OKLAHOMA DEPARTMENT OF TRANSPORTATION

CONSTRUCTION DIVISION / TRNS*PORT BRANCH

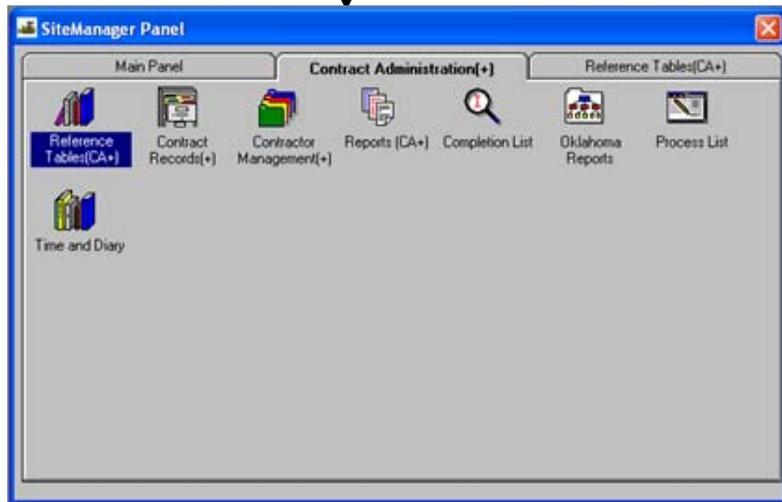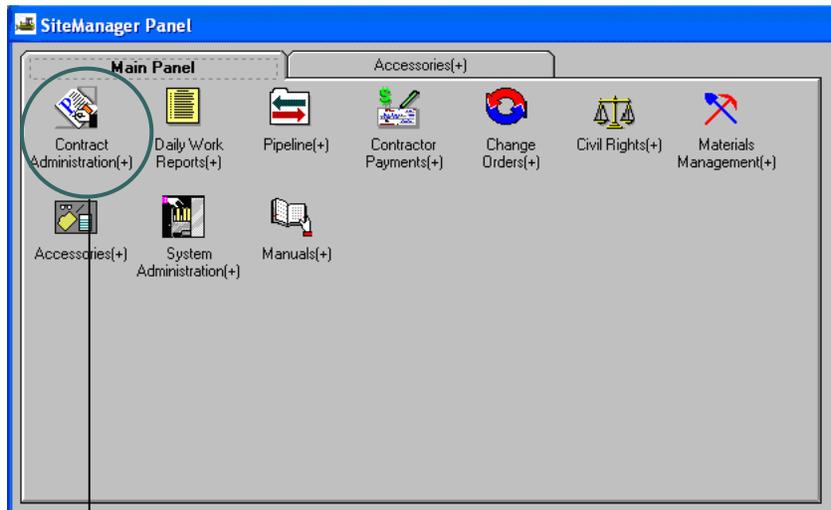# Sitemanager Policy Manual

CONTRACT ADMINISTRATION

CONTAINS :

- 401.0 - REFERENCE TABLES
- 402.0 - CONTRACT RECORDS
- 403.0 - CONTRACTOR MANAGEMENT
- 404.0 - REPORTS
- 405.0 - PROCESS LIST

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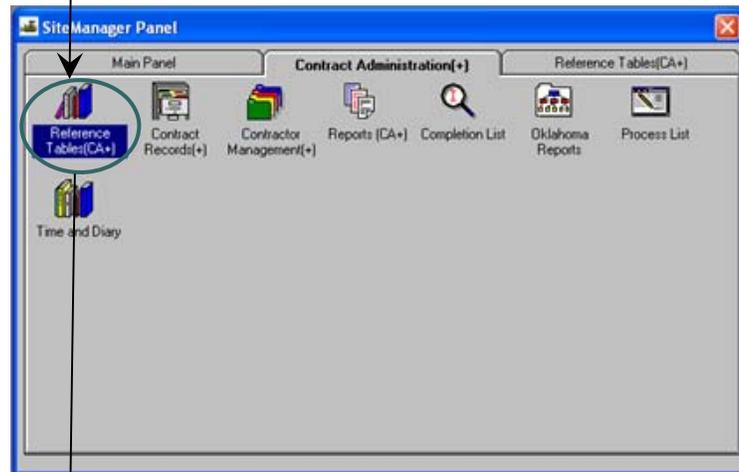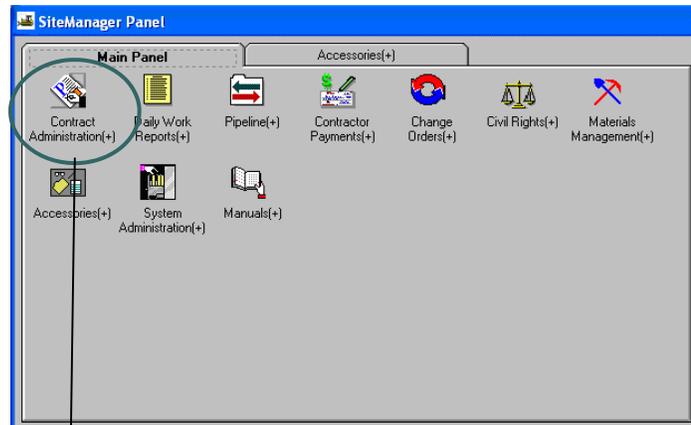
SCOPE

To establish a policy and procedure for utilizing the Interface Load Messages window.

GENERAL

Interface Load Messages are populated when two processes, BPRELOAD and BREFLOAD, are ran and is used to find potential problems with the LAS to SiteManager load. Before each process is ran, old messages should be deleted in case there is problem with the load and tracing potential problems can be easier to identify.

SCREENSHOT

SCOPE

To establish a policy and procedure for utilizing the Administrative Offices window.

GENERAL

The Administrative Office panel lets the user add, modify, and delete the offices in the reference table.

LEVEL	
1	ODOT Headquarters
2	Field Division
3	Residencies

SCREENSHOT
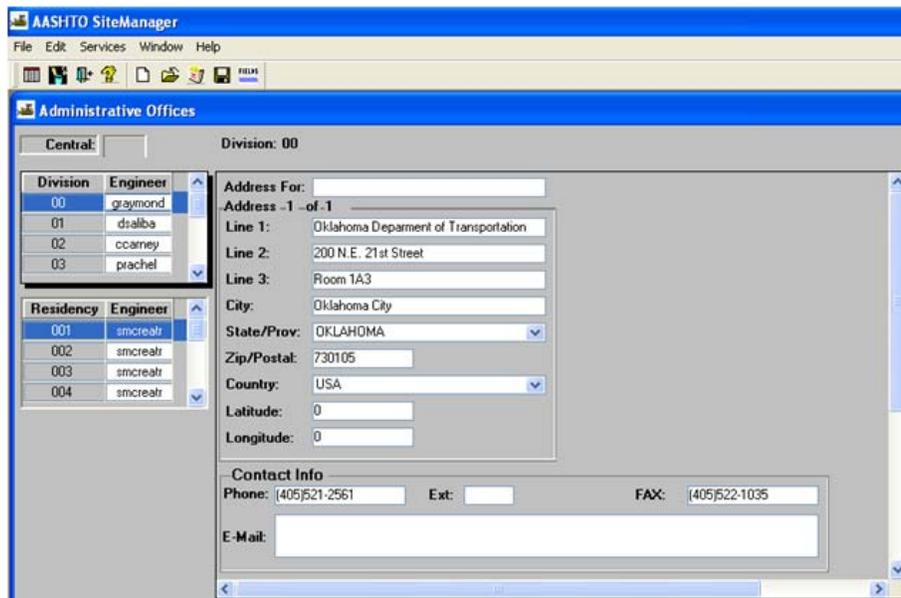
SCOPE

To establish a policy and procedure for utilizing the Item Master.

GENERAL

The Item Master panel lets the user view the standard Item list. An interface load process adds the Items from the Pre-construction system to this list. The user can not add, modify, or delete Item Master data. The default sorting order of the list is by Item Code first, then Spec Year, and then Unit. The user can find, filter, and sort any column on the list. The selected Item's Historical Price is displayed only if the user has the authority to view this data. The user can add a standard Item to a Contract by selecting the Item on the appropriate SiteManager panel (e.g., the Items panel).

In ODOT, the Item Master is loaded into SiteManager from PES/LAS

SCREENSHOT
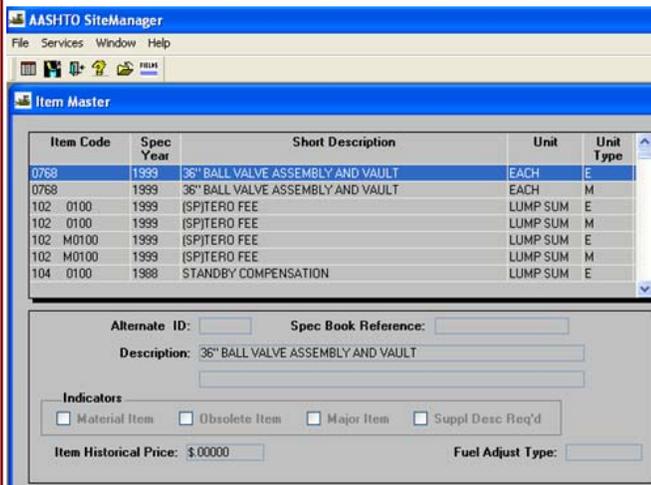
DEFAULT VALUES

IN ODOT, THE ITEM MASTER IS LOADED INTO SITEMANAGER FROM PES/LAS

SCOPE

To establish a policy and procedure for utilizing the Funding Sources window.

GENERAL

The Funding Sources panel lets the user add, modify, and delete standard funding sources. The user can view but not modify funding sources loaded from the Pre-construction system. After a funding source is entered on the Funding Sources panel, the user can add the funding source to a Contract by selecting it on the appropriate SiteManager panels (e.g., Contract Funding).

The funding sources will be loaded into SiteManager from PES/LAS.

SCREENSHOT
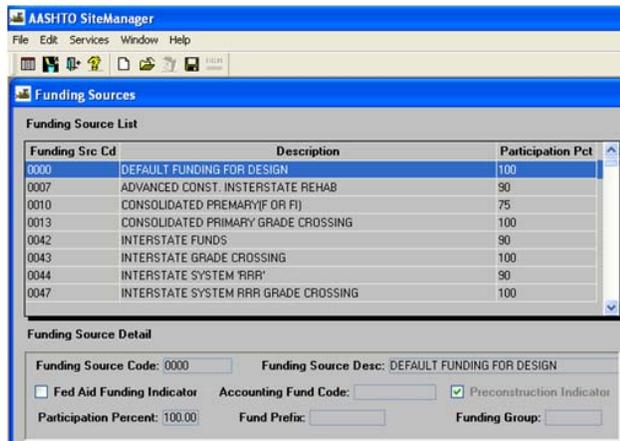
DEFAULT VALUES

THE FUNDING SOURCES WILL BE LOADED INTO SITEMANAGER FROM PES/LAS.

SCOPE

To establish a policy and procedure for utilizing the Vendor window

GENERAL

The Vendors panel lets the user add, modify, and delete Vendors and related data in the reference table. The Vendors are the material suppliers, contractors, financial institutions, insurance companies, consultants, and others who provide goods and services to the transportation agency. Typically, an interface load process adds the Vendors from the Pre-construction system to SiteManager.

The user can not modify or delete Vendor data loaded from the Pre-construction system.

The user can add Vendor data to a Contract by selecting it on the appropriate panel (e.g., the Contract Prime Contractor folder tab). I

SCREENSHOTS

DEFAULT VALUES

THIS SCREEN WILL BE LOADED INTO SITEMANAGER FROM PES/LAS.

In ODOT, vendors are loaded into SiteManager from PES/LAS.

The Construction Division will add the Contractor's Associates (Surety Bonding Agents, General Liability, and Worker's Compensation Insurance Companies) to the Vendor window on the Associates folder tab. The Prime Contractor's Prime Contacts will also be added to the Vendor window on the Personnel folder tab.

0401.5	VENDORS
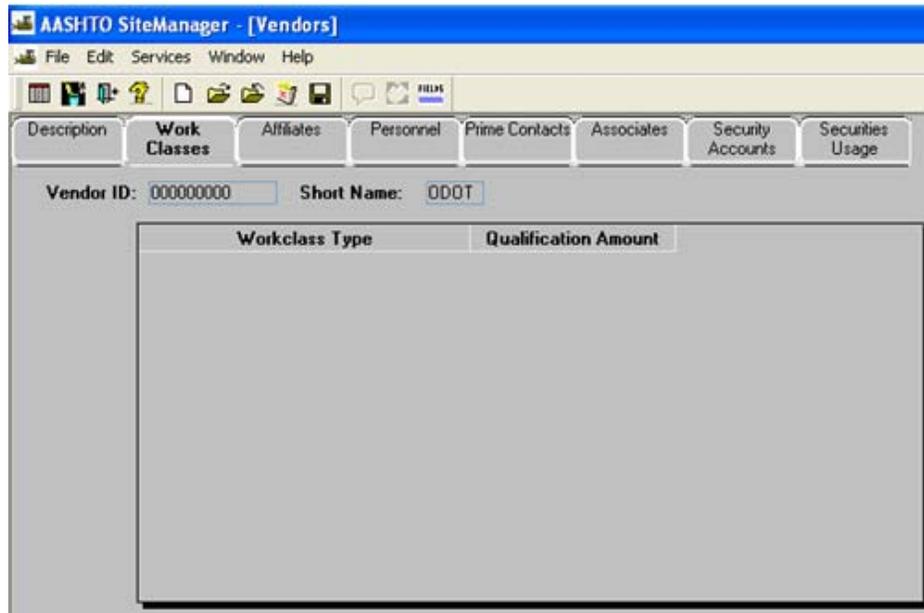
SCREENSHOTS

DEFAULT VALUES

THIS SCREEN WILL BE LOADED INTO SITEMANAGER FROM PES/LAS.

SCREENSHOTS

DEFAULT VALUES

THIS SCREEN WILL BE LOADED INTO SITEMANAGER FROM PES/LAS.

	VENDORS
0401.5	

SCREENSHOTS
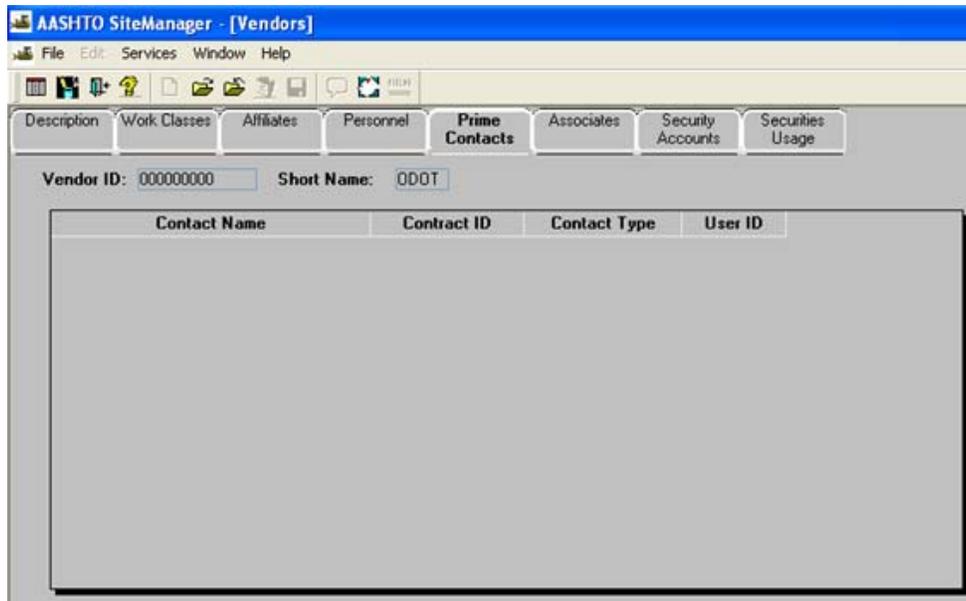
DEFAULT VALUES

THIS SCREEN WILL BE LOADED INTO SITEMANAGER FROM PES/LAS.

SCREENSHOTS

DEFAULT VALUES

THIS SCREEN WILL BE LOADED INTO SITEMANAGER FROM PES/LAS.

0401.5	VENDORS
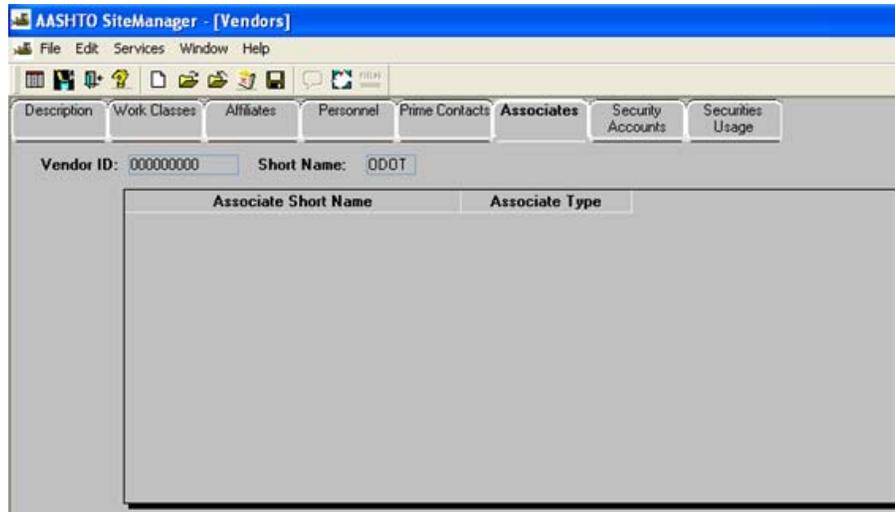
SCREENSHOTS

DEFAULT VALUES

THIS SCREEN WILL BE LOADED INTO SITEMANAGER BY

CONSTRUCTION DIVISION

SCREENSHOTS

ODOT WILL NOT USE THIS WINDOW

AASHTO SiteManager - [Vendors]

File Edit Services Window Help

Description | Work Classes | Affiliates | Personnel | Prime Contacts | Associates | **Security Accounts** | Securities Usage

Vendor ID: 000000000   Short Name: ODOT

Account ID	Description	Current Balance	Retainage Required	Amount Available
		0	0	0

Transaction

Type	Sec Type	Certificate ID	Amount	Post Date	Maturity Dt	Comments

ADDITIONAL COMMENTS

SCREENSHOTS

ODOT WILL NOT USE THIS WINDOW

ADDITIONAL COMMENTS

SCOPE

Default Critical Dates that Sitemanager uses.

GENERAL

The Default Critical Dates chart is listed below and describes whether each date will be tracked by ODOT in Sitemanager or Not Applicable.

AS PART OF THE ACTIVATION AND FINALIZATION PROCESS,

ALL CRITICAL DATES WILL BE LOADED IN THE

CONSTRUCTION DIVISION IN OKC DIVISION OFFICE.

SCREENSHOT

AASHTO SiteManager

File   Edit   Services   Window   Help

Default Critical Dates

Critical Date Type	Required to Activate	Required to Finalize
Accepted Date	N	Y
Adjusted Completion Date	N	N
Contract Archived Date	N	N
Award Date	Y	N
Contractor Bankruptcy Date	N	N
Checked Out to Field Date	N	N
Contractor Default Date	N	N
Execution Date	Y	N
Assigned to FieldManager Date	N	N
Contractor Final Release Date	N	N
Letting Date	Y	N
Notice to Proceed Date	Y	N

Critical Date Type: Accepted Date

Distribution List:

Recipient ID:

Message Text: Date ODOT accepts contract

☐ Required to Activate

☑ **Required to Finalize**

DEFAULT VALUES

CRITICAL DATE	REQ. TO ACTIVATE	REQ. TO FINALIZE	RECIPIENT ID	MESSAGE TEXT
Accepted Date	N	Y	Construction Division	Date ODOT Accepts Contract
Adjusted Completion Date	N	N	Asst. Division Engr.	System Generated (Calculates Time)
Award Date	N	N	Asst. Division Engr.	The award date fro this contract has been documented.
Checked Out to Field Date	N	N	Resident Engineer	System Generated when pipeline is being used.
Contract Archived Date	N	N	Resident Engineer	The Contract has been archived.
Contractor Bankruptcy Date	N	N	Resident Engineer	The Contractor has been placed in bankruptcy.
Contractor Default Date	N	N	Resident Engineer	The Contractor has defaulted on the contract.
Contractor Final Release Date	N	N	N/A	N/A
Execution Date	Y	N	Construction Division	The date the Director executes the contract.
Letting Date	N	N	Asst. Constr. Engr.	The contract has been let.
Notice to Proceed Date	Y	N	Resident Engineer	The NTP for this contract has been issued.
Open to Traffic Date	N	N	Division Engineer	Work is complete and open to traffic.
Original Completion Date	N	N	Division Engineer	Date set by Construction Division at beginning of project.

DEFAULT VALUES

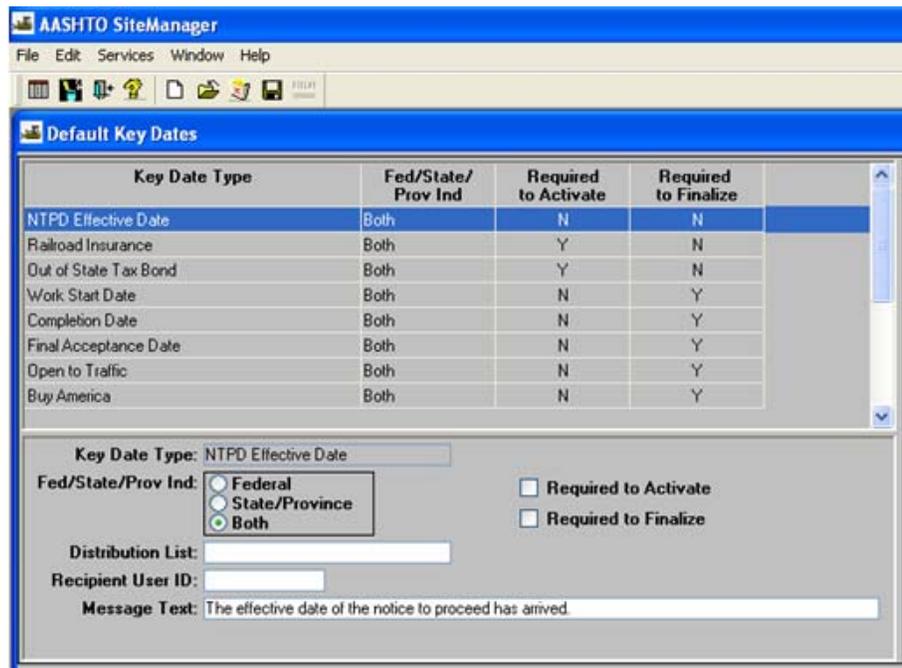| CRITICAL DATE	REQ. TO ACTIVATE	REQ. TO FINALIZE	RECIPIENT ID	MESSAGE TEXT
Physical Work Complete Date	N	Y	Asst. Division Engr.	No further DWR or Estimate can be ran against project.
Price Adjustments Base Date	N	N	R.E.	First Day of the Letting Month
Signed Date	N	N	N/A	
Substantial Work Complete Date	N	Y	Asst. Division Engr.	The Residency has issued a completion date for this contract.
Work Begin Date	N	N	N/A	Automatically populates from Key Dates

SCOPE

To establish default key dates that will be added to each new contract that is administered.

GENERAL

The following Default Key Dates will be placed on each new contract. The Construction Division will determine the appropriate Default Key Dates that will remain on the contract on a contract by contract basis

SCREENSHOT

DEFAULT VALUES

KEY DATE	HOW YOU KNOW WHEN IT OCCURS	WHO WILL SCHEDULE PROJECTED DATE	WHAT WILL DETERMINE ACTUAL DATE	WHO IS NOTIFIED	TEXT MESSAGE THAT GOES WITH DATE
NTPD	Effective Date	When date is posted Construction Division will insert the projected date. The projected date will be the same as the NTP Effective Date	The actual date will be the same as the projected date. The actual date will be enter by the Construction Division at the time the contract is finalized.	The Assistant Resident Manager is automatically notified when the projected date has passed.	The Effective Date of the Notice to Proceed has arrived.
Railroad Insurance	Railroad Policy Rec'd. by Construction	No projected date will be entered.	The Construction Division will enter the actual date when the insurance policy is verified.	No notification will be sent. This date is used by the Construction Division for tracking.	
None Out of State Tax Bond	Notified by Oklahoma Tax Commission	No projected date will be entered.	Tax Bond Posted The Construction Division will enter the actual date when the tax bond is verified.	No notification will be sent. This date is used by the Construction Division for tracking.	None
Work Start Date	The Contractor begins work on the contract.	The projected date field will not be used.	Residency Personnel	Assistant Division Engineer	Work began on this contract.
Completion Date	All Physical Work Completed	The projected date field will not be used	Residency Personnel	Assistant Division Engineer	All physical work is completed and accepted by the residency.

0401.7	DEFAULT KEY DATES

DEFAULT VALUES

KEY DATE	HOW YOU KNOW WHEN IT OCCURS	WHO WILL SCHEDULE PROJECTED DATE	WHAT WILL DETERMINE ACTUAL DATE	WHO IS NOTIFIED	TEXT MESSAGE THAT GOES WITH DATE
Final Acceptance Date	All necessary materials, certifications, etc. have been received.	The projected date field will not be used.	Residency Personnel	Assistant Division Engineer	The Dept. has accepted the contract & released the contractor except for some bonding requirements.
NOT (Notice of Termination) Date	the NOT is submitted to the ODEQ	The projected date field will not be used.	Residency Personnel	Mickey Dolan	A Notice of Termination has been submitted for this contract.
Buy America	Certification is received by the Residency	The projected date field will not be used.	Residency Personnel	No notification will be sent. This date is used by the Residency for finalization	None
Railroad Payment Certification	Certification is received by the Residency	The projected date field will not be used.	Residency Personnel	No notification will be sent. This date is used by the Residency for finalization	None
Bridge Foundation Report	As-Builts are completed	The projected date field will not be used.	Residency Personnel	No notification will be sent. This date is used by the Residency for finalization	None
Residency Audit Complete	Residency Audit Complete	The projected date field will not be used	Residency Auditor	Division Auditor	The residency has finished their audit on this project.

DEFAULT VALUES

KEY DATE	HOW YOU KNOW WHEN IT OCCURS	WHO WILL SCHEDULE PROJECTED DATE	WHAT WILL DETERMINE ACTUAL DATE	WHO IS NOTIFIED	TEXT MESSAGE THAT GOES WITH DATE
Division Audit Complete	Division Audit Complete	The projected date field will not be used.	Division Auditor	Asst. Div. Engr.	The Field Division has completed its audit of this project.
Open to Traffic	When Contr. has completed work and opened roadway up to traffic.	The projected date field will not be used.	Date of event	No notification will be sent.	The Open to Traffic Form has been submitted to Planning Division in OKC.
Final Inspection Date	Date Final Inspection Occurs	The projected date field will not be used.	Date of event	Asst. Division Engineer	The Final Inspection has occurred on this contract.
Final DBE Compliance (Form 3A)	Rec'd. from Contractor	The projected date field will not be used.	The Final DBE form has been reviewed and accepted by the Residency	Susan McClune - Regulatory Services	The Final Form 3A has been received for this contract.
Contract Signed Date	When Director executes the contract.	The projected date field will not be used.	Director	No notification will be sent. This date is used by the Construction Division for tracking	None

DEFAULT VALUES

KEY DATE	HOW YOU KNOW WHEN IT OCCURS	WHO WILL SCHEDULE PROJECTED DATE	WHAT WILL DETERMINE ACTUAL DATE	WHO IS NOTIFIED	TEXT MESSAGE THAT GOES WITH DATE
Work Start Date	Work Begins	The projected date field will not be used.	Residency Personnel	Asst. Div. Engr.	Novw
Storm Water Permit Received	Storm Water Permit Received	The projected date field will not be used.	Residency Personnel	Mickey Dolan	Nove
Division Audit Begins	Division Audit Begins	The projected date field will not be used.	Residency Personnel	Asst. Div. Engr.	The Field Division has started its audit of this project.
Residency Audit Begins	Residency Audit Begins	The projected date field will not be used	Residency Auditor	Division Auditor	The residency has started their audit on this project.

SCOPE

To establish Default Checklist Event Dates that will be tracked by ODOT in Sitemanager.

GENERAL

Below is a list of the Default Checklist Event Dates ODOT will be tracking. As part of the activation process, each Residency should review the Checklist Event Dates to ensure that the dates which need to be tracked are inclusive in Sitemanager. You can check this in the Contract Records\Checklist Event Dates Icon. If a Checklist Event Date is included in your contract that does not apply, the residency will be responsible for contacting the Construction Division and request the deletion of any unnecessary Checklist Event Dates before work starts on the contract.

SCREENSHOT

DEFAULT VALUES

NAME OF EVENT	DISCREP-ANCY INDICA-TOR	REQ. TO ACTI-VATE	FREQ.	SCHED-ULED BY	EN-TERED BY	NOTIFIED BY	MESSAGE TEXT
Wage Rate Interview	Y	N	Monthly	PM or Inspector	RE, Auditor or PM	RE	The monthly Wage Rate Interview has not occurred.
404 Permittee Constr. Schedule Worksheet	Y	N	One Time	RE	RE	RE	The 404 Schedule Worksheet has not been submitted.
Bulletin Boards	Y	N	One Time	RE	RE	RE	The project's Bulletin Board has not been posted.
Review Progress Chart	Y	N	One Time	RE	RE	RE	The Progress Chart for this project has not been reviewed and accepted.
404 Permittee Compliance Certification	Y	N	One Time	RE	RE	RE	The 404 Permittee Complianc e form has not been submitted.

SCOPE

This policy defines the process for establishing Liquidated Damages administered in Sitemanager.

GENERAL

Liquidated Damages will be established automatically in Sitemanager.

This Liquated damages will be accessed at the rate specified in the Standard Specifications or the Special Provision.

SCREENSHOT
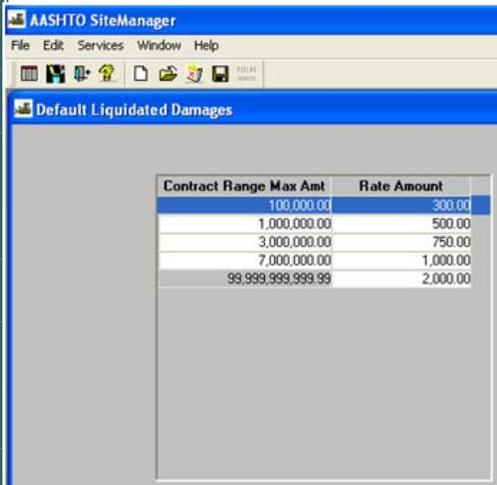
Contract Range Max Amt	Rate Amount
100,000.00	300.00
1,000,000.00	500.00
3,000,000.00	750.00
7,000,000.00	1,000.00
99,999,999,999.99	2,000.00

DEFAULT VALUES

See Standard Specifications or the Special Provision:

0400	# CONTRACT ADMINISTRATION
0402.0	CONTRACT RECORDS

OVERVIEW

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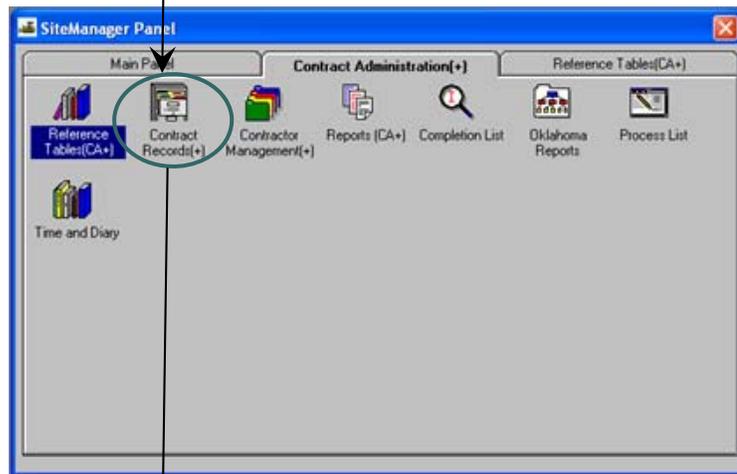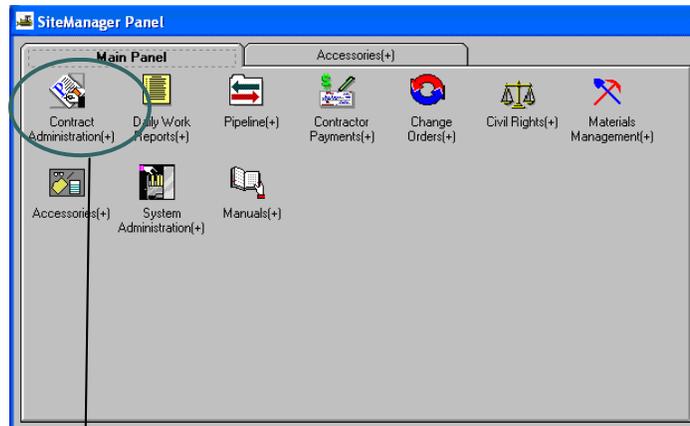
SCOPE

To establish a policy utilizing the Contracts window.

GENERAL

The Contracts panel lets the user view and modify the basic Contract data.

Refer to the ODOT's Procedure for Contract Activation Plan for additional information regarding the Contract window.

SCREENSHOTS

AASHTO SiteManager - [Contracts]

File   Edit   Services   Window   Help

Description | Location | Payment Data | Critical Dates | Primary Personnel | Prime Contractor | DBE Commit | Training Plan

Contract ID: 090563   Fed St/Pr Prj Nbr: CB-115D(048)
Status: Active   Primary PCN: 2357304
Division: 03   Residency: 100   Funding
Progress Sched: Variance Pct: 20.00   ○ Federal
Desc: BRIDGE AND APPROACHES   ● State/Province
                                               ○ Both
Time Charges: WORK DAYS   Bid Days: 120   Bid Amt: $315,149.45
Contract Type: PRIME BIDDER   ☐ Fed Oversight
Work Type: BRIDGE AND APPROACHES   ☐ Local Oversight
                           Proposal Fund Type: 9012
Spec Yr: 1999   Unit System: English   Suppl Spec Bk Yr: Alt ID:

Wage Decision:	Wage Decision ID	Wage Decision Description	Genrl Wg Dcsn ID
	STATE	STATE AID PROJECTS	11111111

DEFAULT VALUES

SCREENSHOTS

DEFAULT VALUES

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SCREENSHOTS

DEFAULT VALUES

SCREENSHOTS

ODOT WILL NOT USE THIS WINDOW

ADDITIONAL COMMENTS

SCOPE

To determine the policy and procedure for utilizing the milestone feature of Site-Manager.

GENERAL

The milestone window allows ODOT to administer and document information for contract milestones. The incentive or disincentive rate for each milestone along with either the days or hours to be used will determine the amount to be paid or withheld on an estimate.

The Construction Division will populate all fields on the milestone window, excluding the work start and actual completion date. It will be the Residency's responsibility to populate the work start date and actual completion date for each contract milestone.

Since incentives are not funded up-front by the Transportation Commission, the incentive checkbox will not be indicated. A milestone incentive earned by the contractor will be paid by establishing the pay item "Milestone Completion Incentive" on the contract through the change order function of SiteManager.

SCREENSHOT

SCOPE

To establish a policy and procedure for utilizing the Projects window

GENERAL

The Projects panel contains descriptions of the Contract Projects. Every Contract must have at least one Project.

In ODOT, Projects will be loaded into SiteManager from PES/LAS. If a contract has more than one project, then the lowest job piece is selected as the primary job piece. If a contract has a federal and state project, then federal project is listed as the primary job piece.

SCREENSHOTS

SCREENSHOTS

SCREENSHOTS

SCOPE

To identify the categories used on projects within SiteManager

GENERAL

Categories will be used by ODOT to group similar pay items within a project that are to be funded by the same source(s). Each individual project category can have a different funding source. The categories and funding sources will be determined during the pre- construction phase of a project and passed with the contract to SiteManager after the contract is awarded.

All pay items on a contract will be placed in the appropriate category.

Each category will possess the appropriate funding sources.

If alternate funding sources are required for new contract items, contact the Construction Division to have the additional category added which possesses the appropriate funding sources. The Construction Division will add all new categories to a contract

SCREENSHOTS
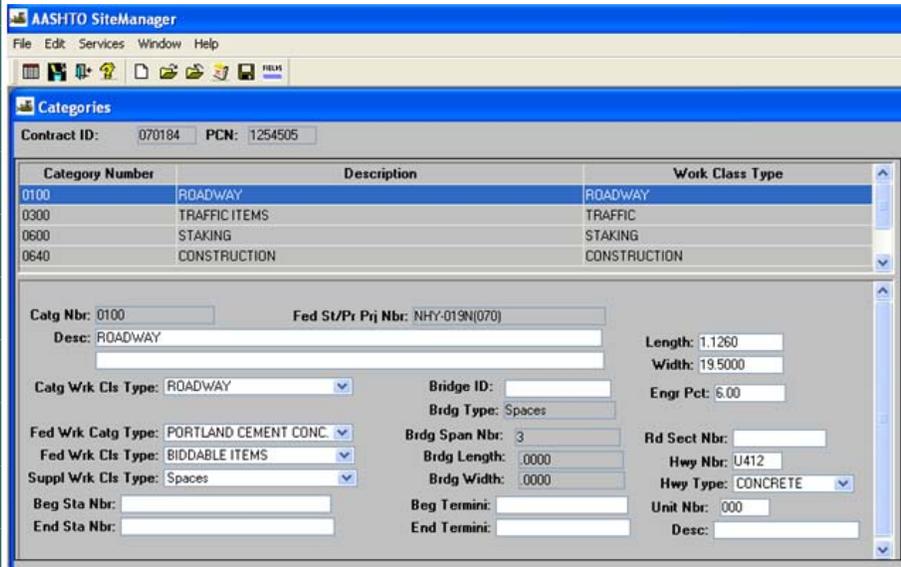
DEFAULT VALUES

The following table defines the project categories used by the Department of Transportation on all contracts:

STANDARD CONTRACT CATEGORIES

CATEGORY NUMBER	CATEGORY DESCRIPTION
01XX	Roadway
02XX	Bridge
03XX	Traffic
04XX	Maintenance
05XX	Local Government
06XX	Staking
085X	NON -ARRA
09XX	Non-Participating

XX-Represents sequential numbering, i.e. 0101, 0203, 0502, etc.

SCOPE

To establish a policy and procedure for utilizing the Item window.

GENERAL

The Items panel lets the user view Items on the selected Contract and Project. The Oklahoma Department of Transportation defines pay items and lists them on the Item Master. The user can add a pay item to a contract by selecting the Item from the Item Master. While the Contract is pending, this can be done on the Items panel. After the Contract is active, pay items are added through change orders. The Items panel fields have specific display, protection, and calculation requirements depending on whether or not the data was added through a Change Order. These requirements are included in the field definitions.

Items are loaded into SiteManager from PES/LAS during the Contract Load process. The Construction Division will modify each item as appropriate to designate whether it is a Pay to Plan Quantity Item or a Major Item.

Pay Plan Qty box will be used when activating a contract by the Construction Division. Each plan quantity item will be checked to avoid overpayment on these items. Please refer to 1999 Standard Specification, Section 109.01(b).

Major Item box will be checked if applicable by the Construction Division. Please refer to 1999 Standard Specification, Section 101.48 and Section 104.04.

SCREENSHOTS

0402.6	CONTRACT FUNDING

SCOPE

To establish a policy and procedure for utilizing the Contract Funding window.

GENERAL

The Contract Funding panel lets the user specify funding for the whole Contract, and for the Contract's Projects, Categories, and Line Items. The Contract Funding panel lists the current funding specifications in the top datawindow. Data for the selected funding record is displayed in the bottom datawindow. If the user adds funding that does not match the funding selection on the Contract Description folder tab (i.e., Federal, State/Province, or Both), SiteManager automatically updates the Contract Description folder tab. Active Contracts must be fully funded. For any part of the Contract funded by multiple sources, the combined funding must equal 100%. If more than one priority level is assigned, the combined funding for each priority level must equal 100%. In addition, each funding source can be assigned a Cap amount. When the highest priority funding source reaches its Cap amount, the funding source with the next highest priority continues the funding. If the lowest priority level fund has a Cap amount, the Cap amount will be ignored until a lower level fund is added.

SCREENSHOT
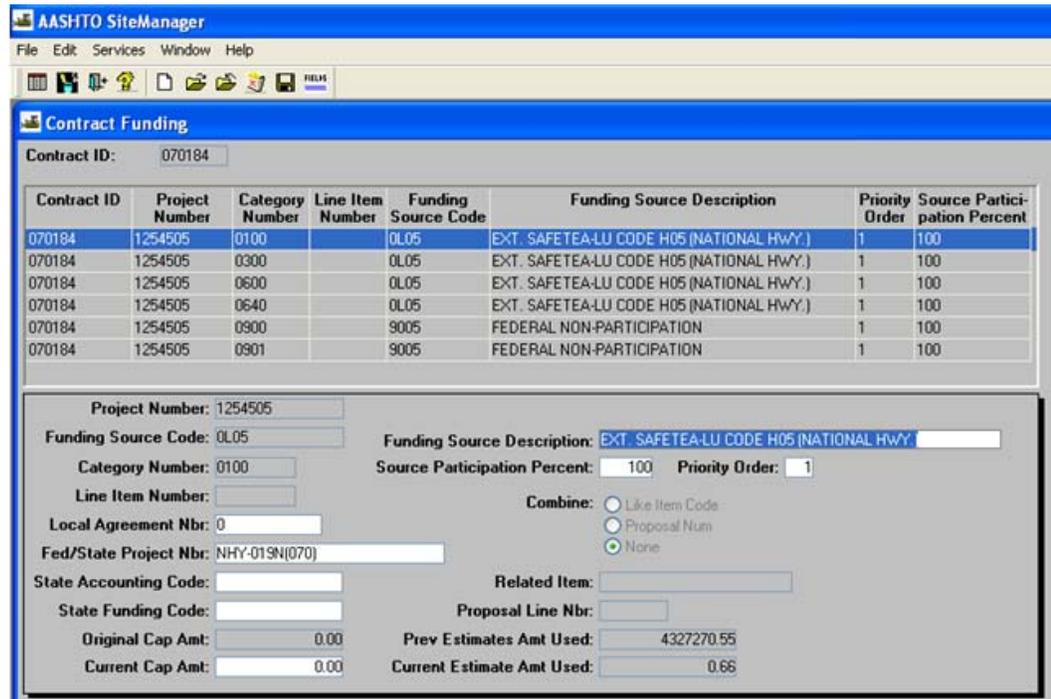
SCOPE

To establish a policy and procedure for utilizing the Contract Authority window.

GENERAL

The Contract Authority panel displays the users, office levels, global contract access indicator, and user group assignments. For each user group assigned to a user, a row will be created with specific contract authority. An authorized user can assign global or specific contract authority based on the user's groups. An authorized user can end specific contract authority for personnel no longer needed to work on the Contract.

The Resident and Assistant Resident Manager should assign contract authority to employees who will need to access the contract. Employees that need to be given contract authority including the Project Manager and Inspectors.

The users, which are placed in the following security groups, will be given Global Contract Access to the contracts in their respective administrative offices:

RESADMIN, RESAUDIT, RESLBMAN,

DIVADMIN, DIVAUDIT, DIVINQRY,

These groups will not require specific contract authority.

MATADMIN, MATIAS, MATSTA, MATTEST, MATAUTH, MATINQRY,

CENADMIN, CENINQRY,

FHWA,

SYSADMIN,

REGSERV.

SCREENSHOTS

SCOPE

To define the process for Key Dates in Sitemanager

GENERAL

Key Dates have been set up as Default Key Dates.

SCREENSHOT

DEFAULT VALUES

KEY DATE	HOW YOU KNOW WHEN IT OCCURS	WHO WILL SCHEDULE PROJECTED DATE	WHAT WILL DETERMINE ACTUAL DATE	WHO IS NOTIFIED	TEXT MESSAGE THAT GOES WITH DATE
NTPD	Effective Date	When date is posted Construction Division will insert the projected date. The projected date will be the same as the NTP Effective Date	The actual date will be the same as the projected date. The actual date will be enter by the Construction Division at the time the contract is finalized.	The Assistant Resident Manager is automatically notified when the projected date has passed.	The Effective Date of the Notice to Proceed has arrived.
Railroad Insurance	Railroad Policy Rec'd. by Construction	No projected date will be entered.	The Construction Division will enter the actual date when the insurance policy is verified.	No notification will be sent. This date is used by the Construction Division for tracking.	
None Out of State Tax Bond	Notified by Oklahoma Tax Commission	No projected date will be entered.	Tax Bond Posted The Construction Division will enter the actual date when the tax bond is verified.	No notification will be sent. This date is used by the Construction Division for tracking	None
Work Start Date	The Contractor begins work on the contract.	The projected date field will not be used.	Residency Personnel	Assistant Division Engineer	Work began on this contract.
Completion Date	All Physical Work Completed	The projected date field will not be used	Residency Personnel	Assistant Division Engineer	All physical work is completed and accepted by the residency.

DEFAULT VALUES

KEY Date	HOW YOU KNOW WHEN IT OCCURS	WHO WILL SCHEDULE PROJECTED DATE	WHAT WILL DETERMINE ACTUAL DATE	WHO IS NOTIFIED	TEXT MESSAGE THAT GOES WITH DATE
Final Acceptance Date	All necessary materials, certifications, etc. have bee received.	The projected date field will not be used.	Residency Personnel	Assistant Division Engineer	The Dept. has accepted the contract & released the contractor except for some bonding requirements.
NOT (Notice of Termination) Date	the NOT is submitted to the ODEQ	The projected date field will not be used.	Residency Personnel	Mickey Dolan	A Notice of Termination has been submitted for this contract.
Buy America	Certification is received by the Residency	The projected date field will not be used.	Residency Personnel	No notification will be sent. This date is used by the Residency for finalization	None
Railroad Payment Certification	Certification is received by the Residency	The projected date field will not be used.	Residency Personnel	No notification will be sent. This date is used by the Residency for finalization	None
Bridge Foundation Report	As-Builts are completed	The projected date field will not be used.	Residency Personnel	No notification will be sent. This date is used by the Residency for finalization	None
Residency Audit Complete	Residency Audit Complete	The projected date field will not be used	Residency Auditor	Division Auditor	The residency has finished their audit on this project.

DEFAULT VALUES

KEY DATE	HOW YOU KNOW WHEN IT OCCURS	WHO WILL SCHEDULE PROJECTED DATE	WHAT WILL DETERMINE ACTUAL DATE	WHO IS NOTIFIED	TEXT MESSAGE THAT GOES WITH DATE
Storm Water Permit Received	Storm Water Permit Received	The projected date field will not be used.	Residency Personnel	Mickey Dolan	None
Division Audit Begins	Division Audit Begins	The projected date field will not be used.	Residency Personnel	Asst. Div. Engr.	The Field Division has started its audit of this project.
Residency Audit Begins	Residency Audit Begins	The projected date field will not be used	Residency Auditor	Division Auditor	The residency has started their audit on this project.

0402.9	CHECKLIST SCHEDULED EVENTS

SCOPE

To define the process for Checklist Scheduled Events

GENERAL

Checklist Scheduled Events have been set up as Default Checklist Events.

SCREENSHOT

DEFAULT VALUES

NAME OF EVENT	DISCREP-ANCY INDICATOR	REQ. TO ACTI-VATE	FREQ.	SCHED-ULED BY	ENTERED BY	NOTIFIED BY	MESSAGE TEXT
Wage Rate Interview	Y	N	Monthly	PM or Inspec-tor	RE, Auditor or PM	RE	The monthly Wage Rate Interview has not occurred.
404 Permittee Constr. Schedule Work-sheet	Y	N	One Time	RE	RE	RE	The 404 Schedule Worksheet has not been submitted.
Bulletin Boards	Y	N	One Time	RE	RE	RE	The project's Bulle-tin Board has not been posted.
Review Progress Chart	Y	N	One Time	RE	RE	RE	The Progress Chart for this project has not been reviewed and accepted.
404 Permittee Compli-ance Certifica-tion	Y	N	One Time	RE	RE	RE	The 404 Permittee Complianc e form has not been sub-mitted.

SCOPE

To define the process for Checklist Event Dates.

GENERAL

This is the screen each residency will use to populate and fill in their date information on each Checklist Event. This is located under Contract Administration \Contract Records \Checklist Scheduled Events .

SCREENSHOT

SCOPE

To establish a policy and procedure for utilizing the permits window in SiteManager.

GENERAL

The Permits window allows ODOT to add, modify, and delete contract permit data. This is a record of the permits obtained for the contract, including the permit type, the person who requested the permit, and the date the request was submitted.

ODOT will track two contract permits within SiteManager:

CORP OF ENGINEERS 404 PERMIT	The Construction Division will log the receipt of this permit in the **1.** system. This permit requires the submittal of two forms to the Corp of Engineers by the Resident Engineer: A 404 Permittee Construction Schedule Worksheet and a 404 Permittee Compliance Certification. ODOT has established Che cklist Events to monitor this activity. Refer to Section 400.1.6, Checklist Event Dates and Default Checklist Event Dates or, the Glossary of Terms for additional information.
DEQ STORMWATER PERMIT	The Construction Division will log the receipt of this permit in the **2.** system. This permit requires periodic inspections of the project for compliance with the permit requirements. A Stormwater Inspection Checklist Event has been created to monitor this activity. Refer to Section 400.1.6, Checklist Event Dates and Default Checklist Event Dates or, the Glossary of Terms for additional information

SCREENSHOTS
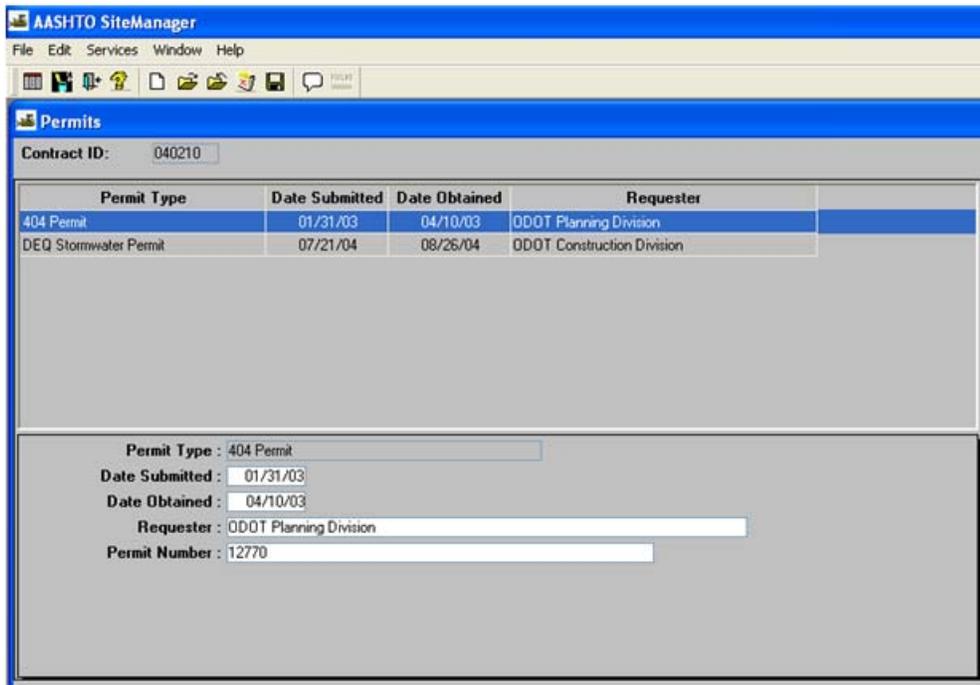
SCOPE

To establish a policy and procedure for utilizing the Correspondence Log window.

GENERAL

The Correspondence Log panel lets the user add and modify records of correspondence related to a specific Contract. A correspondence record describes a document that has been either sent or received by a user. The user can describe the document, identify related records and disputes, attach OLE documents, forward the correspondence record to other users, and open reference documents that have been received with correspondence records from other users.

The Correspondence Log window is available for use, however it is not required that ODOT personnel record correspondence in the Correspondence Log window.

- **CORRESPONDENCE TYPES:**
- CERTIFICATIONS 1.
- CHART 2.
- COMPLAINT 3.
- DRAWINGS 4.
- LETTER 5.
- MATERIALS 6.
- NTP (NOTICE TO PROCEED) HOLD 7.
- PHONE CONVERSATION 8.
- PROGRESS CHART 9.
- TEST REPORTS 10.
- TRAFFIC CONTROL PLAN 11.

- **DOCUMENT CATEGORIES**
- COMPTROLLER 1.
- DBE ISSUE 2.
- EEO ISSUE 3.
- NOTICE TO PROCEED 4.
- PUBLIC AFFAIRS 5.

SCREENSHOTS
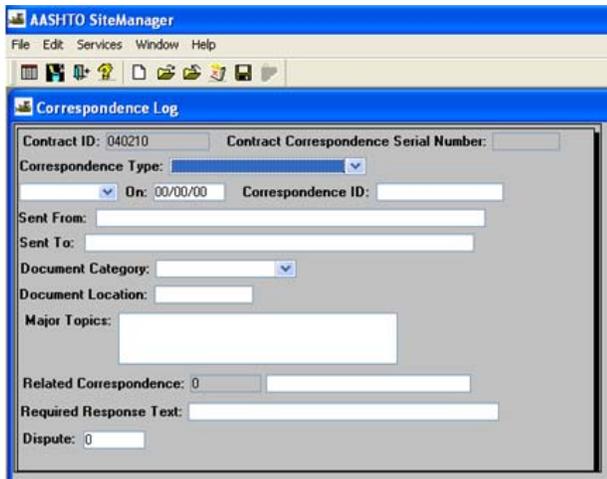
SCOPE

To establish a policy and procedure for utilizing the Plan Discrepancy window.

GENERAL

The Plan Discrepancies panel lets the user record discrepancies to the Contract plan. The Plan Discrepancy window should be used to document significant plan discrepancies, such as but not limited to, the following:

Alignment Errors 1.
Missing or incorrect pay items on contracts 2.
Quantity discrepancies 3.

The creator of the plan discrepancy may indicate that the plan discrepancy was discovered by the Consultant, the Contractor, the Residency, or other entity.

The Correction Date should be entered as the date the decision regarding the plan discrepancy was made.

The Designer Information is optional to populate.

The Plan Discrepancy should reference a Daily Work Report, a Change Order or a Dispute.

SCREENSHOTS

SCOPE

To establish the policy and procedure for creating and reviewing stockpiled materials information on the Stockpiled Materials window in SiteManager.

GENERAL

Contract Administration.Contracts.Stockpiled Materials is the function of SiteManager where authorized personnel may assign materials to stockpile for the Contract, and enter invoice data for those stockpiled materials. The window also allows the user to replenish depleted material stockpiles, as needed. Contract Line Item data is displayed in the top datawindow and stockpiled material data in the bottom datawindow. This data is used during estimate generation to determine the amount to be paid for the Items installed. The estimate process enters the installed quantity and the amount paid to date on the Stockpiled Materials window. When the user closes out a stockpile, the estimate process also generates a line item adjustment which will retain any of the initial payment amount indicated on the stockpile that has not been recouped during usage of the stockpile. The system will automatically close a stockpiled material record when the remaining quantity reaches zero (0), or the user can manually close out the balance of a stockpiled material and transfer it to another contract.

In ODOT, stockpile records will be created and maintained by members of the RESPRMAN security group.

In ODOT, Material-on-hand, stockpiled materials, and material allowances are all terms synonymous with Section 109.07 of the Standard Specifications Payment for Material-on-hand.

Refer to the Construction Control Directive No 930730 for important points to remember when reviewing a request for payment of material-on-hand.

SCREENSHOTS

DEFAULT VALUES

The user responsible for creating a stockpile should consider the following issues prior to creating a new stockpile in SiteManager:

- WHICH LINE ITEMS IN THE CONTRACT INCLUDE THE INVOICED MATERIAL?

- (NOTE: IT IS POSSIBLE TO HAVE VARIOUS MATERIAL COMPONENTS INCLUDED ON THE INVOICE WHICH EFFECT SEPARATE LINE ITEMS IN THE CONTRACT.)

- IF THE MATERIALS WILL BE APPLIED TO MORE THAN ONE LINE ITEM, HOW MUCH OF THE TOTAL INVOICED MATERIAL QUANTITY SHOULD BE ALLOCATED TO EACH ITEM?

- WHAT IS THE CONVERSION FACTOR FOR EACH STOCKPILED MATERIAL?

The user must calculate how many units of the material are in one unit of the line item. (Note: If the unit for the line item and the unit for the stockpiled material are the same, the conversion factor would equal one.)

If an initial payment amount is due, the user needs to determine which Contract Line Items pay this amount.

The user responsible for creating a stockpile will enter the following information on the Stockpiled Materials window:

DEFAULT VALUES

Matl Code	Leave blank
Stockpiled Desc	A description of the material (or item) being stockpiled. The user will populate this field with the name of the material the stockpile will be created for.
Status	The status of a stockpiled material is either Open, Active, or Closed. New materials are given Open status. Materials included in an estimate are given Active status. When a balance is closed out, the material is given closed status. Open and active materials can be modified unless an estimate is pending. Only open materials can be deleted.
Invoice Date	The user will populate this field with the date of the invoice.
Invoice Number	The user will populate this field with the Invoice Number.
Quantity	The user will populate this field with the number of units received. When modified, this value cannot be less that the Installed Qty To Date recorded in SiteManager.
Units	Units of the stockpiled material (ie. Each, Ton, etc). The user will populate this field with the appropriate units from the drop down list.
Unit Price	The user will populate this field with the Invoice unit price, including tax.
Conv Factor	The conversion factor is derived from the Contract information. It indicates how many units of the stockpiled material are used in one unit of the Contract Line Item. If the user enters a non-contract material in the Stockpiled Description field, the conversion factor defaults to one (1.0). This value indicates that one unit of the material is used in each unit of the Item. The user should verify that the conversion factor is correct and, if not, enter the correct value. For example, if each linear foot of retaining wall requires three bolts, - the user enters a conversion factor of three (3.0) for the bolts.
Conv Unit Price	This field will be populated automatically and equals Conversion Factor * Unit Price.
Invoice Amt	This field will be populated automatically and equals Quantity * Unit Price
Initial Invoice Payment	The initial payment to be applied to the invoice upon generation of the first estimate for the stockpiled material. This value cannot be more than the Invoice Amount.
Remaining Quantity	This field will be populated automatically and equals Quantity - Installed Qty to Date
Installed Qty to Date	This field will be populated automatically and equals Paid Line Item Amount * Conversion Factor.
Paid to Date	This field will be populated automatically with the amount that has been paid for the stockpiled material to date on an estimate. This value is calculated by the estimate generation process. The amount claimed on the invoice shall not exceed 90% of the price bid in accordance with ODOT Specification 109.07 and Construction Control Directive No 930730. If the amount claimed on the invoice exceeds 90% of the price bid, the Unit Price will need to be adjusted to 90% and the adjusted price will be recorded in SiteManager.

SCOPE

ODOT WILL NOT USE THIS WINDOW

SCREENSHOTS

ADDITIONAL COMMENTS

The purpose of a Force Account is to record unexpected and unplanned expenses. A new Force Account describes the work to be done and lists the equipment, labor, and materials to be used, including rates per hour and costs per unit.

SCOPE

ODOT WILL NOT USE THIS WINDOW

SCREENSHOTS
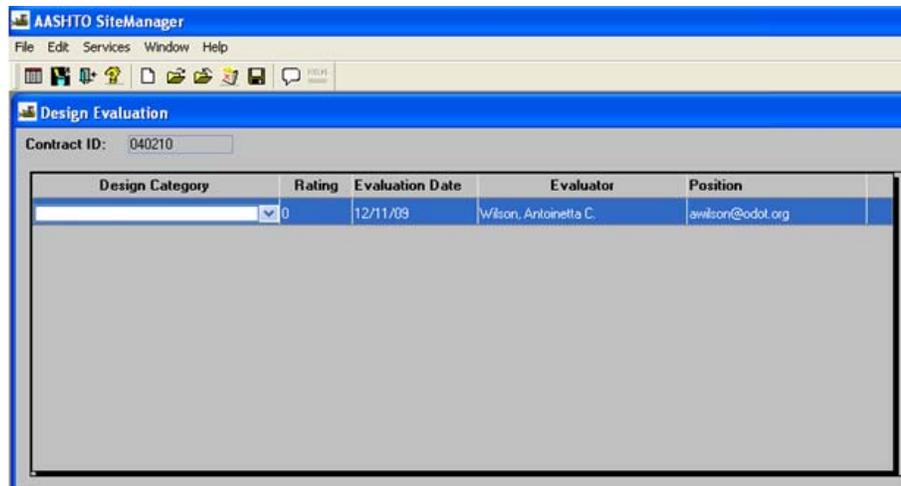
ADDITIONAL COMMENTS

SCOPE

To establish the procedure for tracking disputes or claims for a contract in Site-Manager.

GENERAL

The Dispute/Claim panel provides fo r the documentation of disputes or claims received by the Residency or appealed to the Assistant Director-Operations. The Disputes/Claim window has the appropriate fields to easily determine when the dispute/claim was received, who resolved the dispute/claim and what resolution was ultimately determined. ODOT will use this portion of the SiteManager data-base to track all disputes/claims statewide. The following security groups will be given the access shown for this window:

All disputes/claims submitted by a contractor to ODOT, at any level, will be logged into SiteManager. Claims received by the Residency will be logged and addressed by Residency personnel. Claims appealed to the Assistant Director-Operations will be addressed by the Assistant Director and logged by the Construction Division. It will be possible to have more than one Dispute ID for the same claim. Claims that are initially denied at the Residency level and then appealed to the Assistant Di-rector is one example were more than one Dispute ID will be logged for the same claim issue.

The following selections will be performed on the Dispute/Claim window when log-ging a dispute/claim:

SCREENSHOTS

DEFAULT VALUES

Dispute ID	This field will be automatically populated by the system, in a sequential order, for the selected contract.
Type Ind	Select either dispute or claim. Refer to the Glossary of Terms for a definition of either Dispute or Claim .
Status	Select appropriate status for the dispute/claim. This field will be modified during the life cycle of a dispute/claim. Initially, and until definitive action is taken, the status of the dispute/claim shall be open. When the dispute/claim has been resolved, the status shall be changed to either denied-if the dispute/claim was denied or resolved-if the dispute/claim was resolved in some fashion.
Subcontractor ID	Indicate the approved subcontractor that may be associated with the dispute/claim.
Category Type	Some dispute/claims submitted by the contractor may fit into several categories. Select the category that is associated with the largest dollar amount of the dispute/claim. Indicate the appropriate category type. The category definitions are shown in the following table:

DEFAULT VALUES

Category Type			
	CODE ID	DESCRIPTION	DEFINITION
	D001	ODOT Delay	Select this category if the reason for the dispute/claim is due to a delay by caused by ODOT.
	D002	Differing Site Condition	Select this category if the reason for the dispute/claim is due to conditions at the site. Refer to Section 101.26 of the Standard Specifications.
	D003	Time Charges	Select this category if the reason for the dispute/claim is due to the way contract time charges have been applied on the contract.
	D004	Third Party Delay	Select this category if the reason for the dispute/claim is due to delay caused by entities which were not a part of the contract.
	D005	Extra Work	Select this category if the reason for the dispute/claim is due to extra work added to the contract where the contractor did not agree
	D006	Contract Changes	Select this category if the reason for the dispute/claim is due to changes made to the existing contract were the contractor did not agree.
	D007	Materials	Select this category if the reason for the dispute/claim is due to a material issue on the contract.

Estimate Nbr	Select the estimate, if appropriate, that is related to the dispute/claim or, indicate the estimate number that the claim settlement was paid to the contractor.
Requested Days	Indicate the number of days requested by the contractor on the dispute/claim.
Requested Amount	Indicate the total dollar amount requested by the contractor on the dispute/claim.
Settled Days	If the dispute/claim has been resolved, indicate the number of days that either the contract time or milestone was modified
Settled Amt.	If the dispute/claim has been resolved, indicate the total dollar amount of the settlement.
Received Date	Enter the date when either the Residency or the Assistant Director received the claim/dispute.
Logged Date	This field will automatically be populated by the system on the date that the dispute/claim is logged.

DEFAULT VALUES

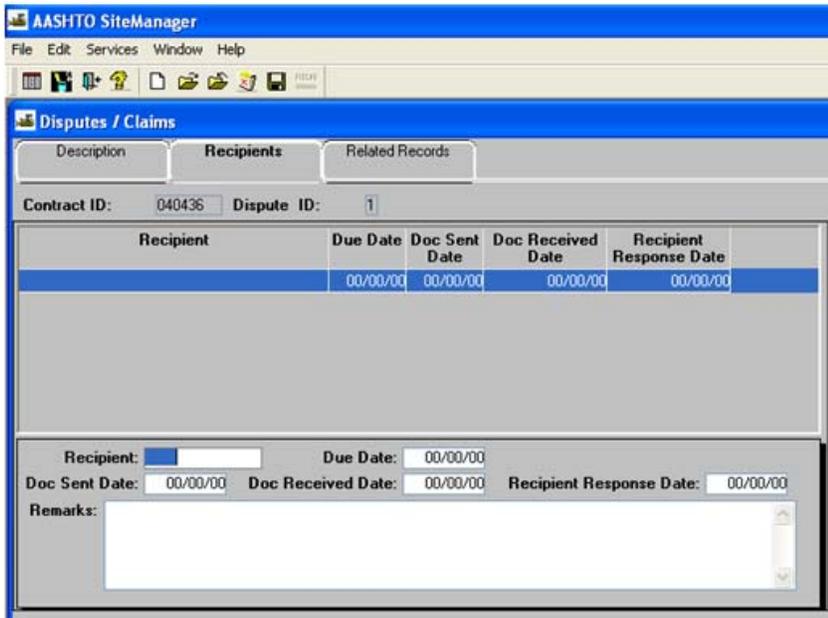|	
Diary Start Date	If issues relating to this dispute/claim have been documented in the Daily Work Report or the Diary screen, indicate the first occurrence of the documentation.
Diary End Date	If issues relating to this dispute/cl aim have been documented in the Daily Work Report or the Diary screen, indicate the last occurrence of the documentation.
Contractor Accepted Date	Indicate the date in which the contractor accepted the dispute/claim settlement.
Department Resolved Date	Indicate the date in which the Department resolved the dispute/claim internally.
FHWA Concurrence Date	If the contract contains Federal oversight projects, indicate the date in which the Federal Highway Administration agreed with the settlement.
Release/ Payment Date	Indicate the date in which either t he time extension was applied or payment was posted on the contract.
Resolution Reason Type	Until the claim is either resolved or denied, this field should indicate Spaces . At the point in time the dispute/claim is resolved, indicate the level within ODOT that either resolved or denied the dispute/claim. The following selections will be available for this field:

CODE ID	DESCRIPTION
A001	DENIED AT THE DIVISION/RESIDENCY LEVEL
A002	RESOLVED AT THE DIVISION/RESIDENCY LEVEL
A003	DENIED AT THE A.D.-OPERATIONS LEVEL
A004	RESOLVED AT THE A.D.-OPERATIONS LEVEL
A005	RESOLVED THROUGH MEDIATION*
A006	RESOLVED THROUGH ARBITRATION*
A007	RESOLVED THROUGH LITIGATION*

	Refer to the Glossary of Terms for a definition of: Mediation , Arbitration , Litigation
Remarks	Describe the issues in the dispute/claim, in enough detail, so that anyone reviewing this window can grasp a good understanding of the issues.

SCREENSHOTS

DEFAULT VALUES

The Recipients folder tab displays the dispute/claim recipients data that can be added, deleted, updated, or viewed. This folder tab records data on people who have been assigned to respond to the dispute or claim. In addition, the system notifies each recipient of his pending assignment with an In-Box message. This function will be available for use by the person who is addressing the issues in the claim/dispute and will be used as appropriate.

0402.17	**DISPUTES / CLAIMS**

SCREENSHOTS
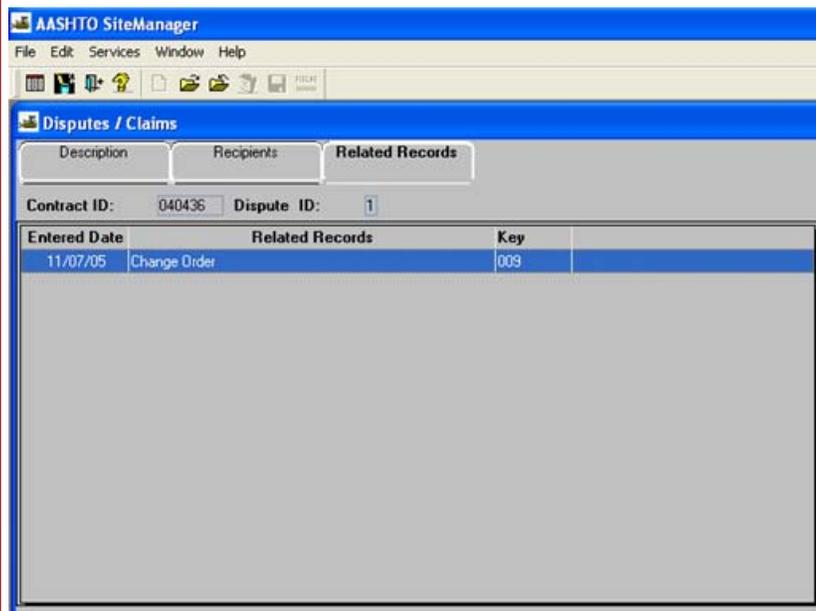
DEFAULT VALUES

The Related Records tab displays a list of SiteManager records related to the selected dispute or claim. This lets the user navigate automatically to the related record's panel (e.g., Plan Discrepancies, Change Order, Correspondence Log).

This function will be available for use to determine the associated records. This information shown on this tab will be used as appropriate.

SCOPE

ODOT WILL NOT USE THIS WINDOW

SCREENSHOTS

ADDITIONAL COMMENTS

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SCOPE

To establish a policy & procedure for the Construction Conference window

GENERAL

The Construction Conference panel lets the user view and add construction conference data. The user typically adds conference data after the conference occurs. This panel is used to record the conference title, date, attendees, and notes on the directives, issues, and major topics discussed at the conference. The system assigns a serial number to the conference record. If attendees are listed on the panel, the conference record can not be deleted. The following security groups will have the accesses shown for this window:

The Construction Conference window should be used to provide general information to ODOT personnel. Topics that should be input in this window include but is not limited to the following:

Pre-Work Construction Data	1.
Construction Control Directives (CCD'S)	2.
Contract Details	3.
Traffic Control Plans	4.
Utilities	5.

Letters and other standard documentation should continue to be provided to the contractor. The relevant details from the letters can be copied and pasted into the Construction Conference window.

SCREENSHOTS
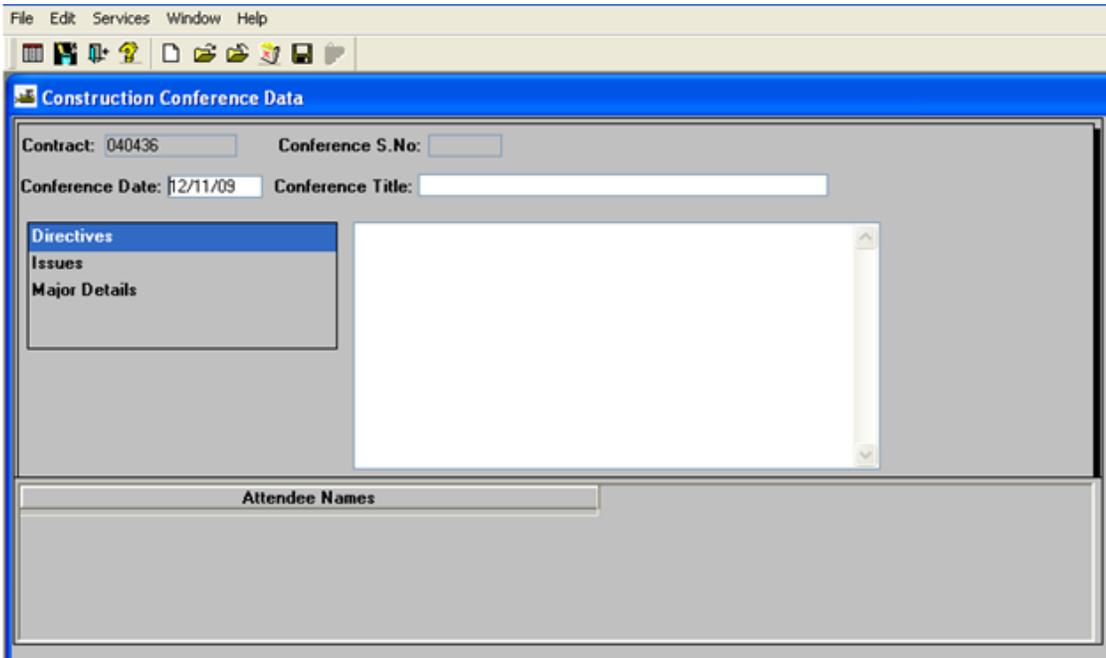
SCOPE

To establish a policy and procedure for utilizing the Progress Schedule window.

GENERAL

The Progress Schedule panel lets the user add, modify , and view a Contract's Progress Schedule. The user selects a schedule type, enters time periods, and enters the percentage of Contract work to be completed in each time period. The time periods are measured in either days or dates, depending on the Time Charges Type of the Contract. If the Critical Path Method schedule type is selected, only the final day or date can be tracked. If a schedule type is not selected, SiteManager does not track the Contract's progress.

A daily batch process calculates the actual percentages of the Contract time and work completed in each time period. If the work falls behind schedule by an amount t hat exceeds the Variance Percentage, the batch process notifies Contract personnel. The user can override the percentages calculated by the batch process and enter new values. If the user changes the schedule type, any time period with an actual percentage value is deleted and the user can enter new time periods. The Progress Schedule panel displays a column graph corresponding to the schedule data. The graph displays the actual percentage completed (amount and time) versus the schedule. The user can maximize the graph by clicking the maximize box and return it to original size by clicking the original box.

SCREENSHOTS

0403.3	SUBCONTRACTS

SCOPE

To define the process for handling Subcontracts in Sitemanager

GENERAL

ODOT will be using a component of Sitemanager called "Sitexchange" to electronically process subcontracts from the Contractor to the Construction Division. Each Residency will be able to see a subcontractor once it is passed from SiteXchange to SiteManager; however, the residency will not be able to charge items to a subcontractor until Construction Division puts in the approval date.

If a subcontract does not have an approval date populated, please contact the Construction Division for further information

SCREENSHOT
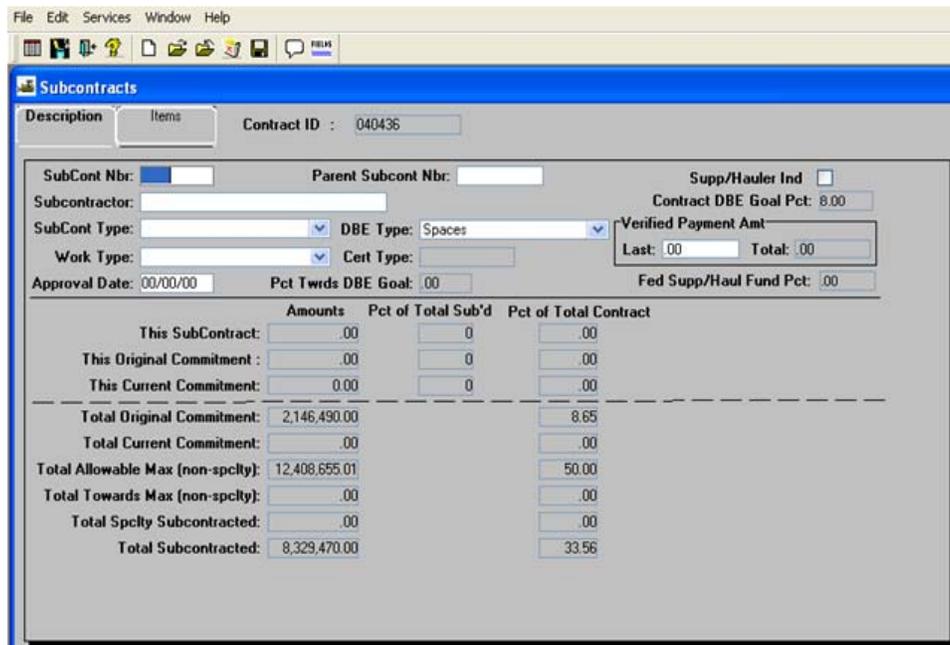
SCREENSHOTS

The following information should help explain each field located on the Subcontract Screen located under the Contract Administration \Contractor Management \Sub-contracts Icon:

SUBCONT NBR	1. The subcontract numbering system has changed since we went on line with SiteManager If there is a DBE Goal, the DBE's listed in the contract to meet that goal come across at the time awards are passed to Construction Division. They are approved once the required paperwork is received in Construction's Office. This has caused our numbering system to change as SiteManager automatically numbers them from No. 1, etc. numerically till the end of the project.
PARENT SUB-CONTR NBR	this field will not be used by ODOT
SUBCONTRACTOR	Name of Subcontractor
SUPP /HAULER IND	The box will be checked when we have loaded a DBE Supplier or Hauler If it is a supplier or hauler, the Supp/Hauler Indicator Box will be checked. Note: We only track DBE Haulers and Suppliers
CONTRACT DBE GOAL PCT	This field is the DBE Goal which is shown in the original contract document. This should come over from LAS/PES.
SUBCONT TYPE	Describes whether the subcontractor is: Supplier, Hauler/Trucking, Engineering (Staking or QAQC)
DBE TYPE	What type of DBE/ WBE is this subcontractor, supplier or hauler? Or is this a Non-DBE/WBE subcontractor, supplier, or hauler.
VERIFIED PAYMENT AMT	Will be updated in the Civil Rights portion of Sitemanager. Please refer to DBE Tracking in the Procedure Manual.

DEFAULT VALUES

WORK TYPE	This describes what the Subcontractor, Supplier or Hauler is qualified to perform on each contract such as: Bridge, Paving, Materials, etc. This field will be verified by the Construction Division.
CERT TYPE	This describes what the DBE is certified to perform.
APPROVAL DATE	This field is filled in by the Construction Division when the Subcontractor, Supplier or Hauler is approved to go to work on the job.
PCT TOWARDS DBE GOAL	Shows the percent of the contract being performed by DBEs
FED SUPP / HAUL FUND PCT :	Whether the DBE Hauler or Supplier is certified for 100% or 60% credit for their work on the contract towards the goal. This information is in the Contract under Special Provision for Disadvantaged Business Enterprises Programs. Percentage allowed by a DBE can also be found in the Regulatory Services DBE Directory updated monthly and located on ODOT's Website\Click on DBE\Click current year\click on current month .
THIS SUBCONTRACT AMOUNT	The amount of this subcontract or agreement.
PCT OF TOTAL S u B 'D	Percent of this subcontract or agreement.
T HIS ORIGINAL COMMITMENT	The amount this sub was obligated for in the contract.
T HIS CURRENT COMMITMENT	The original commitment in the contract for this sub.
TOTAL ORIGINAL COMMITMENT	Total of all commitments by all subcontractors, suppliers or haulers in the contract.
TOTAL CURRENT COMMITMENT	Total of all commitments by all subcontractors, suppliers or haulers in the contract including any waivers that may have been issued.
TOTAL ALLOWABLE MAX (NON - SPCLTY)	ODOT does not track specialty or non-specialty items. This field will not be used.
TOTAL TOWARDS MAX (NON -SPCLTY)	This field fills in automatically when the subcontract is added. Total Spclty Subcontracted - ODOT will not use this field.
TOTAL SUBCONTRACTED	This amount is the total of this subcontract, supplier or hauling contract.

SCOPE

ODOT WILL NOT USE THIS WINDOW

SCREENSHOTS

ADDITIONAL COMMENTS

Please refer to Section 1200 for Payroll Tracking

SCOPE

ODOT WILL NOT USE THIS WINDOW

SCREENSHOTS

ADDITIONAL COMMENTS

SCOPE

ODOT WILL NOT USE THIS WINDOW

SCREENSHOTS

ADDITIONAL COMMENTS

SCOPE

ODOT WILL NOT USE THIS WINDOW

SCREENSHOTS

ADDITIONAL COMMENTS

Please refer to Section 1200 for Payroll Tracking

SCOPE

ODOT WILL NOT USE THIS WINDOW

SCREENSHOTS

ADDITIONAL COMMENTS

0400 CONTRACT ADMINISTRATION

0404.0   REPORTS

OVERVIEW

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0404.1	**CONTRACT STATUS**

SCOPE

To establish a policy and procedure for utilizing the Contract Status Report

GENERAL

The Contract Status Report panel lets the user generate a Contract status report consisting of a report header, the Contract critical dates, the percentage of work complete by time and dollars, the current Contract amounts, and a Project breakdown. The current Contract amounts include values from approved estimates; pending estimates are not included. The Contract Status Report displays information on contracts with a status of Active or Pending, unless the user specifically selects an Archived or Complete contract through the Contract ID field on the report criteria window. In all other instances, a filter is applied to the report so that only Active and Pending contracts are displayed.

The Contract Status Report may be used by the Residency Auditor to identify Contract Completion requirements that have not been met prior to running the last Progress Estimate to pay completed work not included on a previous Progress Estimate.

SCREENSHOT

SCOPE

ODOT WILL NOT USE THIS WINDOW

SCREENSHOTS

Required Documents

Zoom: 100 Copies: 1

RPT-ID: RCARQDOC	Oklahoma	DATE: 12/11/2009
USER: awilson	Department of Transportation	PAGE: 1 of 2154
	Required Documents Report (External and Internal)	

Contract ID: 030249   Fed/State/Prov Project Nbr: ITSY-0QT8(22)(18)(19)DC

Work Description: SAFETY IMPROVEMENT

Location: I-40/I-44/I-235; VARIOUS LOCATIONS IN OKLAHOMA CITY.

Prime Contractor: 731073761   TELCO SUPPLY COMPANY   Status: Complete

Document Description: Letter   Event Description: Bulletin Boards
Frequency: One Time Only   Next Projected Date: 03/04/04
External Indicator: N   Nbr Of Occ: 0   Reqd To Activate Contract: N   Cause Payment Discrepancy: Y

Due Date	Received Date
03/04/04	03/26/04
04/14/04	04/14/04
04/26/04	04/30/04
05/14/04	05/27/04
05/26/04	05/27/04
06/14/04	06/24/04
06/28/04	06/18/04
07/14/04	07/14/04
07/28/04	07/16/04
08/16/04	09/27/04
08/30/04	08/31/04
09/16/04	09/27/04
09/30/04	10/28/04
10/16/04	01/25/05
10/30/04	10/28/04
11/16/04	01/25/05
11/30/04	01/07/05
12/16/04	01/25/05
12/30/04	01/07/05
01/17/05	01/25/05
01/26/05	01/20/05
02/17/05	03/24/05

Document Description: Chart   Event Description: Review Progress Chart
Frequency: One Time Only   Next Projected Date: 03/04/04
External Indicator: N   Nbr Of Occ: 0   Reqd To Activate Contract: N   Cause Payment Discrepancy: Y

Due Date	Received Date
03/04/04	03/29/04

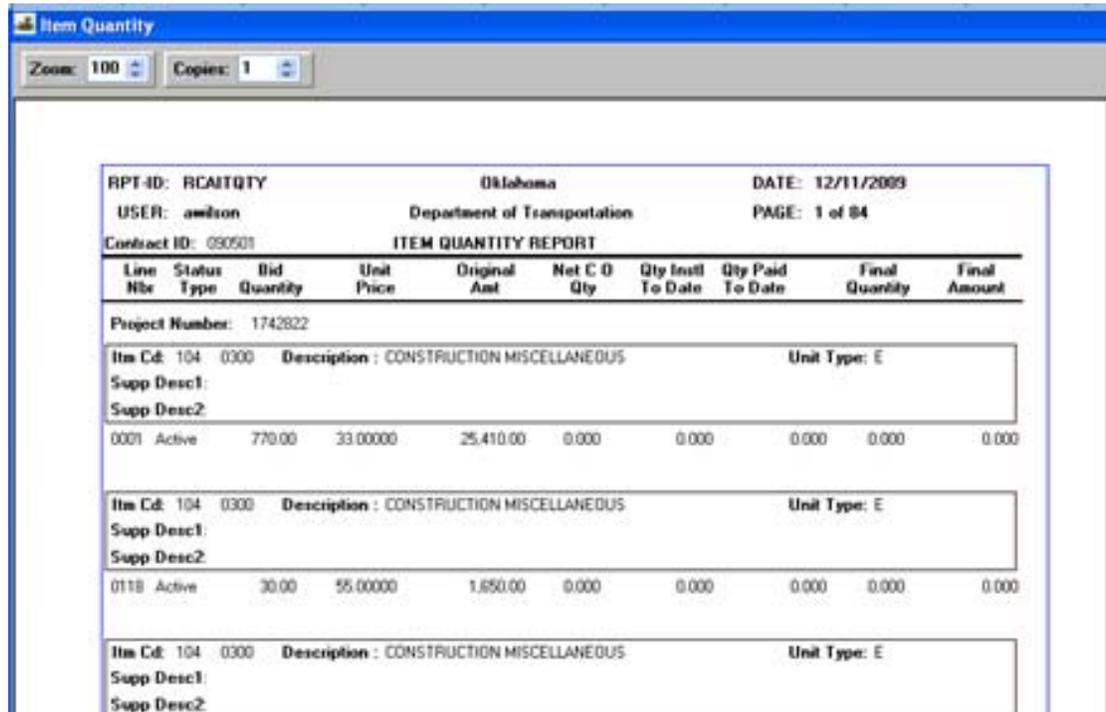| **0404.3**	ITEM QUANTITY

SCOPE

To establish a policy and procedure for utilizing the Item Quantity Report.

GENERAL

The Item Quantity Report lists all Contract Item quantities that are found in the database based on user-selected criteria. This report can be generated on all Contract Items (i.e., Original, Change Order, Current, Installed, Paid, Final). The Items are grouped by Item Code and Project Number. An Item cost summary is displayed for each group.

The Item Quantity Report may be generated during the Contract Finalization process to determine which Contract Items do not have approved final quantities.

SCREENSHOT

SCOPE

To establish a policy and procedure for utilizing the Item Work Report.

GENERAL

The Item Work Report lists all of the Contract Item work records found in the database based on user-selected criteria. This report displays the original bid quantity, current quantity, and installed quantity of the selected Item. The data is grouped according to the Item Code and Project Number. The bid quantity, current quantity, and installed quantity of Items is summarized for each group. The Project Manager and/or Residency Auditor who generates the estimate may use the Item Work Report to review the items of work installed within the estimate period and to verify that all items marked for inclusion on the estimate record are correct. The Project Manager and/or the Residency Auditor may also view the Item Work Report between estimate periods to review installed work quantities for contract line items.

SCREENSHOT

Item Work Report

Zoom: 100   Copies: 1

RPT-ID: RCAITWRK   Oklahoma   DATE: 05/28/2010

USER: awilson   Department of Transportation   PAGE: 1 of 1

CONTRACT ITEM WORK REPORT

Contract ID: 080430   Federal/State Project Nbr: CIRB-109C(096)RB

Location: COUNTY ROAD: OVER NORTH CANADIAN RIVER, 5.0 MILES NORTH ANI

Work Type: BRIDGE AND APPROACHES   Route Nbr: COUNTY ROAD EW-91

Contractor: 731427175   K & R BUILDERS, INC.

Project Number: 2183804   Bid Qty: 1.00   Current Qty: 1.00

Qty Reported: 0.95   Authorized Qty: 0.95   Installed Qty: 0.95

Line Number	DWR Date	Inspector	DWR Qty	DWR Appr.	From Station		To Station	

Item Code: 642   0098   Item Description: STAKING   Unit: N

Supp Desc 1:

Supp Desc 2:

Line Number	DWR Date	Inspector	DWR Qty	DWR Appr.	From Station		To Station	
0039	12/31/2008	dashle01	0.25	Y	+0	0	+0	0
0039	01/15/2009	dashle01	0.25	Y	+0	0	+0	0
0039	03/15/2009	dashle01	0.25	Y	+0	0	+0	0
0039	04/15/2009	dashle01	0.20	Y	+0	0	+0	0

Qty Reported To Date: 0.95   Qty Authorized To Date: 0.95   Qty Installed To Date: 0.95

SCOPE

To establish a policy and procedure for utilizing the Dispute/Claim Summary Report.

GENERAL

The Contract Dispute/Claim report lists all of the disputes and claims that are found in the database based on user-selected criteria. This report can be generated for a Contract, Prime Contractor, dispute category, or for all disputes.

SCREENSHOT

SCOPE

To establish a policy and procedure for utilizing the Subcontract Value Report.

GENERAL

The Subcontract Value report lists the value of Subcontracts for a specific Contract or administrative office. When a Contract is specified, the Contract Line Item data is included in the report.

SCREENSHOT

0404.7	**CONTRACTOR CURRENT STATUS**

SCOPE

To establish a policy and procedure for utilizing the Contractor Current Status Report.

GENERAL

The Contractor Current Status report lists all Contractors, their Contracts, and Contract status. Status is defined as the progress of the Contract relative to both time and amount. If an office ID is indicated, the Contractors and Contracts in the selected office are listed. If no office ID is indicated, all Contractors and Contracts are listed. The system generates the report by reading the Contract, Contract Vendor, and Contract Progress Schedule tables.

SCREENSHOT

SCOPE

ODOT WILL NOT USE THIS WINDOW

SCREENSHOTS

ADDITIONAL COMMENTS

The Contractor Behind Schedule report lists all Contracts that are behind schedule relative to a user-selected percentage. The report can be generated for all Contractors or one Contractor. The system generates the report by reading the Contract Progress Schedule table in descending order by Progress Schedule Day. Only the most recent values are reported.

SCOPE

To establish a policy and procedure for the Past History Work Completion Report

GENERAL

The Past History - Work Completion report lists the completed Contracts for a selected Contractor. It also reports the percentage that the Contracts were ahead of or behind schedule at the time of completion. For each Contract ID, the system reads the Contract Critical Date table for the following Critical Date types: Estimated Completion Date, Work Begin Date, and Physical Work Complete Date. If the Physical Work Complete Date has a value, the system lists the Contract and calculates the following values: Scheduled days = Number of days between the Estimated Completion Date and the Work Begin Date

Difference days = Number of days between the Estimated Completion Date and the Physical Work Complete Date

Percent Ahead/Behind Schedule = (Difference days / Scheduled days) * 100%

If the percentage is positive, the Contract was ahead of schedule. If the percentage is negative, the Contract was behind schedule.

If the percentage is zero, the Contract was on schedule.

SCREENSHOTS

Past History-Work Completion

Zoom: 100   Copies: 1

| RPT-ID: RCAPHWKC | Oklahoma | Date : 12/11/2009 |
| USER : awilson | Department of Transportation | Page : 1 of 1 |

Past History Work Completion Status Report for ACTION SAFETY SUPPLY CO. (731213020)

Contract ID	Description	Final Amount	Completion Date	% ahead (+) / behind (-) Schedule
040139	STRIPING AND PAVEMENT MARKING	$.00	04/28/05	1.06
040388	STRIPING AND PAVEMENT MARKING	$.00	07/10/06	(23.53)
050622	SCHOOL SIGNS	$.00	04/13/07	49.57
060073	SIGNING	$.00	07/18/07	0.00
060283	PAVEMENT MARKING, AND STRIPING	$.00	01/30/09	2.41
060388	STRIPING	$.00	12/19/07	17.32
070172	SAFETY IMPROVEMENT (CABLE BARRIER)	$.00	10/13/08	0.24
070405	SAFETY IMPROVEMENT (CABLE BARRIER PROJECT)	$.00	07/24/09	0.00
070404	PAVEMENT STRIPING IMPROVEMENT	$.00	01/26/09	0.00
070417	SAFETY IMPROVEMENT (CABLE BARRIER PROJECT)	$.00	02/18/09	0.00
080215	STRIPING AND PAVEMENT MARKING	$.00	04/21/09	12.27
080255	TRAFFIC STRIPING & PAVEMENT MARKING	$.00	07/20/09	11.38
080186	STRIPING AND PAVEMENT MARKING	$.00	04/08/09	56.76
080157	STRIPING & PAVEMENT MARKING	$.00	03/20/09	39.47

Number of contracts completed : 14
Number of contracts completed ahead of schedule : 9
Number of contracts completed behind schedule : 1

SCOPE

To establish a policy and procedure for the Past History Claims Report.

GENERAL

The Past History - Claims report lists the completed Contracts for a selected Contractor that resulted in a claim. It also reports the percentage of Contracts per resolution reason. To generate this report, the system reads the Contract, Contract Critical Date, Contract Dispute, and Contract Vendor tables for records that match the report criteria.
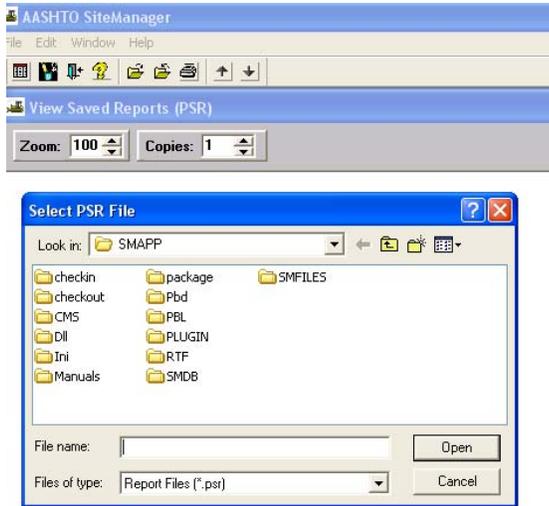
SCREENSHOT
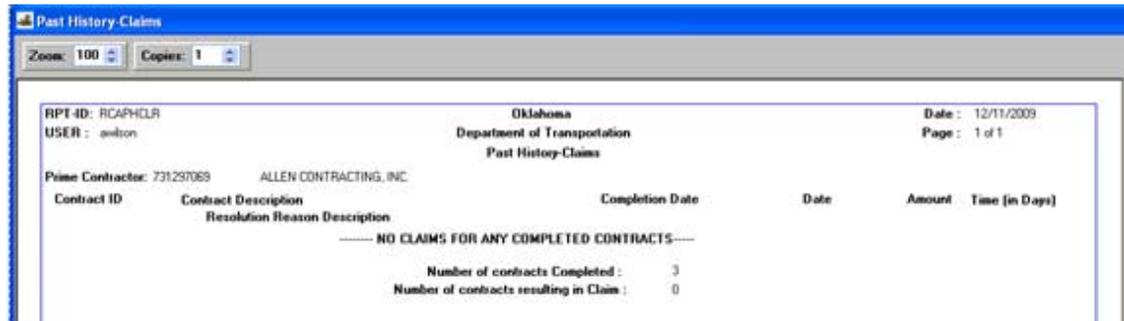
SCOPE

ODOT WILL NOT USE THIS WINDOW

SCREENSHOTS

ADDITIONAL COMMENTS
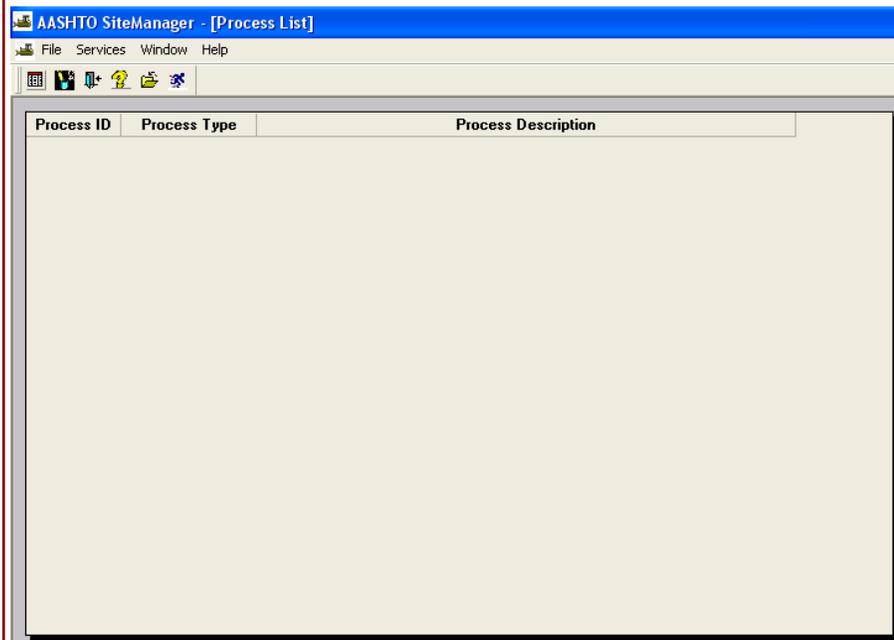
0400	CONTRACT ADMINISTRATION
0405.0	PROCESS LIST

SCOPE

The Process list window identifies processes that are available to the authorized user.

GENERAL

SCREENSHOT

REPORTS

REPORT	SUBSET	PARAMETERS	PRINTING	DESCRIPTION
Time & Diary Report	Contract	Report ID	Landscape Mode	This customized report will serve as the report that is sent to the contractor to identify the contract time that has been assessed on the contract.

OKLAHOMA DEPARTMENT OF TRANSPORTATION

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