

CONTRACTS – RECOMMENDATION FOR AWARD (RFA)

The **Recommendation for Award (RFA)** approval processes is managed in the Contracts form. The Procurement Team will create the form, enter the applicable data in one or more of the process sections and then start the corresponding workflow(s).

The first step of the workflow sends the record to the **Project Manager (PM)** for approval. When the PM passes the workflow, the **SAP Administrator** is notified with instructions to run the applicable Merge Template to submit to SAP. If approved, the SAP Administrator will pass the workflow which notifies the **Procurement Team**.

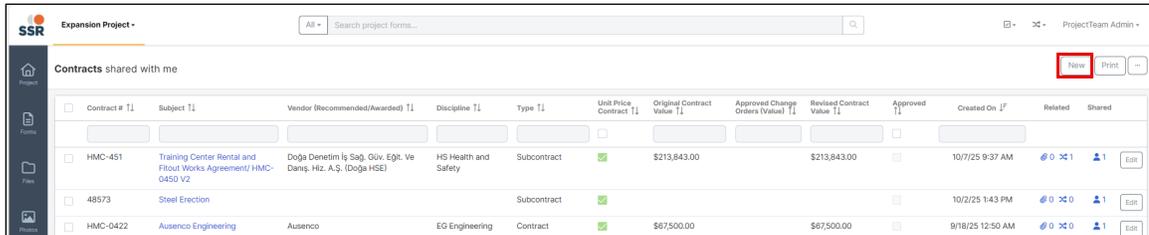


To navigate this Quick Reference Guide, simply scroll down, or use the following hyperlinks to jump to a specific section.

- [Create the RFA \(Procurement Team\)](#)
- [Start the Workflow \(Procurement Team\)](#)
- [Approve for SAP Submittal \(Project Manager\)](#)
- [Run the Merge Template to Submit to SAP \(SAP Administrator\)](#)
- [Proceed with an Approved RFA \(Procurement Team\)](#)
- [Additional Resources](#)

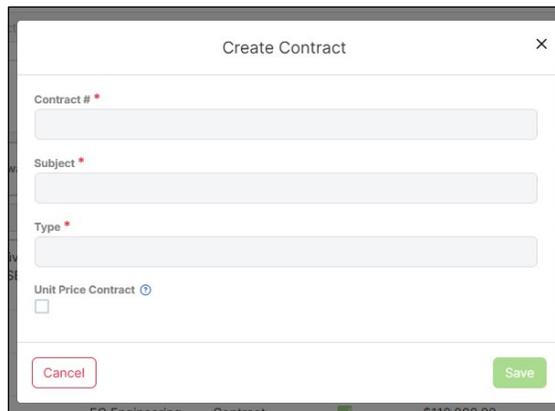
CREATE THE CONTRACT

- 1) The Procurement Team will create a new Contract record and enter the Details at the top of the page and then complete the data fields for the applicable process(s).
 - a. Clicking **New** from the Contracts log view will open the Create Contract modal with all the required fields.



| Contract # | Subject | Vendor (Recommended/Awarded) | Discipline | Type | Unit Price Contract | Original Contract Value | Approved Change Orders (Value) | Revised Contract Value | Approved | Created On | Related | Shared |
|------------|---|---|----------------------|-------------|-------------------------------------|-------------------------|--------------------------------|------------------------|--------------------------|------------------|---------|--------|
| HMC-451 | Training Center Rental and Flood Works Agreement/ HMC-0450 V2 | Doğa Denetim İş Sağ. Ölüv. Eğit. Ve Danış. Hiz. A.Ş. (Doğa HSE) | HS Health and Safety | Subcontract | <input checked="" type="checkbox"/> | \$213,843.00 | | \$213,843.00 | <input type="checkbox"/> | 10/7/25 9:37 AM | 1 | 1 |
| 48573 | Steel Erection | | | Subcontract | <input checked="" type="checkbox"/> | | | | <input type="checkbox"/> | 10/2/25 1:43 PM | 0 | 1 |
| HMC-0422 | Ausenco Engineering | Ausenco | EG Engineering | Contract | <input checked="" type="checkbox"/> | \$67,500.00 | | \$67,500.00 | <input type="checkbox"/> | 9/18/25 12:50 AM | 0 | 1 |

- i. Enter the **Contract #**.
- ii. Enter the **Subject**.
- iii. Select **Subcontract** in the **Type** field.
- iv. Check **Unit Price Contract** if you want the Schedule of Values to include Qty, and Unit Cost fields.
- v. Click **Save** to open the full list of available fields.



Create Contract ✕

Contract # *

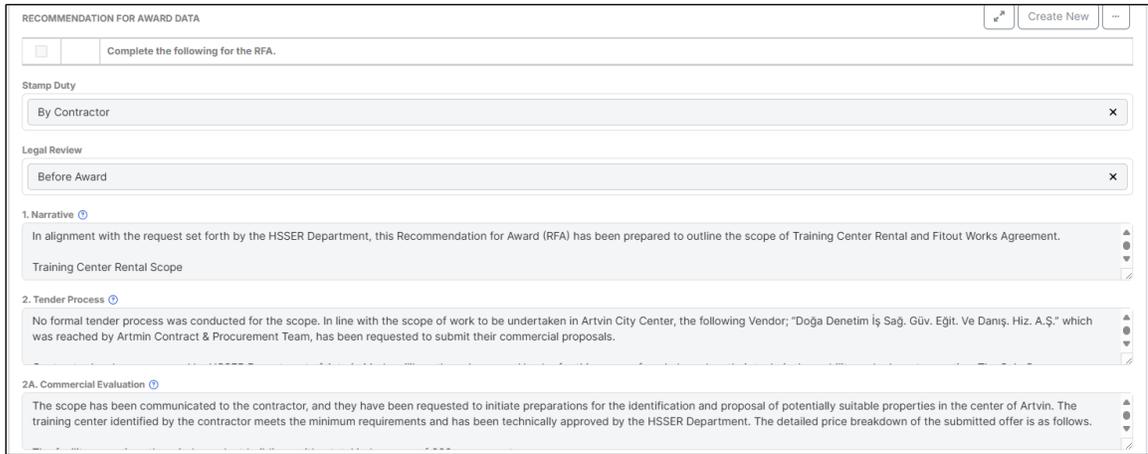
Subject *

Type *

Unit Price Contract

Cancel
Save

- b. Enter any additional information in the fields at the top of the page.
- c. Select the **Stamp Duty** responsible party and the timing of the **Legal Review**.
- a. Enter the details of the recommendation in fields **1-5**.



RECOMMENDATION FOR AWARD DATA

Complete the following for the RFA.

Stamp Duty
By Contractor

Legal Review
Before Award

1. Narrative
In alignment with the request set forth by the HSSER Department, this Recommendation for Award (RFA) has been prepared to outline the scope of Training Center Rental and Fitout Works Agreement.
Training Center Rental Scope

2. Tender Process
No formal tender process was conducted for the scope. In line with the scope of work to be undertaken in Artvin City Center, the following Vendor; "Doğa Denetim İş Sağ. Güv. Eğitim. Ve Danış. Hiz. A.Ş." which was reached by Artmin Contract & Procurement Team, has been requested to submit their commercial proposals.

2A. Commercial Evaluation
The scope has been communicated to the contractor, and they have been requested to initiate preparations for the identification and proposal of potentially suitable properties in the center of Artvin. The training center identified by the contractor meets the minimum requirements and has been technically approved by the HSSER Department. The detailed price breakdown of the submitted offer is as follows.

START THE WORKFLOW

After a record is saved, a user can navigate to the Workflows panel of the open record and click **Start New** to open the list of workflows.

- Click **Save & Start Workflow** in a new record or **Start New** in the Workflows panel of an existing record.



Expansion Project - Search project forms...

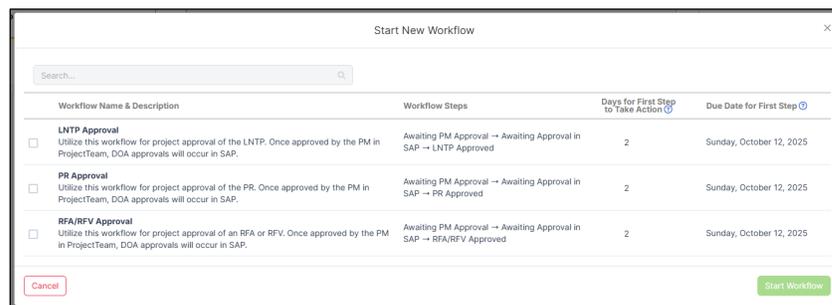
New Contract

4. Key Legal, Commercial, Risk, and Liabilities
The contract will be executed on a lump sum turnkey basis, with payment to be made upon submission of completion furnishing works and rental period is 12 months as committed duration. Accordingly, the associated legal and contractual risk is considered to be low.

5. Attachments
Attachment - 1 Purchase Request Approval & Sole Source Form
Attachment - 2 Contractor's Offer

Cancel Save & Start Workflow

- Check the box beside the applicable workflow.
- Click **Start Workflow** to send the first workflow step to the PM for review and approval. See **Approve for SAP Submittal** in this QRG.



Start New Workflow

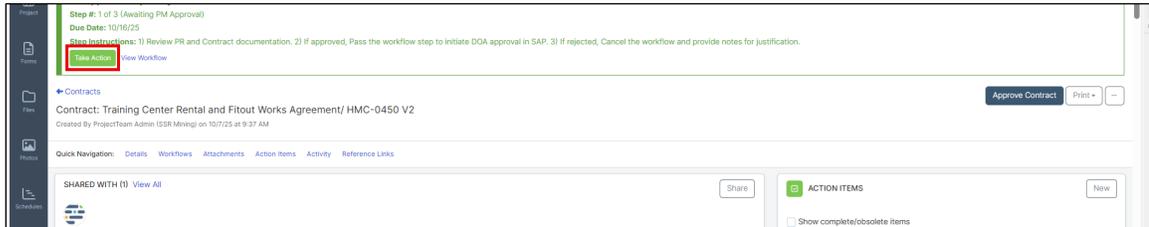
Search...

| Workflow Name & Description | Workflow Steps | Days for First Step to Take Action | Due Date for First Step |
|---|--|------------------------------------|--------------------------|
| <input type="checkbox"/> LNTF Approval Utilize this workflow for project approval of the LNTF. Once approved by the PM in ProjectTeam, DOA approvals will occur in SAP. | Awaiting PM Approval → Awaiting Approval in SAP → LNTF Approved | 2 | Sunday, October 12, 2025 |
| <input type="checkbox"/> PR Approval Utilize this workflow for project approval of the PR. Once approved by the PM in ProjectTeam, DOA approvals will occur in SAP. | Awaiting PM Approval → Awaiting Approval in SAP → PR Approved | 2 | Sunday, October 12, 2025 |
| <input type="checkbox"/> RFA/RFY Approval Utilize this workflow for project approval of an RFA or RFV. Once approved by the PM in ProjectTeam, DOA approvals will occur in SAP. | Awaiting PM Approval → Awaiting Approval in SAP → RFA/RFY Approved | 2 | Sunday, October 12, 2025 |

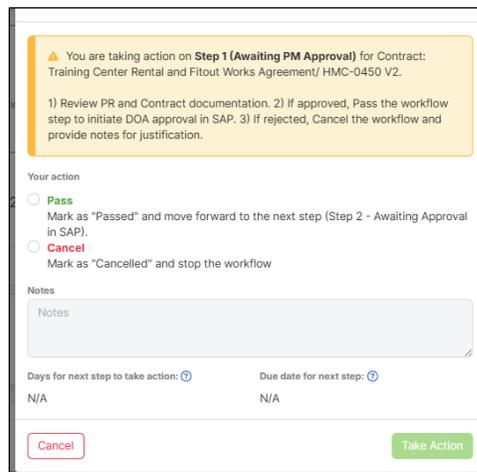
Cancel Start Workflow

APPROVE FOR SAP SUBMITTAL

- 1) When the workflow is started for any of the three approval processes, the **Project Manager** will be assigned the first step.
 - a. **Review** the applicable section of the record.
 - b. Click **Take Action** from the top of the page or from the Workflow panel.

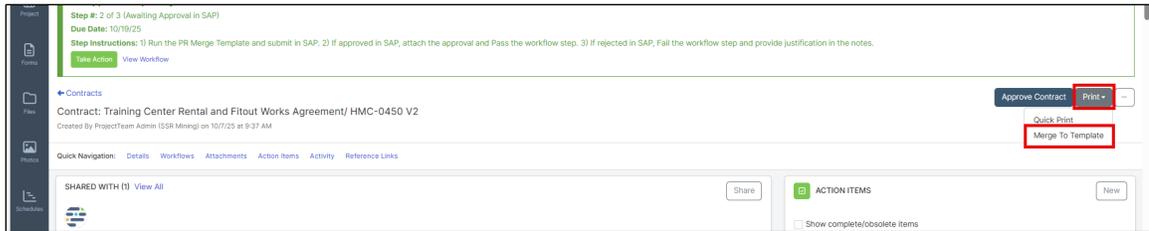


- c. If Approved, **Pass** the workflow step to initiate DOA approval in SAP.
 - i. **Pass** moves the workflow to the SAP Administrator with instructions to Run the Merge Template and submit in SAP. See [Run the Merge Template in this QRG](#).
 - d. If Rejected, **Cancel** the workflow and provide notes for justification.
 - i. **Cancel** notifies the workflow initiator and marks the workflow Cancelled.
 - ii. The Procurement Team can **Restart** the workflow at any time.

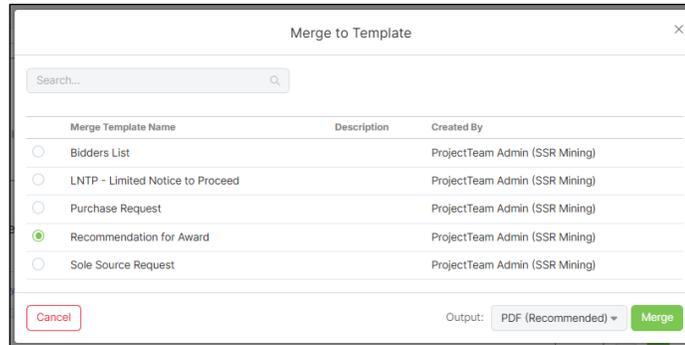


RUN THE MERGE TEMPLATE TO SUBMIT TO SAP

- 2) When the Project Manager approves RFA and passes their workflow step, the workflow moves to the **SAP Administrator** with instructions to run the merge template to submit to SAP. The **Bidders List** is also available as a merge template.
 - a. Run the **Merge Template**.
 - i. From the open Contract record, click **Print**.
 - ii. Select **Merge to Template**.



iii. **Select and Run** the Merge Template for the applicable approval process.

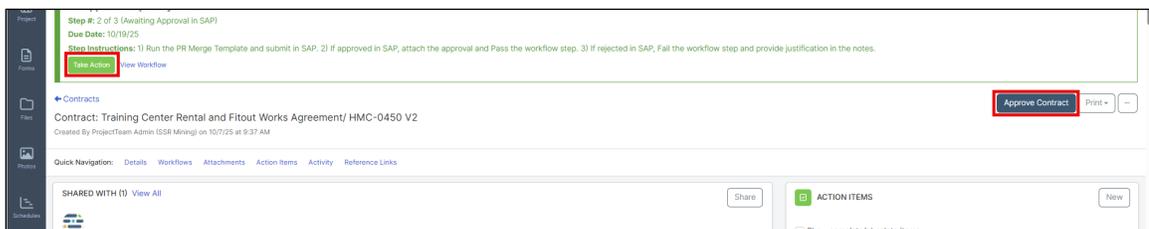


iv. **Save and Download** the document. *Saved Merge Templates are accessible in the Merge Documents Form.*

b. **Submit** the downloaded document to SAP.

c. **If Approved in SAP:**

- i. Open the record and click **Approve Contract** from the top of the page.
- ii. Upload the approval to the **Attachments** panel of the Contract record. See **Adding Attachments to Forms** in the help pages for more help.
- iii. Click **Take Action** from the top of the page or from the Workflow panel.



iv. Enter any applicable **Notes**.

v. **Pass** the workflow step.

1. **Pass** returns the workflow to the Procurement Team.

d. **If Rejected in SAP:**

- i. Click **Take Action** from the top of the page or from the Workflow panel.
- ii. Provide justification in the **Notes**.
- iii. **Fail** the workflow step.
 1. **Fail** returns the workflow to the PM.

⚠ You are taking action on **Step 2 (Awaiting Approval in SAP)** for Contract: Training Center Rental and Fitout Works Agreement/ HMC-0450 V2.

1) Run the PR Merge Template and submit in SAP. 2) If approved in SAP, attach the approval and Pass the workflow step. 3) If rejected in SAP, Fail the workflow step and provide justification in the notes.

Your action

Pass
Mark as "Passed" and move forward to the next step (Step 3 - PR Approved).

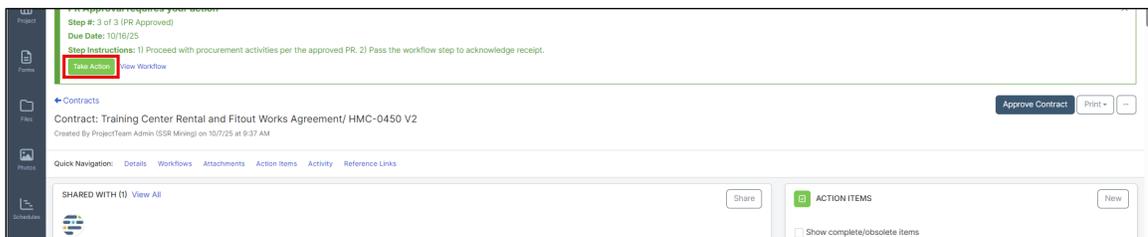
Fail
Mark as "Failed" and move back to step:

Notes

Days for next step to take action: Due date for next step:

PROCEEDING WITH AN APPROVED RFA

- 3) When the RFA is approved in SAP and the SAP Administrator passes the workflow step, the workflow will be returned to the **Procurement Team** with instructions for proceeding.
 - a. **Procurement Request**
 - i. Proceed with procurement activities per the approved PR.
 - ii. Click **Take Action** from the top of the page or from the Workflow panel.
 - iii. **Pass** the workflow step to acknowledge receipt.
 - b. **Request for Approval**
 - i. Share the record with the vendor and provide notification to proceed per the RFA.
 - ii. Click **Take Action** from the top of the page or from the Workflow panel.
 - iii. **Pass** the workflow step to complete the workflow.
 - c. **Limited Notice to Proceed**
 - i. Share the record with the vendor and provide notification to proceed per the LNTP.
 - ii. Click **Take Action** from the top of the page or from the Workflow panel.
 - iii. **Pass** the workflow step to complete the workflow.



⚠ You are taking action on **Step 3 (PR Approved)** for Contract: Training Center Rental and Fitout Works Agreement/ HMC-0450 V2.

1) Proceed with procurement activities per the approved PR. 2) Pass the workflow step to acknowledge receipt.

Your action

Pass
Mark as "Passed" and move forward to the next step (Workflow "Done").

Fail
Mark as "Failed" and move back to step:

Notes

Notes

Days for next step to take action: Due date for next step:

N/A N/A

RESOURCES

Help Pages:

[Start a workflow on a document](#)

[Print a Merge Template](#)

[Adding Attachments to Forms](#)

Additional Resources:

Basic Navigation

Batch Import

Sharing Records

Adding Attachments