



STATE OF NEW JERSEY

SCHOOLS DEVELOPMENT AUTHORITY

Section 9

Noncompliance Notices

ORACLE Primavera

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I. Noncompliance Notices Overview

Noncompliance Notices notify the Contractor of deviations that can either be field or contract related. A Noncompliance Notice may result in either the corrective action being noted on the same document and the record being closed (if no further action is required), or the initiation of Change Management to track time/cost impact.

II. Populating the Drawing Area Dictionary at the Project Level

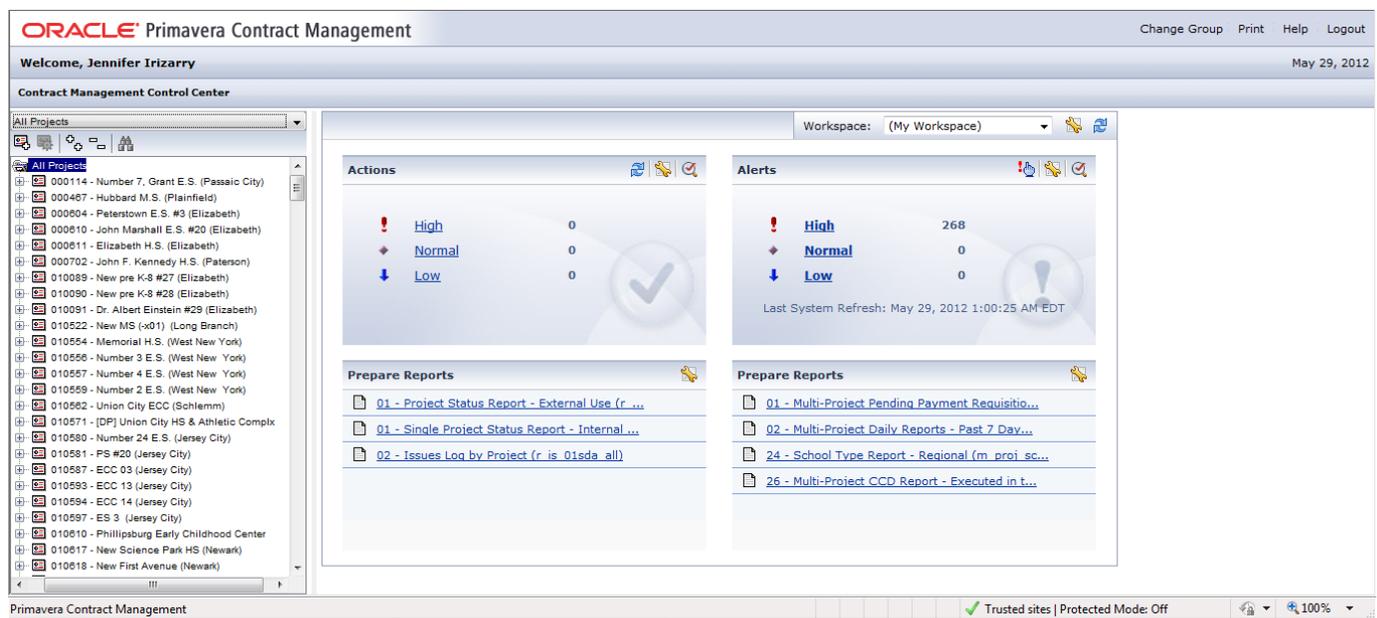
In order for the **Area** field in the **Details** section of the **Noncompliance Notice** to be populated with choices, this dictionary must be entered at the project level prior to the creation of the Noncompliance Notice.

When you add dictionary definitions to fields in Contract Management, the entries appear under the field columns in drop-down lists. Users can then select the definition from the drop-down list to apply to the corresponding document.

A. Add a Drawing Area

You can define specific drawing areas such as Lobby, Foyer, Office, and so on. When you define drawing areas for a project, they are specific to that project only.

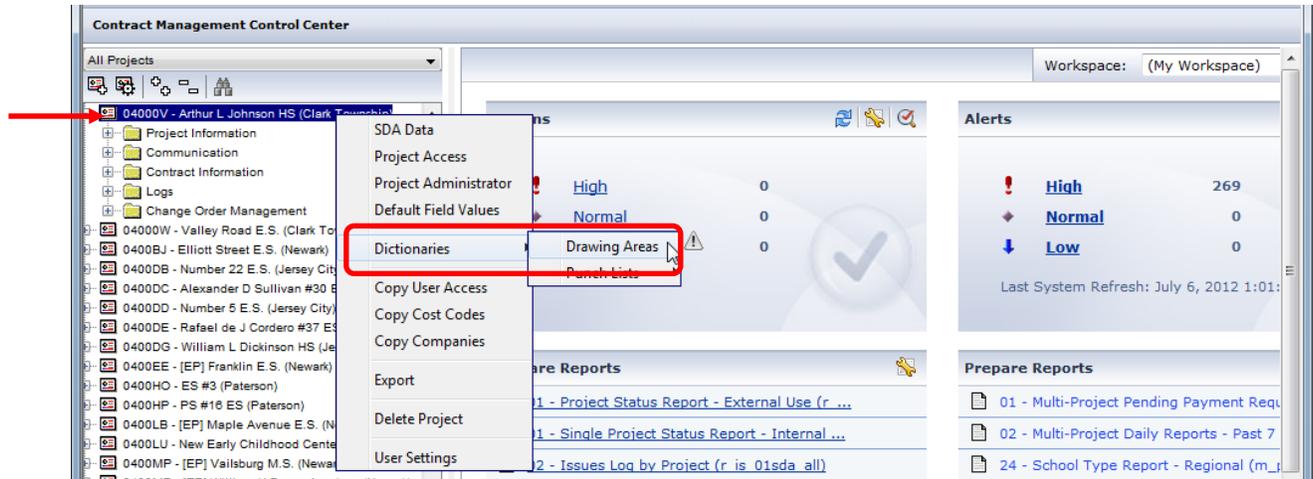
1. Once logged into Primavera, the Contract Management Control Screen displays (as shown).



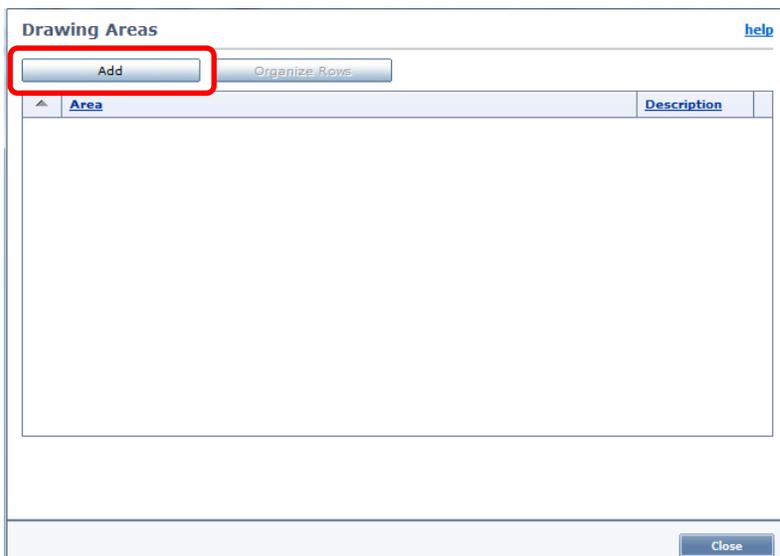
2. Select your desired project.



3. Right click the project name, choose **Dictionaries**, then choose **Drawing Areas**.



4. The **Drawing Areas** screen displays. Click the **Add** button.



5. Enter a name for the **Area** (8 character limit) and enter a **Description** (23 character limit). In the **Move Below** drop down box, click to choose where to insert the new definition in the drop-down list. Click **Save and Add Another** to add additional areas, or choose **Save and Close** to continue.

Drawing Areas Detail [help](#)

Area *

Description

Move Below

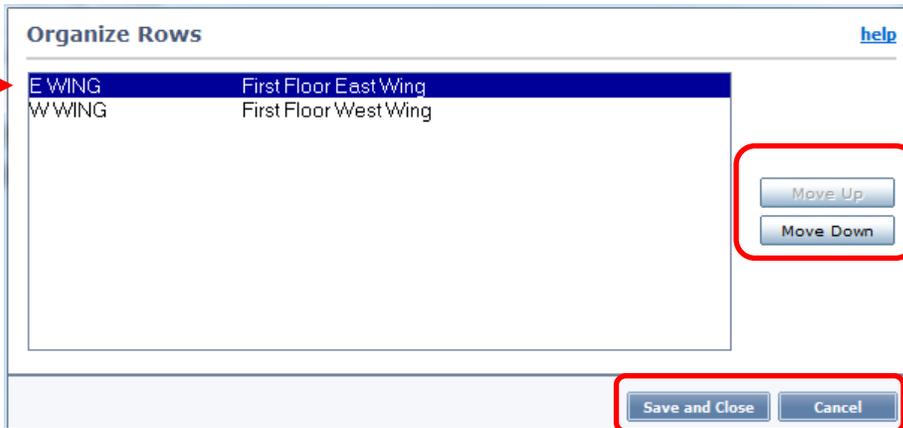
* Required

6. If multiple rows are entered, when you return to the Drawing Areas box, the **Organize Rows** button will be activated (as seen in the example below). Click this button to open the **Organize Rows** dialog box, in which you can set the order in which the categories appear in drawing area drop-down list.

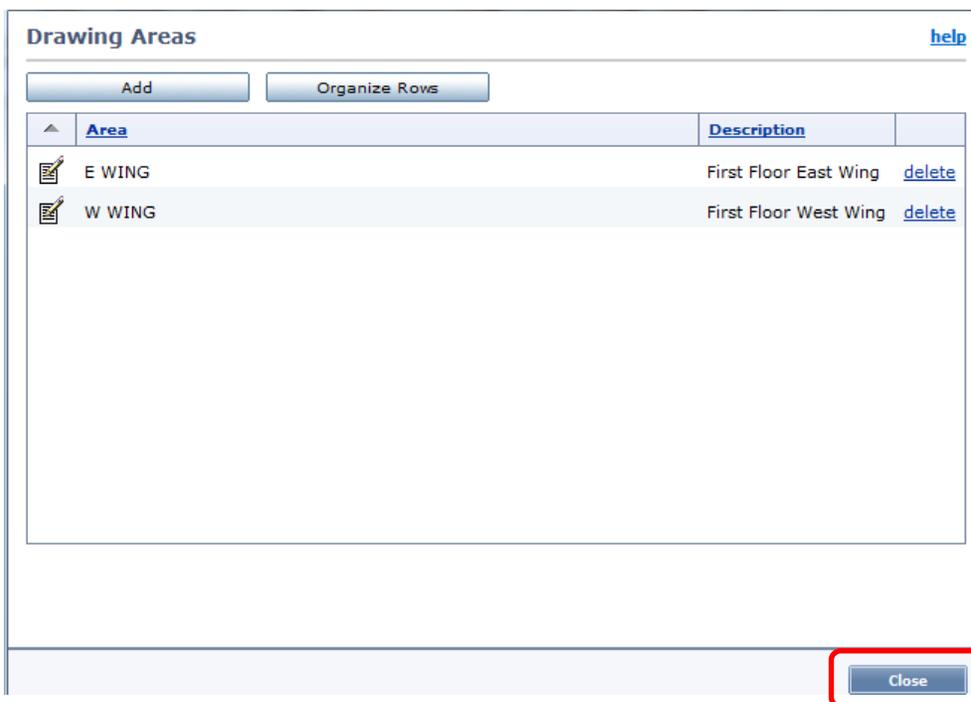
Drawing Areas [help](#)

Area	Description	
E WING	First Floor East Wing	delete
W WING	First Floor West Wing	delete

7. Select the options in the list and choose the **Move Up** or **Move Down** buttons to sort the list as desired. The order you set here applies to drop-down lists associated with the Drawing Area dictionary throughout Contract Management. Choose the **Save and Close** button when completed.



8. When you return to the Drawing Areas box, choose the **Close** button at the bottom of the screen to finish.



III. Create a Noncompliance Notice

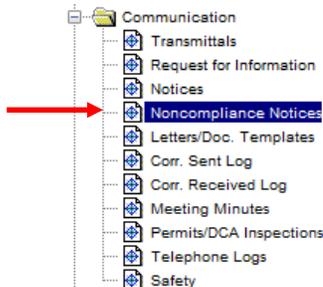
1. Once logged into Primavera, the Contract Management Control Screen appears (as shown).



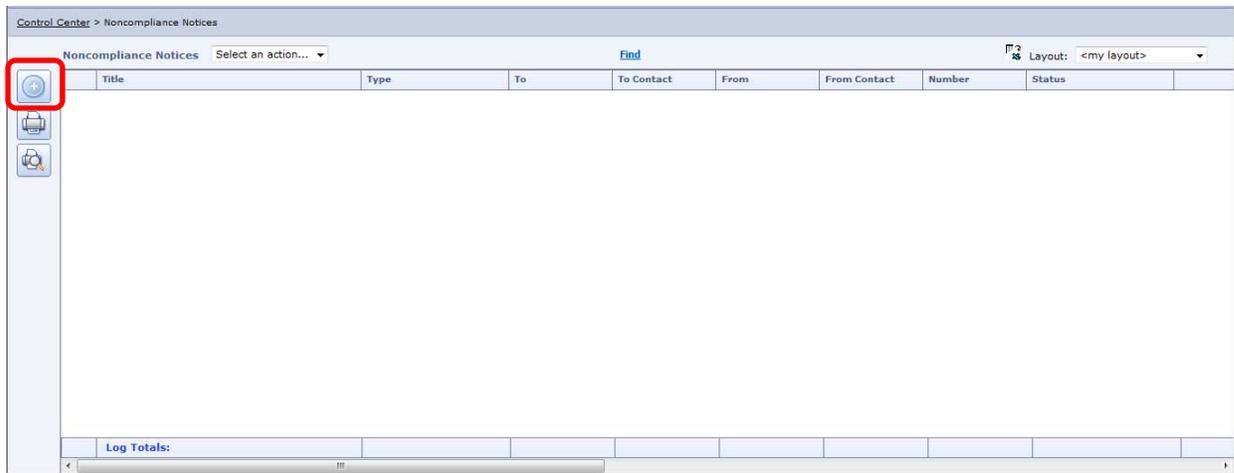
2. Select your desired project.



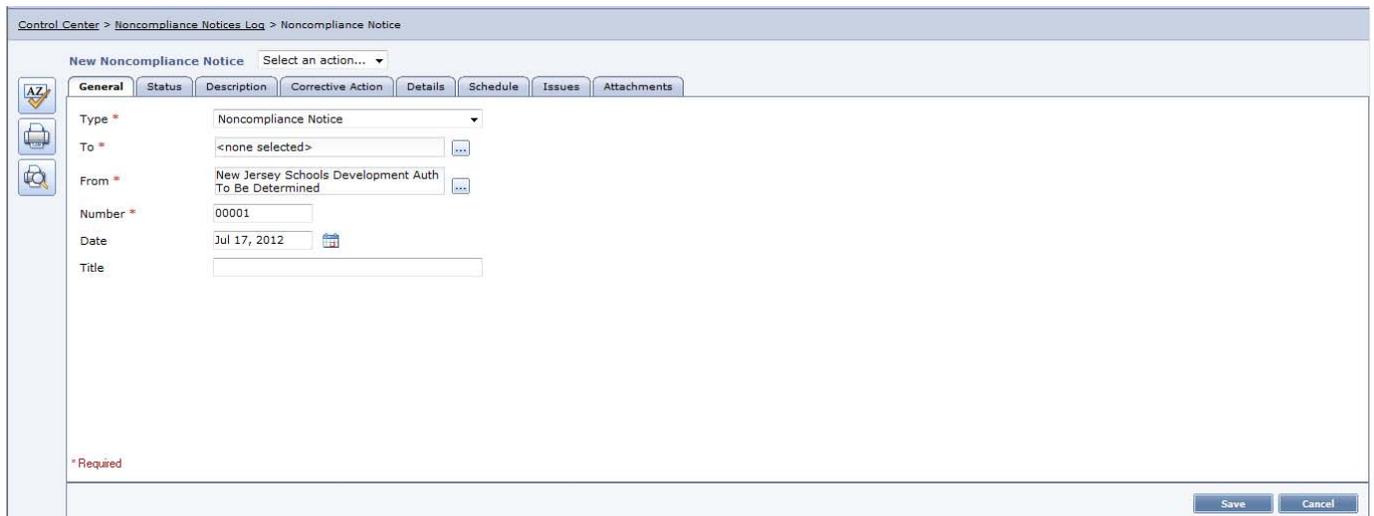
3. Open the **Communication** folder (a list of modules will display) and select **Noncompliance Notices**.



- The **Noncompliance Notices log view** displays. Click the **Add Document** button to add a new Noncompliance Notice.



- A blank **Noncompliance Notice document** displays. It is divided into several sections:



A. General Tab

Control Center > Noncompliance Notices Log > Noncompliance Notice

New Noncompliance Notice Select an action...

General Status Description Corrective Action Details Schedule Issues Attachments

Type * Noncompliance Notice

To * <none selected> ...

From * New Jersey Schools Development Auth
To Be Determined ...

Number * 00001

Date Jul 17, 2012 ...

Title

* Required

- **Type** – Defaults to **Noncompliance Notice**. Do not change this default value. This is a required field.
- **To** – Click the **select** button next to the field to choose the recipient of this notice from the contact list. This is a required field.
- **From** - Click the **select** button next to the field to choose the sender of this notice from the contact list. This is a required field.
- **Number** – Contract Management will automatically sequentially number the document. Do not change this number. This is a required field.
- **Date** – Defaults to the current date, but can be changed by clicking the **calendar icon** to choose a new date.
- **Title** – Enter a brief description (35 character field).

An example of a completed section is shown:

Control Center > Noncompliance Notices Log > Noncompliance Notice

New Noncompliance Notice Select an action...

General Status Description Corrective Action Details Schedule Issues Attachments

Type * Noncompliance Notice

To * Epic Management, Inc.
William Costello ...

From * New Jersey Schools Development Auth
Aaron Goss ...

Number * 00001

Date Jul 17, 2012 ...

Title Concrete mixed improperly

* Required

B. Status Tab

The screenshot shows the 'New Noncompliance Notice' form with the 'Status' tab selected. The form has a breadcrumb trail: 'Control Center > Noncompliance Notices Log > Noncompliance Notice'. Below the breadcrumb is a 'Select an action...' dropdown. The 'Status' tab is highlighted with a red box. The form fields are: 'Ball in Court' (text field containing 'Epic Management, Inc. William Costello' with a 'select' button circled in red), 'Priority' (dropdown menu set to 'Normal'), and 'Status' (dropdown menu set to 'New Item').

- **Ball in Court** – Defaults to the person who was selected in the To field. If this is incorrect, click the **select** button to choose the name from the contact list.
- **Priority** – Defaults to **Normal**, but can be changed to **High** or **Low** if desired.
- **Status** – Defaults to **New Item**. Change the status to **Closed** after the item has been corrected.

C. Description Tab

Control Center > Noncompliance Notices Log > Noncompliance Notice

New Noncompliance Notice Select an action...

General Status **Description** Corrective Action Details Schedule Issues Attachments

Reason for Noncompliance Notice

Description

Signed By

Date

Signed By

Date

Required Date Jul 24, 2012

Save Cancel

- **Reason for Noncompliance Notice** – Click the **drop down list** to choose a reason for the Noncompliance notice. Choices include Owner-Initiated Change, Diff. Site Conditions, Delay – Claims Only, Design Consultant E/O (COs), GC Error (Amendment).
- **Description** – Enter a description of the Noncompliance notice (4000 character field).
- **Signed By** – Enter the name of the first signature (22 character field).
- **Date** – Click the **calendar icon** to choose the date of the signature.
- **Signed By** – If desired, enter the name of the second signature (22 character field).
- **Date** – Click the **calendar icon** to choose the date of the signature.
- **Required Date** – Defaults to seven days after the document date. If this is incorrect, click the **calendar icon** to choose a new date.

An example of a completed section is shown:

Control Center > Noncompliance Notices Log > Noncompliance Notice

New Noncompliance Notice Select an action...

General Status **Description** Corrective Action Details Schedule Issues Attachments

Reason for Noncompliance Notice Diff. Site Conditions

Description

Concrete for the new walkway was not mixed properly and therefore did not cure correctly. Walkway must be repoured.

Signed By Aaron Goss

Date Jul 16, 2012

Signed By

Date

Required Date Jul 24, 2012

Save Cancel

D. Corrective Action Tab

This section will be completed after the contractor has received the Noncompliance notice and taken remedial action. Refer to Section IV of this document for instructions on completing this section.

The screenshot shows the 'New Noncompliance Notice' form with the 'Corrective Action' tab selected. The 'Corrective Action' field is a large text area. Below it are fields for 'Signed By', 'Date', 'Signed By', 'Date', 'Required Date', and 'Cost' (set to 0.00). The 'Corrective Action' tab is highlighted with a red box.

E. Details Tab

The screenshot shows the 'New Noncompliance Notice' form with the 'Details' tab selected. The 'Details' tab is highlighted with a red box. The form includes fields for 'Spec Section', 'Area', 'Contract', 'Reference', and 'Change Management Number'. The 'Contract' and 'Reference' fields have 'select' buttons and red 'X' icons.

- **Spec Section** – Click the **drop down list** to select an associated CSI specification section code to be associated with this Noncompliance notice. Some examples include 00700 General Conditions of the Contract, 02100 Site Remediation, 02300 Earthwork, 07200 Thermal Protection and 12400 Furnishing and Accessories.
- **Area** – Click the **drop down list** to select an area. These are the areas that were set up in the Drawing Area dictionary. If the Drawing Area dictionary is not populated (as described on page 2), then this drop down list will be blank.
- **Contract** – Click the **select** button next to the field to choose the associated contract.
- **Reference** – If there are other documents that have been entered in Contract Management that relate to this Noncompliance notice, click the **select** button next to the field to link those documents to this notice.
- **Change Management Number** – If you initiate Change Management from this document, Contract Management will automatically populate the associated Change Management number.

An example of a completed section is shown:

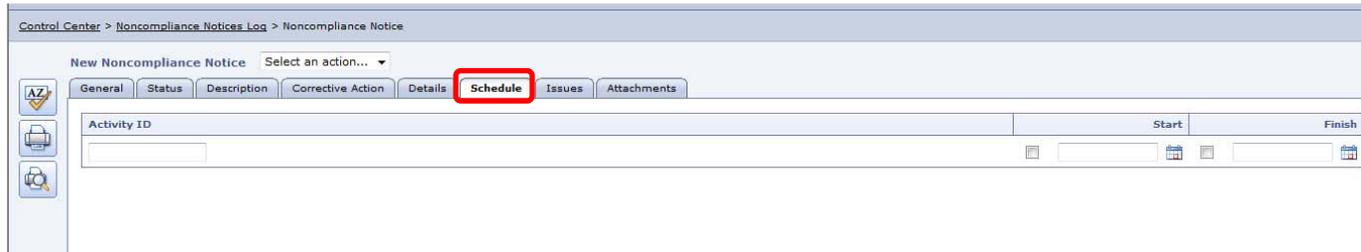
The screenshot shows the 'New Noncompliance Notice' form with the 'Details' tab selected. The 'Details' tab is highlighted with a red box. The form is filled with the following values: 'Spec Section' is '03050 (Basic Concrete Materials and Methods)', 'Area' is 'First Floor East Wing', 'Contract' is 'Construction (NT-0032-C02)', and 'Reference' is empty. The 'Change Management Number' field is empty. The 'Contract' and 'Reference' fields have 'select' buttons and red 'X' icons.

F. Schedule Tab

If this change will impact the project schedule, the change in days can be noted in this section.

Important: If there is no schedule linked to this project, this section will show different options.

An example with no linked schedule is shown:



The screenshot shows the 'Schedule' tab of a 'Noncompliance Notice' form. The 'Activity ID' field is empty. The 'Start' and 'Finish' fields are also empty, with calendar icons next to them. The 'Schedule' tab is highlighted with a red box.

- **Activity ID** – Enter the applicable ID (16 character field).
- **Start /Finish** – Click the **checkbox** by the field and then click the **calendar icon** to choose the start and finish dates.

Note: you will not be updating the actual scheduled dates, this is only an indication of a possible change in the project schedule.

A completed section is shown:



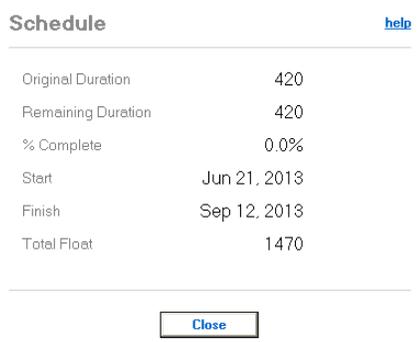
The screenshot shows the 'Schedule' tab of a 'Noncompliance Notice' form with data entered. The 'Activity ID' field contains 'A1186'. The 'Start' field has a checked checkbox and a date of 'Jul 1, 2012'. The 'Finish' field has a checked checkbox and a date of 'Aug 1, 2012'. The 'Schedule' tab is highlighted.

An example with a linked schedule is shown:



The screenshot shows a 'Schedule' dialog box with a 'Details' tab. The 'Activity ID' field is empty and has a 'select...' link. The 'Start' and 'Finish' fields are also empty and have calendar icons. A 'top of page' link is visible in the top right corner.

- **Details** - Click the magnifying glass icon to open the **Schedule** dialog box to view early/actual start and finish dates, original and remaining durations, percent complete, and total float for a document linked to a Project Management activity. This is for informational purposes only. Click the **Close** button to return to the Noncompliance document.



The screenshot shows the 'Schedule' dialog box with the following data:

Schedule		help
Original Duration	420	
Remaining Duration	420	
% Complete	0.0%	
Start	Jun 21, 2013	
Finish	Sep 12, 2013	
Total Float	1470	

Close

- **Activity ID** – Click the **select** link to choose a scheduled activity from the **Select Activity** dialog box.
- **Start / Finish** – Once an Activity ID is selected, the start and finish dates for that task will be populated. Edit the dates as necessary by clicking the **calendar icons**. Note: you will not be updating the actual scheduled dates, this is only an indication of a possible change in the project schedule.

An example of a completed Schedule section is shown:

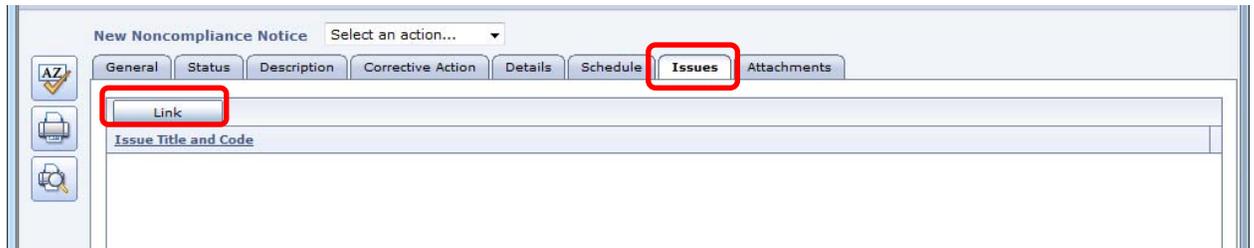


The screenshot shows the 'Schedule' dialog box with the following data:

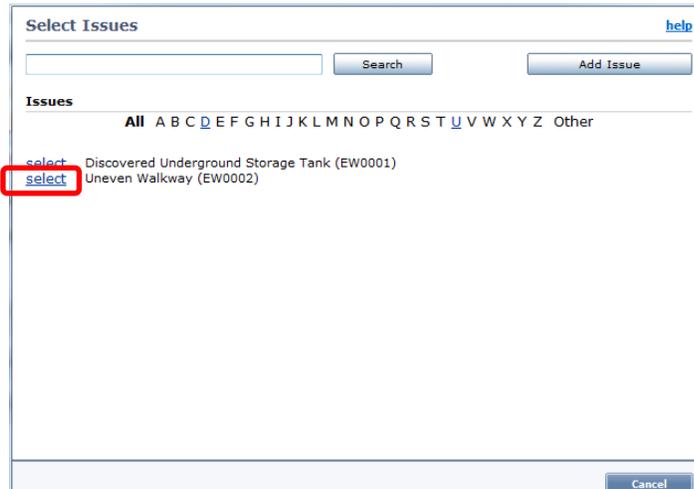
Schedule		top of page
Activity ID	A1186	
Start	Jun 25, 2010	
Finish	Jun 30, 2010	

G. Issues Tab

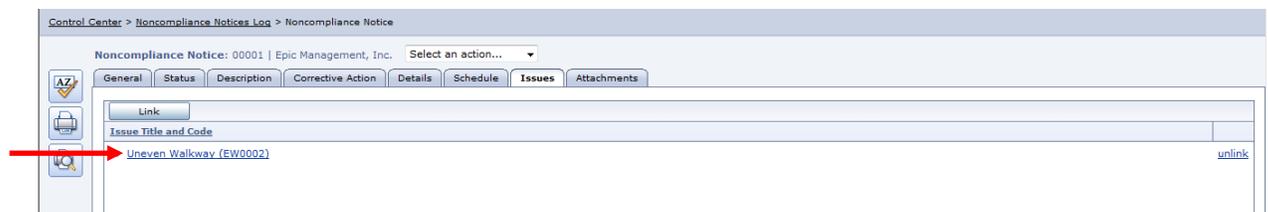
If this noncompliance notice relates to an Issue that was previously entered in the Issues log, it can be linked to this document. Click the **Link** button.



The **Select Issues dialog box** displays. Locate your desired issue and click the **select** link to the left of the issue title to link it to the noncompliance notice. Once you click the select link, you will return to the noncompliance notice document.



An example of a completed section is shown:

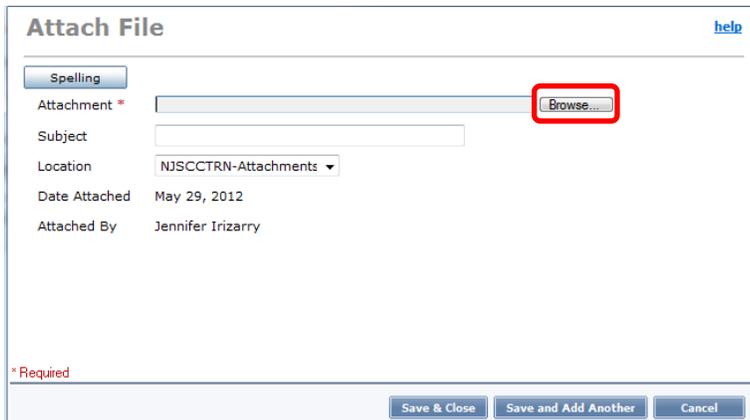


H. Attachments Tab

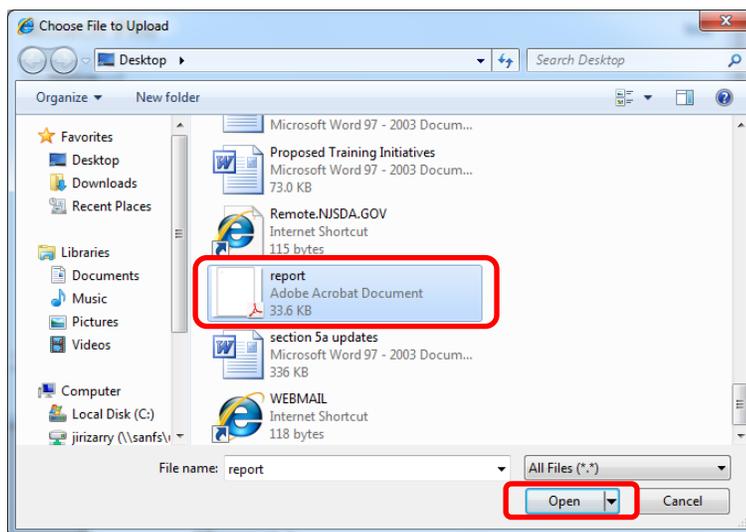
- To attach supporting documentation, click the **Attach File** button.



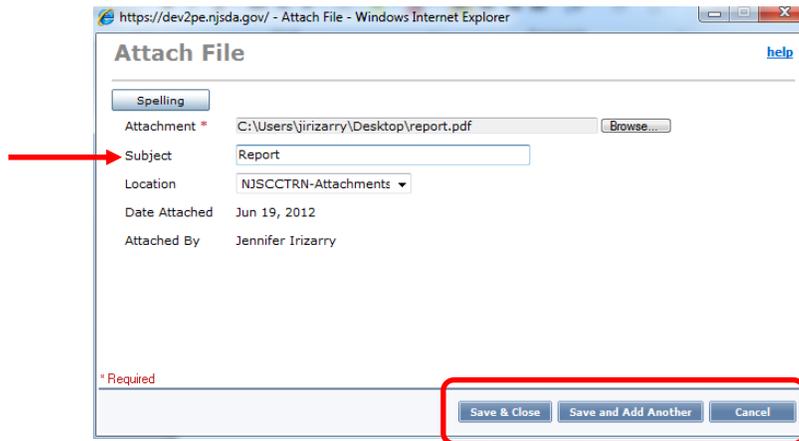
- Click the **Browse** button to navigate to the document you wish to attach.



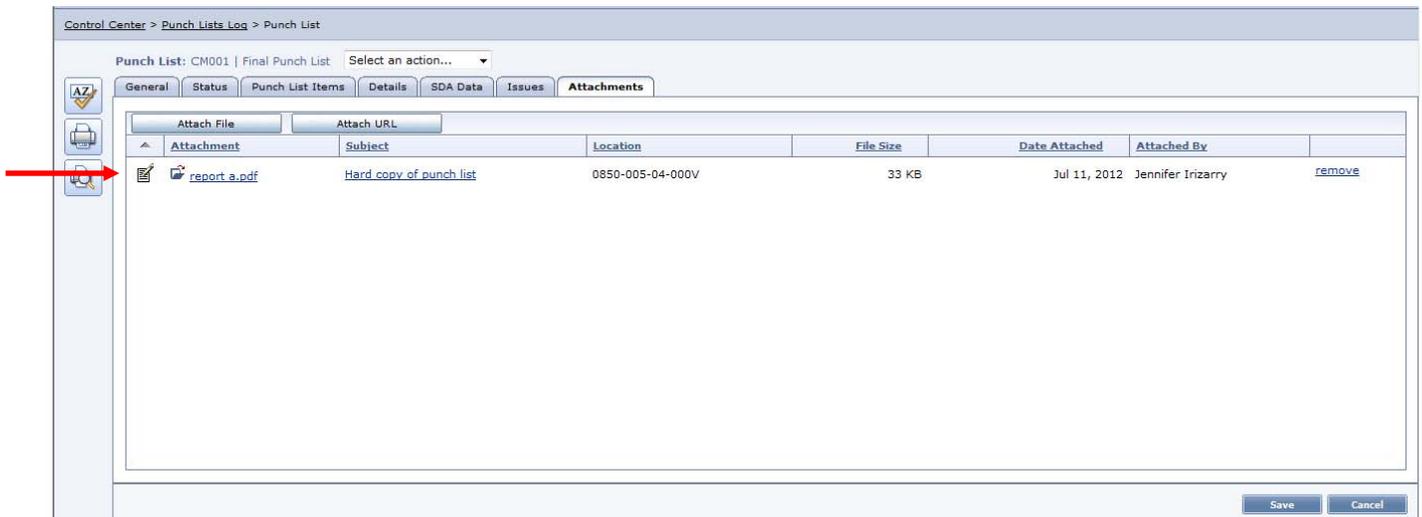
- The **Choose File to Upload** window displays. Navigate to the desired file location, click on the file to highlight it, and click the **Open** button.



- Enter the subject and/or name of the document in the **Subject** field and click **Save and Close**. You can also choose the **Save & Add Another** button to add additional documents repeating the same process.



- The attached file displays in the **Attachments** section.



When all fields on the document are completed, click the **Save** button at the bottom of the document window.

Control Center > Noncompliance Notices Log > Noncompliance Notice

Noncompliance Notice: 00001 | Epic Management, Inc. Select an action...

General | Status | Description | Corrective Action | Details | Schedule | Issues | Attachments

Type * Noncompliance Notice

To * Epic Management, Inc.
William Costello

From * New Jersey Schools Development Auth
Aaron Goss

Number * 00001

Date Jul 17, 2012

Title Concrete mixed improperly

* Required

Save Cancel

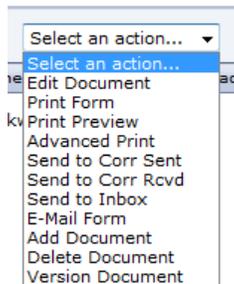
IV. Version Document

Contract Management 13.0 provides a Version Document feature to help you maintain multiple versions of your documents and provide a snapshot of the change history of the documents. Versioning a document means it will maintain versions of both the document and any attachments. The document version will be stored as an html file. The attachment version will show information on the location, path and the file size of an attachment, as well as the user who attached the file to the document and the date of attachment.

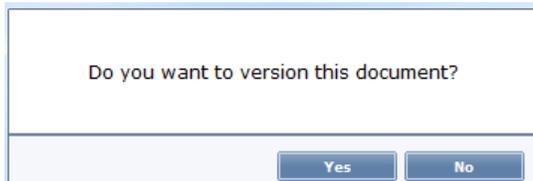
The Versions Tab will be used to track document versions. This tab only displays when you open the document in View mode, not in Edit mode. On the Versions tab, you can view and access previous versions of the selected document, identify who created the versions and when the versions were created.

A. Create a Document Version

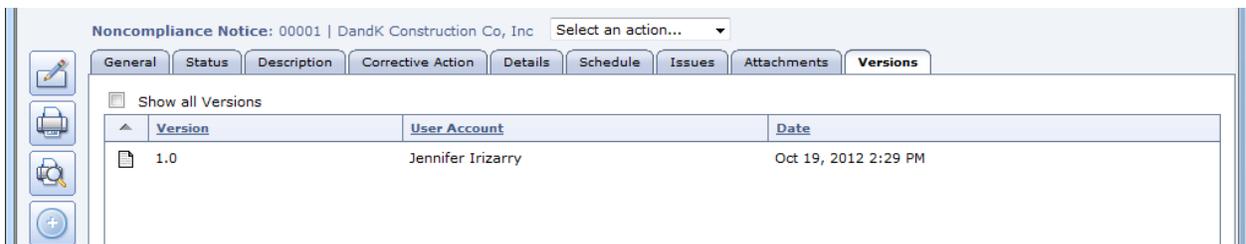
1. To create a version of the current document, click the Select an Action menu from the top of the screen and choose Version Document from the drop-down list.



2. Contract Management will prompt you to confirm the Version Document function. Click the Yes button to continue or No to cancel.



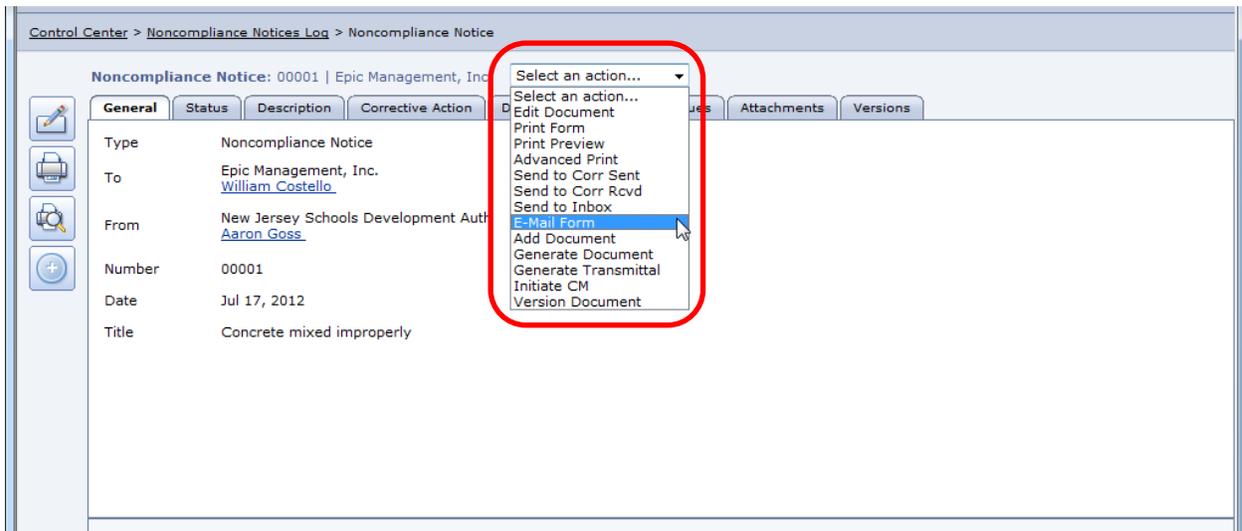
3. The Versions tab displays the document version you just created. As new document versions are created, they will be listed on this tab in reverse chronological order. Click the icon to open each version. When the version displays, it will show information available in the document when the version was created.



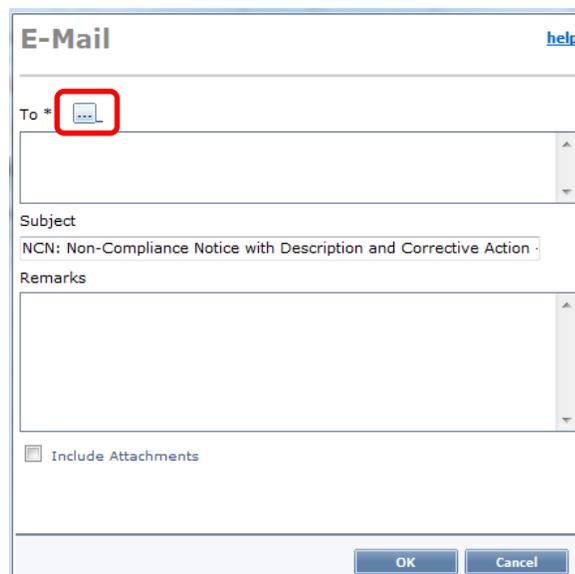
V. E-mail a Noncompliance Notice Document

If the Contractor does not have a Contract Management account, the applicable Noncompliance Notice can be e-mailed from within the system.

1. With the Noncompliance Notice document open, choose the **Select an Action** drop-down list on the top of the screen and choose **E-Mail Form**.



2. The **E-Mail dialog box** displays. Click the **select** button in the **To** box to select the desired names from the global contact list. You can also manually type e-mail addresses in the To box. Additionally, you should always include your own name in the To box.



- Choose the names from the contact list by clicking the **select** link to the left of the contact name. Click the arrows to expand the list. Click the **Save** button when finished.

Select Contacts [help](#)

Organize by: Contact Company Distribution List

Contacts Sorted by first name | Sort by last name

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

select	>	Epic Management, Inc. (William Costello)	add contact...
select	>	New Jersey Schools Development Auth (To Be Determined)	add contact...
select	>	NJ Department of Community Affairs (John Mallon)	add contact...

Selected Contacts (0) Unselect All

- The selected names will display in the **To** section of the **E-Mail** dialogue box.

E-Mail [help](#)

To *

agoss@njsda.gov, lmontero@njsda.gov, bfarley@epicbuilds.com

- The default information in the **Subject** field can be changed as required.

Subject

NCN: Non-Compliance Notice with Description and Corrective Action

- Enter any comments in the **Remarks** field. The information entered here will display in the body of the e-mail message.

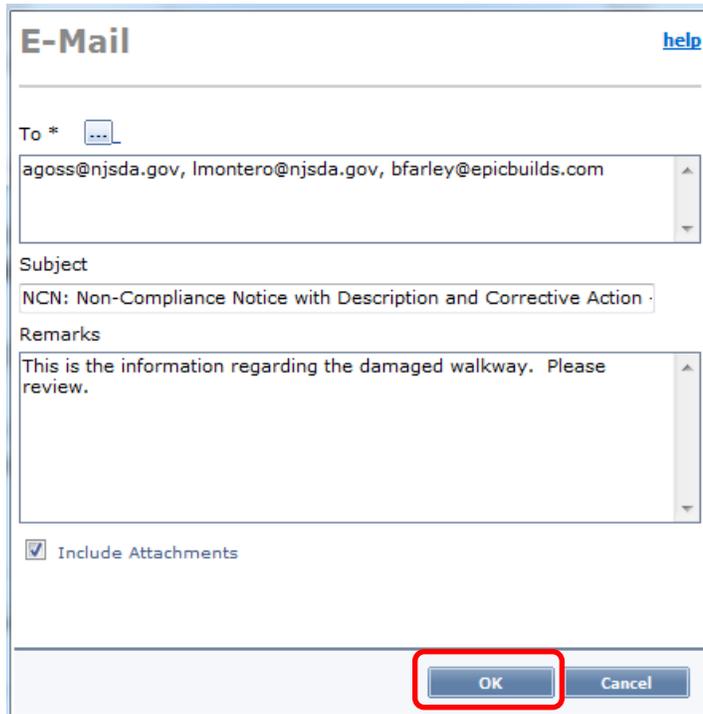
Remarks

This is the information regarding the damaged walkway. Please review.

7. If there are any attachments to be included with the e-mail, check the **Include Attachments** box at the bottom of the **E-mail** window.

Include Attachments

8. When all fields have been completed, scroll to the bottom of the **E-Mail** window and click the **OK** button to send the e-mail.

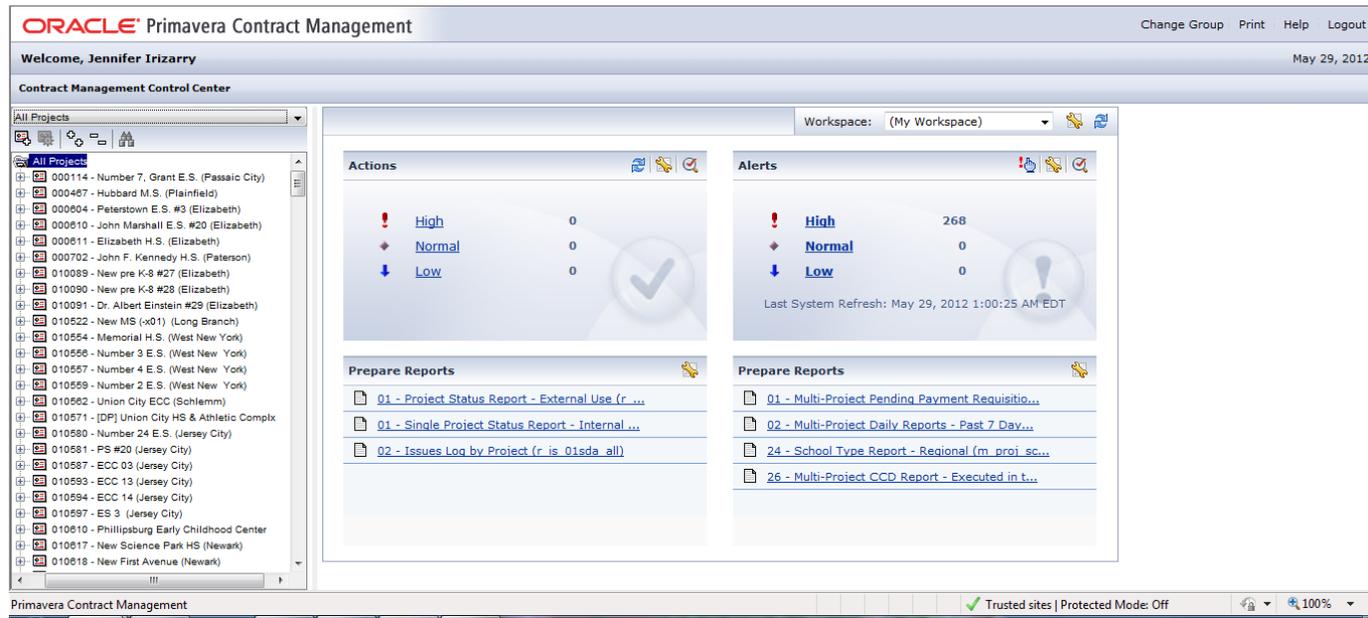


The screenshot shows an "E-Mail" window with a "help" link in the top right corner. The "To *" field contains the email addresses "agoss@njsda.gov, lmontero@njsda.gov, bfarley@epicbuilds.com". The "Subject" field contains "NCN: Non-Compliance Notice with Description and Corrective Action". The "Remarks" field contains the text "This is the information regarding the damaged walkway. Please review.". Below the "Remarks" field, the "Include Attachments" checkbox is checked. At the bottom of the window, the "OK" button is highlighted with a red rectangle, and the "Cancel" button is visible to its right.

VI. The Contractor's Response to the Noncompliance Notice

Once action has been taken by the Contractor, it is documented in the Corrective Action section of the document. Once entered, the Contractor will set the Ball in Court back to the originator of the Noncompliance notice for review.

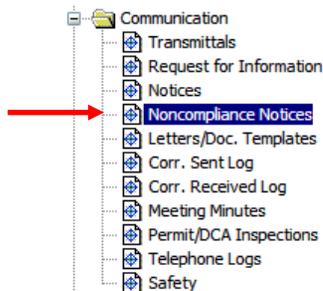
1. Once logged into Primavera, the Contract Management Control Screen appears (as shown).



2. Select your desired project.



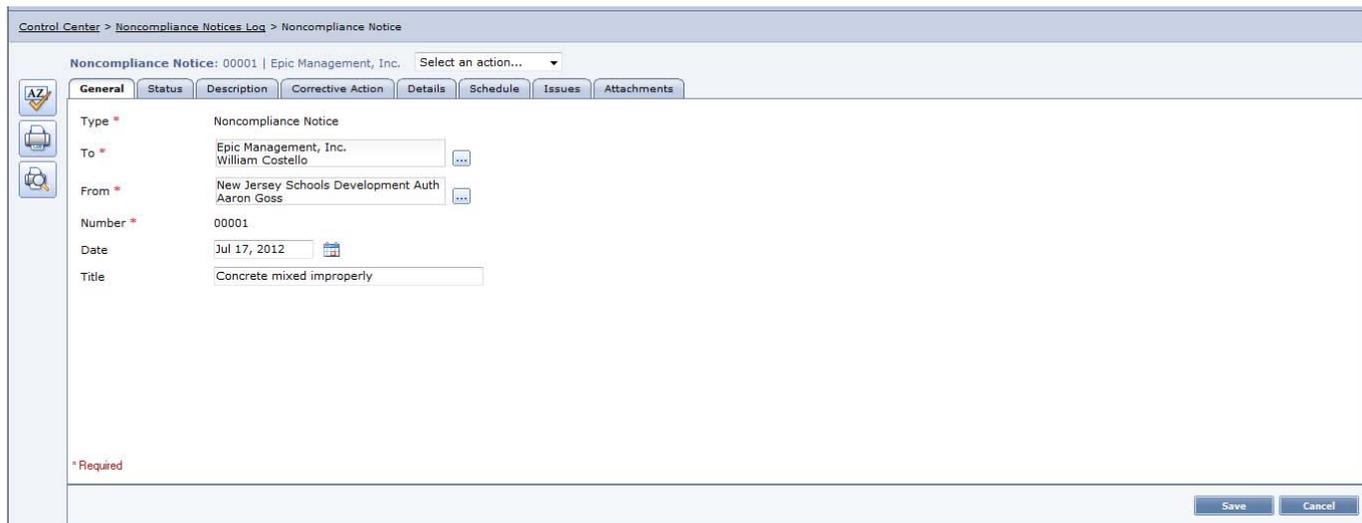
3. Open the **Communication** folder (a list of modules will display) and select **Noncompliance Notices**.



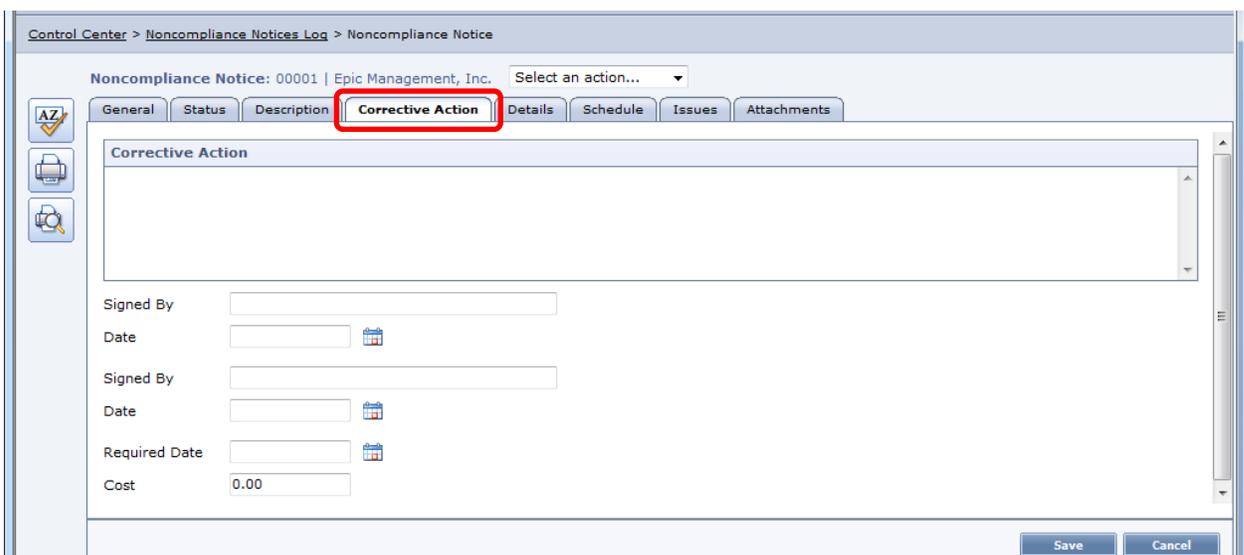
- The **Noncompliance Notices log view** displays. Locate the desired Noncompliance notice and click the **edit icon** to the left of the document name to open it.



- The Noncompliance Notice displays.



- Click the **Corrective Action** tab and complete the following fields.



- **Corrective Action** – Enter the corrective action for the Noncompliance notice (4000 character field).
- **Signed By** – Enter the name of the first signature (22 character field).
- **Date** – Click the **calendar icon** to choose the date of the signature.
- **Signed By** – If desired, enter the name of the second signature (22 character field).
- **Date** – Click the **calendar icon** to choose the date of the signature.
- **Required Date** – Click the **calendar icon** to choose a date for the completion of the corrective action.
- **Cost** – If known, enter the estimated amount attributed to implementing the corrective action.
Note: the amount should be entered without any formatting.

An example of a completed section is shown:

Control Center > Noncompliance Notices Log > Noncompliance Notice

Noncompliance Notice: 00001 | Epic Management, Inc. Select an action...

General Status Description **Corrective Action** Details Schedule Issues Attachments

Corrective Action

Walkway will be taken up and repoured.

Signed By William Costello

Date Jul 20, 2012

Signed By

Date

Required Date Aug 1, 2012

Cost 0.00

Save

7. Click the **Status** tab. Click the **select** button on the Ball in Court field to change the name to the originator of the Noncompliance notice.

Control Center > Noncompliance Notices Log > Noncompliance Notice

Noncompliance Notice: 00001 | Epic Management, Inc. Select an action...

General **Status** **Description** Corrective Action Details Schedule Issues Attachments

Ball in Court New Jersey Schools Development Auth
Aaron Goss

Priority Normal

Status New Item

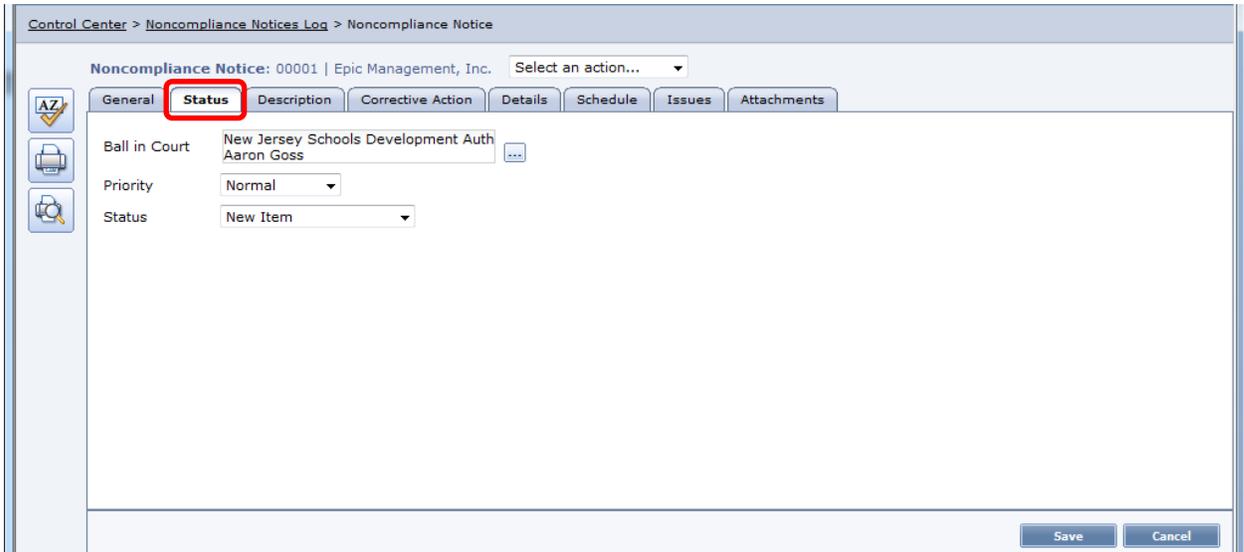
- When all fields are completed, click the **Save** button at the bottom of the document window.

The screenshot shows a web application interface for managing noncompliance notices. The breadcrumb trail at the top reads "Control Center > Noncompliance Notices Log > Noncompliance Notice". The main header displays "Noncompliance Notice: 00001 | Epic Management, Inc." and a "Select an action..." dropdown menu. Below this is a tabbed interface with tabs for "General", "Status", "Description", "Corrective Action", "Details", "Schedule", "Issues", and "Attachments". The "Status" tab is active, showing a form with the following fields: "Ball in Court" (containing "New Jersey Schools Development Auth" and "Aaron Goss"), "Priority" (set to "Normal"), and "Status" (set to "New Item"). On the left side of the form, there are three icons: a checkmark, a printer, and a magnifying glass. At the bottom right of the form, there are two buttons: "Save" and "Cancel". The "Save" button is highlighted with a red rectangular box.

- The next time the originator logs on to Contract Management, they will review the Corrective Action for the Noncompliance Notice and take one of the following actions:

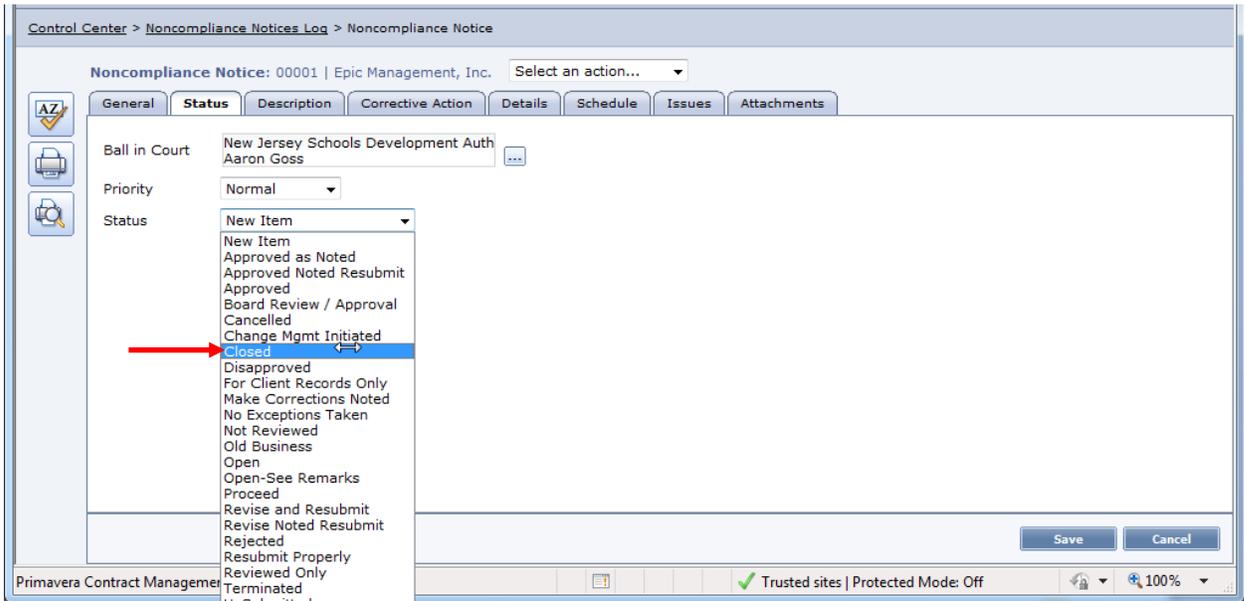
A. If the Corrective Action is Satisfactory

1. After reviewing and approving the actions taken in the Corrective Action tab, click the **Status** tab.



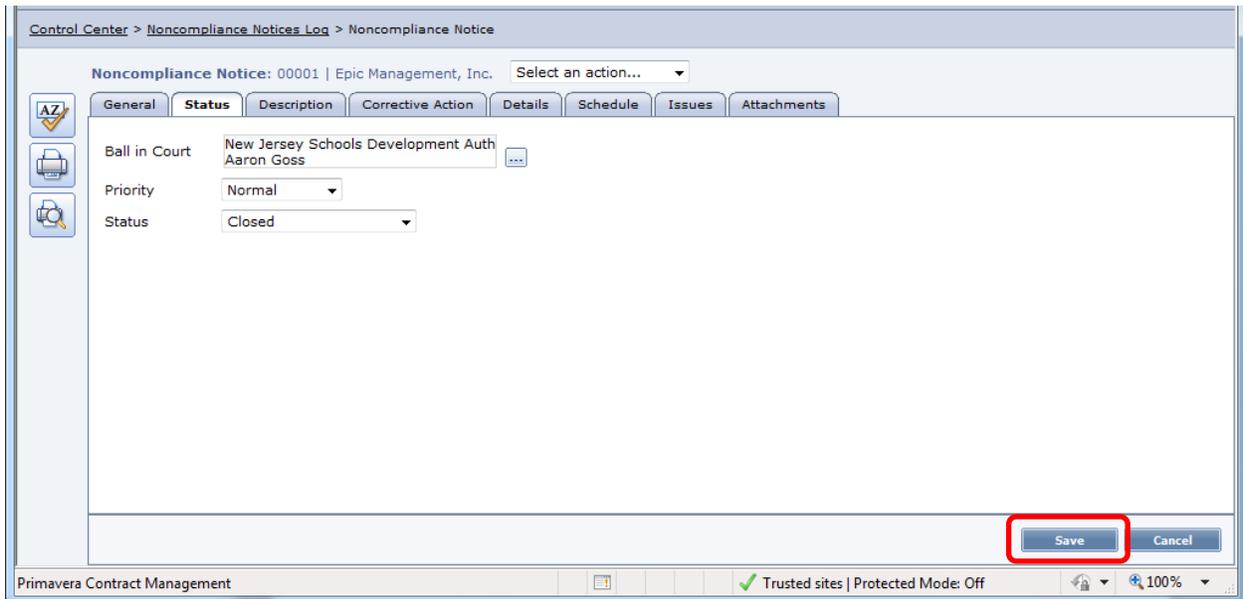
The screenshot shows the 'Noncompliance Notice' form for '00001 | Epic Management, Inc.'. The 'Status' tab is highlighted with a red box. The form fields are: 'Ball in Court' (New Jersey Schools Development Auth, Aaron Goss), 'Priority' (Normal), and 'Status' (New Item). The 'Save' and 'Cancel' buttons are at the bottom right.

2. Click the drop down arrow on the **Status** field and choose **Closed** from the list of options.



The screenshot shows the 'Noncompliance Notice' form with the 'Status' dropdown menu open. The 'Closed' option is highlighted with a red arrow. The dropdown menu lists various status options: New Item, Approved as Noted, Approved Noted Resubmit, Approved, Board Review / Approval, Cancelled, Change Mgmt Initiated, Closed, Disapproved, For Client Records Only, Make Corrections Noted, No Exceptions Taken, Not Reviewed, Old Business, Open, Open-See Remarks, Proceed, Revise and Resubmit, Revise Noted Resubmit, Rejected, Resubmit Properly, Reviewed Only, and Terminated. The 'Save' and 'Cancel' buttons are at the bottom right.

- When completed, click the **Save** button at the bottom of the window to save your changes and close the document.



B. If the Corrective Action is Not Satisfactory

1. If the actions taken are not satisfactory, the Noncompliance Notice can be sent back to the Contractor for further review. Click the **Status** tab. Change the **Ball in Court** to Contractor's name using the **select** button next to the field.

The screenshot shows the 'Noncompliance Notice' form in the 'Control Center' application. The breadcrumb trail is 'Control Center > Noncompliance Notices Log > Noncompliance Notice'. The form title is 'Noncompliance Notice: 00001 | Epic Management, Inc.' with a 'Select an action...' dropdown. The 'Status' tab is selected and highlighted with a red box. The 'Ball in Court' field contains 'Epic Management, Inc. William Costello' and has a small '...' button next to it, which is also highlighted with a red box. Other fields include 'Priority' (Normal) and 'Status' (New Item). The 'Save' and 'Cancel' buttons are at the bottom right.

2. Click the **Corrective Action** tab and enter any applicable comments.

The screenshot shows the 'Noncompliance Notice' form with the 'Corrective Action' tab selected and highlighted with a red box. The 'Corrective Action' text area contains the text: 'Need further clarification on how this will affect the surrounding area. Walkway will be taken up and repoured.' A red arrow points to the start of this text. Below the text area are fields for 'Signed By' (William Costello), 'Date' (Jul 20, 2012), another 'Signed By' field, another 'Date' field, 'Required Date' (Aug 1, 2012), and 'Cost' (0.00). The 'Save' and 'Cancel' buttons are at the bottom right.

- When completed, click the **Save** button at the bottom of the window. The Contractor will be able to respond to the request and resubmit the Noncompliance Notice for review. The document can also be e-mailed to the Contractor using the previously described e-mail document processes found in Section V of this document.

Control Center > Noncompliance Notices Log > Noncompliance Notice

Noncompliance Notice: 00001 | Epic Management, Inc. Select an action...

General Status Description **Corrective Action** Details Schedule Issues Attachments

Corrective Action

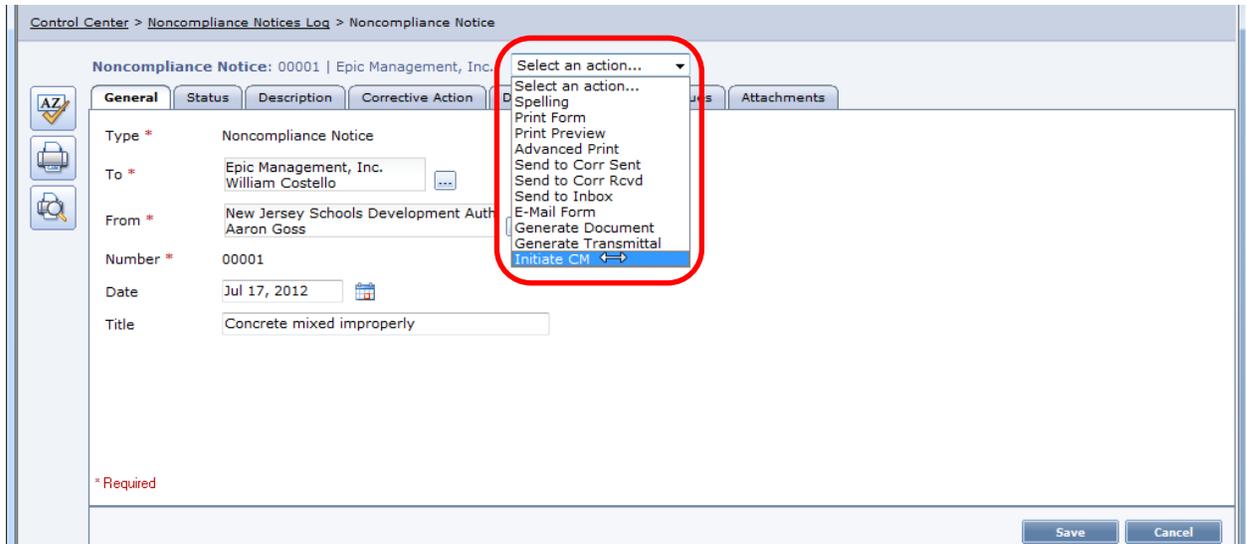
Need further clarification on how this will affect the surrounding area.
Walkway will be taken up and repoured.

Signed By William Costello
Date Jul 20, 2012
Signed By
Date
Required Date Aug 1, 2012
Cost 0.00

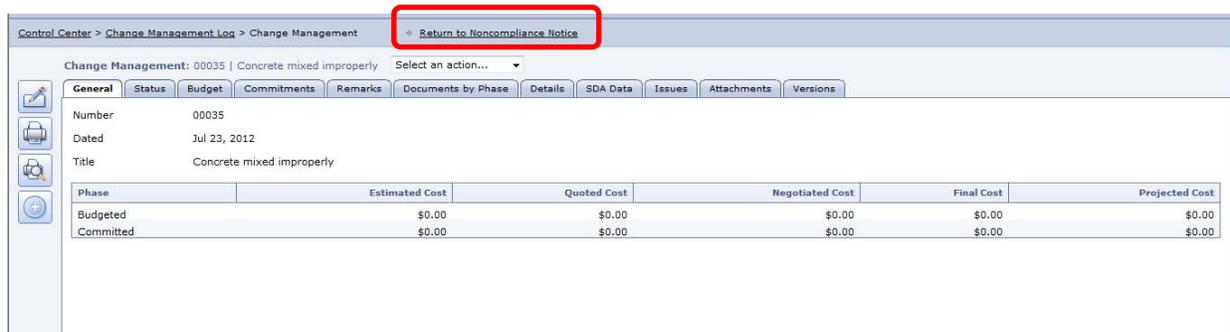
Save Cancel

C. If the Corrective Action is Not Satisfactory and Requires the Initiation of Change Management

1. If the actions taken are not satisfactory, Change Management may need to be initiated for further corrective action. With the Noncompliance Notice open, click the drop down arrow on the **Select an action** menu on the top of the screen and choose **Initiate CM**.



2. A **Change Management record** displays. The standard NJSDA Change Management process is followed once this document has been created. Click the **Return to Noncompliance Notice** link to return to the original document.



3. Once the Change Management record has been created, the Change Management number will be automatically referenced on the Noncompliance document in the **Details** section.

