

OAKS CI Process

Step 1

- Contract created in OAKS CI by Project Coordinator (PC) and Sent for approval via DocuSign. Once all parties sign, contract will be approved in OAKS CI by PC

Step 2

- Subcontractor Supplier Declarations created by Contractor then approved by Project Manager (PM) and validated by PC

Step 3

- Contract Schedule of Values is created by Contractor and must identify any EDGE providers

Step 4

- Contractor can now create Pay Requests that will bill against the schedule of values record