Entering a Contract

Contracts for DGS are the first form of official award to a vendor on a DGS project and can include Letter Contracts, Task Orders, Purchase Order Agreements and Contracts. Contracts in ProjectTeam do not include Change Orders/Modifications or Target GMPs and Definitized Contracts as those are changes to the original Letter Contract and are recorded in the Change Orders form in ProjectTeam.

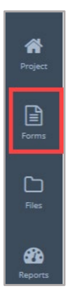
Contracts are awarded by the DGS Contracts and Procurement Division and recorded in the associated project in ProjectTeam by the DGS Project Manager to maintain the project record, facilitate Payment Applications and Invoices, control project finances and for change management purposes. It is the responsibility of the DGS Project Manager to obtain copies of each signed Contract and the associated Purchase Order(s) and to correctly enter Contract records in ProjectTeam in a timely manner.

Note: If the initial Contract to a vendor includes multiple purchase orders, treat the first (lowest numbered) purchase order as the Contract PO and each additional associated purchase order as a Change Order to the Contract.

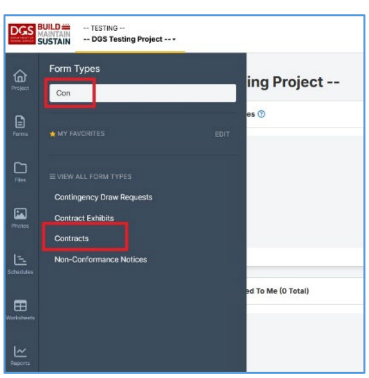
Please reach out to DGS.ProjectTeam@dc.gov if you need clarification or have any questions.

Creating a Contract

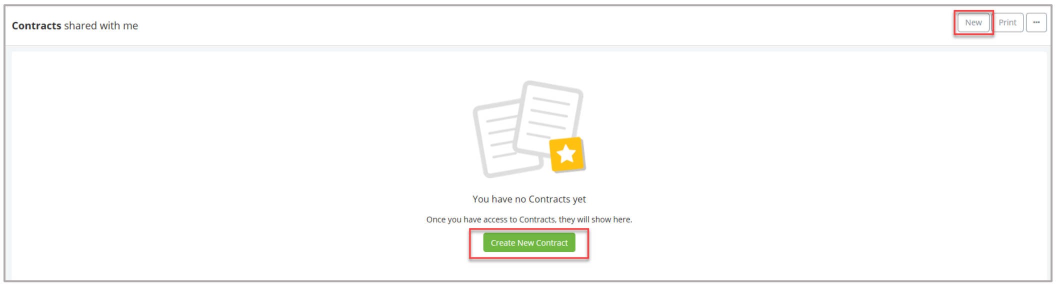
1. Within the project, click the **Forms** icon on the left navigation pane.



2. In the search field, begin typing **Contract** and the form will appear in the forms list. Click **Contract** to open.

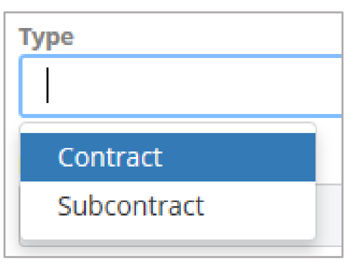


3. If this is the first Contract for a project, click the **Create New Contract** button located in the middle of the log or click the **New** button in the upper right corner.



4. A Create Contract "pop-up" window will appear on your compter. Fill out the following information:

a. **Type:** Click inside the **Type field** to open the picklist and <u>choose **Contract**.</u>



NOTE: All Contracts issued by DGS are **<u>Contract</u>** types. **DO NOT** select Subcontract,

b. **Title:** Enter the Title of the contract. The title of the contract in ProjectTeam should always match the contract title as awarded by the Contracts and Procurement Division.

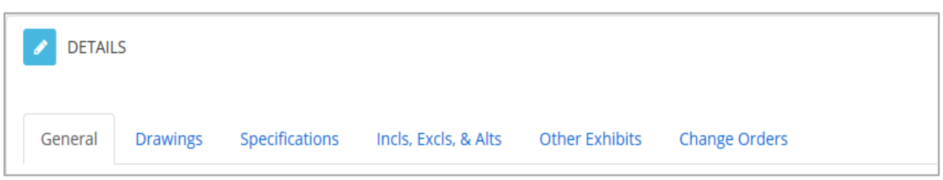
c. **PO Number:** Enter the **PO Number** associated with the contract as awarded by the Contracts and Procurement Division.

d. Select the CBE Participation level as specified in the contract.

e. <u>Always leave the **Unit Price Contract** box "unchecked"</u>

f. Click "Save"

The new Contract will open in Edit mode on the General tab. In addition to the General tab, there are 5 other Tabs (Drawings, Specifications, Incls, Excls, & Alts, Other Exhibits, and Change Orders) with additional data fields, some of which are required.



General Tab

1. Enter the **Task Order Number** if applicable.

2. Enter the **Contract Number,** if applicable.

DGS.ProjectTeam@DC.gov

3. Click inside the **Vendor Company** field to show a list of the companies on the project and click the name of the company on the contract.

NOTE: If the Vendor Company is not in the drop down list, add the Company in the Project's **Directory** and retry.

4. Click inside the **Vendor Contact** field to show a list of contacts and click a name to select.

NOTE: If the Vendor Contact is not in the drop down list, add the Contact in the Project's **Directory** and retry.

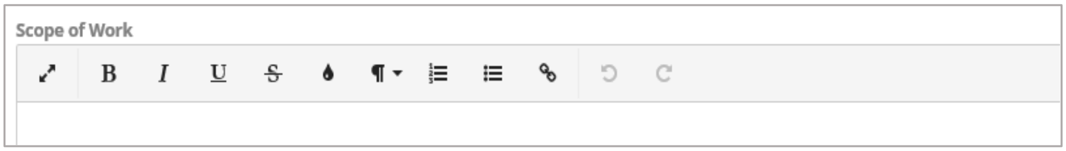
5. Click inside the **Vendor Role** field and select the role of the vendor for this contract.

6. Click inside the **DGS Contract Type** field to select the type of contract.

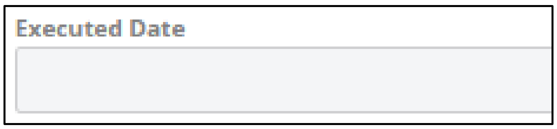
   NOTE: *IDIQ Contract (Base and Option Year Awrds ONLY)* is only for the award of the actual IDIQ contract each year and only applies to adminstrative projects tracking the actusal IDIQ Contracts themselves. Contracts awarded to IDIQ vendors for projects are Task Orders, use '***Task Order***'.

7. Select the **Market** from the lookup list which best applies to the contract. This information can be obtained from Contracts and Procurement if you are unsure how the solicitation was issued.

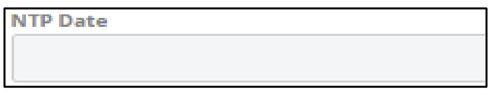
8. Add the contract **Scope of Work**. This can be cut and pasted from the awarded contract document or manually typed.



9. Select the **Executed Date** from the pop-up calendar**.** This is the date that the Contracting Officer signed the contract.



10. Select the **NTP Date** from the pop-up calendar. If no NTP date is specificed in the contract, use the Executed Date.



11. Click inside the **Original Contract Completion Date** field and select related date.

    NOTE: This is the date specified in the contract when the **contract** is scheduled to be completed and is also know as the **Final Completion Date**. Read the contract to determine the completion date. If no date is specified, reach out to Contracts and Procurement to determine this date.

12. The **Revised Contract Completion Date** field will be automatically calculated by ProjectTeam based on the Original Contract Completion Date and the sum of the approved days from all Change Orders as the project progresses.

13. Validate that the **Unit Price Contract** box is **unchecked**.

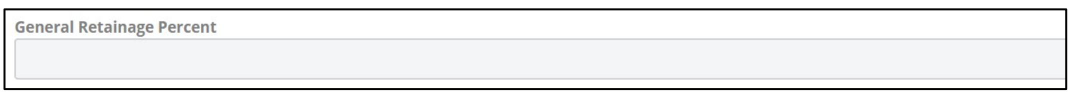
    NOTE: If the **Unit Price Contract** box is checked, Cancel the current Contract and start over with Step 1 above. Do not select the Unit Price Contract box in the "Create Contract" pop-up box.

14. Select the **Substantial Completion Date** specified in the contract from the pop-up calendar.

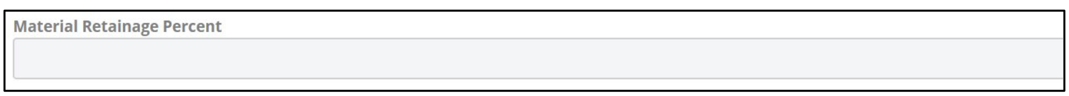
15. Select the **Administrative Term Date** specified in the contract from the pop-up calendar if applicable.

16. CBE Participation will be populated with the value that was selected earlier in the QRG under ‘Creating a Contract’, Step 4.d. This value can be changed now if it is incorrect.

17. Enter the **General Retainage Percent** as specified in the contract.

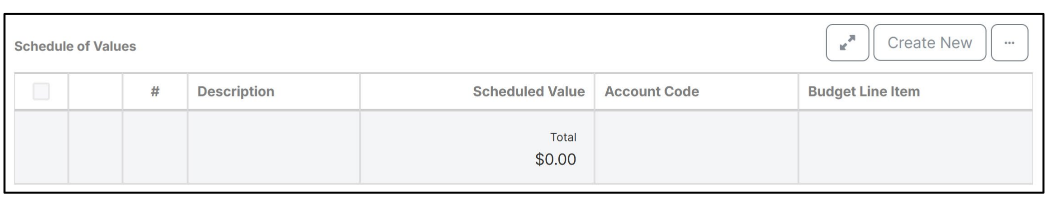


18. Add the **Material Retainage Percent** as specified in the contract.

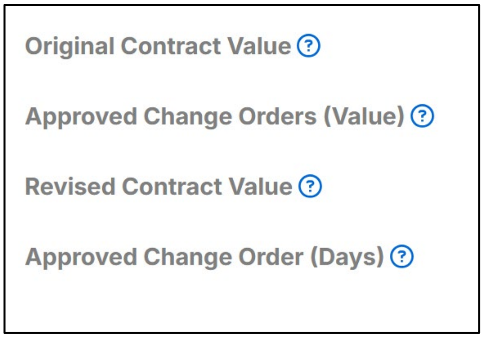


Note: This is the same as the General Retainage Percent unless explicitly stated otherwise in the Contract

19. See the **‘Schedule of Values’** section below for instructions on completing the Schedule of Values portion of the Contract record.



20. The **Original Contract Value, Approved Change Orders (Value), Revised Contract Value, and Approved Change Order (Days)** fields are blank by design. They will automatically calcuclate and update as required for the life of the contract.



Schedule of Values

The Schedule of Values collection is where individual line items are added based on the terms of the contract and, along with any awarded Change Orders, will dictate the Item Breakdown setup on the vendor's Payment Applications.

NOTE: The Schedule of Values breakdown in the Contract record should match the line items in the corresponding **Purchase Order** and will typically be one line. If your PO has two or more cost lines, match the Contract SOV to those cost lines. Do not break out the SOV further than the PO cost line breakdown unless there are differing retainage percentages as detailed below.

Use only the first PO to create the Contract record for multi-PO awards. The secondary POs for multi-PO contract awards and their values/cost lines will be captured via Change Order as described in the note on Page 1 of this QRG.

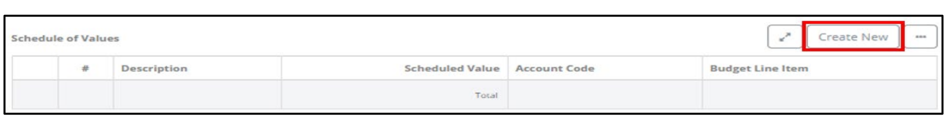
If the contract has different retainage percentages for separate scope items, you will need to set up the SOV in the Contract record to allow billing these different retainage percentages appropriately with a separate cost line in the SOV for each retainage percentage that will apply.

For example, if your contract has 10% retainage on GC Fee, 5% retainage on Design, and 0% on reimbursible costs, you would have three cost lines in the SOV for the contract. One cost line for each of the three scope itmes

NOTE: DO NOT use the written amount of the contract as the contract value if it is different from the associated PO. The PO is the billable amount and serves as the contract value.

Please reach out to your EPM or DGS.ProjectTeam@dc.gov if you need clarification or have any questions.

1. Click the **Create New** to begin adding the **Schedule of Values** in a pop-up box.



a. Click to add a brief **Description** of the line item. Always include the PO Number in the description and add the applicable row number or CLIN number at the end if applicable.

An example of a proper Description is ‘*PO123456-Design/Build Services-CLIN 1*’

b. Click to add the **Scheduled Value.** This is the value of the applicable line in the PO.

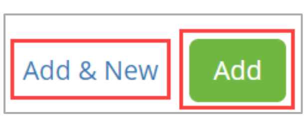
c. Leave the **Account Code** field blank.

Note: The Account Code field is no longer applicable to DGS as the account codes are not maintained in ProjectTeam.

d. Click to select the **Budget Line Item** from the picklist.

Note: Budget Line Item corresponds to the applicabke line from the Budget Breakdown that this expense applies to. For example, you would select ‘*Construction*’ for GC contracts, ‘*Design*’ for A/E contracts, ‘*Third Party Consultants’* for commissioning, etc.

e. Click the **Add & New** button to add additional line items or click the **Add** button to complete the line item.

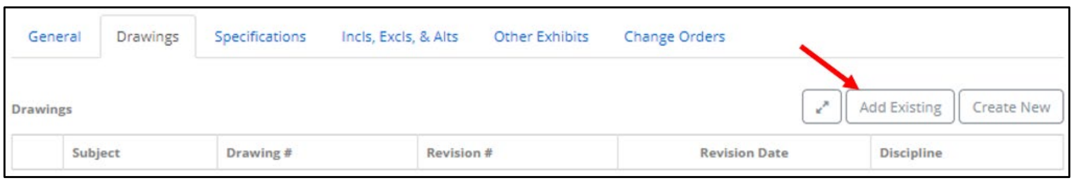


Drawings Tab

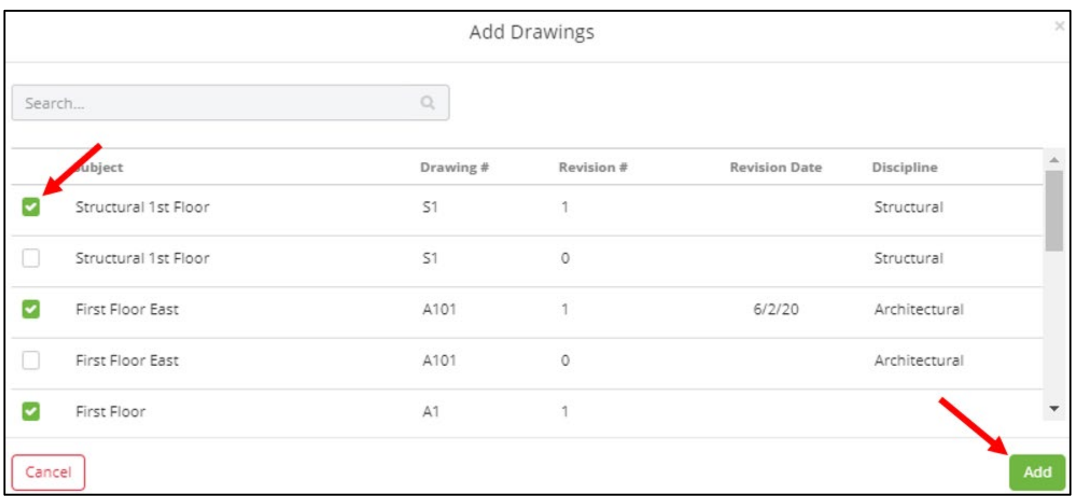
The Drawings tab is where Drawings already uploaded into ProjectTeam can be associated with the Contract.

NOTE: This is mainly intended for GCs managing work packages assigned to their subs. It is available for use by DGS PMs if desired, but not required for Contract record entry. Use of the Reference Link function to link the appropriate Drawing Package to the Contract is an easier alternative. Instructions for reference linking the Drawing Package are included as a later step in this QRG.

1. Click **Add Existing to** select the related Drawings from the Project's Drawing log.



2. Add the **Drawings** related to the Contract by **clicking on the box** next to the Drawing Subject, then select **Add**.



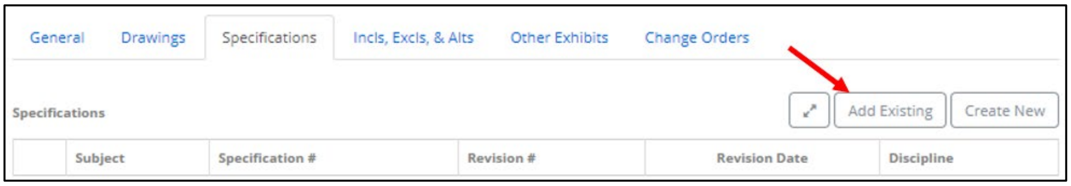
Specifications Tab

The Specifications tab is where Specificiations already uploaded into ProjectTeam can be associated with the Contract.

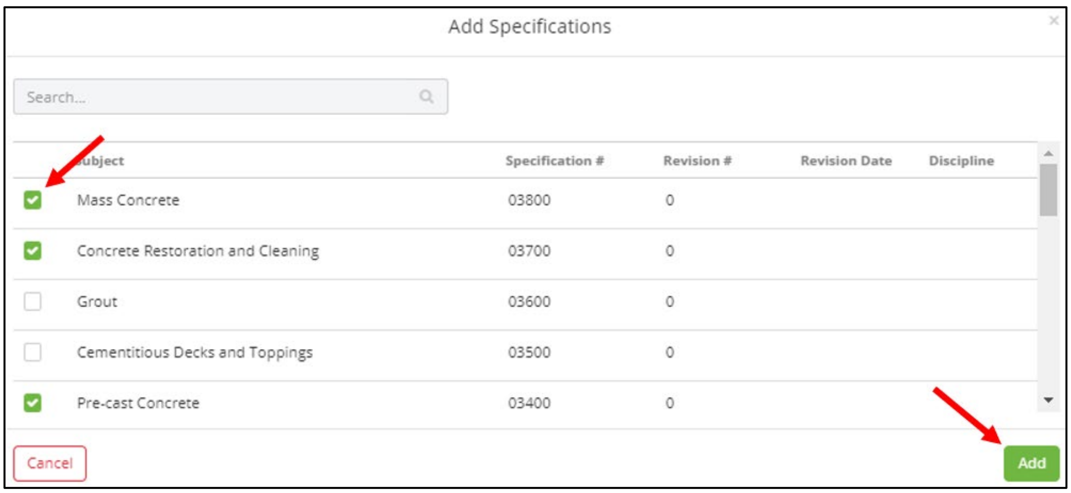
NOTE: This is mainly intended for GCs managing work packages assigned to their subs. It is available for use by DGS PMs if desired, but not required for Contract record entry. Use of the

Reference Link function to link the appropriate Specifications Package to the Contract is an easier alternative. Instructions for reference linking the Specifications Package are included as a later step in this QRG.

1. Click **Add Existing** to select the related Specifications from the Project's Specifications Log.



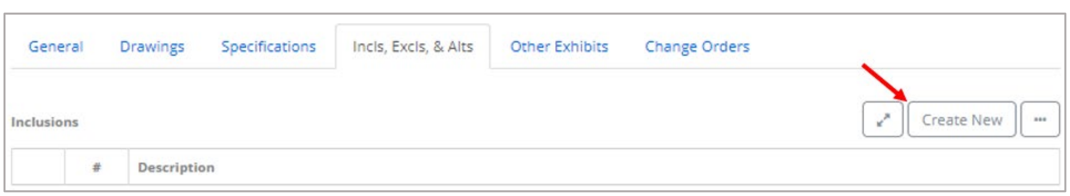
2. Add the **Specifications** related to the Contract by **clicking on the box** next to the Specification Subject, then select **Add**.



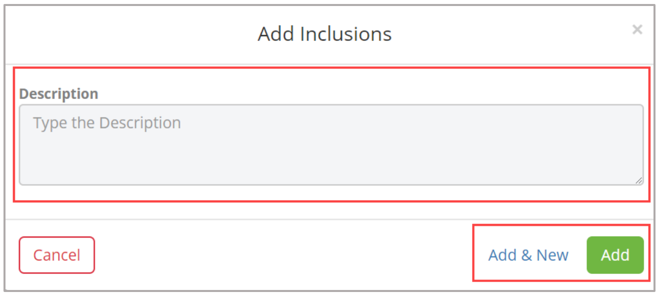
Incls, Excls, & Alts Tab

The Incl, Excls & Alts tab contains three subsets which include information for **Inclusions** - **Exclusions** – **Alternates.**

1. To add an **Inclusion**, click the **Create New** button above the Inclusions table.

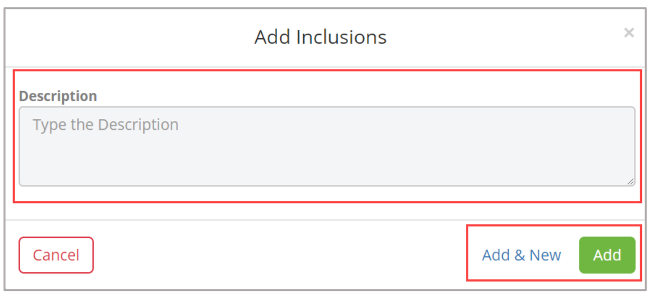


   a. Add the Inclusion **Description** and click **Add & New** to add another inclusion or click the **Add** button to complete this step.



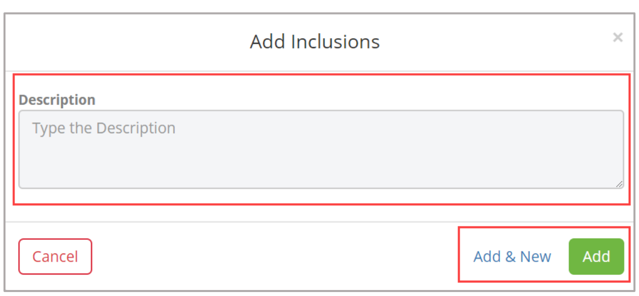
2. To add an **Exclusion**, click the **Create New** button above the Exclusions table.

   a. Add the Exclusion **Description** and click **Add & New** to add another exclusion or click the **Add** button to complete this step.



3. To add an **Alternate**, click the **Create New** button above the Alternates table.

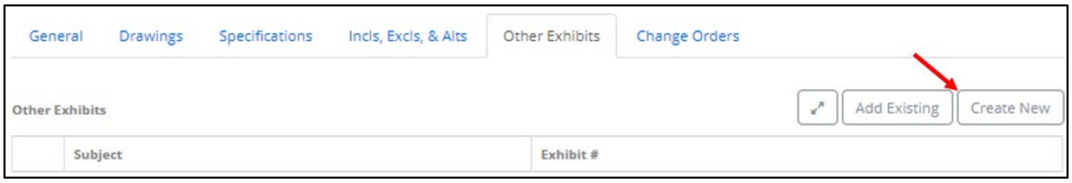
   a. Add the Alternates **Description** and click **Add & New** to add another alternate n or click the **Add** button to complete this step.



Other Exhibits Tab

The **Other Exhibits** tab is where Other Exhibits that are part of the contract are documented.

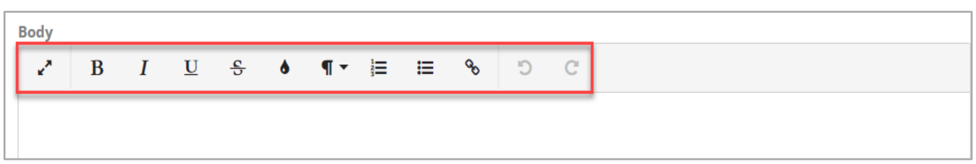
1. Click the **Create New** button.



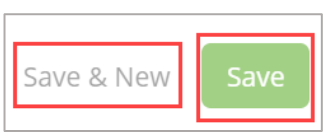
   a. Enter the **Subject**.

   b. Enter **Exhibit #**.

   c. Enter additional information about the exhibit in the **Body** field. Note that the formating menu is available.

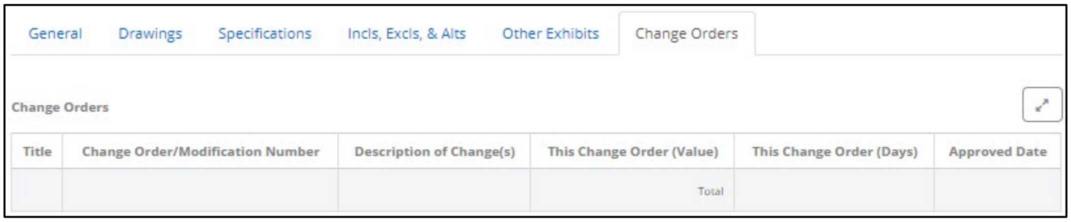


   d. Click either **Save & New**, which will save the current entry and prompt you to create another entry or **Save** with save and bring you back to the Details menu.



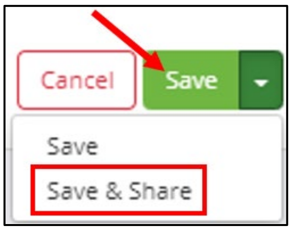
Change Orders Tab

1. **Change Orders** contains read-only information. All approved Change Orders related to the Contract will automatically appear on this list.



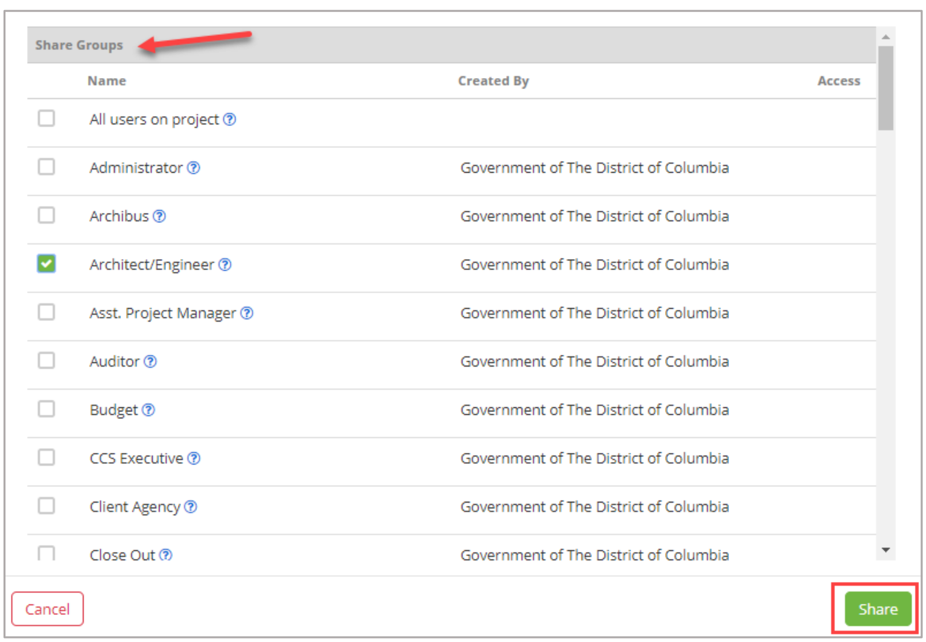
Saving and Sharing the Record

1. Click the **Save & Share** button located in the top right corner and click the **Save & Share** option.



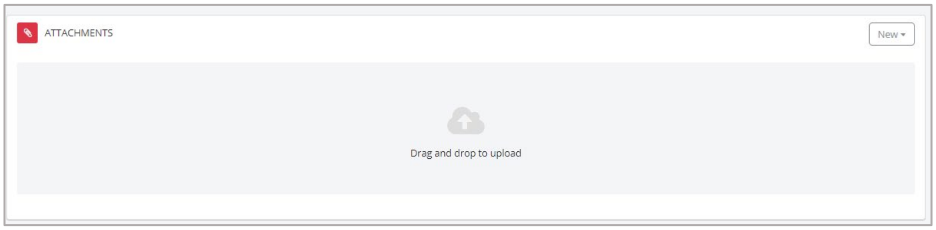
2. **Share** the contract with the ***DGS Project Manager*** share group and the appropriate **vendor share group** based on the contracted vendors role on the project. For example, the A/E's contract would be shared with the Architect/Engineer share group.

NOTE: DO NOT share to 'All Users on Project', directly to user companies, or to specific users by name. All sharing is to be done using the appropriate share group(s).



Attaching the Contract Documents

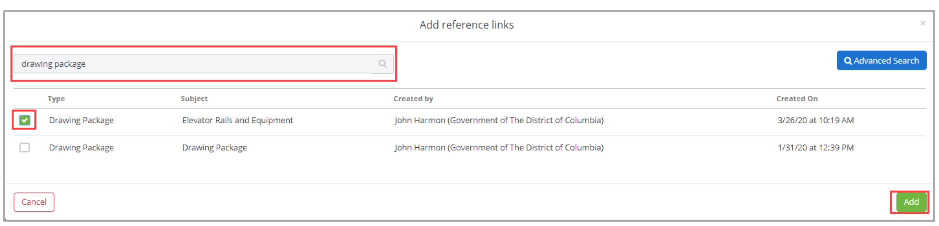
1. Scroll to the bottom of the document to the **Attachments** panel within the record. Drag and drop the contract documents to **<u>include at a minimum copies of the signed/executed contract and the purchase order</u>.**



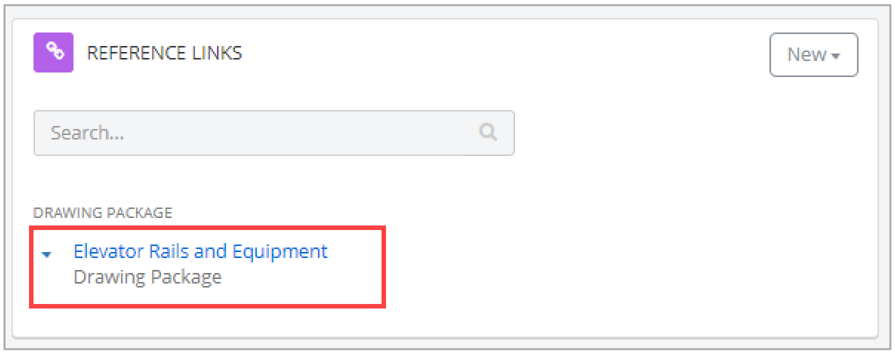
Link to the Drawing and Specifications Packages

1. Scroll to the Reference panel within the record. Click the **New** button and select **Add Existing**.

2. Enter "**drawing package**" in or **"specifications package"** the search box. Check the **check box** beside the title of the drawing or specification package related to the contract and click the **Add** button.



3. The drawing or specification package selected in step 2 will appear in the **reference links** panel for the document.

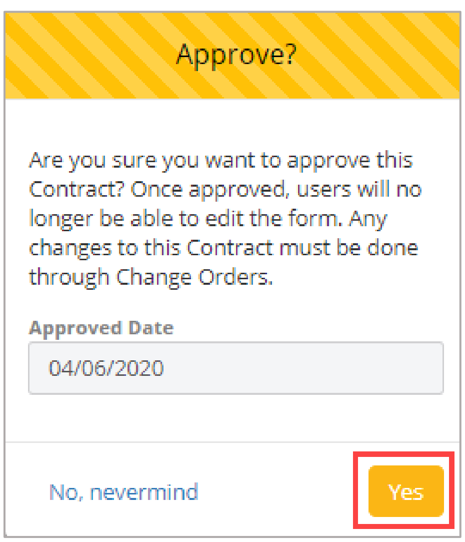


4. Repeat as necessary to add all applicable reference links.

Approve the Contract

1. Once the Contract record is complete, saved, and the signed executed copy and PO, are attached, you will need to 'approve' the change to apply it to the contract in the system. Click the **Approve Contract** button located in the top right corner on the record.

2. A window will open allowing you to select the Approved Date by clicking in the date field and selecting the appropriate date from the pop-up calendar. The **Approved Date** is the date that the Contracting Officer signed the Change Order and should match the **Executed Date** field from the record. Once the Approved Date date is correct, click the **Yes** button.



Note: Make sure to update the ***Status*** and ***Status Notes*** fields, record the associated PO Number in the ***PO Number (PASS)*** field, enter the ***PO Vendor Name***, and check the ***PO Issued*** box on the associated Requisition Request form at this time.