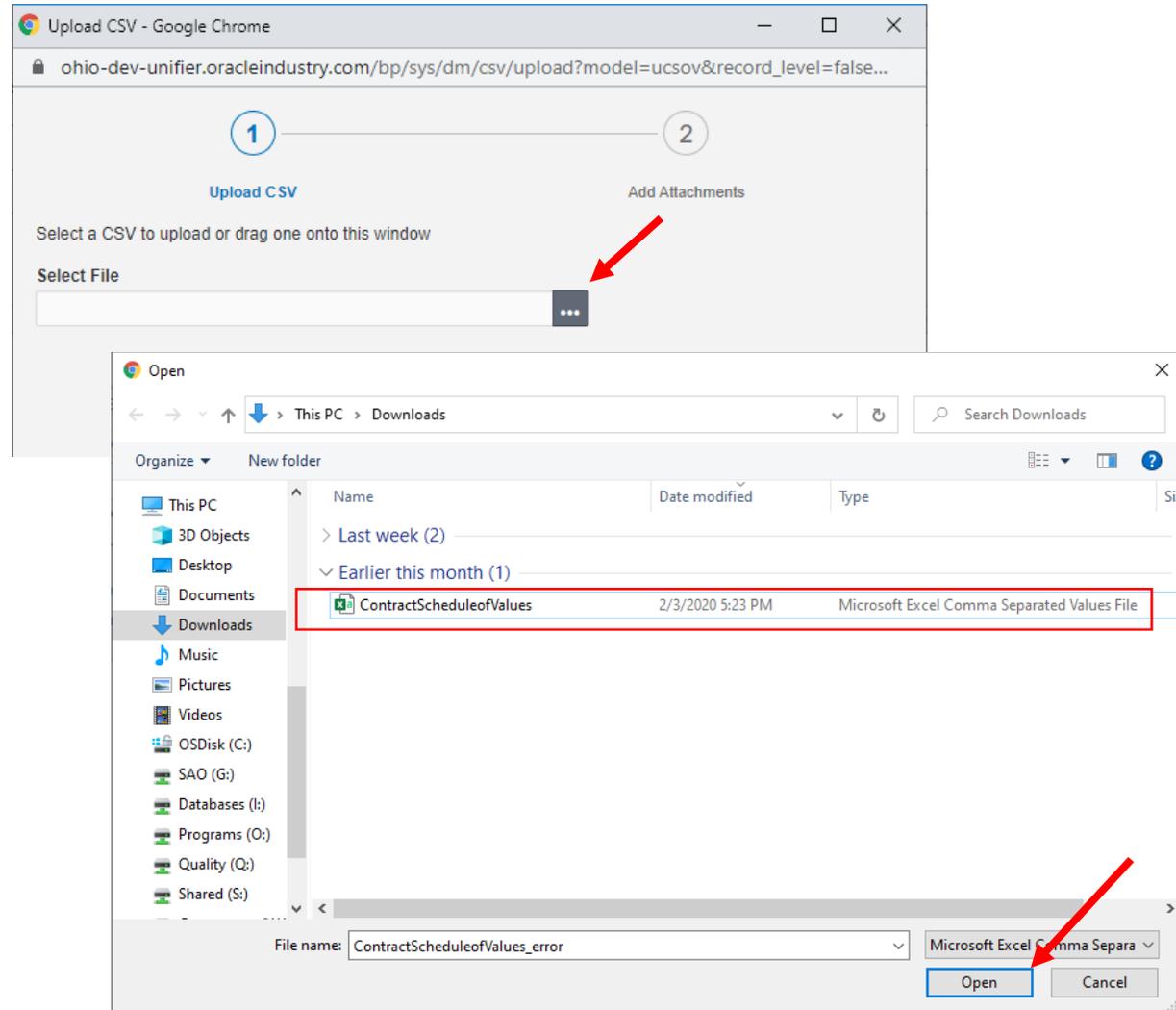
- ▶ Click on the Contract SOV Details Tab
- ▶ Click Actions -> Import

The screenshot shows the 'Create New Contract Schedule of Values' page in a web browser. The browser title is 'Create New Contract Schedule of Values - Project No. OCI-080001 - Google Chrome'. The URL is 'ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/new/ucsov/1006/253?__uref=uuu745200052t2'. The page has two tabs: 'General' and 'Contracts SOV Details', with the latter being the active tab and circled in red. Below the tabs is a toolbar with icons for 'Add', 'Actions', 'Refresh', 'Print', 'Search', and 'Help'. The 'Actions' dropdown menu is open, showing 'Import' and 'Consolidate Line Items', with a red arrow pointing to 'Import'. The main content area is a table with columns 'No.' and 'Short Description'. The table is currently empty, and an information icon with the text 'Information' and 'No line items are available.' is displayed. At the bottom, there is a 'Total Amount' field showing '0.00'.



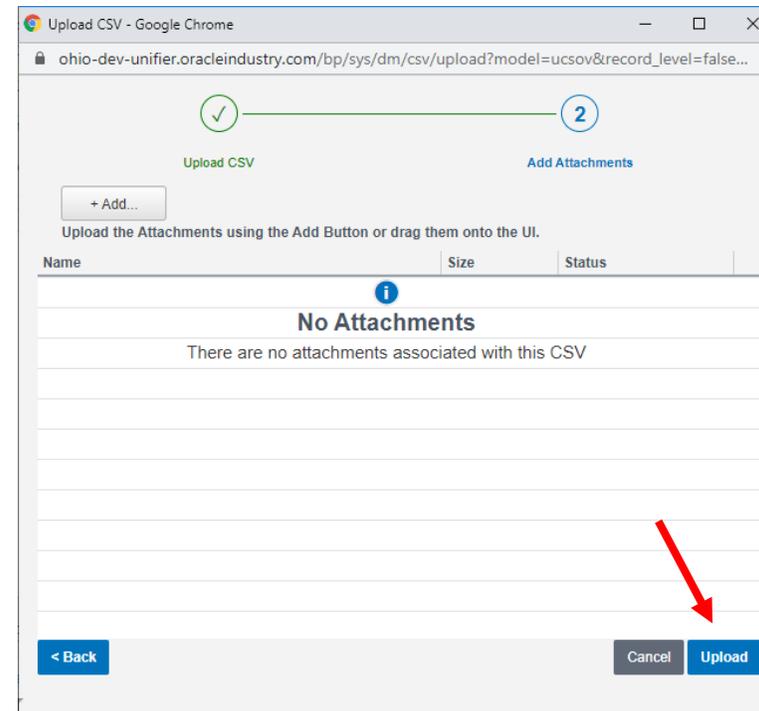
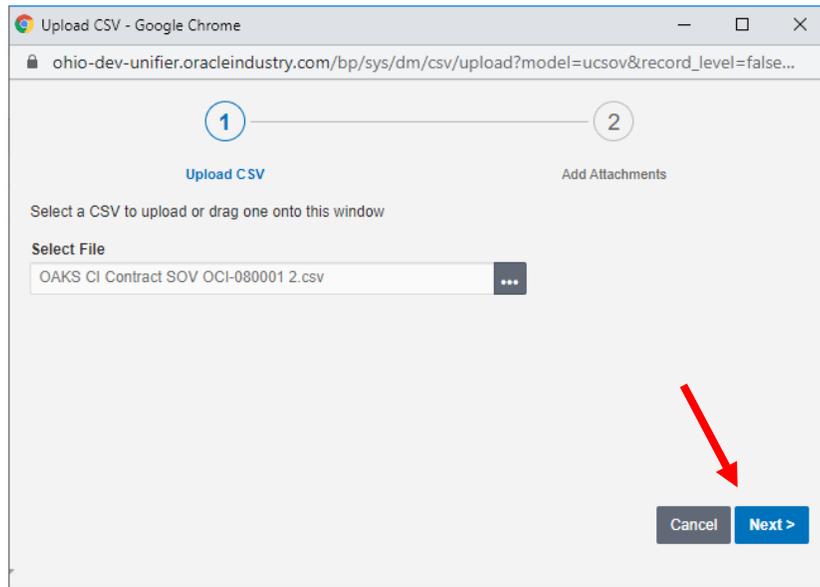
Import Spreadsheet (Contractor)

- ▶ Click the menu button next to Select File
- ▶ Navigate to and select the “Comma Separated Values (CSV File)” of your spreadsheet
- ▶ Click **Open**



Import Spreadsheet (Contractor)

- ▶ Click the **Next** button
- ▶ Click the **Upload** button
- ▶ If successful, the upload window will close, and the line items will be added
- ▶ If you receive an error, see [Contract SOV Error](#) section



Review Imported Line Items (Contractor)

- ▶ 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)

The screenshot displays the 'Create New Contract Schedule of Values' interface. The main table lists line items with columns for No., WBS Code, Code Name, Short Description, Amount (\$), and Subco. The total amount is shown as 350,000.00. A summary pane on the right shows the Contractor Name as Sands Decker Ltd., Total Contract Amount as 350,000.00, Line Item Total (\$) as 350,000.00, and Difference (\$) as 0.00. Red boxes highlight the total amount in the table and the summary pane.

No.	WBS Code	Code Name	Short Description	Amount (\$)	Subco
005	CE-01-IN	CE Insurance	insurance	40,000.00	
004	CE-FC-03L	Concrete Labr	concrete labor 3	70,000.00	
003	CE-FC-03L	Concrete Labr	concrete,labor 2	70,000.00	
002	CE-FC-03M	Concrete Mall	material - concrete	100,000.00	
001	CE-FC-03L	Concrete Labr	labor - concrete	70,000.00	

Total: 5

Total Amount: 350,000.00

Contractor Name: Sands Decker Ltd.

Total Contract Amount: 350,000.00

Line Item Total (\$): 350,000.00

Difference (\$): 0.00



Complete Contract SOV (Contractor)

- ▶ When the record is ready to move forward, click **Send**
- ▶ Verify Workflow Action: **Submit**
- ▶ Click **Send**

The image displays two screenshots from a web browser showing the 'Create New Contract Schedule of Values' process. The top screenshot shows the 'Send' button highlighted with a red box and a red arrow. The bottom screenshot shows the 'Workflow Action Details' dialog with 'Submit' selected in the 'Workflow Actions' dropdown, and the 'Send' button highlighted with a red arrow.

Top Screenshot: Create New Contract Schedule of Values

- URL: ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/new/ucsov/1006/253?__uref=u...
- Buttons: Send, Save
- Section: General
- Form Fields:
 - Contract No. * (DRC-12001)
 - Trade (General Contractor)
 - EDGE Certified Prime? (No)
 - Notes

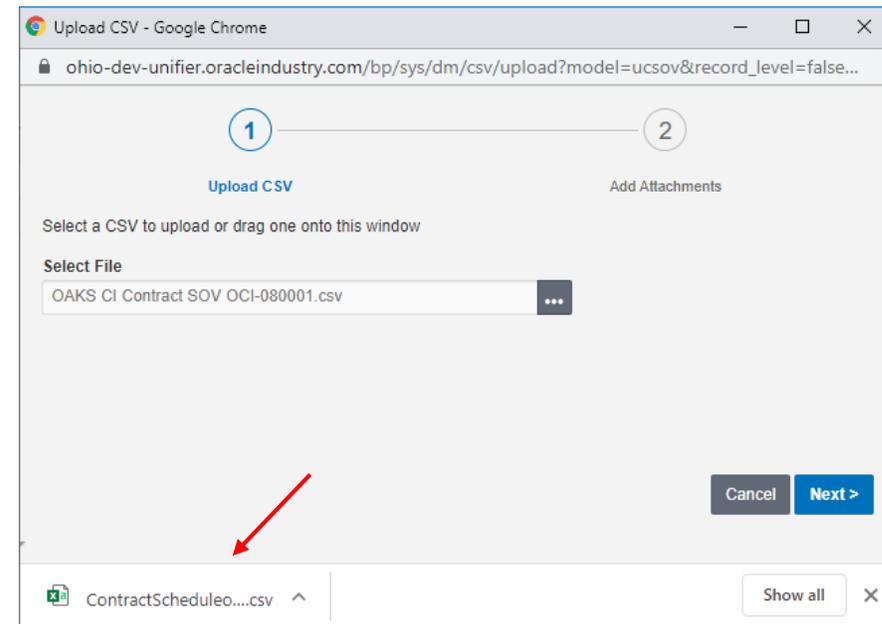
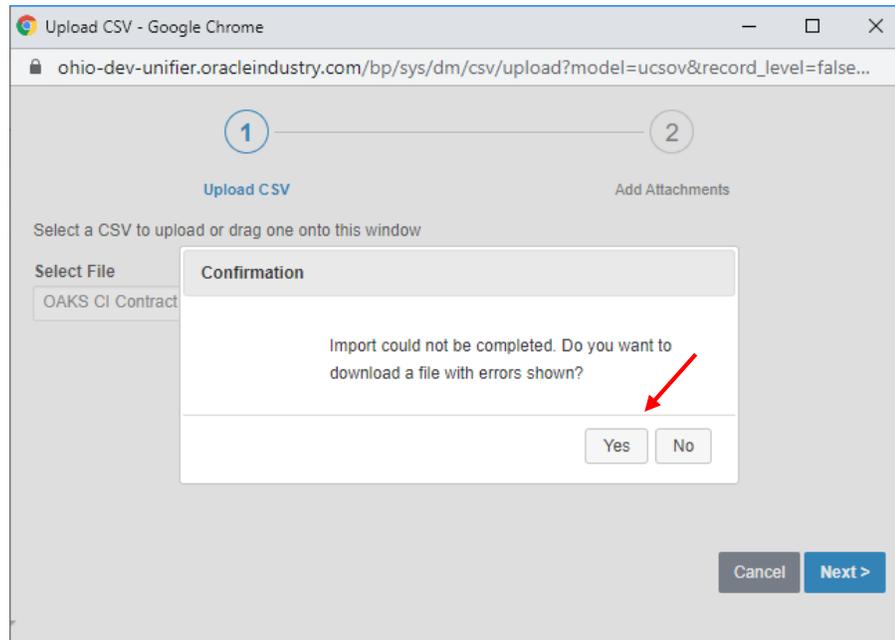
Bottom Screenshot: Workflow Action Details

- Section: Action Details
- Workflow Actions * (Submit)
- Send For (Associate Approval)
- To (Archana Atrey;Cindy Pizzuto;Consultant Student1;Consultant Student10;Consultant Student11;C...)
- CC (Start typing for suggestions...)
- Section: Due Date Details
- Task Due Date (Task Due Date is not available)
- Buttons: Cancel, Send



SOV Import Error (Contractor)

- ▶ If the CSV file had an error while importing, you will see the confirmation message below
- ▶ Click **Yes**
- ▶ An Excel file called **ContractScheduleofValues_error** will be downloaded
- ▶ Open the Excel File



SOV Import Error (Contractor)

- ▶ The error will be described in the bottom row of the file
 - ▶ If there is an error that states “**(Your Subcontractor Name) is invalid value for gen_subcont_supplier_bp**”, then the name of the subcontractor was likely entered differently than how it exists in OAKS CI.
 - ▶ If there is any other type of error, contact the [OAKS CI Help Desk](#) for assistance

	A	B	C	D	E	F	G
1	Import Business Process detail items						
2							
3	Note: Do not change column structure						
4							
5	Do not enter symbols, such as currency or digit grouping, in the numeric fields.						
6							
7	Enter a negative numeric value using these formats only: -123456.99 or -123456,99.						
8							
9	Please enter the attachment names separated by ':' in the next available column after the last data element present for Record or Line Item respectively.						
10							
11	D	Group Name	WBS Code	Short Description	Amount (\$)	Subcontractor/Supplier	Notes
12							
13	D		CE-00-00~CE-01-00~CE-01-MBL	Mobilization Labor (EDGE)	8000	Matts Subcontractor	Imported 2/25/2020
14	Matts Subcontractor is invalid value for gen_subcont_supplier_bp.						
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							



SOV Import Error (Contractor)

- ▶ Open the Excel file you saved in the [previous section](#) prior to clicking the Prepare Interface File button
- ▶ Find the Subcontractor/Supplier name referenced in the error file

The screenshot shows an Excel spreadsheet with the following data:

WBS Code	Code Description	Short Description	Amount (\$)	Subcontractor/Supplier	Notes
13	CE-01-IN	CE Insurance			
14	CE-01-SB	CE Surety Bonds			
15	CE-01-SC	CE Scheduling Services			
16	CE-01-PF	CE Partnering Facilitation			
17	CE-01-MBL	CE Mobilization Labr	Mobilization Labor (EDGE)	\$8,000.00	Matts Subcontractor
18	CE-01-MBM	CE Mobilization Matl			
19	CE-01-TFL	CE Temporary Facilities Labr			
20	CE-01-TFM	CE Temporary Facilities Matl			
21	CE-01-LCL	CE Lead Contractor Services Labr			
22	CE-01-LCM	CE Lead Contractor Services Matl			
23	CE-01-CLL	CE Closeout Labr			

A red arrow points to the 'Matts Subcontractor' entry in the Subcontractor/Supplier column of row 17.



SOV Import Error (Contractor)

- ▶ Find the Subcontractor/Supplier name in OAKS CI
 - ▶ Navigate to: Logs -> Subcontractor/Supplier Declaration
- ▶ Find the record that had an error
- ▶ Take note of the exact spelling of the Subcontractor/Supplier name

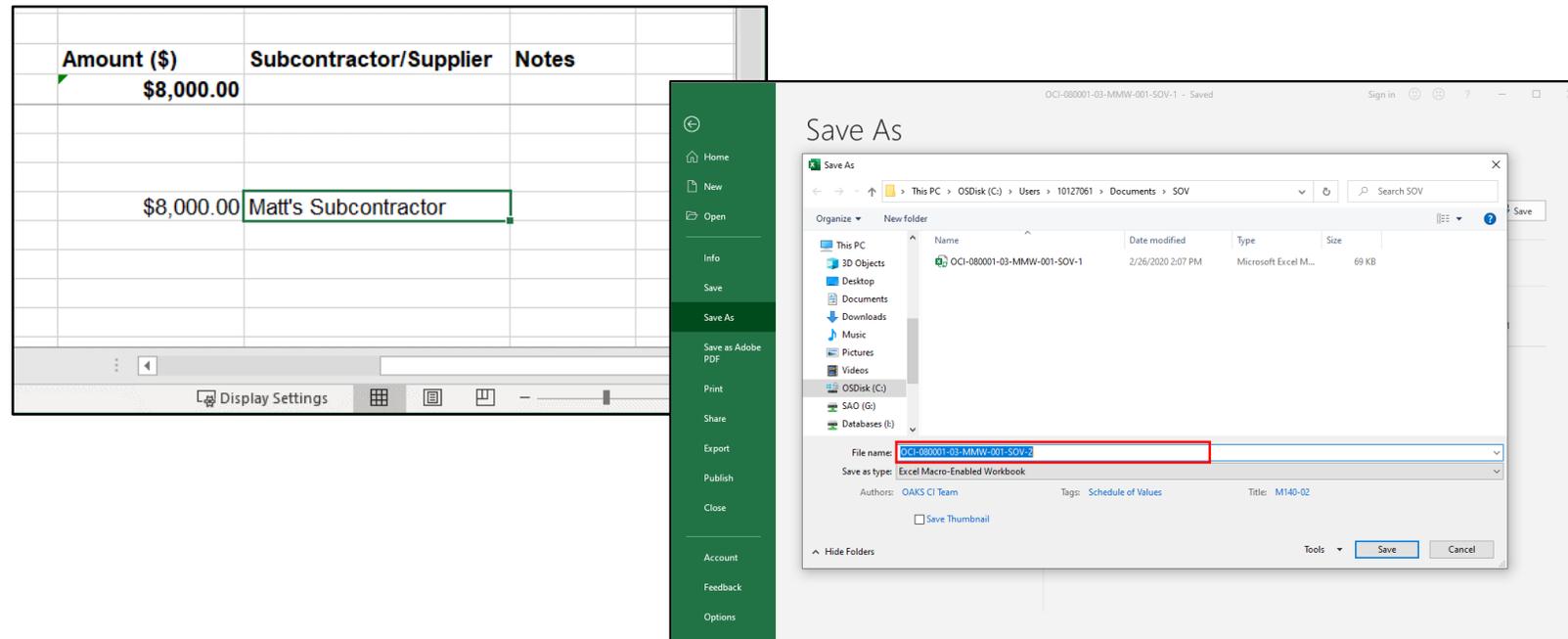
The screenshot displays the Oracle Primavera Unifier (Development) interface. On the left, a navigation menu is shown with 'Logs' highlighted in red. A red arrow points from 'Logs' to a secondary menu where 'Subcontractor/Supplier Declaration' is also highlighted in red. The main area shows the 'Subcontractor/Supplier Declaration' page with a table of records. The table has columns for 'Subcontractor/Supplier' and 'Type'. The records include various names and types, with 'Oaks Plumbing' listed multiple times as a 'Material Supplier'. A 'Total: 373' is shown at the bottom right.

Subcontractor/Supplier	Type
Matt's Subcontractor 2	Subcontractor
MBA Electric	Subcontractor
Melissa B.	Subcontractor
Michael S	Subcontractor
Mickey Mouse Concrete	Subcontractor
Mike And Sue	Material Supplier
Mike's Mud supply	Material Supplier
MJS Engineering	Consultant
My Friend	Material Supplier
Nelson Stark Company	Subcontractor
oaks plumbig	Material Supplier
Oaks Plumbing	Material Supplier



SOV Import Error (Contractor)

- ▶ Change the spelling of the Subcontractor/Supplier name to match the record exactly
- ▶ **Save the Excel file with a new name**
 - **Do not** use the same name as the file you saved during the [previous section](#)
 - ▶ If you choose the same name, the next step will not work properly

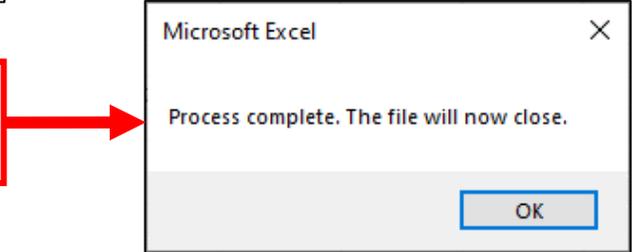


SOV Import Error (Contractor)

- ▶ Click “Prepare Interface File”
- ▶ Import the new CSV file into the Contract SOV Details Tab (follow the instructions again beginning with the [Import Spreadsheet](#) slide)

WBS Code	Code Description	Short Description	Amount (\$)	Subcontractor/Sup
			\$9,500.00	
CE-00-00	Construction Execution Summary			
CE-01-00	General Requirements			
CE-01-BE	General Requirements Budget			
CE-01-IN	CE Insurance			
CE-01-SB	CE Surety Bonds			
CE-01-SC	CE Scheduling Services			
CE-01-PF	CE Partnering Facilitation			
CE-01-MBL	CE Mobilization Labr	Sample Description	\$3,000.00	
CE-01-MBM	CE Mobilization Matl			
CE-01-TFL	CE Temporary Facilities Labr			

This box will appear indicating the file preparation is complete.



Questions?

Please contact OAKS CI Support Desk:

oaksci@ofcc.ohio.gov

614.644.2211

