Section 27

Contract Change Request/Authority (CCR/A)

ORACLE Primavera

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I. CHANGE MANAGEMENT OVERVIEW

Going forward, General Contractors (GC) and Architects (A/E) will be contractually required to use the SDA Contract Management system. In the meantime, it is the responsibility of the PMF/CM/SDA to use the system. This may require direct data entry of GC and A/E related information. This may also be delegated to the GCs and A/Es if possible.

Change documents in Contract Management will include:

1. Request for Information (RFI) (Covered in Section 7)
2. Contract Change Request/Authority (CCR/A)
3. Contractor Proposal (CP) (Covered in Section 28)
4. Authority Agent Recommendation (AAR) (Covered in Section 29)
5. Change Order (CO) (Covered in Section 30)
6. Construction Change Directive (CCD) (Covered in Section 31)
7. Contractor Claim Notice (CCN) (Covered in Section 8)

Any of the phases of change management as they have been defined can be skipped if they are inappropriate considering the circumstances around the change.

As the person who certifies that all necessary procedures have been followed and signatures obtained, the Project Manager (PM) will also be the person best able to determine whether all phases of the change management process will need to be utilized in any given case.

SPECIAL NOTES:

a. All Change Orders for E-Rate contracts should be entered into Contract Management. They will be automatically updated in the SIMS (Schools Information Management System) Accounts Payable system.

b. Change Orders, Task Orders and Amendments that are not related to Design/Construction/E-Rate/CM Contracts will be updated automatically in Contract Management on a daily basis. This includes Real Estate and other types of contracts that are not directly managed in Contract Management.

c. All documents default to a status of **New Item** when they are created. As they flow through the Change Management process, their status will automatically change to **Closed**. However, a status of **Cancelled** is available to be selected manually. A Cancelled status indicates that the document is no longer required, but should be retained for historical purposes. A cancelled document cannot be reopened for processing.

d. There are two items in the **Review Status** section that we are currently not using. The first is a check box labeled **Do not check or this document will need to be deleted.** Do not check this box. The second is **Document Owner**, relating to functionality we are currently not using.

II. INITIATING A CHANGE MANAGEMENT DOCUMENT FROM ANOTHER DOCUMENT

Note: This document assumes that the A/E is online and has a login to Contract Management. If necessary the PMF/CM/SDA can follow the steps listed, attaching documentation and setting document status for tracking purposes.

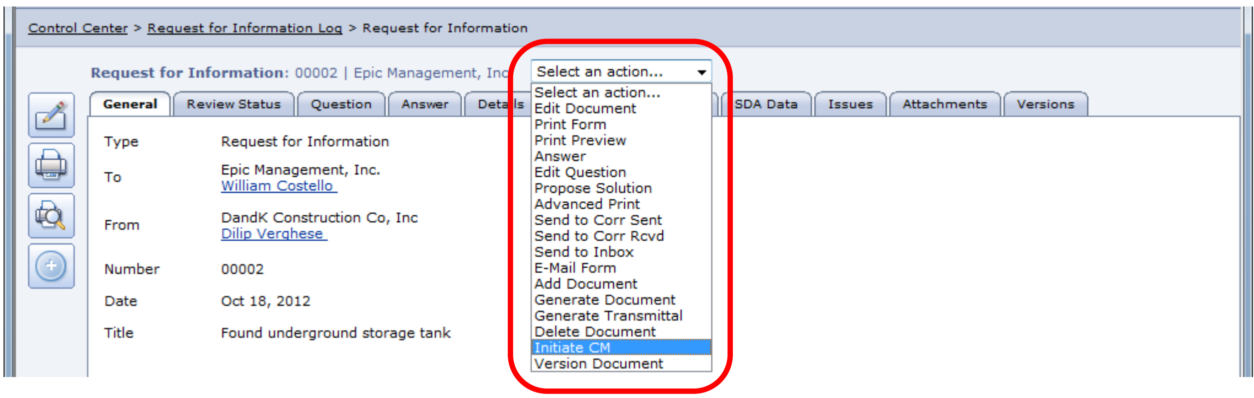
All details regarding the change can be viewed from the master **Change Managemen**t document. Each phase of change management going forward is initiated from the master Change Management document. As each of the supporting documents (Contract Change Request/Authority, Contractor Proposal, Authority Agent Recommendation, Change Order, Construction Change Directive) is completed, it is closed to editing and a link to it is created on the master Change Management record.

IMPORTANT: **<u>Never</u> change the status of the master Change Management document. A change to the status on this main document will flow down to all linked documents, resulting in status changes to documents potentially still in review.**

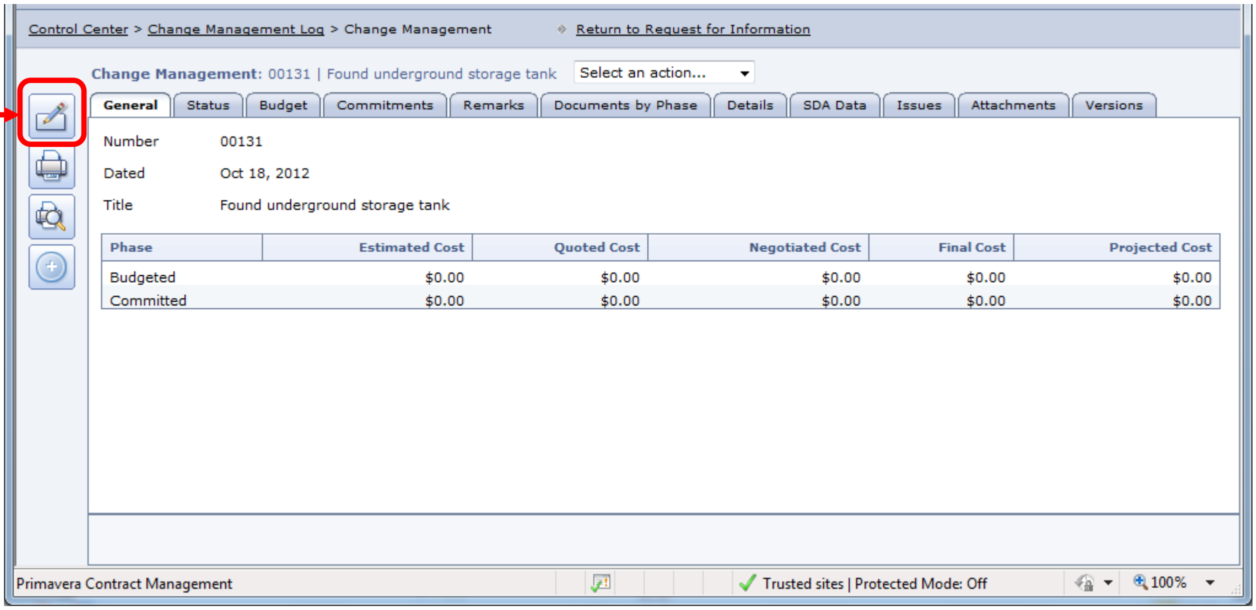
NOTE: <u>This example shows initiating Change Management from an RFI</u>. If you are beginning from this point, perform the following steps to open the RFI:

- ***Log in to Contract Management***
- ***Locate your project from the project list***
- ***Choose the Communication folder***
- ***Locate your desired RFI from the log and open in edit mode***

1. With the RFI open, click the **Select an Action** menu on the top of the screen and click **Initiate CM**.

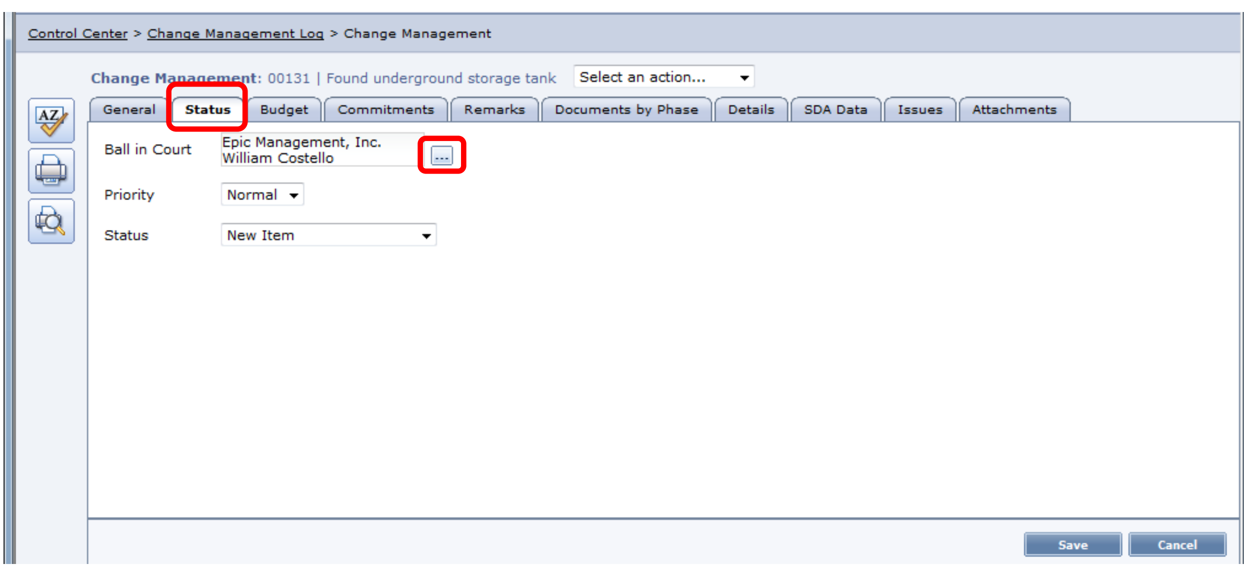


2. The master **Change Management** document displays. If necessary, click the **Edit document** icon to begin editing this document.

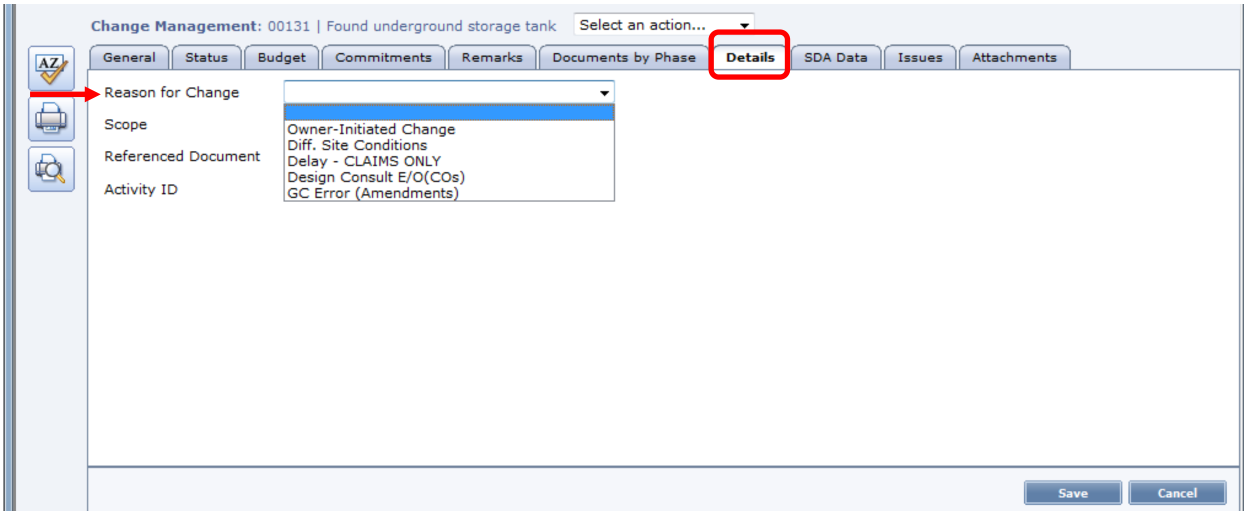


Important: Contract Management will provide the next available Change Management number for this document during the creation process. **Do not** change this assigned number.

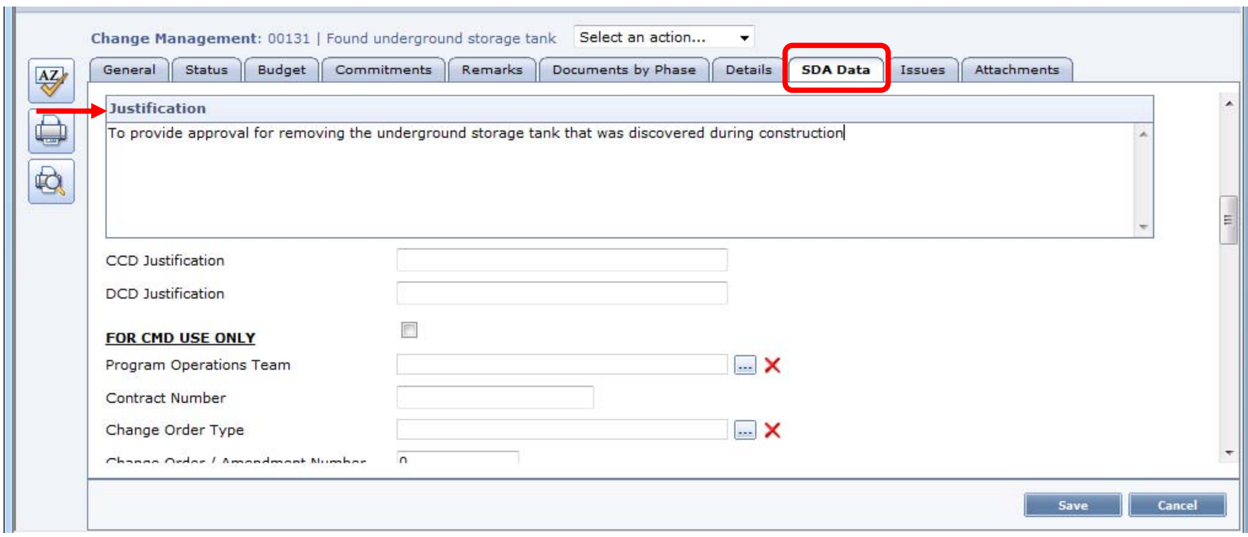
3. Click the **Status** tab. Although the **Ball in Court** field has been automatically populated from the RFI, it is important to change it as this document will not be forwarded for review. Only the documents it holds will be forwarded for review.   Click the **select** link next to the field and choose **To Be Determined** from the contact list.



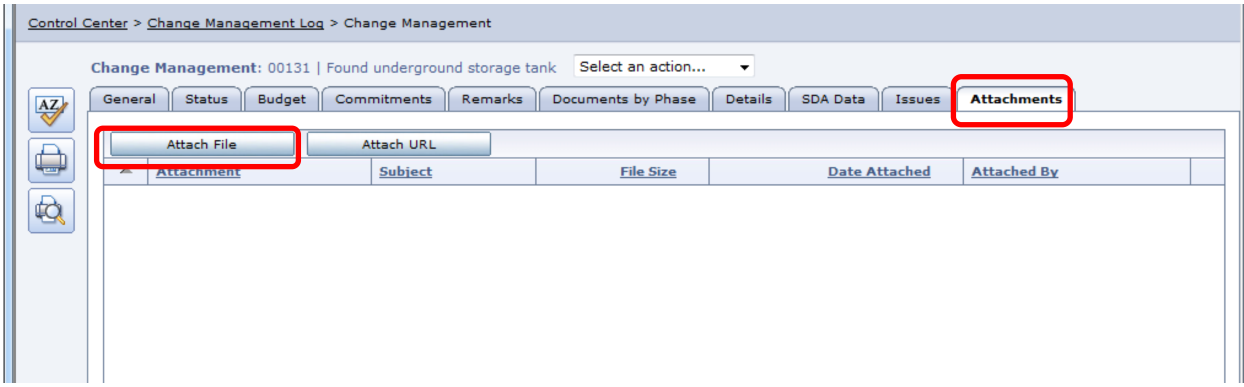
4. Click the **Details** tab and select the **Reason for Change** from the drop down list.



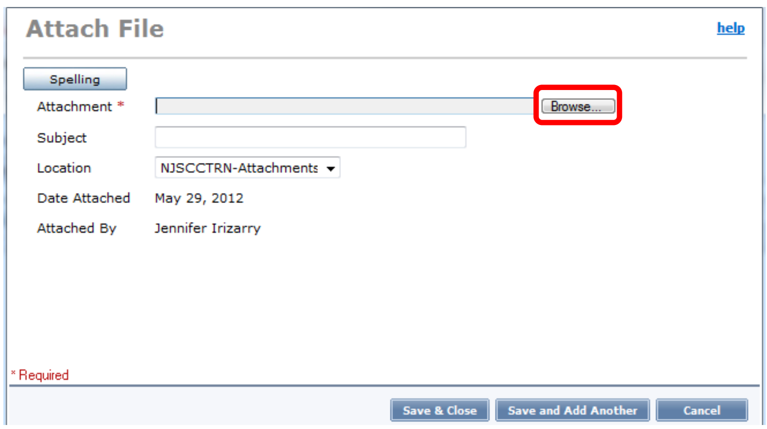
5. Click the **SDA Data** tab and complete the **Justification** field. Please note that this field must be updated any time the justification is modified.



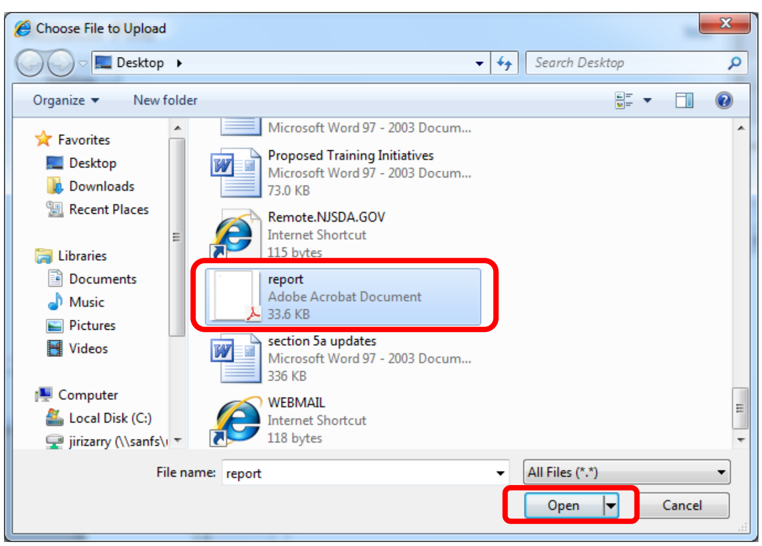
6. To attach additional information, click the **Attachments** To attach supporting documentation, click the **Attach File** button.



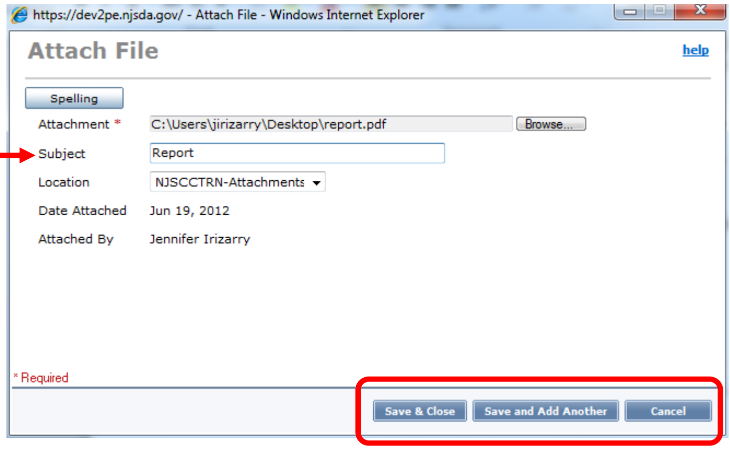
7. Click the **Browse** button to navigate to the document you wish to attach.



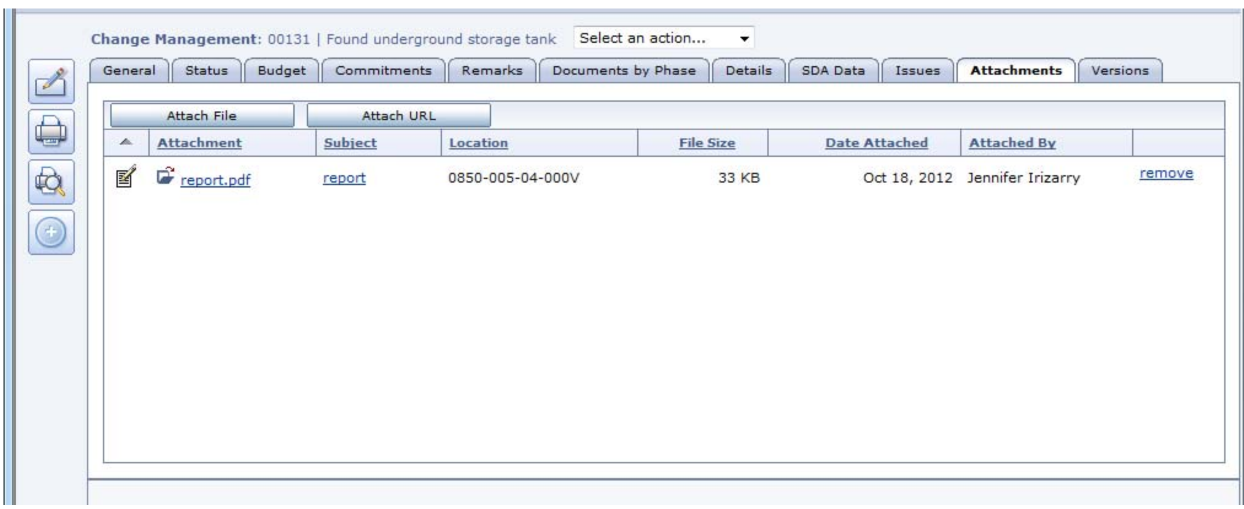
8. The **Choose File to Upload** window displays. Navigate to the desired file location, click on the file to highlight it, and click the **Open** button.



9. 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.

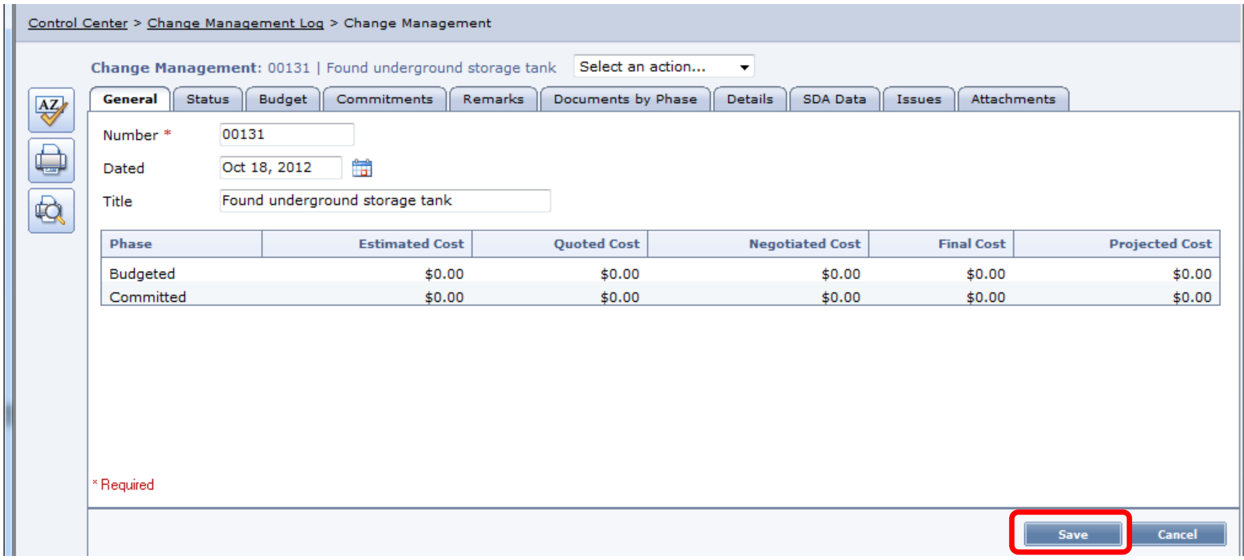


10. The attached file displays in the **Attachments** section.



Note: All documents attached to the master **Change Managemen**t document will be copied to the subsequently created supporting documents.

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

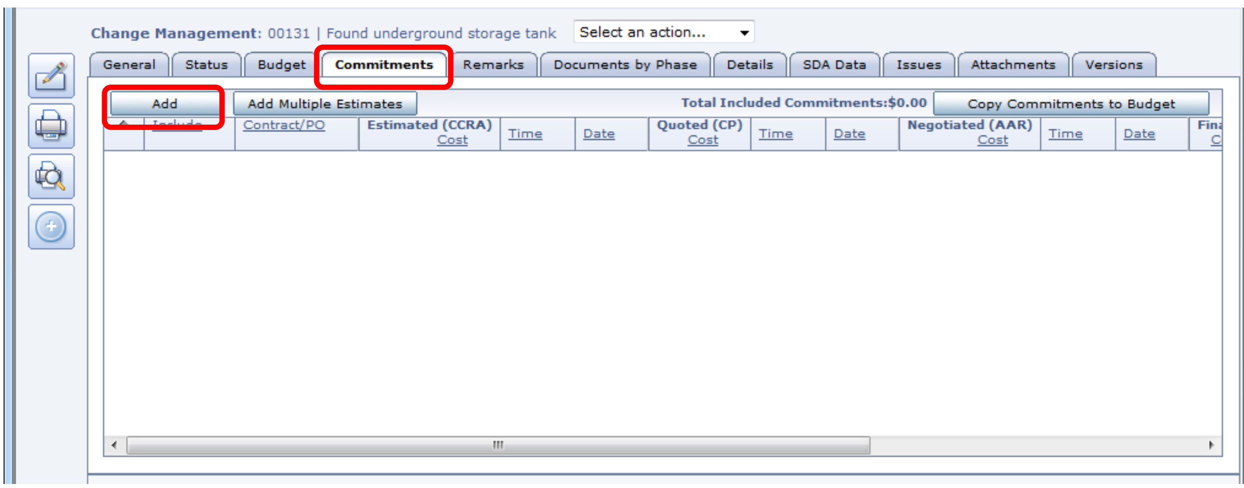


III. CREATING THE CONTRACT CHANGE REQUEST/AUTHORITY (CCR/A)

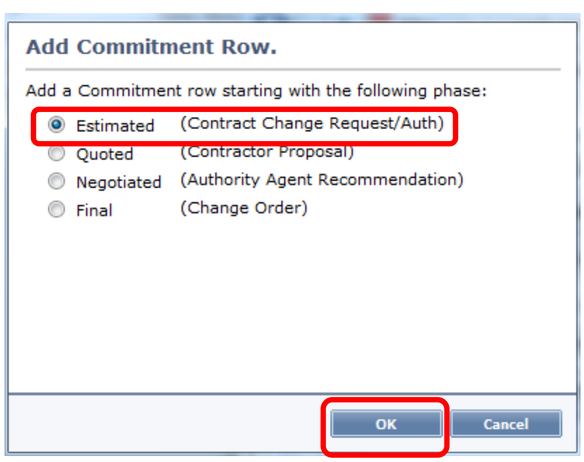
NOTE: If you are beginning from this point, perform the following steps to open the Change Management document:

- ***Log in to Contract Management***
- ***Locate your project from the project list***
- ***Choose the Change Order Management folder, then choose Change Management***
- ***Locate your desired Change Management document from the log and open in edit mode***

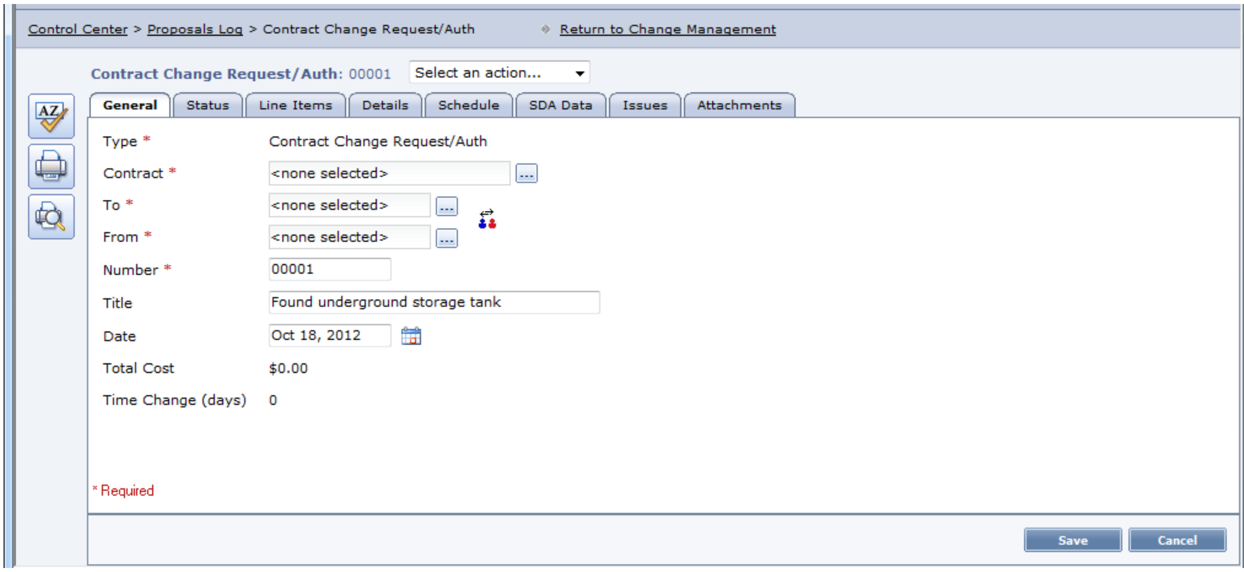
1. In the master **Change Management** document, click the **Commitments** tab and click the **Add** button.



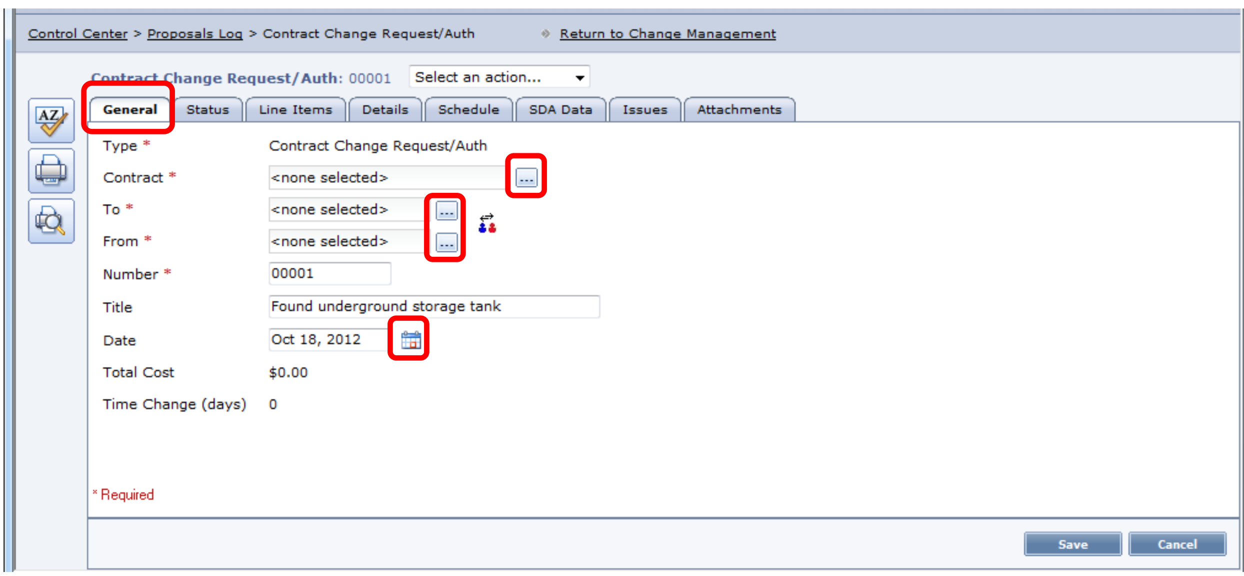
2. Click the **OK** button to accept the default of **Estimated** (**Contract Change Request/Auth**).



3. The **Contract Change Request/Auth** document displays. Enter information in the following tabs:



A. General Tab

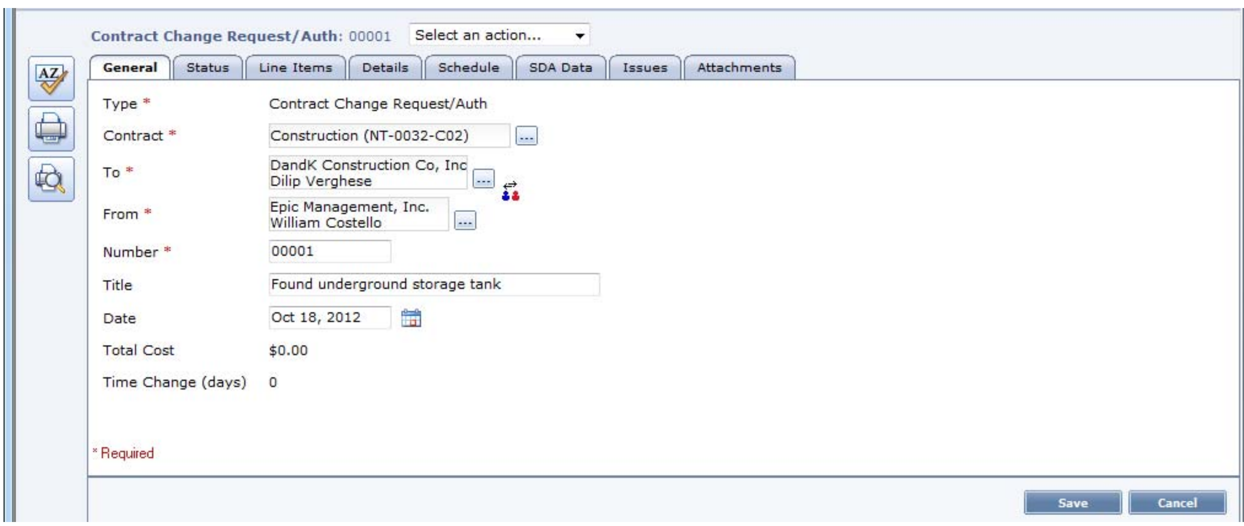


- **Type** – defaults to Contract Change Request/Auth
- **Contract** – click the **select button** next to the fields to pick the applicable contract. This is a required field
- **To** – will be populated automatically after the contract is selected. This must be changed. Click the **select button** next to the field to choose the GCs name from the contact list. This is a required field.
- **From** – will be populated automatically after the contract is selected. This must be changed. Click the **select button** next to the field to choose the PMF/CM/SDAs name from the contact list. This is a required field.

- **Number –** Contract Management automatically numbers the document. Do not change this number. This is a required field.
- **Title –** Contract Management automatically titled this document based on the Change Management record. If necessary, make any required adjustments.
- **Date –** date the document was created. If necessary, click the **calendar icon** to change the date.
- **Total Cost –** will be automatically completed once the value for the CCR/A is entered
- **Time Change in Days –** will be automatically completed if the information is entered in the schedule tab.

IMPORTANT: This is the only opportunity you will have to select the To/From company. Once you save the document, you will not be able to edit the company, only the contact names.

A completed section is shown:

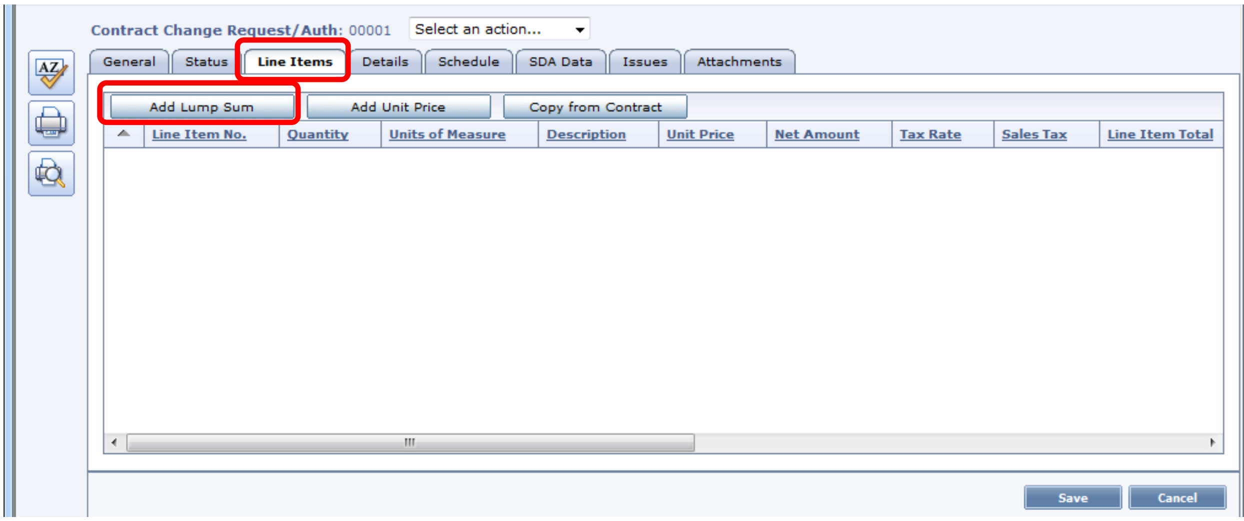


B. Status Tab

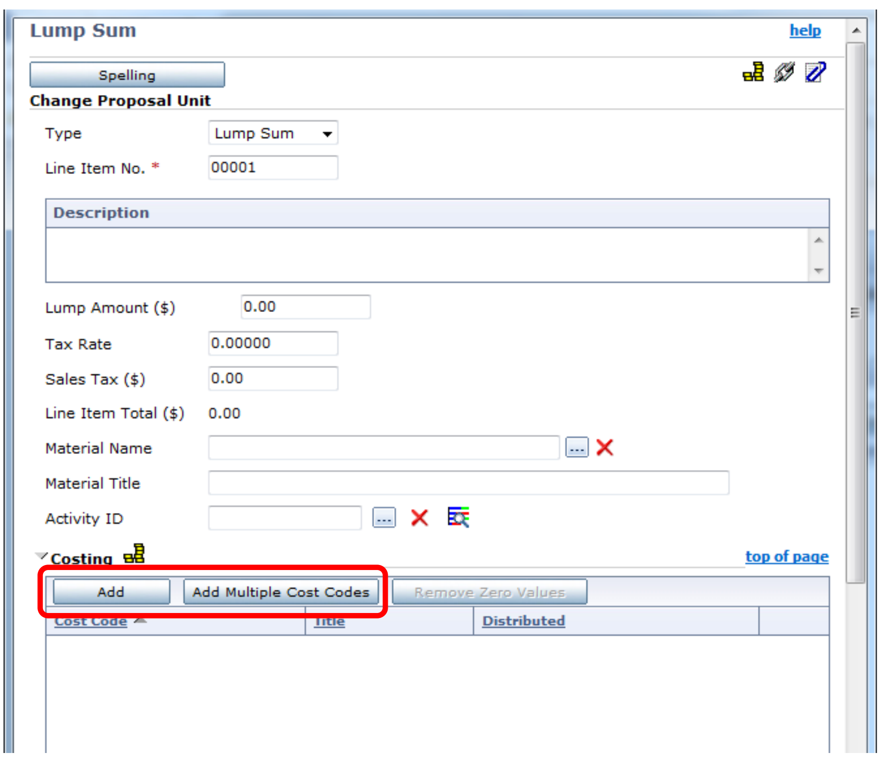
- **Ball in Court –** If necessary, click the select button next to the field to select a name from the contact list.
- **Priority – Normal** is the default, but can be changed to **High** or **Low** as necessary.
- **Status –** leave the default of **New Item**

C. Line Items Tab

1. Click the Line Items tab. A zero value line item needs to be added with the appropriate cost code. This line item will be carried over to all phases of change management. Click the **Add Lump Sum** button.

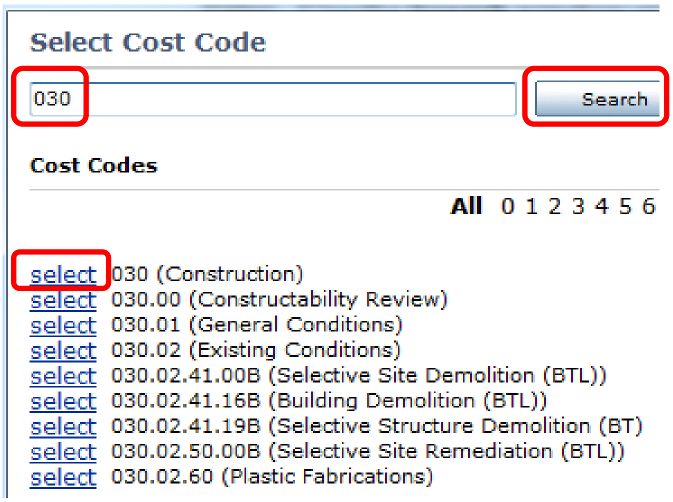


2. In the **Costing** section of the window, click the **Add** button to choose the single cost code that the Lump Sum should be distributed to. To add multiple cost codes, click the **Add Multiple Cost Codes** button.



3. Select the **cost code** that the Lump Sum should be distributed to (search by either Cost Code or Title). Use the **Search** window at the top of the screen to search for cost codes rather than paging through the entire list. Enter the high level cost code that you wish to choose (a full list of cost codes can be viewed in Section 34), then click the **Search** button.

   To add a single cost code, click the **select** link to the left of the cost code. If you are adding multiple cost codes, click the **select** link for each desired cost code.

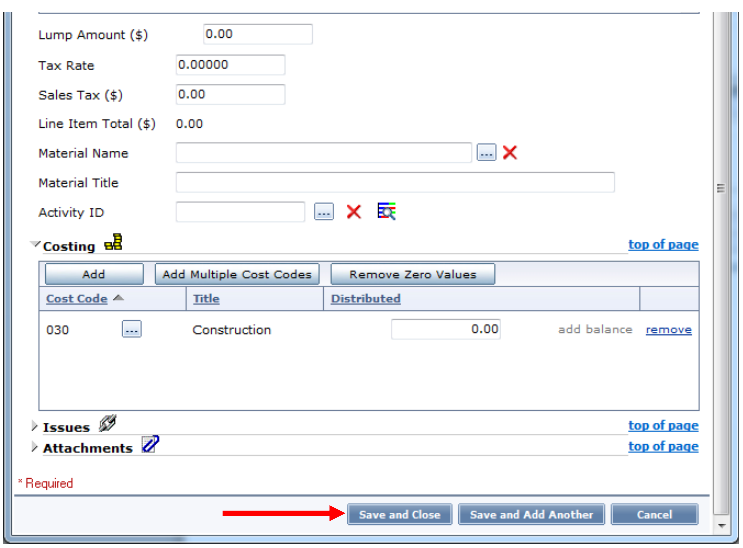


010=Real Estate Services
020=Design Fees
030=Construction
040=FF&E
050=Technology
060=Project Contingency
070=Other Costs, Direct
080=Temporary Space
090=Rebates and Refunds
100=Local Share Funds
110=PMF/CM/SDA Fees
120=OCIP
130=Other Costs, Indirect

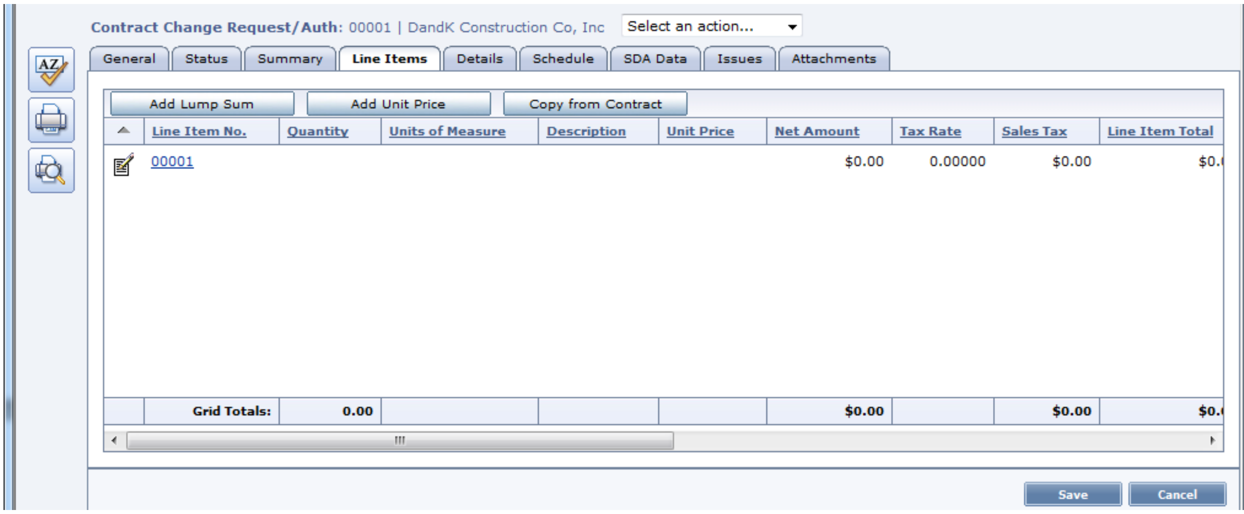
Important: Be sure that the selected cost code is in the same group as the contract level cost code. For example, if 030 is selected on the contract, you must select an 030 group cost code for the change order (030.10, 030.20, etc.).

Important: Your change order will not be processed if this step is forgotten.

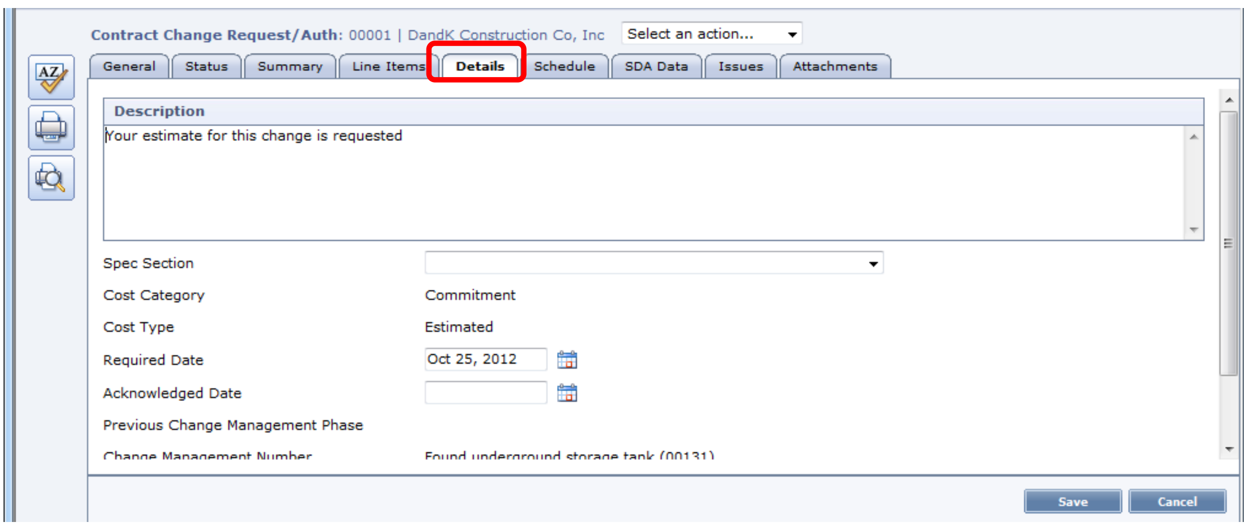
4. Scroll to the bottom of the Lump Sum screen and choose **Save and Close.** You will return to the **Contract Change Request/Authority** screen.



5. The item displays in the Line Items tab.

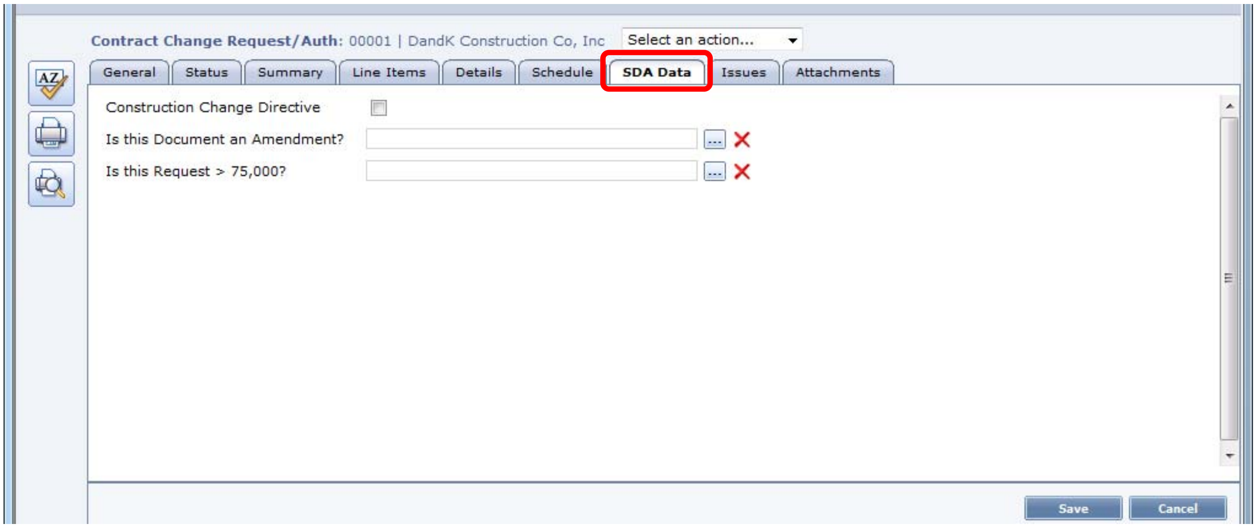


D. Details Tab



Enter any information for the GC in the **Description** field. If it is not desirable to have the original RFI question and answer contained in this screen, they may be deleted prior to entering instructions for the GC. The Question and Answer will still exist on the original RFI document.

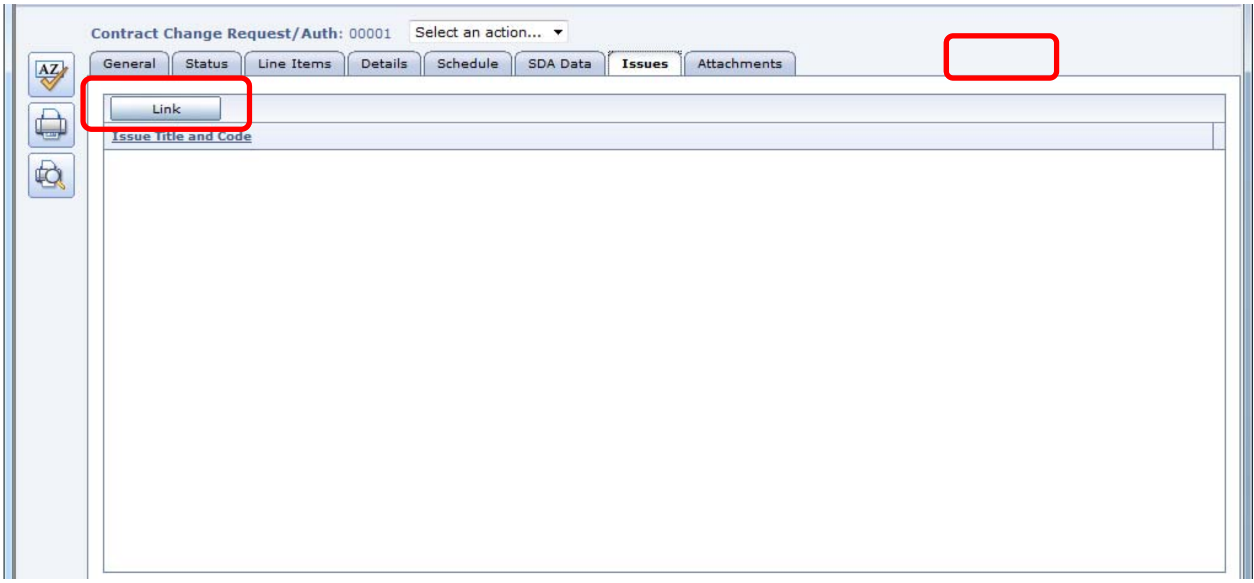
E. SDA Data Tab



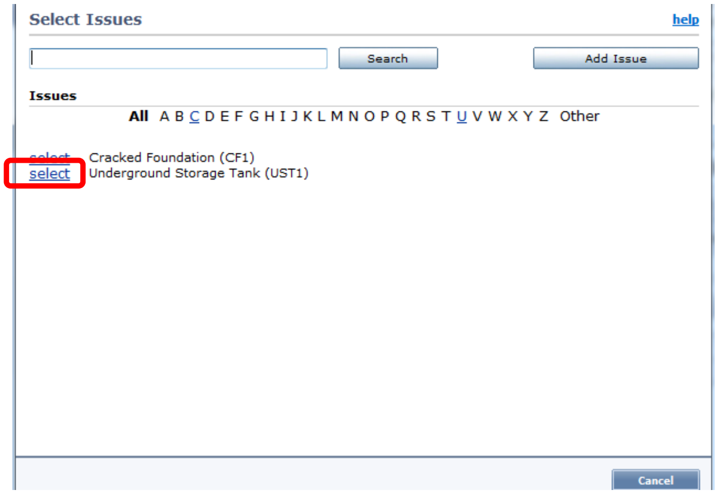
- **Construction Change Directive** – click the checkbox if this CCR/A relates to a Construction Change Directive document
- **Is this Document an Amendment?** – if this CCR/A is part of an amendment, click the select button next to the field and choose the **Yes** option to indicate that this information must be e-mailed to the Contract Management Division (CMD)
- **Is this Request >75,000?** – this field will not be utilized for a CCR/A document

F. Issues Tab

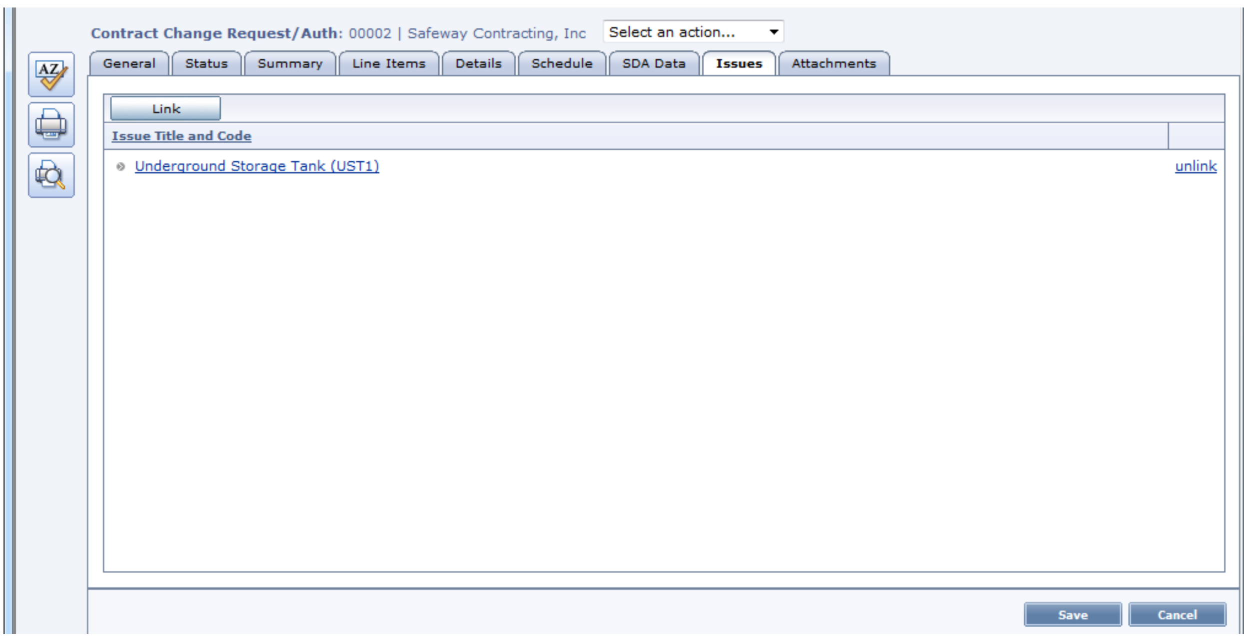
If this CCR/A relates to an Issue that was previously entered in the Issues log, it can be linked to this document. Click the **Link** button.



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 CCR/A. Once you click the select link, you will return to the CCR/A.

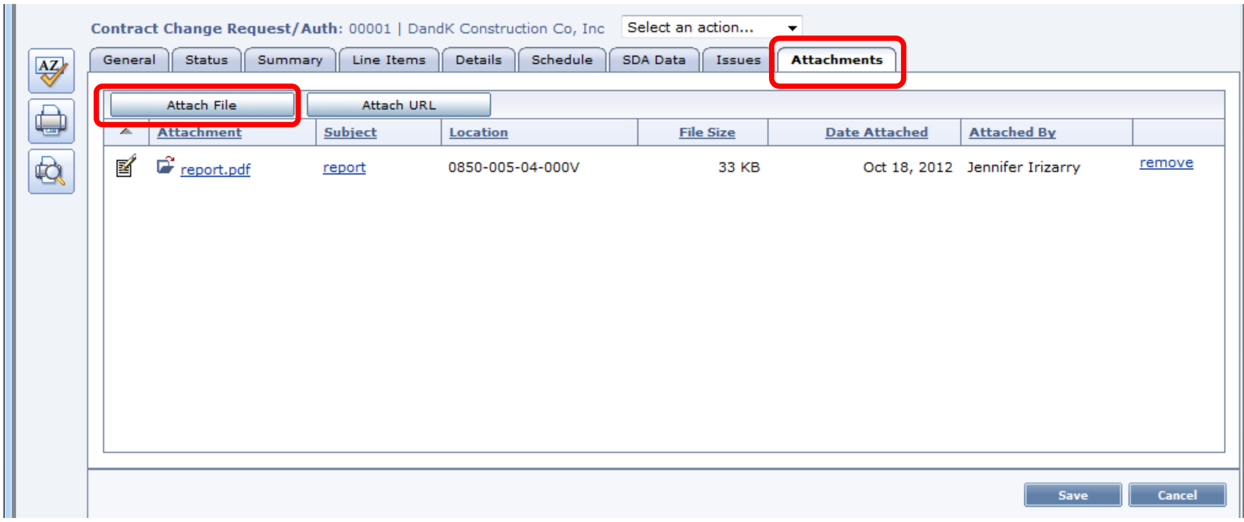


An example of a completed section is shown:

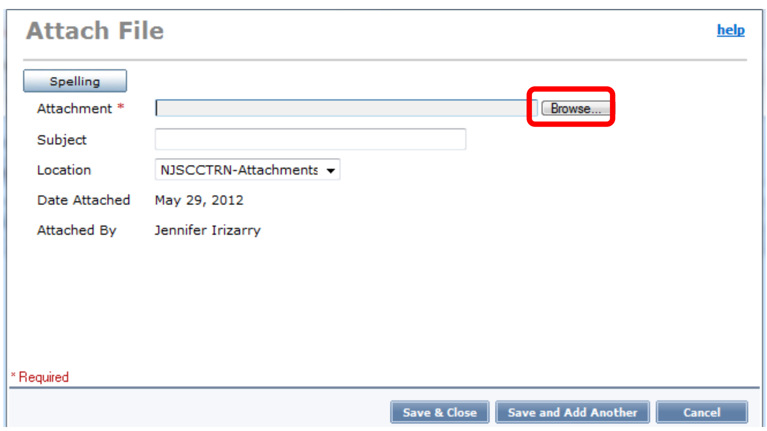


G. Attachments Tab

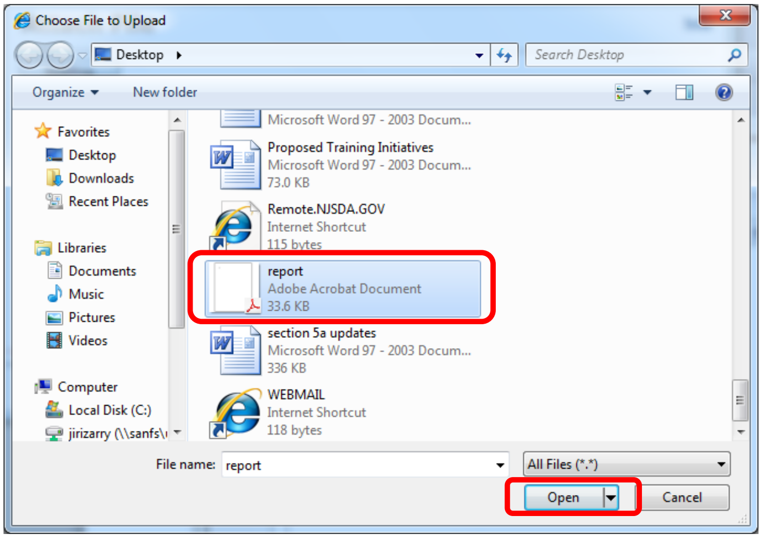
To attach additional supporting documentation, click the **Attach File** button. Note that any documents that were attached to the Change Management record have carried forward to this phase of change management.



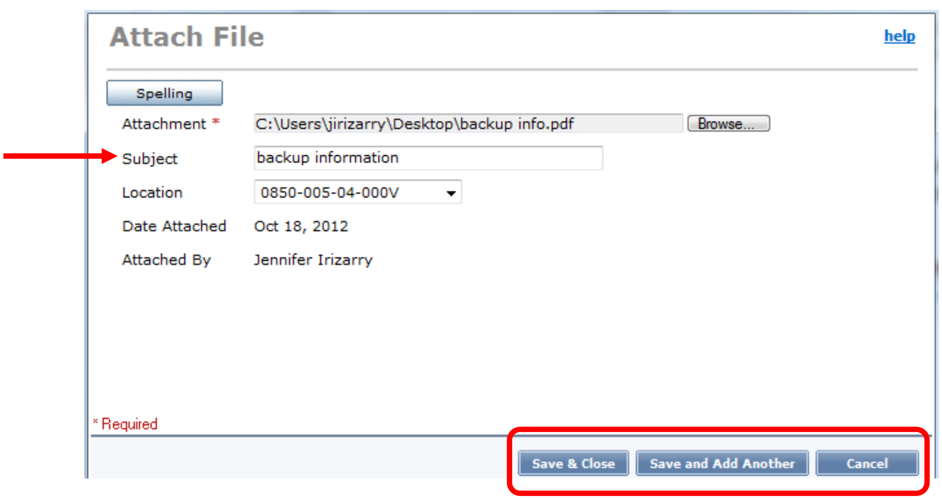
Click the **Browse** button to navigate to the document you wish to attach.



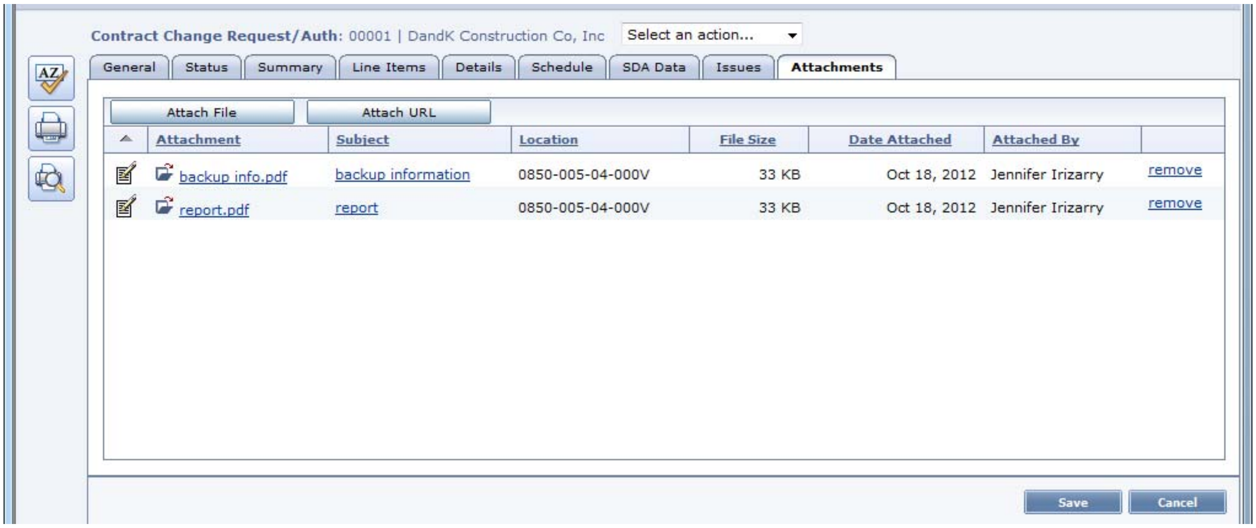
The **Choose File to Upload** window displays. Navigate to the desired file location, click on the file to highlight it, and click the **Open** button.



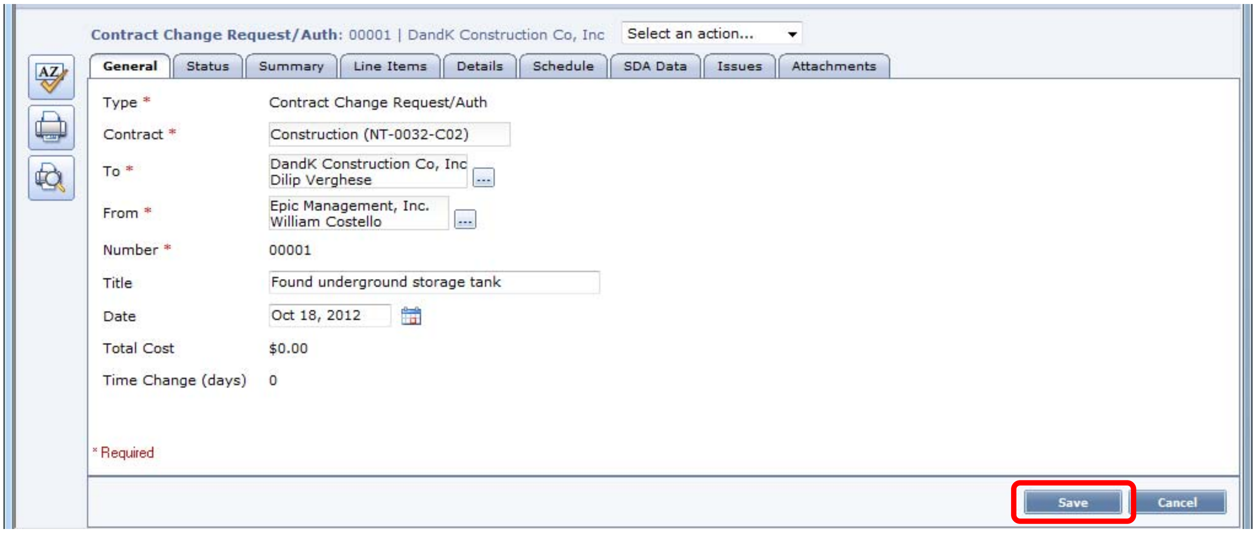
Enter the subject and/or name of the document in the **Subject** field and click **Save and Close**. You can also choose the **Save & Add Another** button to add additional documents repeating the same process.



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.



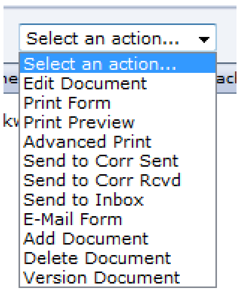
IV. Version Document

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.

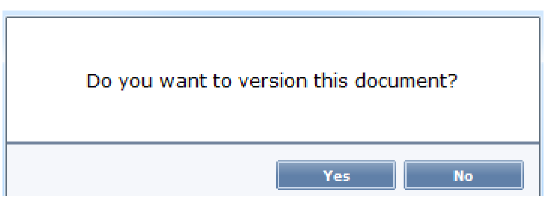
The Versions Tab will be used to track document versions. This tab only displays when you open the document in View mode, not in Edit mode. On the Versions tab, you can view and access previous versions of the selected document, identify who created the versions and when the versions were created.

A. Create a Document Version

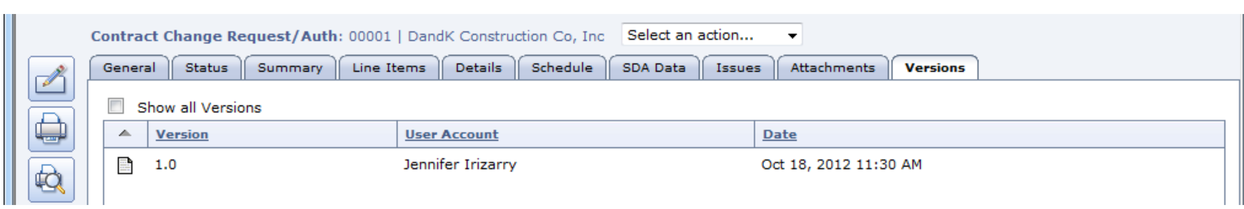
1. To create a version of the current document, click the Select an Action menu from the top of the screen and choose Version Document from the drop-down list.



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

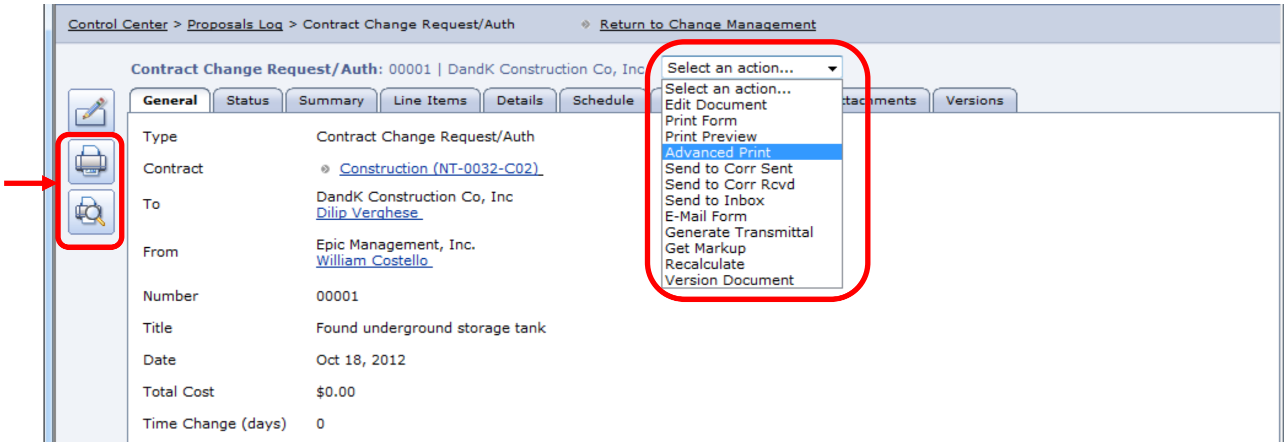


3. The Versions tab displays the document version you just created. As new document versions are created, they will be listed on this tab in reverse chronological order. Click the icon to open each version. When the version displays, it will show information available in the document when the version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

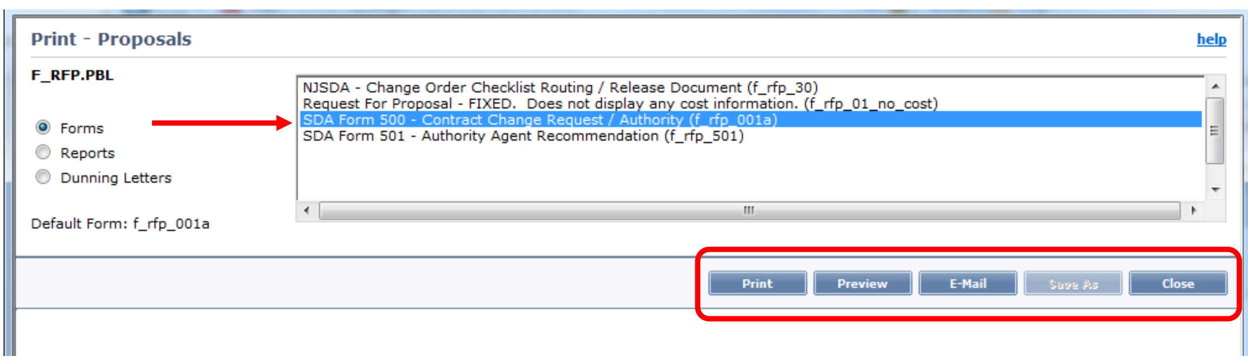


V. PRINT A CCR/A DOCUMENT (Form 500)

To print the Contract Change Request/Authority (SDA Form 500), choose either the **Print Form** button or **the Print Preview** button on the left side of the screen. Additionally, you can choose **Advanced Print** from the **Select an Action menu** on the top of the screen.

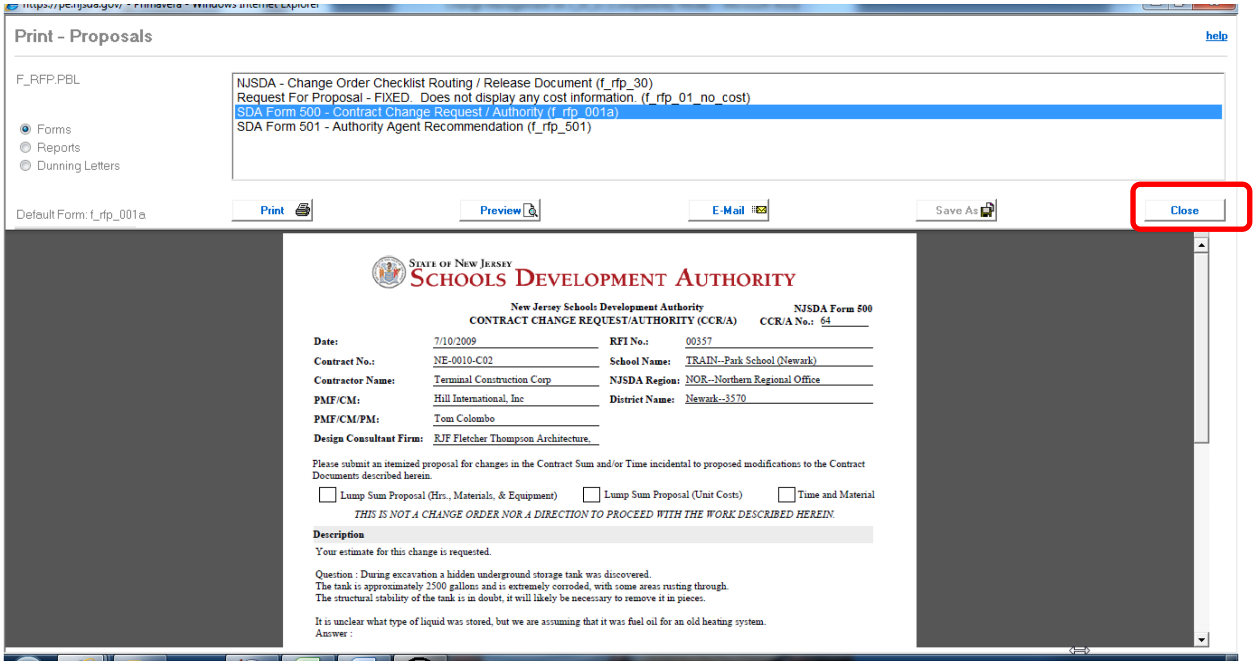


If you choose Advanced Print, click **SDA Form 500 – Contract Change Request/Authority** from the report list.

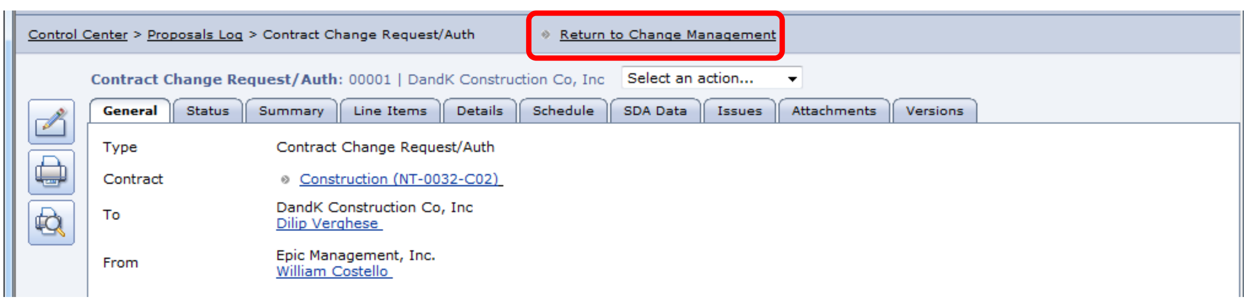


- Click **Print** to get a printed output or to create a PDF file
- Click **Preview** to see your output displayed in the window
- Click **E-Mail** to electronically send the output to another user
- Click **Save As** to save the output to your local computer or other desired location
- Click **Close** when finished to return to the document

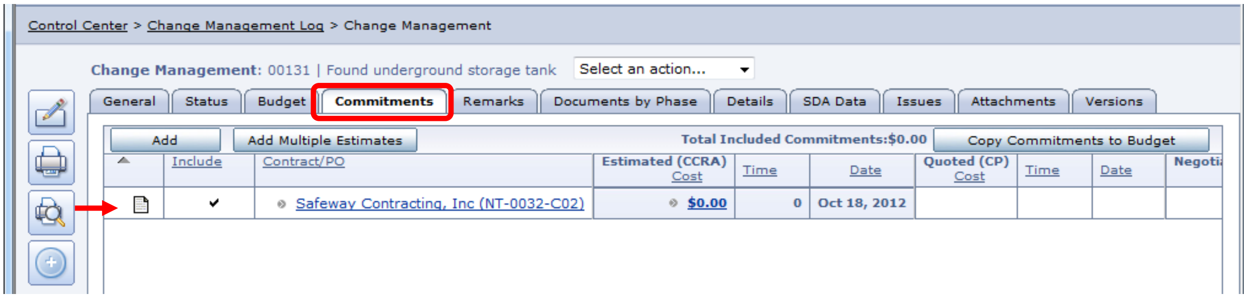
A sample of an SDA Form 500 is shown using the Preview button. Click the **Close** button to return to the CCR/A document.



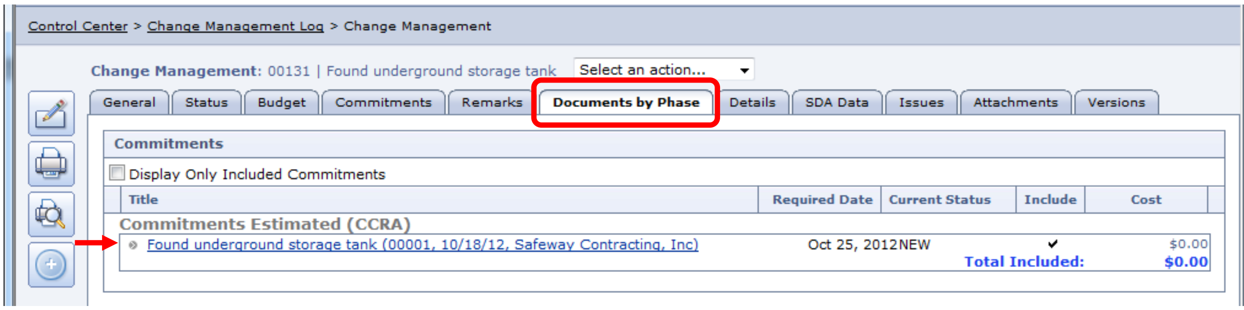
To return to the Change Management document, click the **Return to Change Management** link on the top of the screen.



The line item now displays on the **Commitments** tab.



You can also click the **Documents by Phase** tab to see the line item.



The PMF/CM/SDA will initiate the next phase of Change Management. The next phase is the **Contractor Proposal**, in which the estimate from the GC is entered in Contract Management. Refer to Section 28 of the user manual for instructions on entering the Contractor Proposal

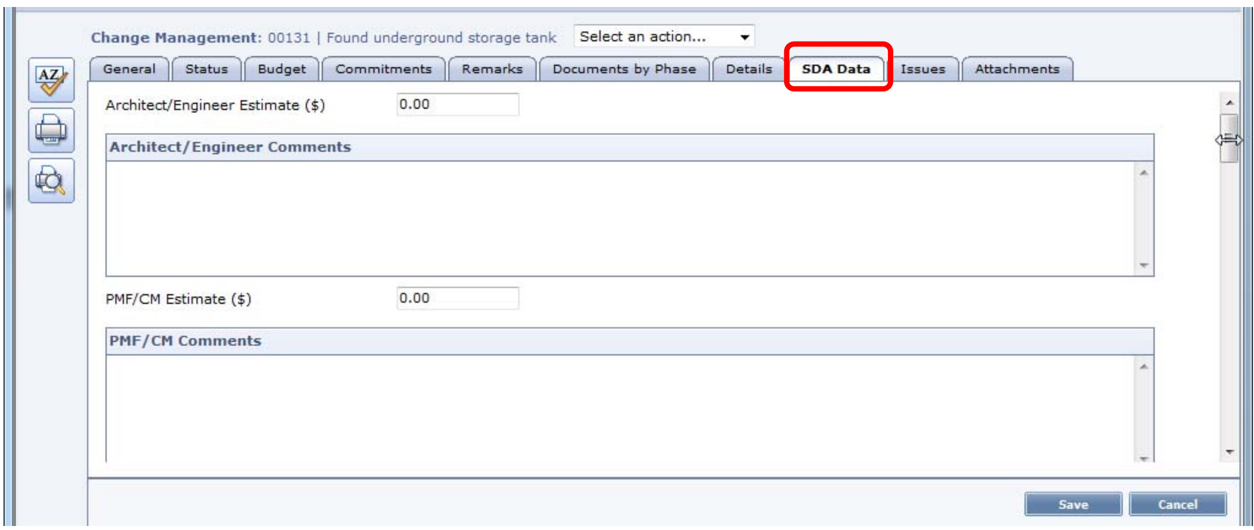
The PMF/CM/SDA will also provide a rough estimate of what his/her perceived value of the change is, based upon the documentation provided by the A/E. This rough estimate should be entered in the **SDA Data** section of the master Change Management document.

VI. ENTERING PMF/CM/SDA'S, ARCHITECT'S AND PROGRAM OFFICER'S ESTIMATE OF CHANGE VALUE

NOTE: If you are beginning from this point, perform the following steps to open the Change Management document:

- ***Log in to Contract Management***
- ***Locate your project from the project list***
- ***Choose the Change Order Management folder, then choose Change Management***
- ***Locate your desired Change Management document from the log and open in edit mode***

1. With the master Change Management document open, click the **Edit Document** button on the upper left side of the screen. Click the **SDA Data** tab and enter the following information:



- **Architect/Engineer Estimate ($):** Enter the Architect's estimated cost of the change.
- **Architect/Engineer Comments**: Enter any related comments or explanations from the Architect.
- **PMF/CM Estimate ($)**: Enter the PMF/CM's estimated cost of the change.
- **PMF/CM Comments**: Enter any related comments or explanations from the PMF/CM.
- **PO Estimate ($)**: Enter the Project Manager's estimated cost of the change.
- **POComments**: Enter any related comments or explanations from the Project Manager.
- **Justification**: Enter the reason why this change is required.
- **CCD Justification**: Enter the reason why this change is a Construction Change Directive (CCD) rather than a Change Order.
- **DCD Justification:** Enter the reason why this change is a Design Change Directive (DCD) rather than an Amendment.

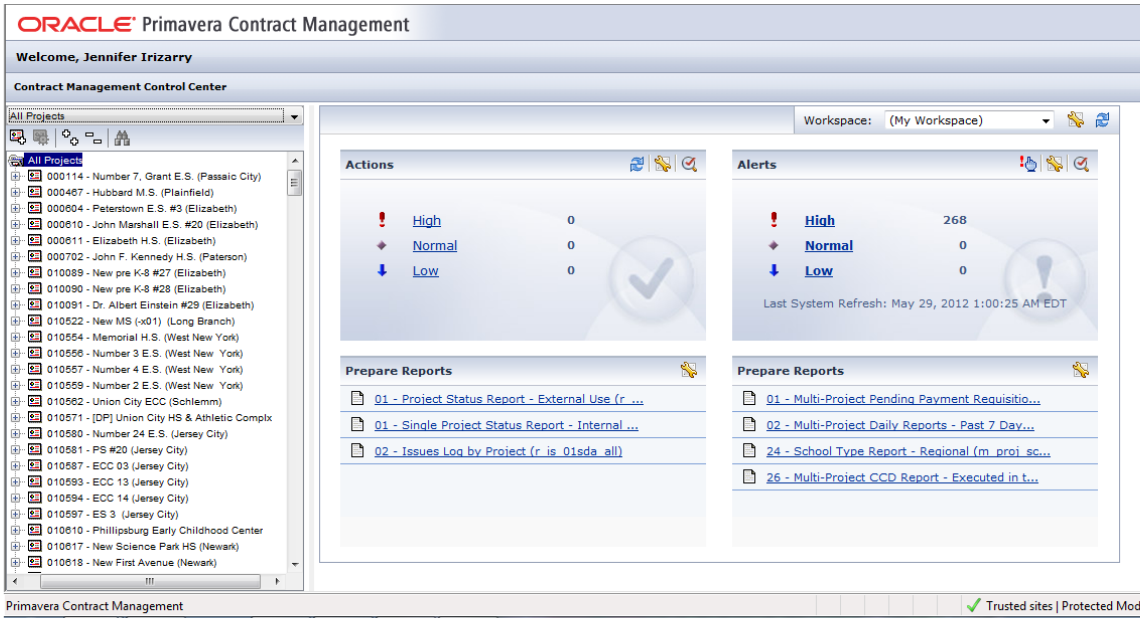
2. When all fields on the document are completed, click the **Save** button at the bottom of the document window.

If the PMF/CM/SDA's estimate of the change value is greater than $75k, the PMF/CM/SDA copies the SDA's Contract Management Division via email and solicits their input as to the value of the change.

VII. CREATING A NEW CHANGE MANAGEMENT DOCUMENT WITHOUT A REQUEST FOR INFORMATION

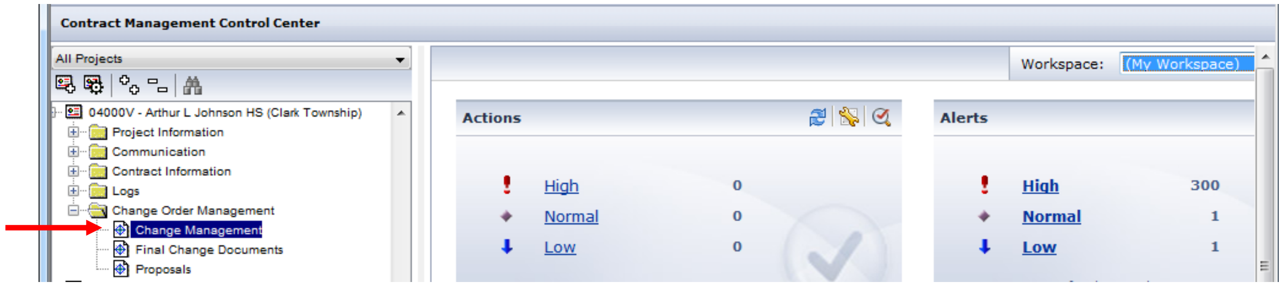
While it is desirable to capture all phases of change management beginning with a Request for Information (RFI), it is recognized that change management can be initiated without it. If you need to initiate change management without having an RFI, perform the following steps:

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

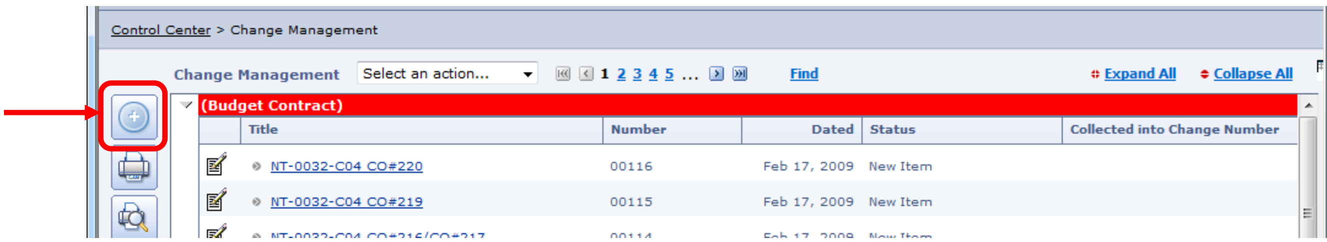


2. Select your desired project.

3. Select the **Change Order Management** folder, and then select **Change Management**.



4. When the log view displays, select the **Add Document** button on the left side of the screen to create a new master change management document.



5. The new document displays. Contract Management will provide the next available change management number for this document. ***Do not change this assigned number***. Adjust the **date** as necessary and enter a **title**. Continue to follow the entry processes as described on page 5.