



STATE OF NEW JERSEY

SCHOOLS DEVELOPMENT AUTHORITY

Section 30

Change Order (CO)

ORACLE Primavera

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I. CHANGE MANAGEMENT

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 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)
2. Contract Change Request/Authority (CCR/A)
3. Contractor Proposal (CP)
4. Authority Agent Recommendation (AAR)
5. Change Order (CO)
6. Construction Change Directive (CCD)
7. Contractor Claim Notice (CCN)

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 Program Officer (PO) 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:

1. 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.
2. 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.
3. 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.
4. 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 can follow the steps listed, attaching documentation and setting document status for tracking purposes.

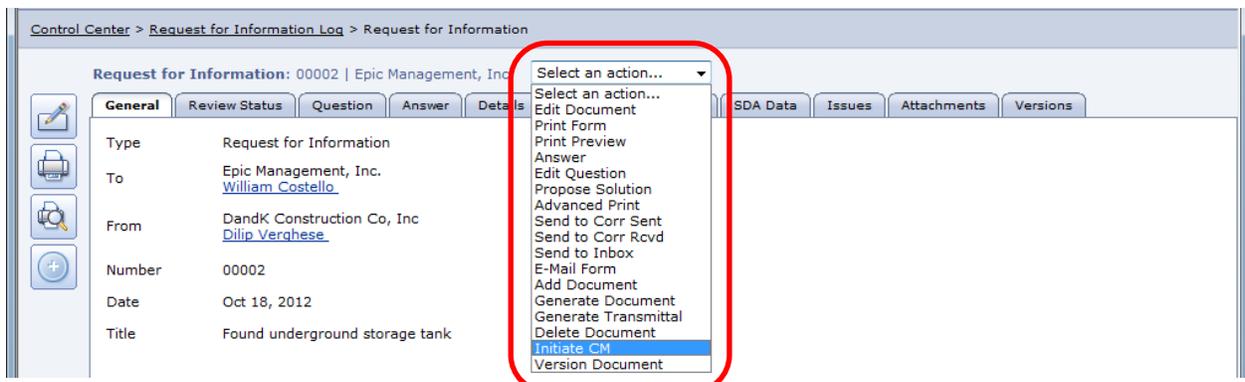
All details regarding the change can be viewed from the master **Change Management** document. Each phase of change management going forward is initiated from the master Change Management document. As each of the supporting documents (Contract Change Request/Authority, Contractor Proposal, Authority 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: Never 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.

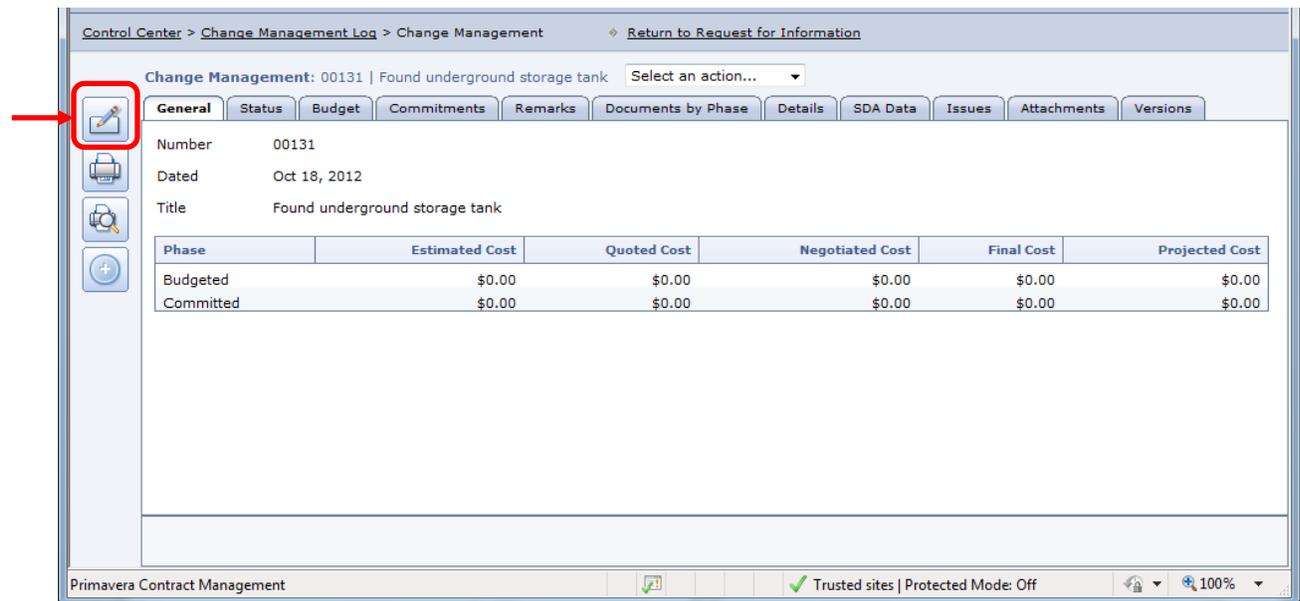
NOTE: This example shows initiating Change Management from an RFI. If you are beginning from this point, perform the following steps to open the RFI:

- *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**.

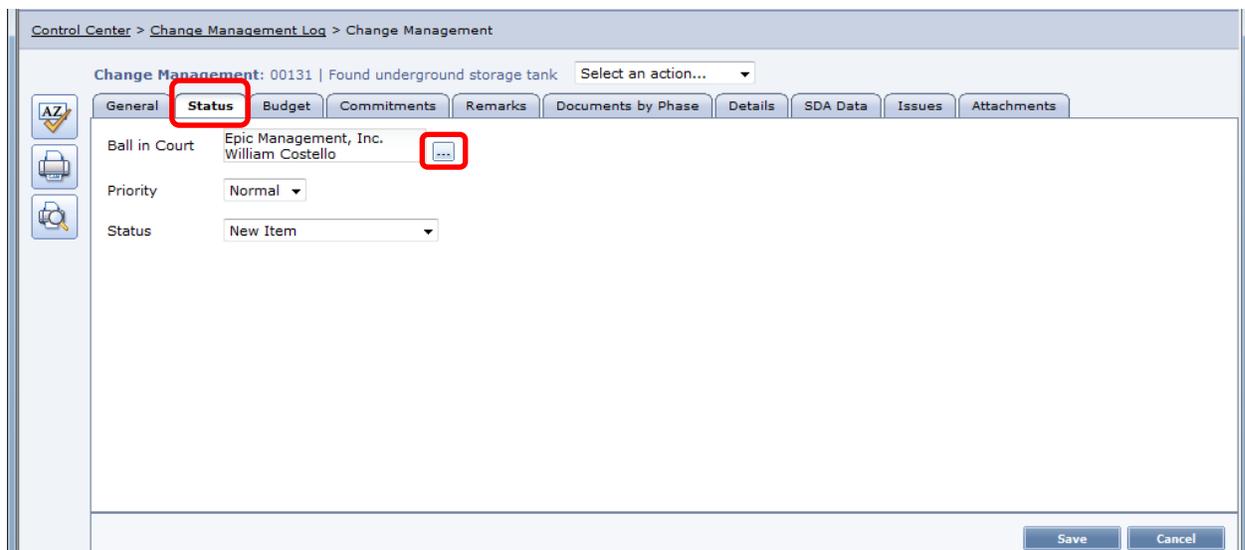


2. The master **Change Management** document displays. If necessary, click the **Edit document** icon to begin editing this document.



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.



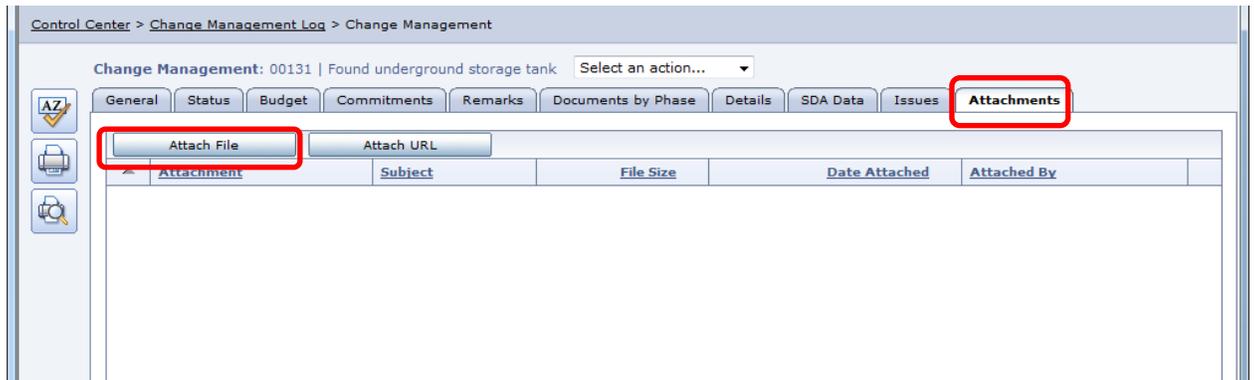
4. Click the **Details** tab and select the **Reason for Change** from the drop down list.

The screenshot shows the 'Change Management' interface for item 00131, 'Found underground storage tank'. The 'Details' tab is selected and highlighted with a red box. A dropdown menu for 'Reason for Change' is open, showing the following options: Owner-Initiated Change, Diff. Site Conditions, Delay - CLAIMS ONLY, Design Consult E/O(COs), and GC Error (Amendments). A red arrow points to the 'Reason for Change' label. The interface includes tabs for General, Status, Budget, Commitments, Remarks, Documents by Phase, Details, SDA Data, Issues, and Attachments. At the bottom, there are 'Save' and 'Cancel' buttons.

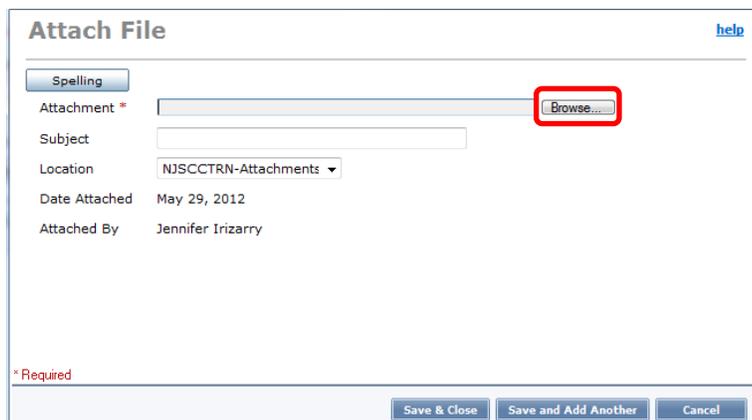
5. Click the **SDA Data** tab and complete the **Justification** field. Please note that this field must be updated any time the justification is modified.

The screenshot shows the 'Change Management' interface for item 00131, 'Found underground storage tank'. The 'SDA Data' tab is selected and highlighted with a red box. The 'Justification' field is filled with the text: 'To provide approval for removing the underground storage tank that was discovered during construction'. Below the field are input fields for 'CCD Justification' and 'DCD Justification'. A section titled 'FOR CMD USE ONLY' contains a checkbox and input fields for 'Program Operations Team', 'Contract Number', 'Change Order Type', and 'Change Order / Amendment Number'. The 'Program Operations Team' and 'Change Order Type' fields have red 'X' icons next to them. At the bottom, there are 'Save' and 'Cancel' buttons.

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



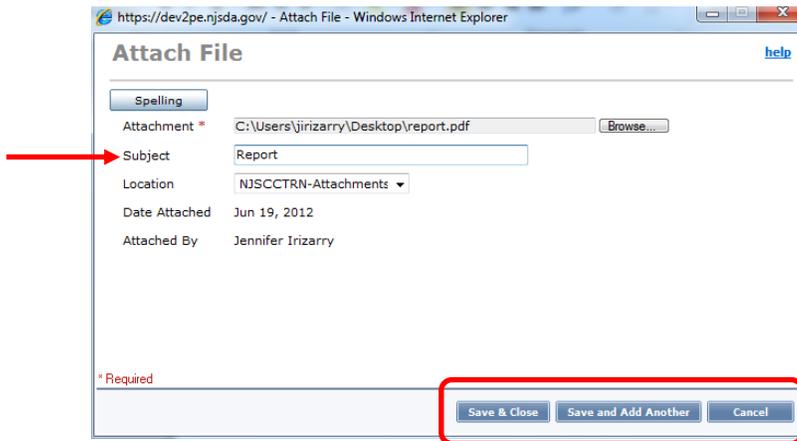
- Click the **Browse** button to navigate to the document you wish to attach.



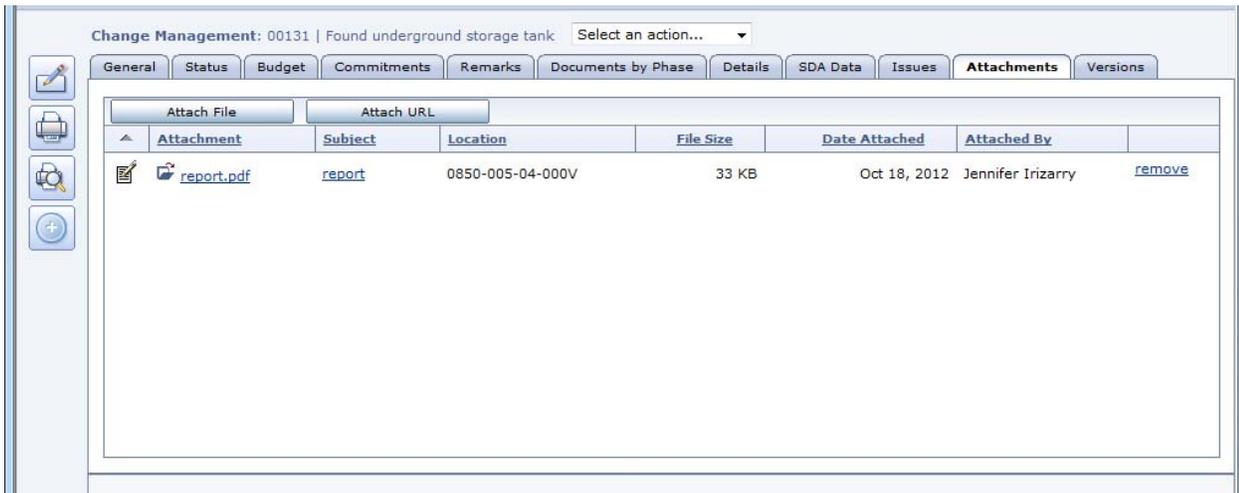
- The **Choose File to Upload** window displays. Navigate to the desired file location, click on the file to highlight it, and click the **Open** button.



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 Management** 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.

Control Center > Change Management Log > Change Management

Change Management: 00131 | Found underground storage tank Select an action...

Number * 00131

Dated Oct 18, 2012

Title Found underground storage tank

Phase	Estimated Cost	Quoted Cost	Negotiated Cost	Final Cost	Projected Cost
Budgeted	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Committed	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

* Required

Save Cancel

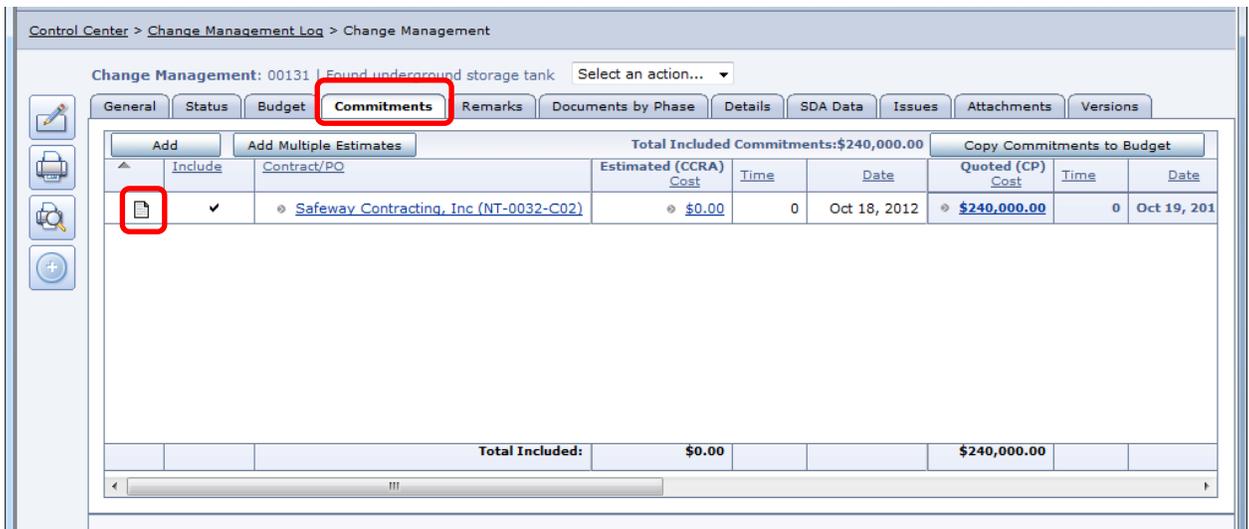
III. CREATING THE CHANGE ORDER (CO)

When the PMF/CM and PO have negotiated an acceptable price for the change with the GC, they start the final phase of the Change Management process - the Change Order.

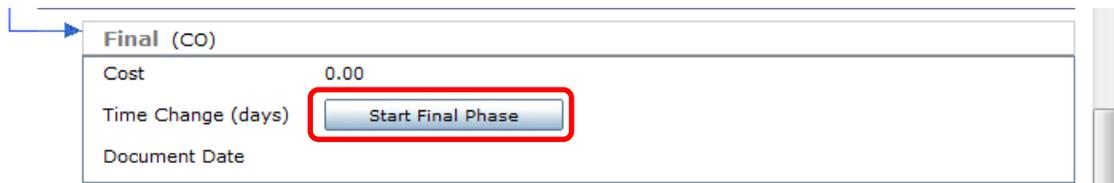
NOTE: *If you are beginning from this point, perform the following steps to open the Change Management document:*

- **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, then click on the **Edit document** icon next to the existing line item to initiate the next phase of change management. Note: If this is a new Change Management record with no existing line item, click the **Add** button.



2. Click the **Start Final Phase** button (which is the Change Order).



3. A **Change Order** displays. Complete the information in the following tabs:

A. General Tab

The **To** and **From** fields on the **General** tab will need to be edited in order to display the proper contact information. The CO should be sent *To* the SDA PO *From* the Vendor. Click the **Select** button next to the fields to select the names from the contact list.

The screenshot shows a software interface for creating a Change Order. At the top, it says "Change Order: 5 | Safeway Contracting, Inc" and has a dropdown menu "Select an action...". Below this is a tabbed interface with "General", "Review Status", "Summary", "Line Items", "Details", "Schedule", "SDA Data", "Issues", and "Attachments". The "General" tab is active and highlighted with a red box. On the left side of the form, there are three icons: a checkmark with "AZ", a printer, and a magnifying glass. The form fields are as follows:

Type *	Change Order
Contract *	Construction (NT-0032-C02)
To *	New Jersey Schools Development Auth Aaron Goss
From *	Epic Management, Inc. William Costello
Number *	5
Title	Found underground storage tank
Date	Oct 22, 2012
Total Cost	\$210,000.00
Time Change (days)	0

At the bottom left, there is a note: "* Required". At the bottom right, there are "Save" and "Cancel" buttons. The "To" and "From" fields, and their respective "Select" buttons (three dots), are highlighted with red boxes.

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, you will only be able to select the contact name.*

Check the **Number** field to be sure the system has generated the correct document number. It should match the Change Order number on the Vendor's documents. If not, you will need to change the number.

Change Order: 5 | Safeway Contracting, Inc. Select an action...

General | Review Status | Summary | Line Items | Details | Schedule | SDA Data | Issues | Attachments

Type * Change Order

Contract * Construction (NT-0032-C02)

To * New Jersey Schools Development Auth
Aaron Goss

From * Epic Management, Inc.
William Costello

Number * 5

Title Found underground storage tank

Date Oct 22, 2012

Total Cost \$210,000.00

Time Change (days) 0

* Required

Save Cancel

IMPORTANT: If it is necessary to change the Change Order number, remember that this field can only contain numbers – no alpha or special characters are permitted. The Change Order will not be processed if alpha or special characters are entered in this field.

If you are entering from a hard copy, please make sure the Change Order number in the system matches the Change Order number on the hard copy.

B. Summary Tab

Click the **Summary** tab to view the final amount of the change order and the **Net Amount of Previous Changes**.

Change Order: 5 | Safeway Contracting, Inc. Select an action...

General | Review Status | Summary | Line Items | Details | Schedule | SDA Data | Issues | Attachments

Details | Markup for Changes

Update Totals

Original Contract/PO Sum	\$243,300.00	
Net Amount of Previous Changes	\$123,355.00	Include Pending Changes <input type="checkbox"/>
Contract/PO Sum Prior to This Change	\$366,655.00	Contract/PO's Completion Date Prior to This Change
Current Change Value	\$210,000.00	
Current Contract/PO Sum	\$576,655.00	Contract/PO's Completion Date Including This Change

C. Line Items Tab

Click the **Line Items** tab to view the final amount for this change order.

Change Order: 5 | Safeway Contracting, Inc. Select an action...

General Review Status Summary **Line Items** Details Schedule SDA Data Issues Attachments

Add Lump Sum Add Unit Price Copy from Contract

Line Item No.	Quantity	Units of Measure	Description	Unit Price	Net Amount	Tax Rate	Sales Tax	Line Item Total				
00001					\$210,000.00	0.00000	\$0.00	\$210,000.00				
Grid Totals:					0.00				\$210,000.00		\$0.00	\$210,000.00

Save Cancel

D. Details Tab

Click the **Details** tab and enter the description of the change in the **Description** field.

Control Center > Final Change Documents Log > Change Order Return to Change Management

Change Order: 5 | Safeway Contracting, Inc. Select an action...

General Review Status Summary Line Items **Details** Schedule SDA Data Issues Attachments

Description

This change order represents the final negotiated value for this change.
Still need to talk about this estimate.
Our internal estimates are lower than your provided estimates. Please review the attached and let's discuss.
Estimate from GC attached

Spec Section

Cost Category Commitment

Cost Type Pending

Required Date Oct 29, 2012

Acknowledged Date

Previous Change Management Phase Found underground storage tank (00002)

Change Management Number Found underground storage tank (00131)

Save Cancel

E. Schedule Tab

If this Change Order will include information for time, click the **Schedule** tab. If there is a schedule linked to this project, choose an **Activity ID** by using the **select** button next to the field. If there is no schedule linked to this project, manually enter the Activity ID and skip to page 15.

The screenshot shows the 'Schedule' tab of a 'Change Order' for 'Safeway Contracting, Inc'. The interface includes a navigation bar with tabs for 'General', 'Review Status', 'Summary', 'Line Items', 'Details', 'Schedule', 'SDA Data', 'Issues', and 'Attachments'. The 'Schedule' tab is highlighted with a red box. Below the navigation bar, there is a table with columns for 'Details', 'Activity ID', 'Start', 'Finish', and 'Time Change (days)'. A red arrow points to the 'Activity ID' column, which contains a 'select' button and a red 'X' icon. At the bottom right, there are 'Save' and 'Cancel' buttons.

When the Activity menu displays, find your desired activity and choose the **select** link next to the activity name to add it to the change order.

The 'Select Activity' dialog box displays a search field and a 'Search' button. Below the search field, there is a list of activities with a 'select' link next to each activity name. A red bracket highlights the first seven activities. At the bottom, there are navigation controls: '<< Previous', '1 2 3 4 [Next >>', and a 'Cancel' button.

select	Activity Name (ID)
select	Building Enclosure (Masonry, Windows, Roofs) (30630)
select	Building Purge (31300)
select	Building Tempering (Building Temperature Adjustment) (30650)
select	Certificate of Occupancy Issues (CO) (40250)
select	Complete Construction Punch List (31100)
select	Construction Notice to Proceed (NTP) (30300)
select	Construction Phase (Duration) (30600)
select	Construction Procurement/GC Bid and Award (30000)
select	Correction of Deficiencies (40100)

Enter the **projected start** and **completion dates** for work related to this change. Click the calendar icon to select a date from the pop-up calendar, or use the schedule activity early/actual dates from the activity entered in the Activity ID field. If the checkbox next to each field is marked, the date is an actual start or finish date. Also, enter the number of days added or subtracted from the schedule because of the change document in the **Time Change (days)** field.

Details	Activity ID	Start	Finish	Time Change (days)
<input checked="" type="checkbox"/>	30600	<input checked="" type="checkbox"/> Aug 1, 2012	<input checked="" type="checkbox"/> Aug 29, 2012	24

F. SDA Data Tab

Click the **SDA Data** tab and select the **Change Order Type** by using the **select button** next to the field. This is a required field.

Change Order Type (required): *

Anticipated Board Date

Related to Claim/Settlement

CO Originated in SIMS (Check=Yes)(S)

PMF/CM Approval Date (required)* *

For Amendments Only

District Request

If Yes, Is Cost Eligible

Approver Comments

SIMS ChangeOrder Number (S)

If required, complete the Anticipate Board Date by clicking the calendar icon next to the field. Complete the **PMF/CM Approval Date** by clicking the calendar icon next to the field. This is a required field. Enter **Approver Comments** as necessary.

The screenshot shows the 'Change Order: 00001' form with the following fields and actions:

- Anticipated Board Date:** A text input field with a calendar icon to its right. A red arrow points to the calendar icon.
- PMF/CM Approval Date (required)*:** A text input field containing 'Oct 22, 2012' with a calendar icon to its right. A red arrow points to the calendar icon.
- Approver Comments:** A large text area for entering comments. A red arrow points to the text area.

Other fields include 'Change Order Type (required): *' (ChangeOrder), 'Related to Claim/Settlement', 'CO Originated in SIMS (Check=Yes)(S)', 'District Request', 'If Yes, Is Cost Eligible', and 'SIMS ChangeOrder Number (S)'. The 'For Amendments Only' section is also visible.

If this Change Order is an Amendment, complete the two fields in the **For Amendments Only** section. These are Yes/No fields that can be populated by clicking the **select button** next to each field.

The screenshot shows the 'Change Order: 00001' form with the following fields and actions:

- District Request:** A text input field with a 'select' button (three dots) to its right. A red arrow points to the 'select' button.
- If Yes, Is Cost Eligible:** A text input field with a 'select' button (three dots) to its right. A red arrow points to the 'select' button.

Other fields include 'Change Order Type (required): *' (ChangeOrder), 'Anticipated Board Date', 'Related to Claim/Settlement', 'CO Originated in SIMS (Check=Yes)(S)', 'PMF/CM Approval Date (required)*' (Oct 22, 2012), 'Approver Comments', and 'SIMS ChangeOrder Number (S)'. The 'For Amendments Only' section is also visible.

The **SDA Data** tab also contains additional fields that will be automatically populated by SDA's SIMS system. **Do not enter** any information in these fields (all fields designated with an **(S)**):

The screenshot shows the 'SDA Data' tab in the Primavera Contract Management application. The window title is 'Change Order: 5 | Safeway Contracting, Inc'. The 'SDA Data' tab is selected, and the 'SIMS CO Note (S)' field is highlighted with a red circle. Below this field are several other fields, all marked with '(S)' to indicate they are system-populated and should not be manually entered:

- CO Rejected in SIMS (S)
- SIMS CO Rejection Count (S)
- Sent to A/P (S)
- Received by A/P (S)
- Reviewed by A/P (S)
- A/P Analyst Reviewer (S)

At the bottom right of the form are 'Save' and 'Cancel' buttons. The status bar at the bottom of the window shows 'Primavera Contract Management', 'Trusted sites | Protected Mode: Off', and a zoom level of 100%.

IV. NUMBER OF APPROVALS REQUIRED PER OPERATING AUTHORITY

It should be noted that Contract Management only captures 3 approvals. If more than 3 approvals are required, the process will be as follows:

- By creating the change order, the first approval (from the PO) is implied.
 - The remaining interim approvals should be captured in Contract Management via the following process.
1. With the applicable Change Order open, click the **Review Status** tab. The **Ball-in-Court** is set to the first person whose approval is required based upon the cost of the change and the total amount of previous changes in this project.

The screenshot shows the 'Review Status' tab of a Change Order for 'New Jersey Schools Development Auth'. The 'Ball in Court' field is populated with 'New Jersey Schools Development Auth' and 'Aaron Goss'. The 'Approved by' section is currently empty, with fields for Company, Contact, and Approved Date.

Note: There is a new item in this section called Document Owner whose functionality we are currently not using.

2. When this person logs on to Contract Management, he/she will see this item in their **actions list** on the Control Center. The approver will open the Change Order, click the **Review Status** tab and enter the following approval information in the first approval field.

The screenshot shows the 'Review Status' tab with the 'Approved by' section populated. The 'Company' field is 'New Jersey Schools Development Auth', the 'Contact' field is 'Aaron Goss', and the 'Approved Date' field is 'Oct 22, 2012'.

NOTE: It is recommended that you also send an email to the approver.

3. Upon indicating approval, this person will then set the **Ball-in-Court** to the next person whose approval is required.

Change Order: 5 | New Jersey Schools Development Auth | Select an action...

Document Owner: <none selected>

Ball in Court: New Jersey Schools Development Auth James Adams

Priority: Normal

Status: New Item

Approved?: no

Approved by

Company: New Jersey Schools Development Auth

Contact: Aaron Goss

Approved Date: Oct 22, 2012

4. This process continues until all required approvals have been obtained, at which time the **Ball-in-Court** is set back to the PO, who will review the document to ensure that all approvals are in order. The PO will set the Ball in Court to **Sent to A/P** then click the **Approve and Save** button to complete the change:

Change Order: 5 | New Jersey Schools Development Auth | Select an action...

Document Owner: <none selected>

Ball in Court: New Jersey Schools Development Auth Sent to A/P

Priority: Normal

Status: New Item

Approved?: no

Approved by

Company: New Jersey Schools Development Auth

Contact: Aaron Goss

Approved Date: Oct 22, 2012

Primavera Contract Management | Trusted sites | Protected Mode: Off | 100%

Note: There must be three (3) approvals captured in the screen above in order to mark the change order as **Approved and Saved**. The Program Officer is responsible for making sure that all approvals are captured. If less than the required three (3) signatures appear on the screen, the Program Officer should enter their information as the last signature before the **Approve and save** button is executed.

5. The Change Order will now show a status of **Approved**. A Change Order cannot be edited after it has been approved unless you have the appropriate level of access.

The screenshot shows a web application interface for a Change Order. The title bar reads "Change Order: 5 | New Jersey Schools Development Auth" with a dropdown menu "Select an action...". Below the title bar are several tabs: "General", "Review Status", "Summary", "Line Items", "Details", "Schedule", "SDA Data", "Issues", "Attachments", and "Versions". The "Review Status" tab is active. The form fields are as follows:

Document Owner	<none selected>
Ball in Court	New Jersey Schools Development Auth Sent to A/P
Priority	Normal
Status	Approved
Approved?	yes

Below the form fields are two sections titled "Approved by":

Approved by	
Company	New Jersey Schools Development Auth
Contact	Aaron Goss
Approved Date	Oct 22, 2012

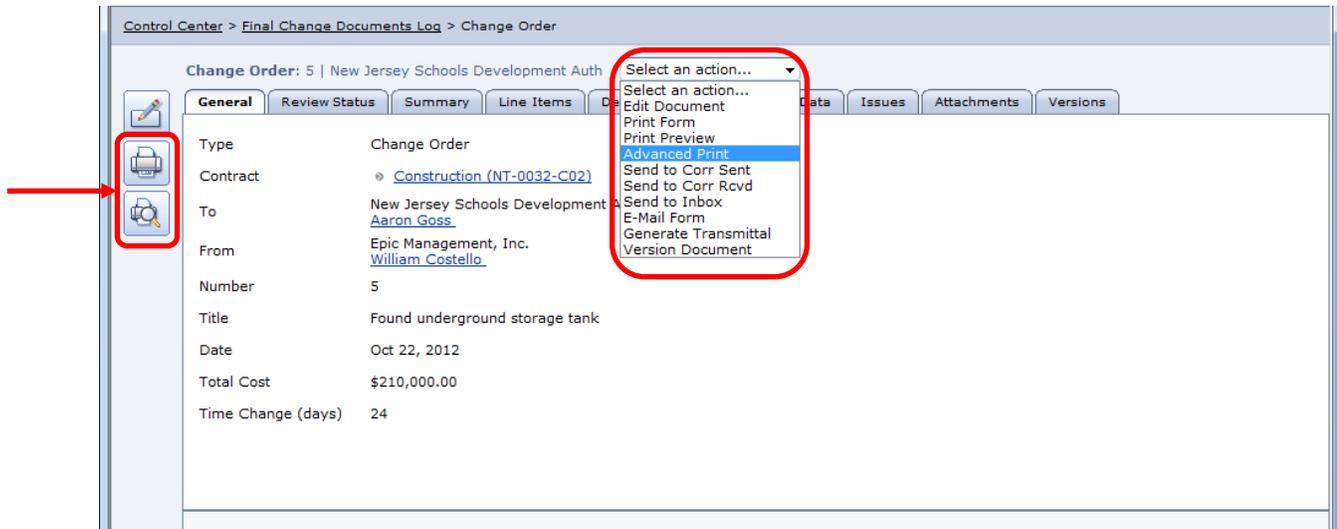
A second "Approved by" section is partially visible below.

Note: A status of **Cancelled** is available. 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.

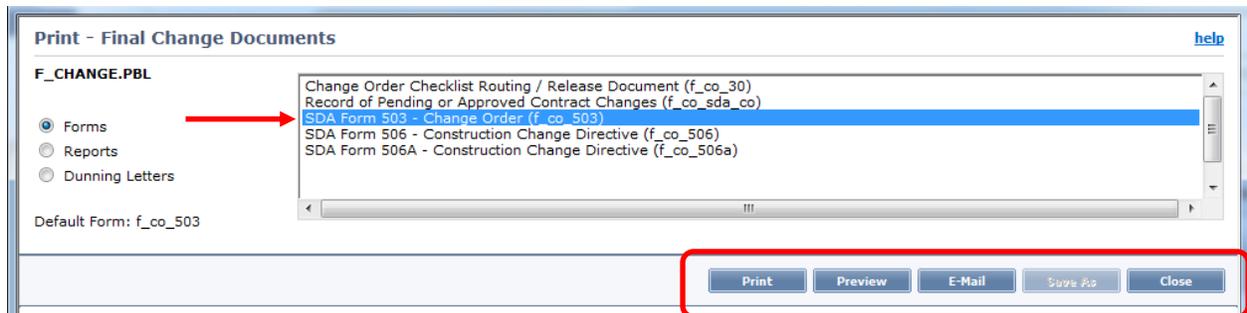
The Change Order will now be processed through SDA's SIMS (Schools Information Management System) system. Once the document is processed in SIMS, information will be pushed back into Contract Management updating the change order with the SIMS processing information. Additionally, a prefix of "**EX-**" will be added to the title of Change Order indicating it has been executed. This will allow users to more easily identify which Change Orders have been executed and are ready to be pulled into a payment requisition for processing.

V. PRINT A CHANGE ORDER DOCUMENT (SDA Form 503)

To print the Change Order (SDA Form 503), choose either the **Print Form** button or the **Print Preview** button on the left side of the screen. If you choose the Print Preview, select the **Print** button to print the report when the preview displays. Additionally, you can choose **Advanced Print** from the **Select an Action** menu on the top of the screen.

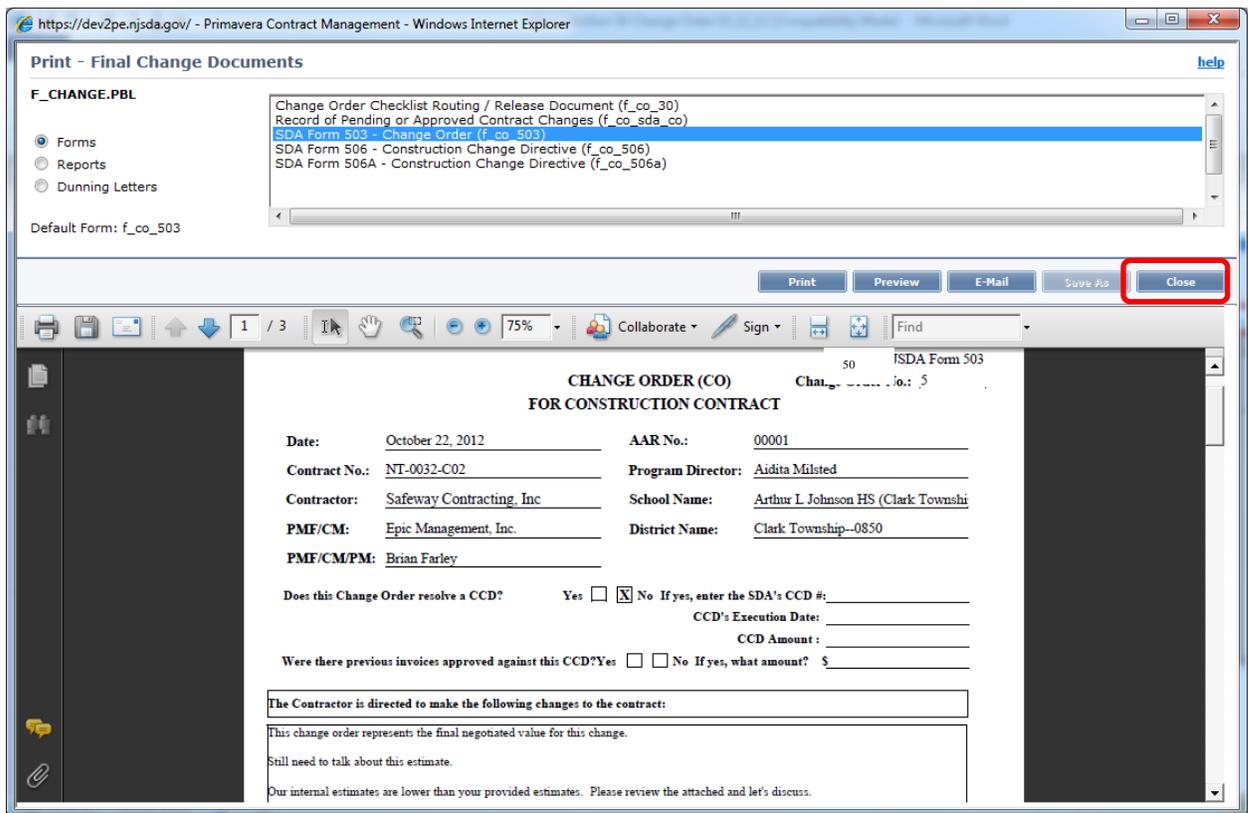


If you choose Advance Print, click **SDA Form 503 - Change Order** from the report list.



- 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 503 is shown using the Preview button. Click the **Close** button to return to the CO document.



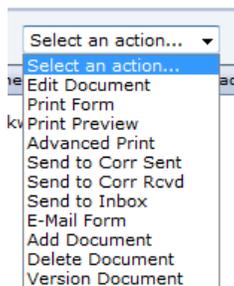
VI. Version Document

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.

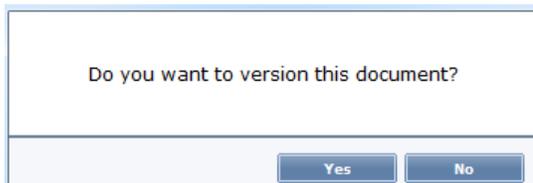
The Versions Tab will be used to track document versions. This tab only displays when you open the document in View mode, not in Edit mode. On the Versions tab, you can view and access previous versions of the selected document, identify who created the versions and when the versions were created.

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.



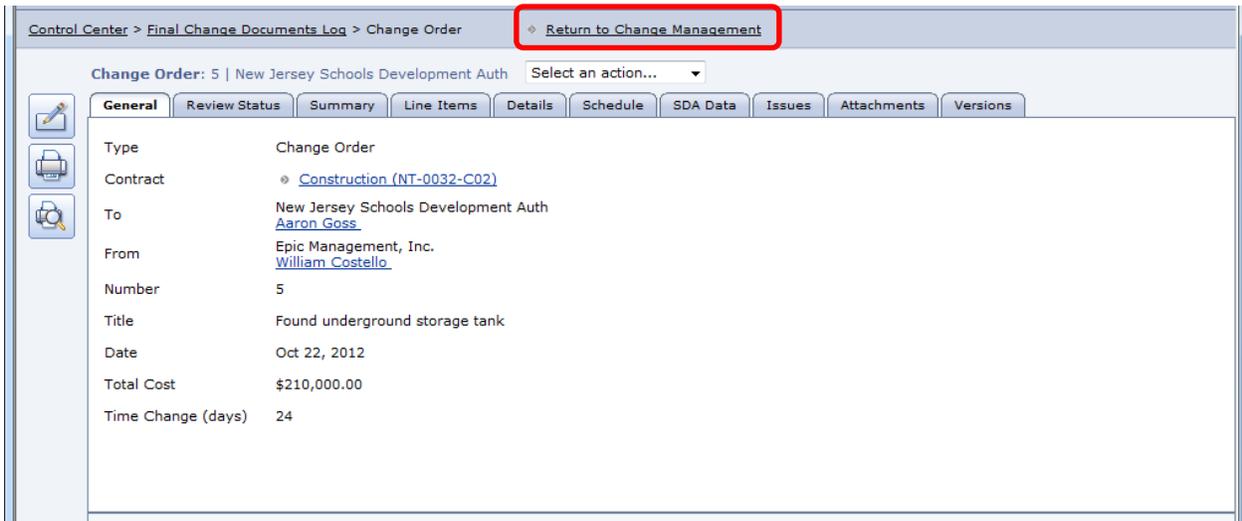
2. Contract Management will prompt you to confirm the Version Document function. Click the Yes button to continue or No to cancel.



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.



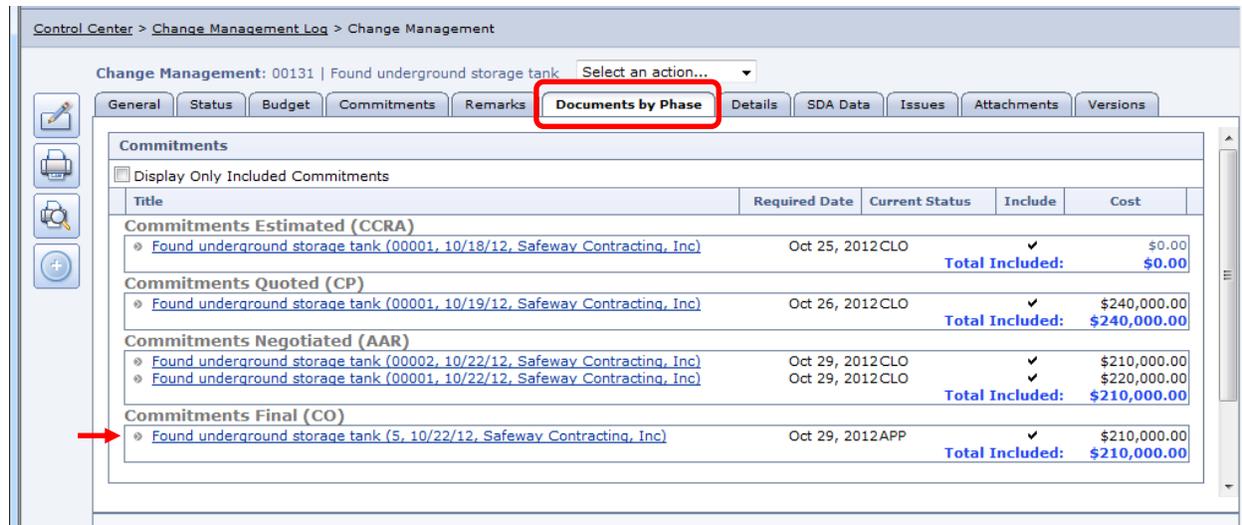
To return to Change Management, click the **return to Change Management** link on the top of the screen.



The line item is now updated on the **Commitments** tab.



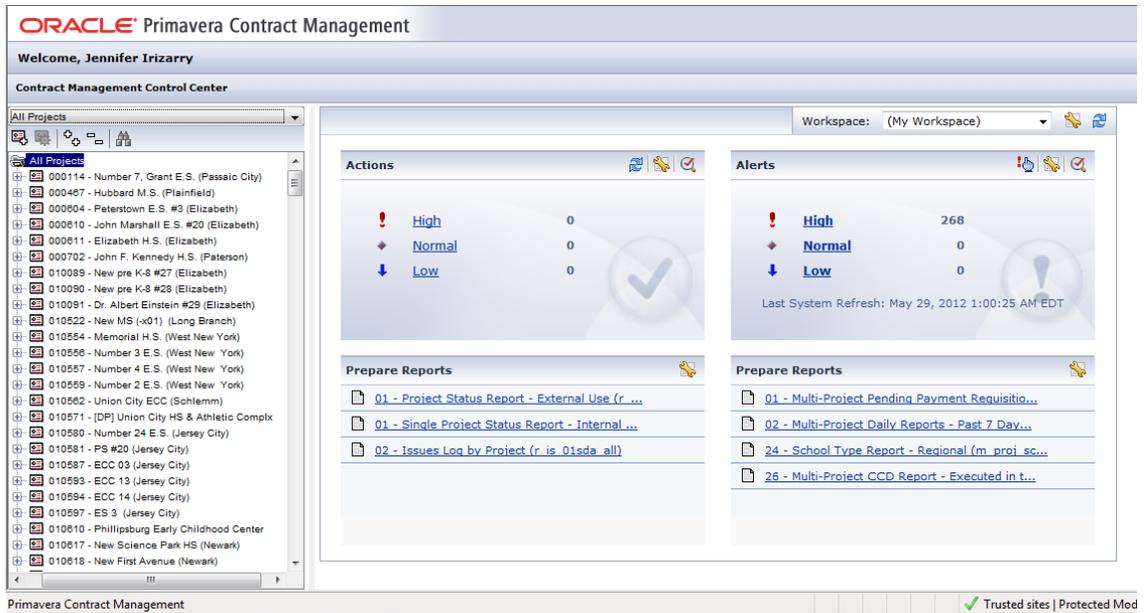
You can also click the **Documents by Phase** tab to see the line item updates.



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:

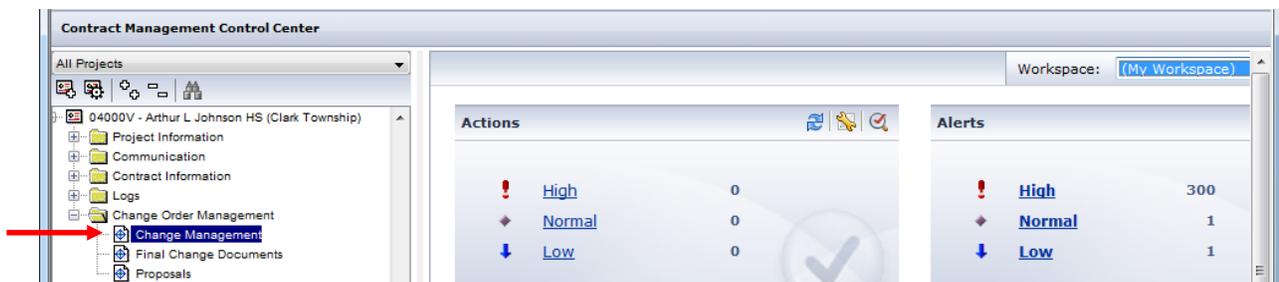
1. Once logged into Contract Management, the Contract Management Control Screen appears (as shown).



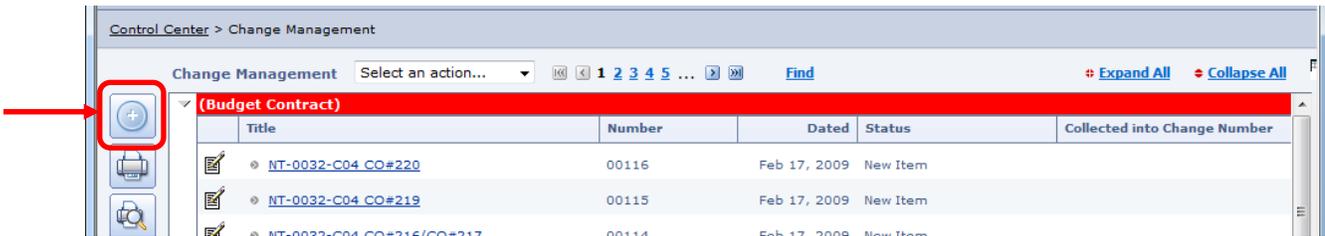
2. Select your desired project.



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



- 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.



- 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.

