OKLAHOMA DEPARTMENT OF TRANSPORTATION

CONSTRUCTION DIVISION / TRNS*PORT BRANCH

Sitemanager Policy Manual

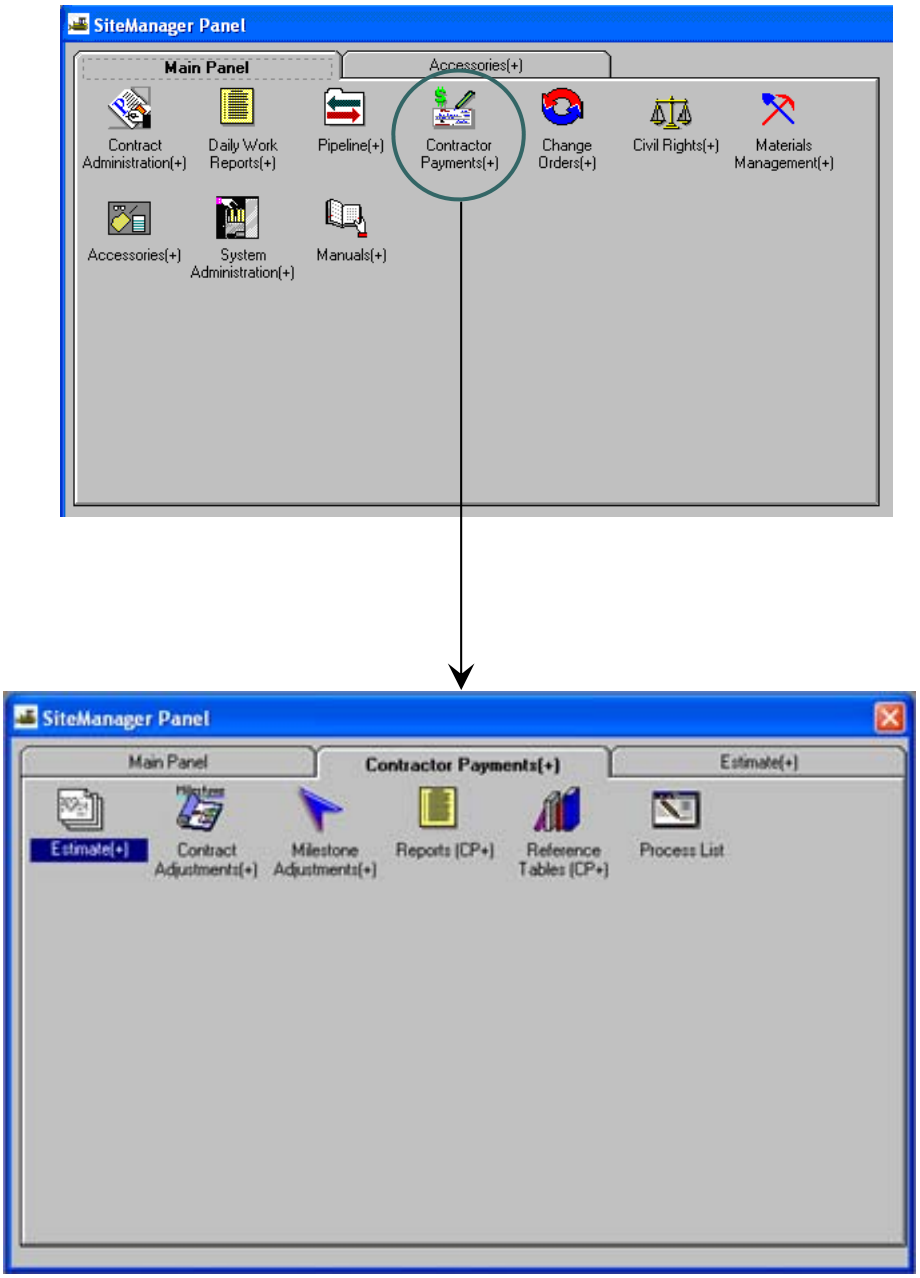
CONTRACTOR PAYMENTS

CONTAINS :

- 701.0 - Estimate
- 702.0 - Contract Adjustments
- 703.0 - Milestone Adjustments
- 704.0 - Reports
- 705.0 - Reference Tables
- 706.0 - Process List

CONTRACTOR PAYMENTS

SCREENSHOT



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OVERVIEW

To establish the policy and procedure for processing estimates on those contracts administered through SiteManager.

All estimates, for those contracts administered in SiteManager, shall be processed through the Contractor Payments functionality within SiteManager.

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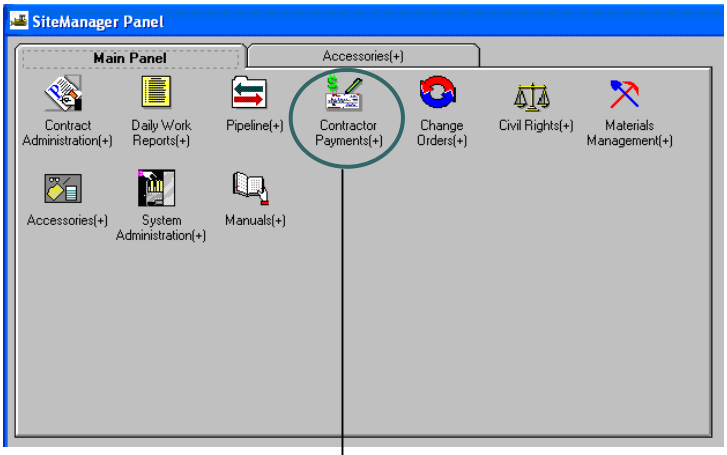
PATH


SiteManager Panel
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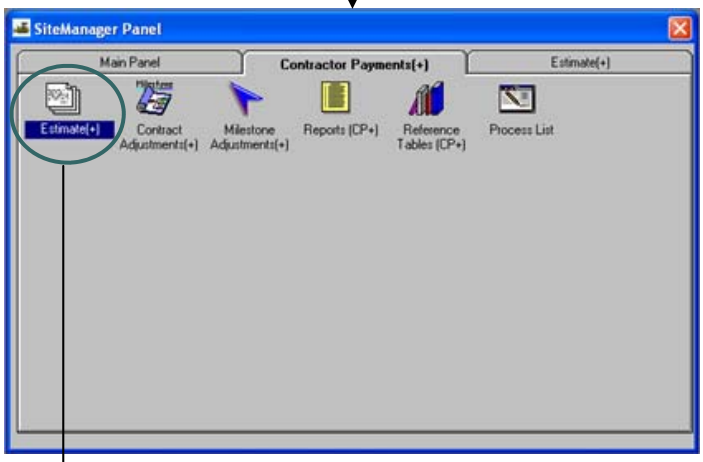
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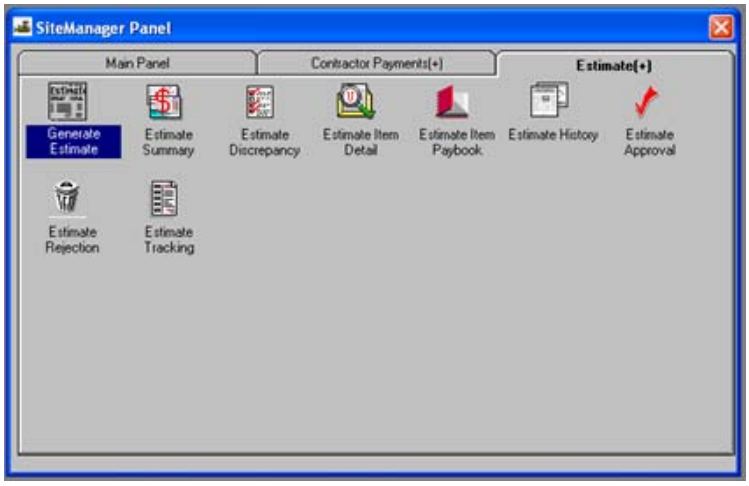
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Estimate Approval
Estimate Rejection
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SCOPE

To establish the policy and procedure for generating an estimate on the Estimate Generation window in SiteManager.

GENERAL

This is the function of SiteManager where the user (assigned to the RESPRMAN security group) shall generate the estimates and what types of estimates shall be generated. ODOT will use the following Estimate Types:

ESTIMATE TYPE	DESCRIPTION
Progress	The first and all subsequent Estimates leading up to the Final Estimate for a specified contract will be known as Progress Estimates in SiteManager. The initial estimate must be a Progress Estimate and not a Final Estimate.
Final	The last Estimate generated for a contract during the Contract Completion Process for a specified contract will be known as Final Estimates in SiteManager. This includes all estimates for contracts that will produce payment, "no pay" estimates (zero dollar value) and estimates that result in a negative payment.
Supplemental	ODOT will not utilize the Supplemental Estimate or Delay Generation options within SiteManager

SCREENSHOTS

0701.2 ESTIMATE SUMMARY

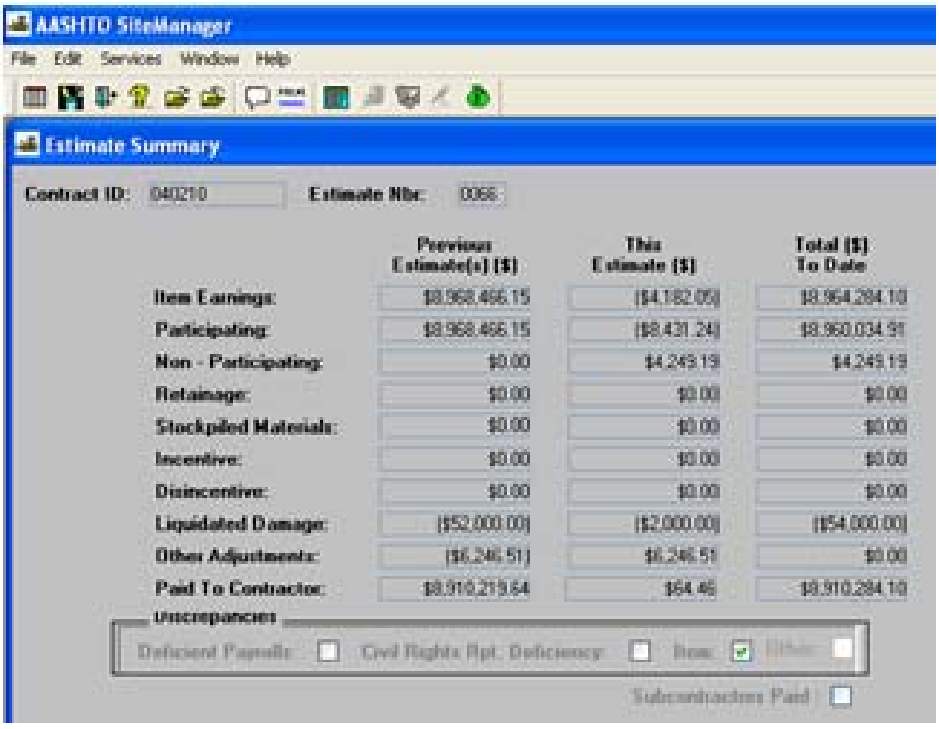
SCOPE

To establish the policy and procedure for reviewing the calculate Estimate summary information on the Estimate Summary window in SiteManager.

GENERAL

Contractor Payments.Estimates.Estimate Summary is the function of SiteManager where authorized personnel may view calculated Estimate summary information including a summarization of the previous estimate period, the current estimate period, and the totals to date. The summary information on this window can be viewed for the entire contract or for each project.

SCREENSHOT



SCOPE

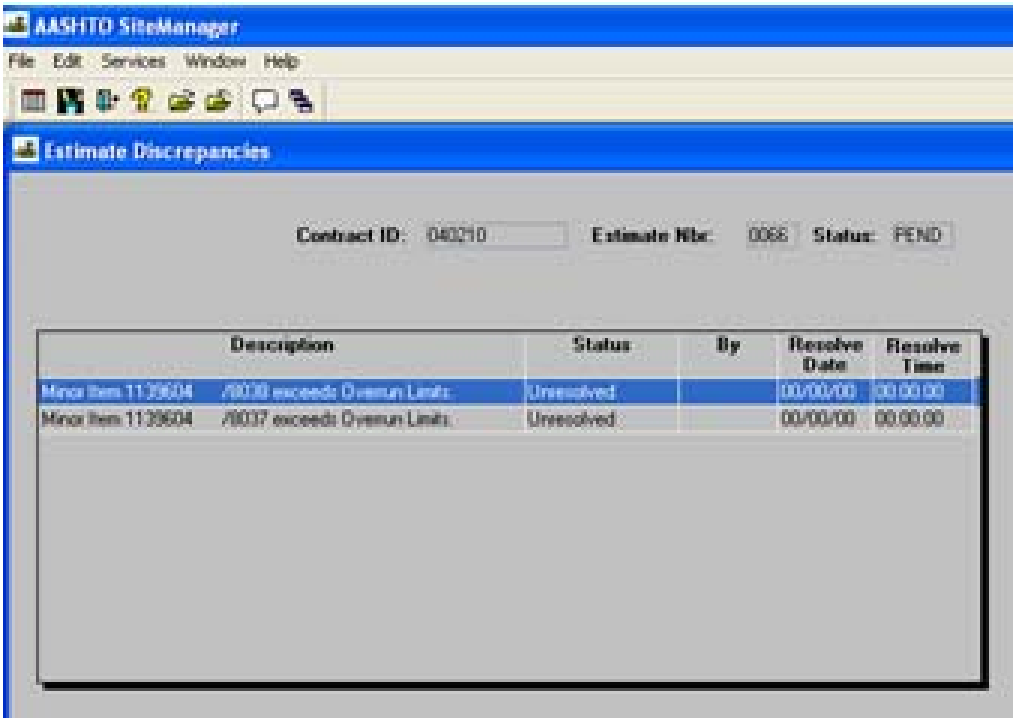
To establish the policy and procedure for reviewing and resolving Estimate discrepancies on the Estimate Discrepancy window in SiteManager.

GENERAL

Contractor Payments.Estimates.Estimate Discrepancy is the function of SiteManager that displays all the discrepancies associated with an estimate, and allows an authorized user to resolve or override the associated discrepancies. SiteManager automatically identifies the discrepancies associated with an Estimate during the estimate generation process. Discrepancies may be associated to the estimate as a whole, or to a specific item included on the estimate.

In ODOT, all discrepancies will either be resolved or overridden with an explanation.

SCREENSHOT



0701.4 ESTIMATE ITEM DETAIL

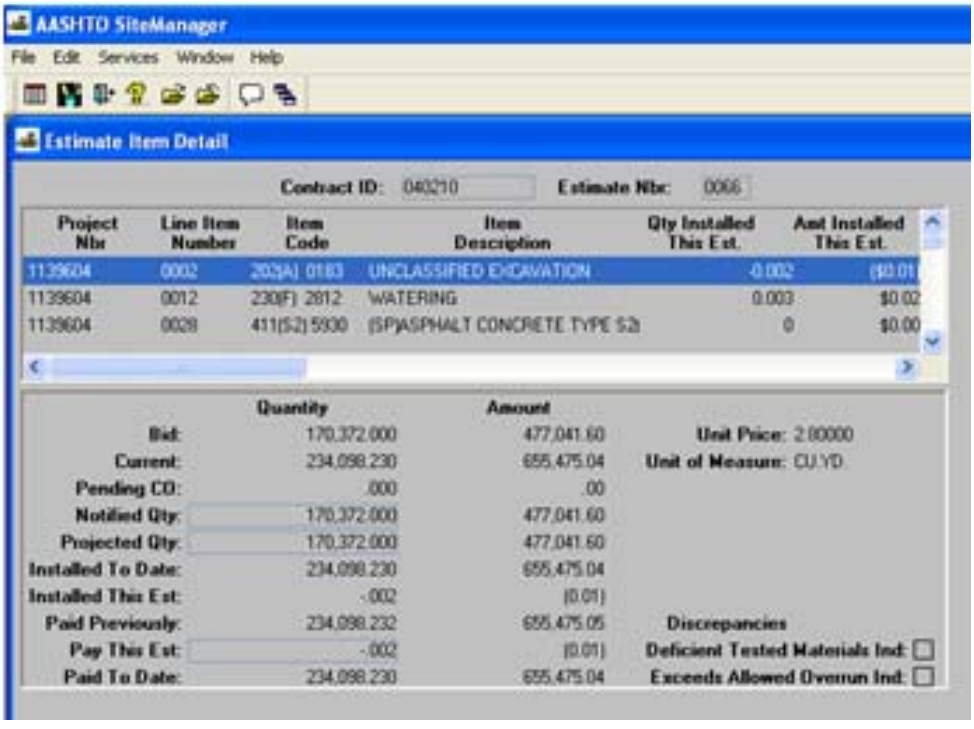
SCOPE

To establish the policy and procedure for reviewing the Item quantities associate with an Estimate on the Estimate Item Detail window in SiteManager.

GENERAL

Contractor Payments.Estimates.Estimate Item Detail is the function of SiteManager where authorized personnel may view Item quantities recorded on Daily Work Reports and approved on Diaries that are associated with a specific Estimate. The user will view this window to verify the quantities and pay amounts for each item included on the Estimate.

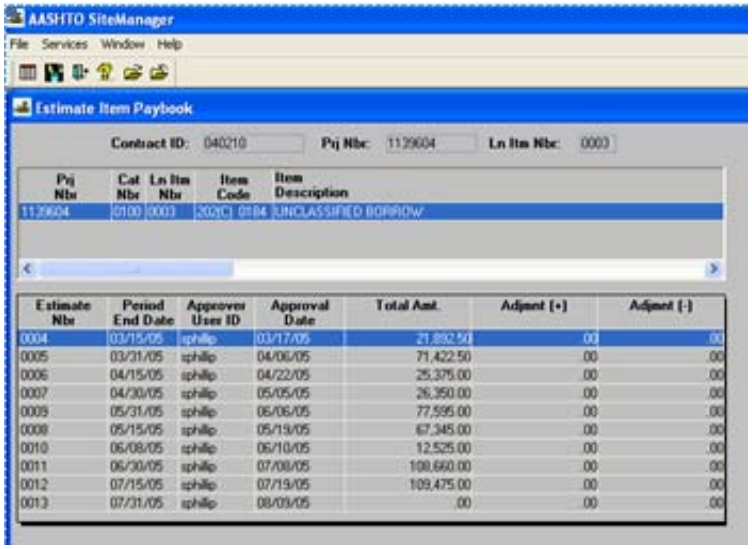
SCREENSHOT



SCOPE

ODOT WILL NOT USE THIS WINDOW

SCREENSHOTS



ADDITIONAL COMMENTS

SCOPE

To establish the policy and procedure for reviewing the Estimate History window in SiteManager.

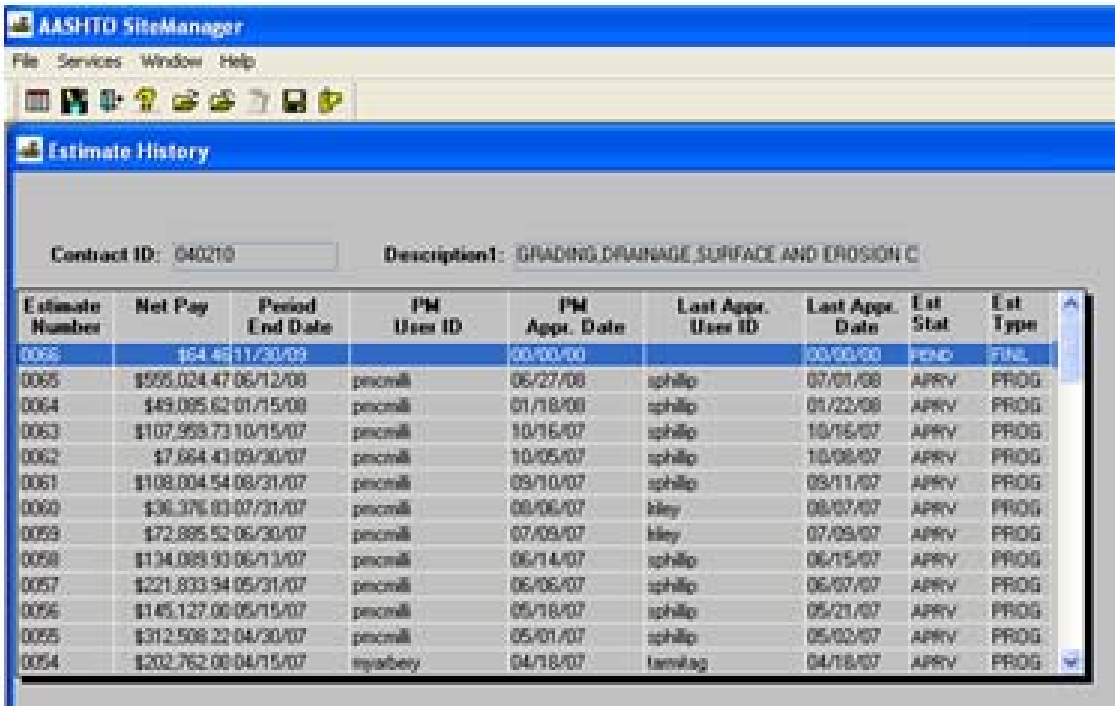
GENERAL

Contractor Payments.Estimates.Estimate History is the function of SiteManager that displays a list of all the Estimates associated with a specific contract and the important information about each Esti-

The Net Pay of the Estimate
The Date the Estimate Period ended
The Date the Project Manager approved the Estimate
The Date the Estimate was approved by the final approval level
The Status of each Estimate

This window may be used by authorized ODOT personnel to review the number of estimates associated with a specific contract, and the important information associated with each one. The user may navigate from the Estimate History window to the Estimate Summary and Estimate Discrepancy windows using the Services menu.

SCREENSHOT



SCOPE

To establish the policy and procedure for approving Estimates on the Estimate Approval window in SiteManager.

GENERAL

Contractor Payments.Estimates.Estimate Approval is the function of SiteManager that allows an authorized user to approve Progress and Final Estimates. A user that belongs to an approval group can approve any level lower than their own approval level, except for the first approval level. If a user is unavailable to approve an estimate, this functionality will allow the next highest approver to continue with the approval process without delays.

The user responsible for generating the Estimate (a member of the RESPRMAN security group) will be the first approval level in SiteManager. After the user has completed the review of the estimate, and has determined that all issues have been resolved, this user will approve the Estimate on the Estimate Approval window. Users may only access this window when an Estimate is waiting for their approval. After an approval has been saved, the system will automatically generate an In-box message that will be forwarded to the next person in the Approval process, notifying the user of the Estimate waiting their approval.

After the final user in the approval process has approved the Estimate, SiteManager creates an extract file that can be used by the ODOT Financial Management System to generate payment to the Contractor.

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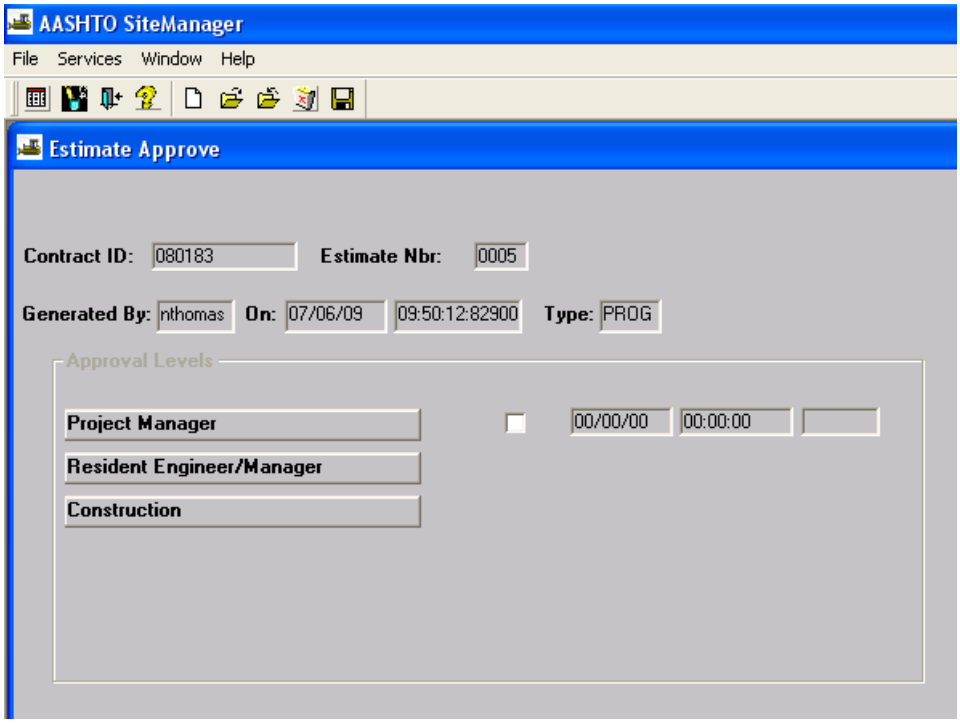
SCREENSHOTS



SCOPE

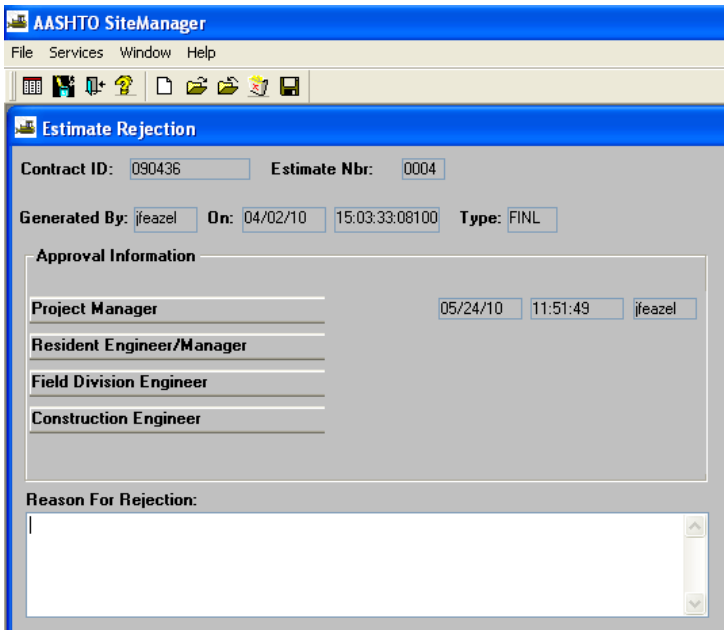
To establish the policy and procedure for rejecting Estimates on the Estimate Rejection window in SiteManager.

GENERAL

Contractor Payments.Estimates.Estimate Rejection is the function of SiteManager that allows an authorized user to reject Progress and Final Estimates. The Estimate Rejection panel is accessible only to the user whose level has not yet approved the estimate.

If an authorized user rejects an estimate, the system requires that the user enter a reason for rejecting the estimate before the rejection will be saved by the system. Once an estimate has been rejected, an In-Box message is sent to all previous approvers and all approval data - User ID, date, and time - is deleted.

SCREENSHOT



SCOPE

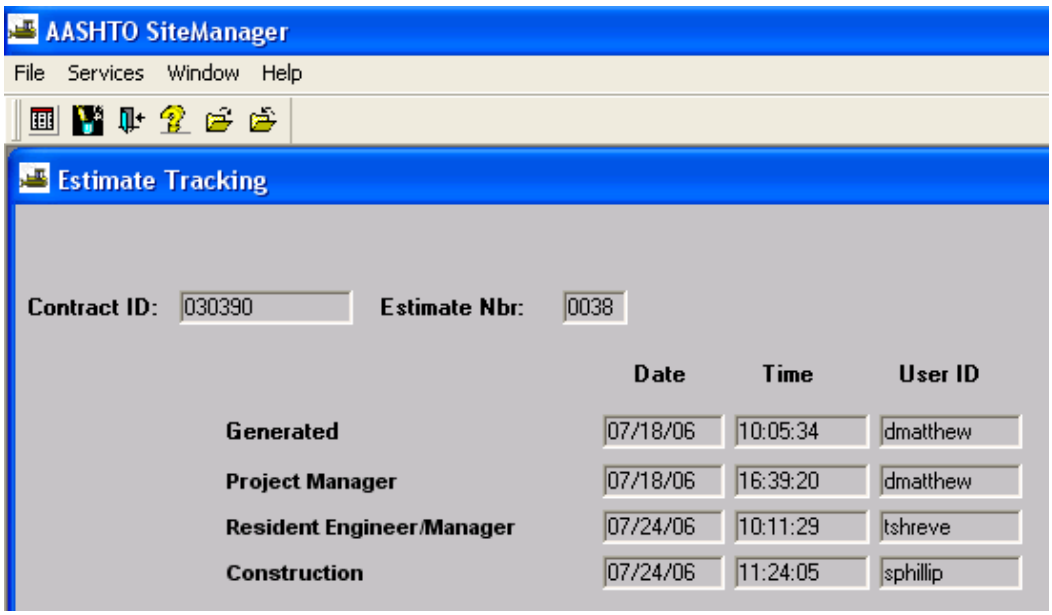
To establish the policy and procedure for viewing the Estimate Tracking window in SiteManager.

GENERAL

Contractor Payments.Estimates.Estimate Tracking is the function of SiteManager that allows authorized users to track the generation, approval, and rejection of Estimates associated with a specific contract. Users can access this window to view the date and time an estimate was generated, and the User ID for the individual who generated the Estimate. In addition, authorized users can access this window to determine where the Estimate is in the approval process, as well as the date, time, and User ID for each level of approval granted.

In ODOT, the user who generated the estimate (assigned to the RESPRMAN security group) should use this window to verify that all approval levels have approved the Estimate. In addition, users who are part of the approval process should use this window to determine where the Estimate is in the approval process.

SCREENSHOT



NOTES

OVERVIEW

To establish the policy and procedure for reviewing and assessing Contract Adjustments on the appropriate Contract Adjustment windows in SiteManager.

Contractor Payments.Contract Adjustments.Contract Adjustments is the function of SiteManager where the user shall review system-generated Contract Adjustments as well as assess special deductions and negative adjustments outlined in the Contract Special Provisions and/or ODOT Standard Specification that apply to the entire contract.

Contractor Payments.Contract Adjustments.Liquidated Damages is the function of SiteManager where the user shall review Liquidated Damages automatically assessed to a Contract by SiteManager. Contractor Payments.Contract Adjustments.Time Adjustments is the function of SiteManager where the user shall complete the Time and Diary plug-in, and assess the appropriate time adjustment to the contract based on the data recorded in the Time and Diary plug-in.

Contractor Payments.Contract Adjustments.Line Item Adjustments is the function of SiteManager where the user shall review system-generated Line Item Adjustments as well as assess special deductions and negative adjustments outlined in the Contract Special Provisions and/or ODOT Standard Specifications that apply to specific line items.

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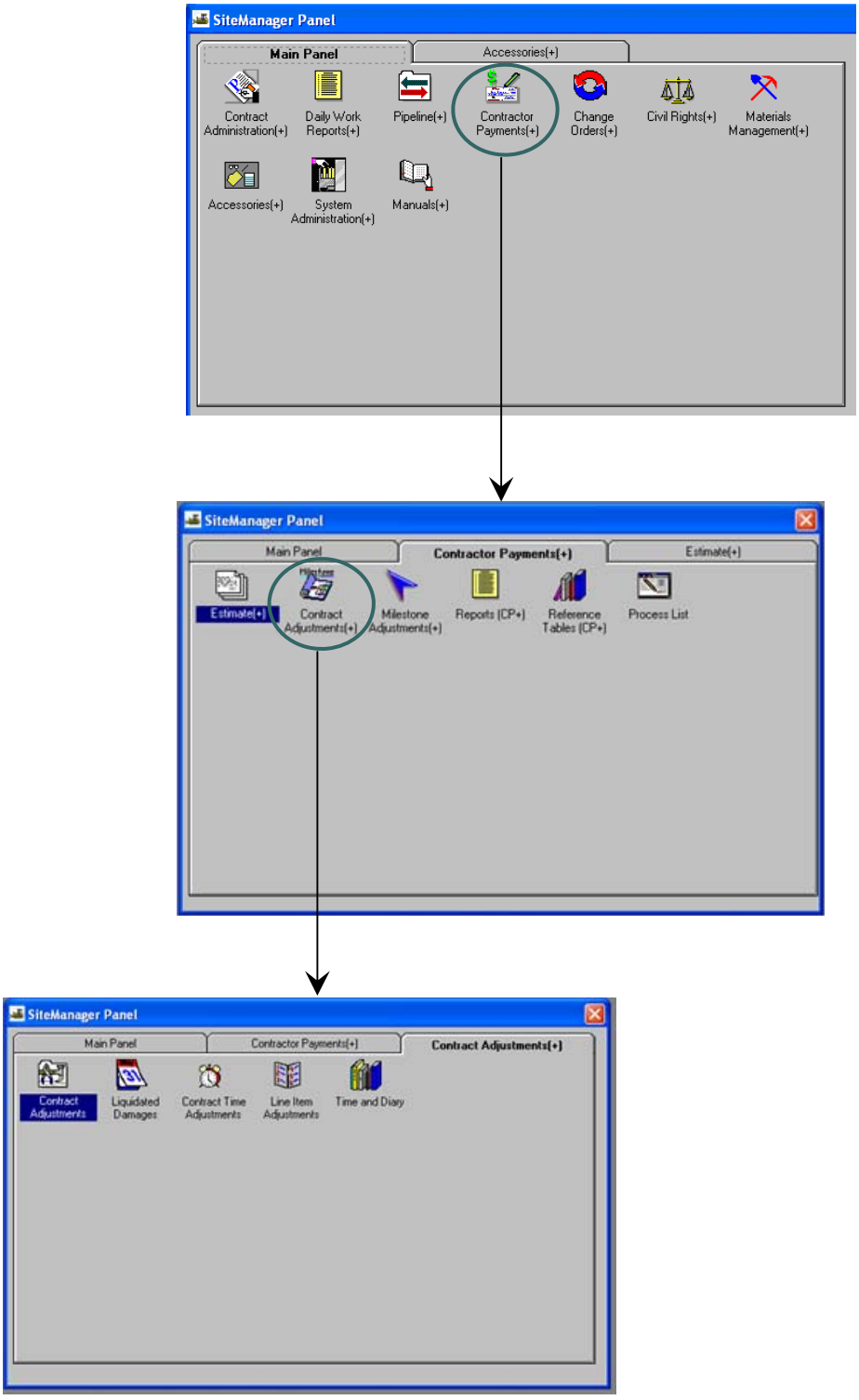
PATH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0702.1 CONTRACT ADJUSTMENTS

SCOPE

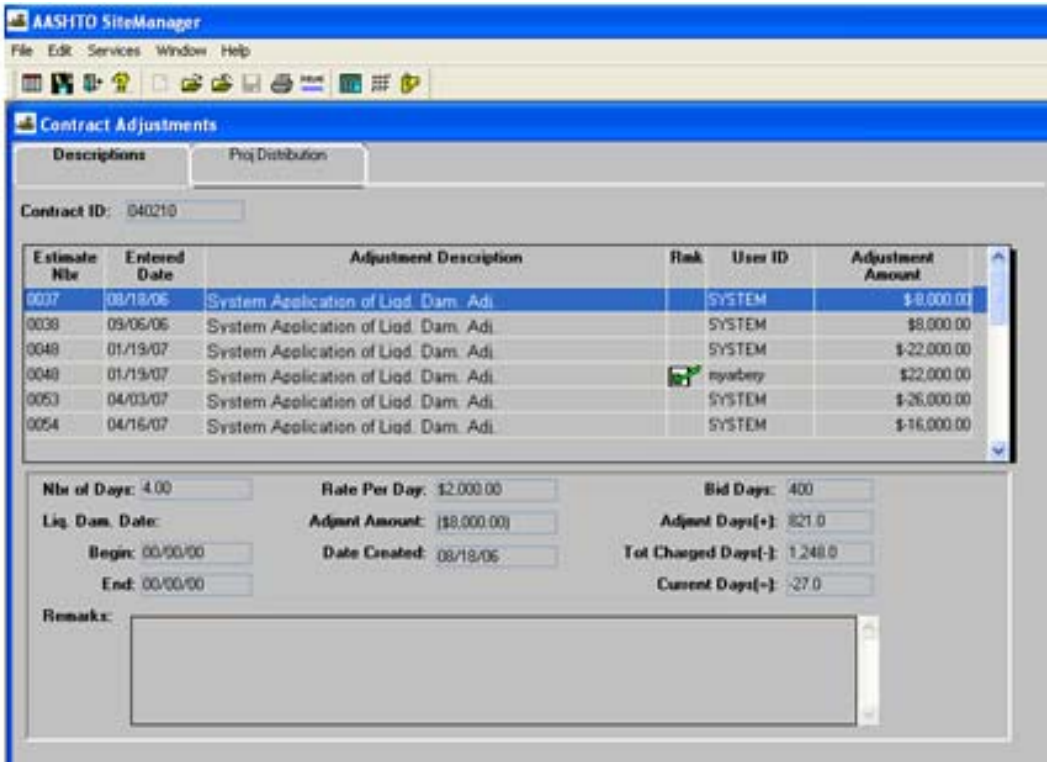
To establish the policy and procedure for establishing the Contractor Payment Contract Adjustments for the specified contract on the Contractor Payment Contract Adjustments window in SiteManager.

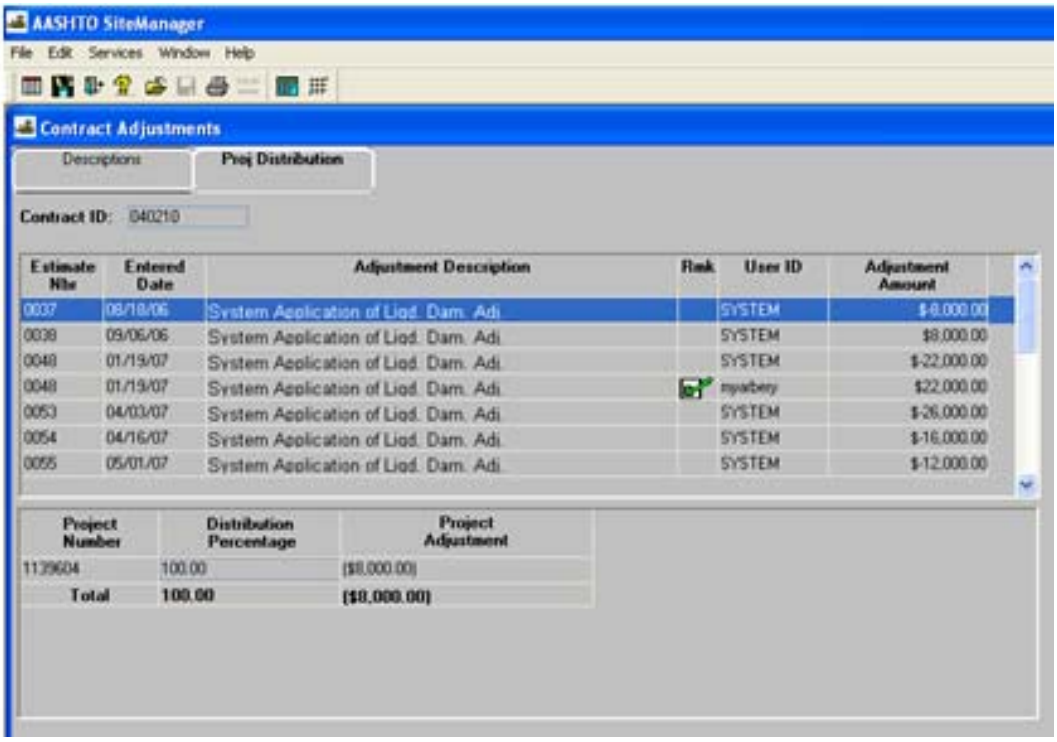
GENERAL

Contractor Payments.Contract Adjustments.Contract Adjustments is the function of SiteManager where the system-generated or user entered adjustments for a contract are modified and maintained by the user responsible for generating the estimate or other users authorized to make adjustments (a member of the RESPRMAN, RESAUDIT or RESADMIN security group).

A system-generated contract adjustment is one that is automatically applied by SiteManager during the generation of an estimate based on previously defined requirements. A user-generated contract adjustment is one that is applied by an authorized user after the generation of an estimate.

SCREENSHOTS





SCOPE

To establish the policy and procedure for establishing the Contractor Payment Liquidated Damages for the specified contract on the Contractor Payment Liquidated Damages window in SiteManager.

GENERAL

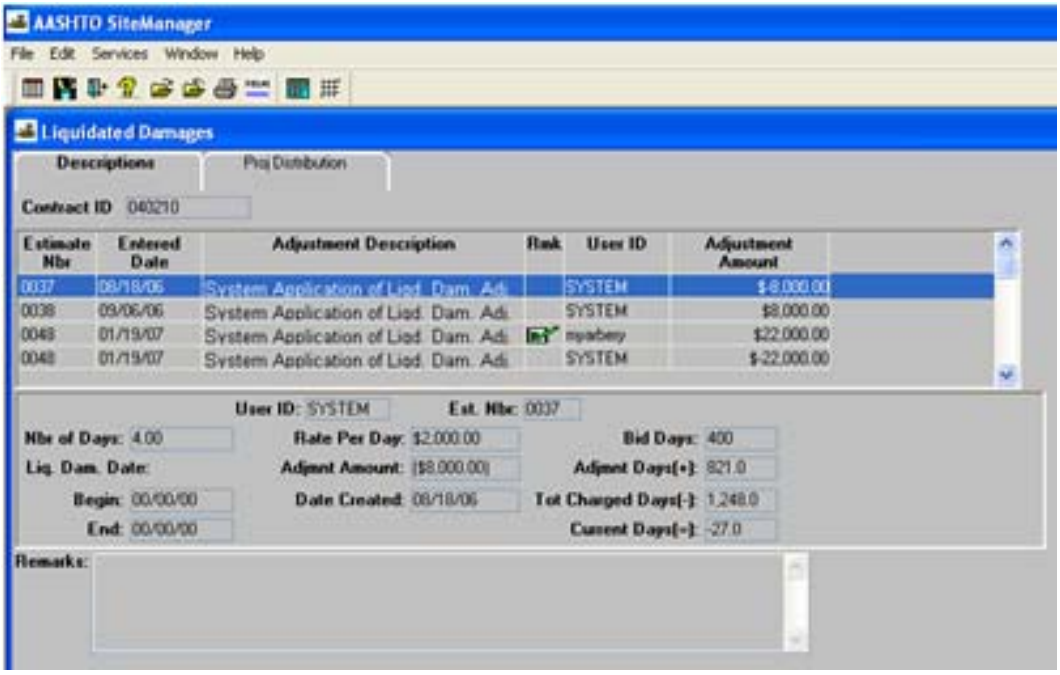
Contractor Payments.Contract Adjustments.Liquidated Damages is the function of SiteManager where the system-generated liquidated damages for a contract are maintained and reviewed by the user responsible for generating the estimate (a member of the RESPRMAN security group) in SiteManager. SiteManager assesses Liquidated Damages automatically and users will not be able to modify or delete these system-defined amounts.

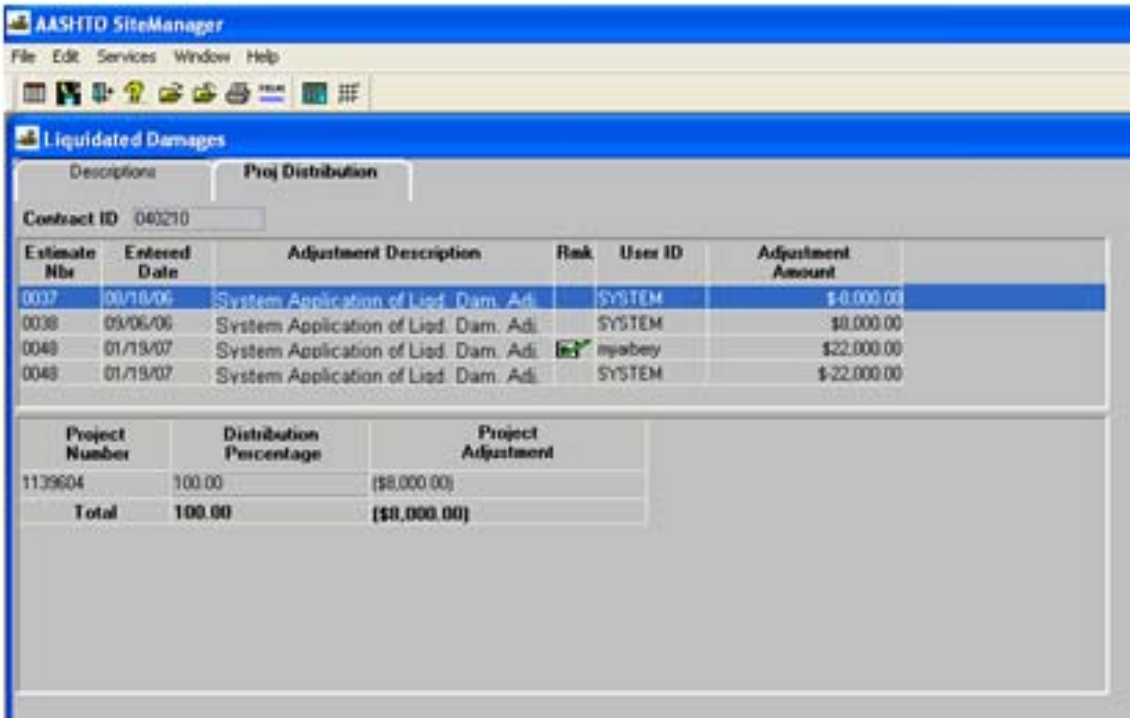
In ODOT, Liquidated Damages will be automatically assessed by SiteManager based on the rate documented in the Contract. This rate will be entered in the system by the Construction Division prior to beginning work on the contract. If the user notes a discrepancy in the liquidated damages amount applied, the user should verify the number of days charged on Diaries, and the number of days credited on the Time and Diary Report are correct. If the user cannot locate a mistake in recording data, the Construction Division should be notified of the issue before sending the Estimate for approval.

PROJECT DISTRIBUTION:

For contracts with multiple projects, SiteManager automatically assigns liquidated damages as a percentage of the dollar value of the liquidated damages per day as specified in the contract, divided equally among the projects that remain incomplete. The user can view the Project Distribution folder tab to review the percent of liquidated damages assessed to each project on the contract, however the user cannot modify or delete the system-defined distribution of charges for liquidated damages.

SCREENSHOTS





0702.3 CONTRACT TIME ADJUSTMENTS

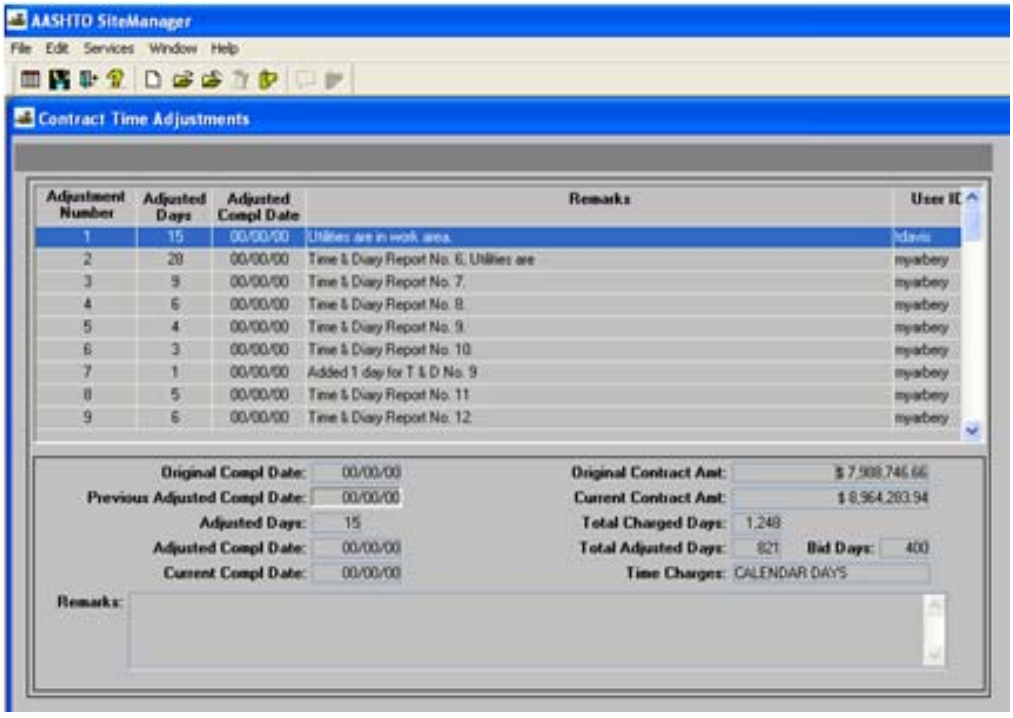
SCOPE

To establish the policy and procedure for establishing the time adjustments and the Time and Diary report for the specified contract on the Contractor Payment Time Adjustments window in SiteManager.

GENERAL

Contractor Payments.Contract Adjustments.Time Adjustments is the function of SiteManager where the user shall complete the Time and Diary (See Section 1200), and apply the appropriate time adjustment to the contract based on the data recorded in the Time and Diary (See Section 1200).

SCREENSHOT



ODOT TIME CHARGES (1999 SPECIFICATIONS)

In ODOT, contracts managed in SiteManager will have one day charged for every day of the contract from the day work begins to the day work is completed. This daily time charge will be recorded on the Diary window in SiteManager.

At the end of every month, the user responsible for generating the estimate (a member of the RESPRMAN security group) will create a Time and Diary record in SiteManager prior to generating the month-end estimate. This Time and Diary record will be created in accordance with Specification 108.07 and Construction Control Directive No. 990512 to credit back contract time lost due to adverse weather, time suspensions, or other outlined factors. The month-end estimate will calculate this credit in the system, and make the appropriate adjustments to completion dates.

Consideration may be given for contract time adjustments for the mid-month estimate if time credits are warranted to reduce or eliminated unnecessary liquidated damages being assessed on the specified estimate.

Time extensions for fixed date contracts will be applied through an approved Time Extension Change Order.

ODOT TIME CHARGES (2009 SPECIFICATIONS)

In ODOT, contracts managed in SiteManager will have each day charged or credit given with an explanation for every day of the contract from the day work begins to the day work is completed. This daily time tally will be recorded on the Diary window in SiteManager.

At the end of every month, the user responsible for generating the estimate (a member of the RESPRMAN security group) will create a Time and Diary record in SiteManager prior to generating the month-end estimate. This Time and Diary record will be created in accordance with Specification 108.07 and Construction Control Directive No. 990512.

Time extensions for fixed date contracts will be applied through an approved Time Extension Change Order.

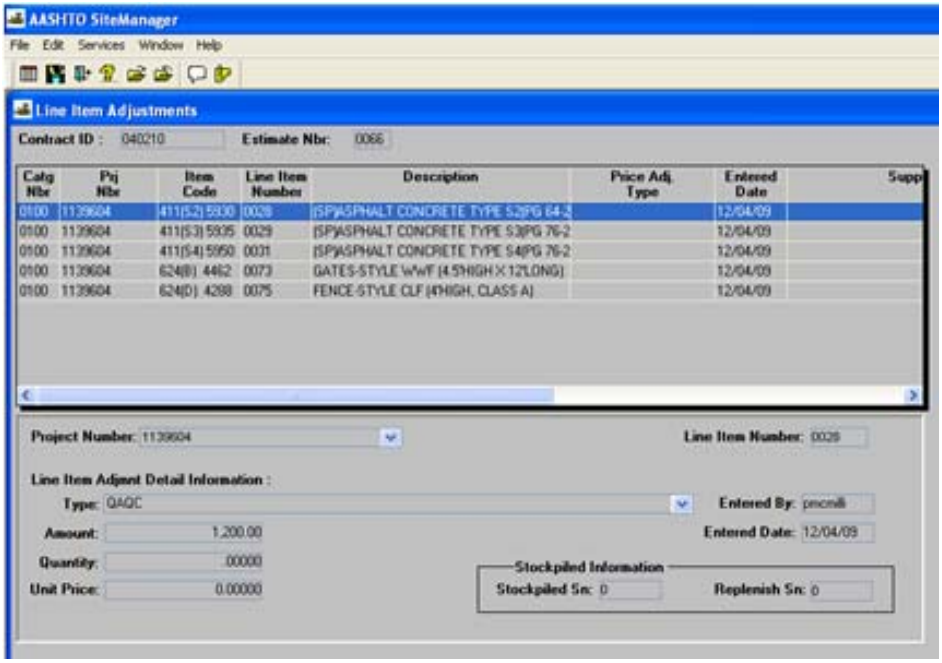
SCOPE

To establish the policy and procedure for establishing the line item adjustments for the specified contract on the Contractor Payment Line Item Adjustments window in SiteManager

GENERAL

Contractor Payments.Contract Adjustments.Line Item Adjustments is the function of SiteManager where the system-generated or user entered adjustments for a contract are modified and maintained by the user responsible for generating the estimate (a member of the RESPRMAN or RESADMIN security group in SiteManager).

SCREENSHOT



NOTES

OVERVIEW

Incentives, and Milestone Time Adjustments on the appropriate windows in Site-Manager.

Contract Administration.Contract Records.Milestones is the function of SiteManager where the user shall maintain and complete contract Milestone records created during the activation of the specified contract. Users should refer to the Contract special provisions at the beginning of the contract to determine if the contract will have milestones associated with it, as not all contracts require milestones. Once a contract Milestone Disincentive record has been completed, the disincentive charge will be assessed during the next estimate generation period. Contract Disincentives will be applied in SiteManager utilizing the Milestones Disincentives window and the auto-generate functionality within the application. For more information regarding disincentives, refer to the Milestone Disincentives window (Section 703.1).

Once a contract Milestone Incentive or Milestone Time Adjustment record has been completed, the incentive or time adjustment will be applied in SiteManager utilizing the Change Order functionality within the application.

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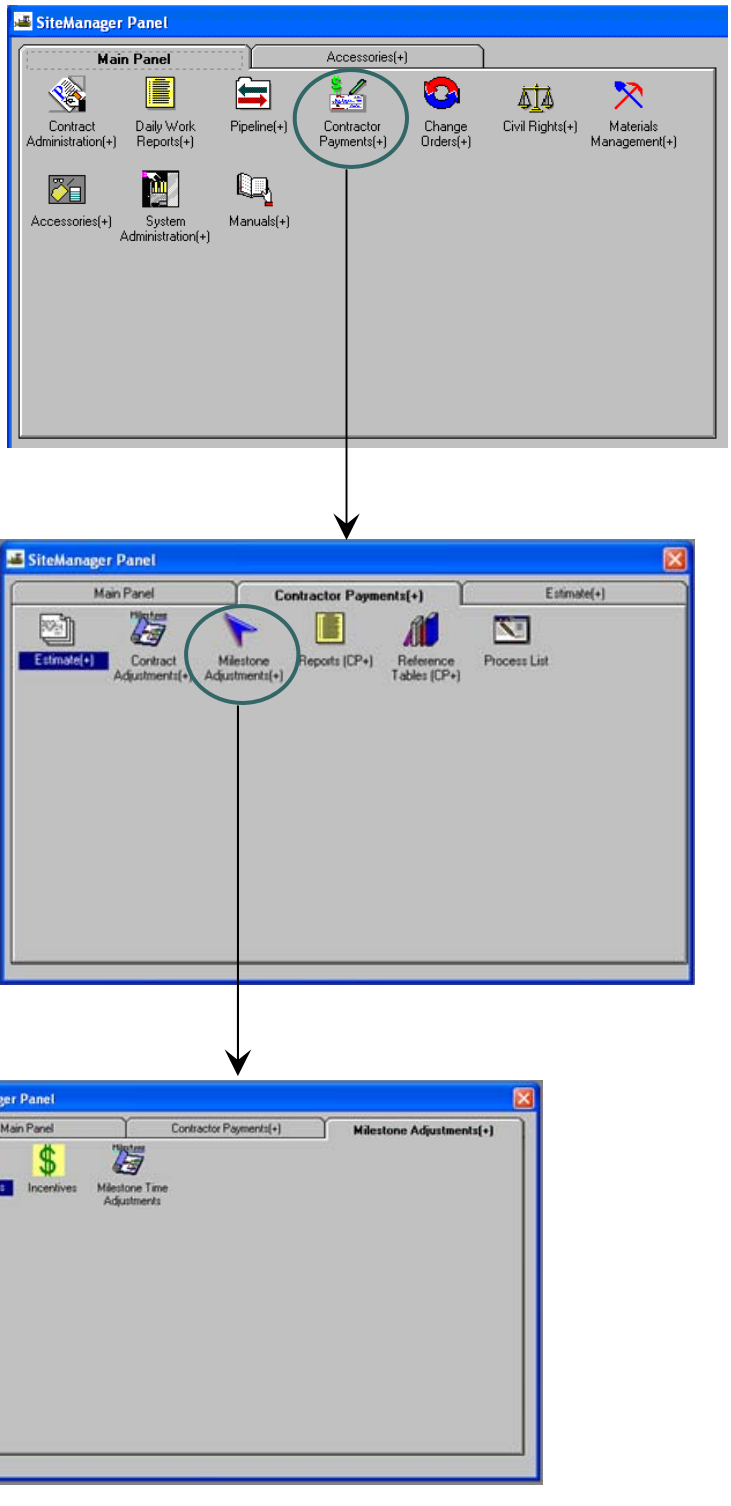
- 703.3 - MILESTONE TIME ADJUSTMENTS

PATH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Disincentives
Incentives
Milestone Time Adjustments

SCOPE

To establish the policy and procedure for applying contract milestone disincentives on the Disincentives window in SiteManager.

GENERAL

Contractor Payments.Milestone Adjustments.Disincentives is the function of SiteManager that displays the disincentives applied to Milestones. In ODOT, Milestone Disincentives will be applied utilizing the system autogenerate functionality. These system-generated disincentives are applied entirely to the primary project associated to the contract. This association may be viewed on the Disincentives window, Project Distribution folder tab.

If a Milestone Disincentive is associated to a contract, the user responsible for entering the related Milestone data (a member of the RESPRMAN security group) will complete the Contract Administration.Contract Records.Milestones window in SiteManager.

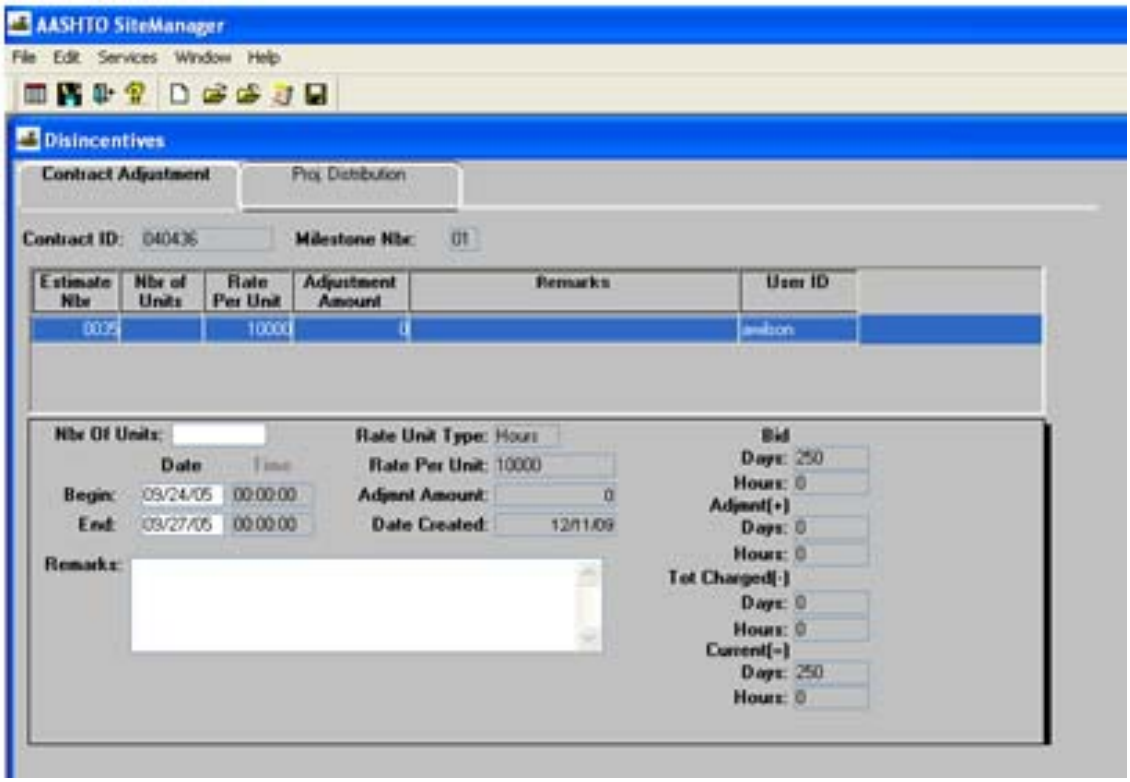
Once the Milestone record is complete, the system will automatically generate the disincentive to be applied on the next estimate period.

SiteManager users with the appropriate access may view the disincentives applied by the system for a specified contract on the Contractor Payments.Milestone Adjustments.Disincentives window.

The user responsible for generating estimates (a member of the RESPRMAN security group) in SiteManager shall view the Milestone Disincentive window to verify the appropriate disincentive has been applied to the estimate.

SITEMANAGER USERS WILL NOT HAVE THE SECURITY RIGHTS TO UPDATE THE MILESTONE DISINCENTIVES WINDOW IN SITEMANAGER. IF THERE APPEARS TO BE AN ERROR DISPLAYED ON THIS WINDOW, THE USER SHOULD CONTACT THE APPROPRIATE PERSON WITHIN THE ODOT SITEMANAGER HELP DESK.

SCREENSHOTS



SCOPE

To establish the policy and procedure for applying contract Incentives in SiteManager.

GENERAL

Contractor Payments.Milestone Adjustments.Incentives is the function of SiteManager that displays the incentives applied to Milestones utilizing the system autogenerate functionality.

ODOT WILL NOT USE THE AUTOGENERATE FUNCTION TO ASSESS INCENTIVES IN SITEMANAGER.

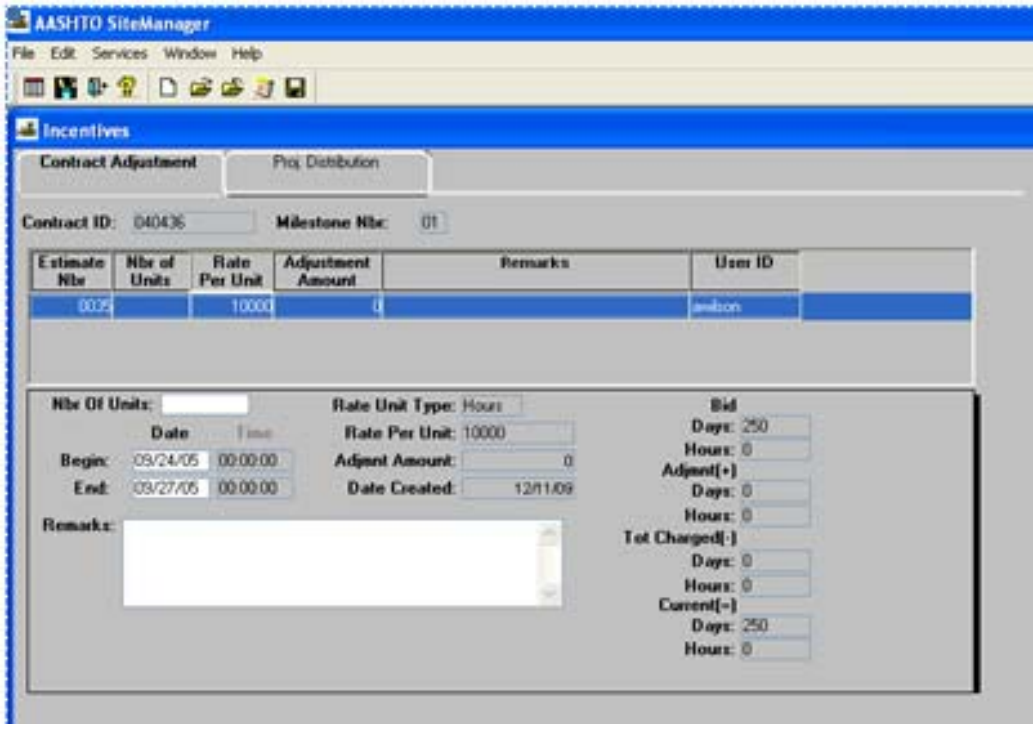
In ODOT, if a Milestone Incentive is associated to a contract, the user responsible for entering the related Milestone data (a member of the RESPRMAN security group) will complete the Contract Administration.Contract Records.Milestones window in SiteManager.

Once the Milestone record is complete, a Change Order will be created by an authorized user to add an Incentive item to the contract., if required.

Once the Change Order is approved, the Incentive item will be included on a DWR for the contract to pay the Milestone Incentive on the next estimate period.

SITEMANAGER USERS WILL NOT HAVE THE SECURITY RIGHTS TO UPDATE THE MILESTONE INCENTIVES WINDOW IN SITEMANAGER.

SCREENSHOTS



0703.3 MILESTONE TIME ADJUSTMENTS

SCOPE

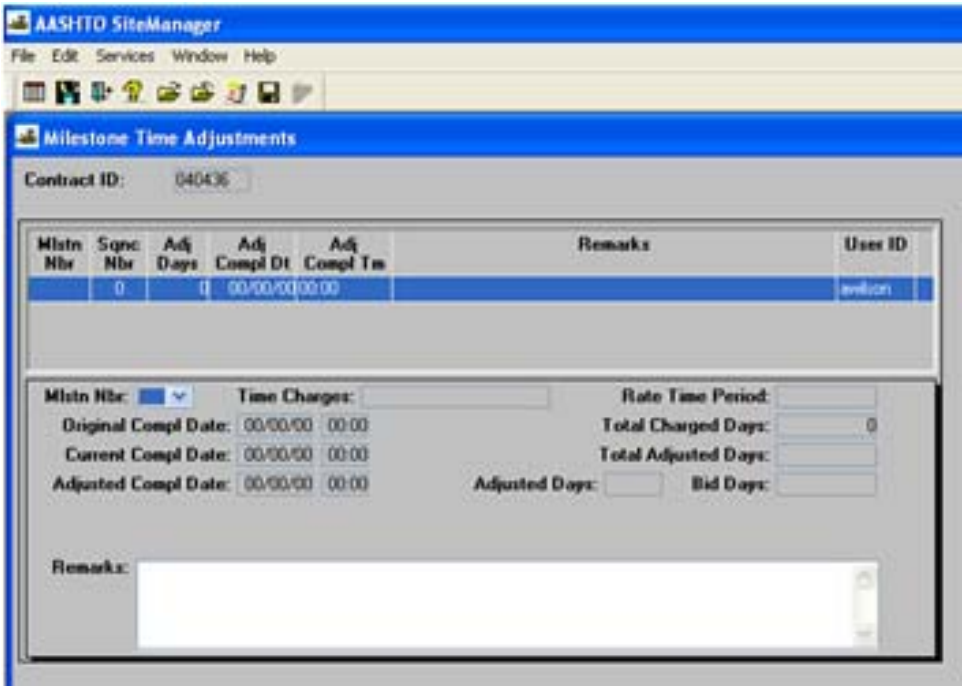
To establish the policy and procedure for applying contract Milestone Time Adjustments on the appropriate window in SiteManager

GENERAL

Contractor Payments.Milestone Adjustments.Time Adjustments is the function of SiteManager that displays the time adjustments applied to Milestones utilizing the system auto generate functionality. ODOT will not use the auto generate function to assess Time Adjustments in SiteManager. In ODOT, if a Milestone Time Adjustment is associated to a contract, the time adjustment must be made through a Change Order. An authorized user responsible for creating Change Orders will create a Change Order to assess time adjustments to a milestone.

SiteManager users will not have the security rights to update the Milestone Time Adjustments window in SiteManager.

SCREENSHOT



NOTES

SCREENSHOTS

OVERVIEW

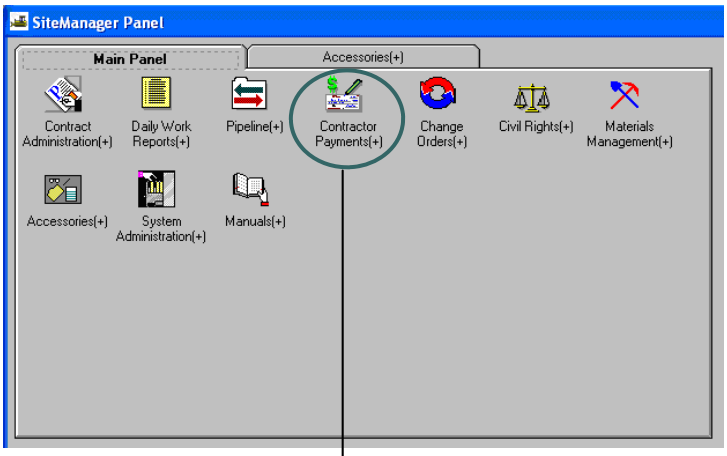
To establish the policy and procedure for reviewing the reports associated with the Estimate process on the Contractor Payments Reports folder tab in SiteManager.

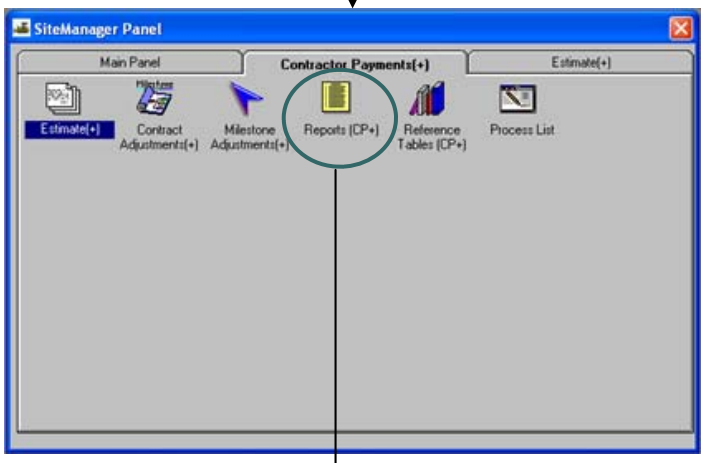
Contractor Payments.Reports function of SiteManager displays reports associated with the Estimate process. These reports will be utilized by various SiteManager Users throughout the life of a contract to review Estimate quantities and previous estimate summarizations, as well as provide information to the Prime Contractor.

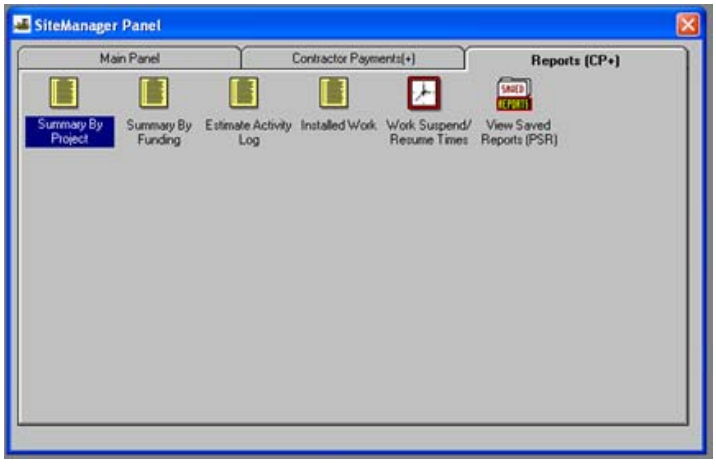
TABLE OF CONTENTS

- 704.0 - REPORTS
- 704.1 - SUMMARY BY PROJECT
- 704.2 - SUMMARY BY FUNDING
- 704.3 - ESTIMATE ACTIVITY LOG
- 704.4 - INSTALLED WORK
- 704.5 - WORK SUSPEND/RESUME TIMES
- 704.6 - VIEW SAVED REPORTS

PATH


SiteManager Panel
Main Panel
Accessories(+)
Contract Administration(+)
Daily Work Reports(+)
Pipeline(+)
Contractor Payments(+)
Change Orders(+)
Civil Rights(+)
Materials Management(+)
Accessories(+)
System Administration(+)
Manuals(+)

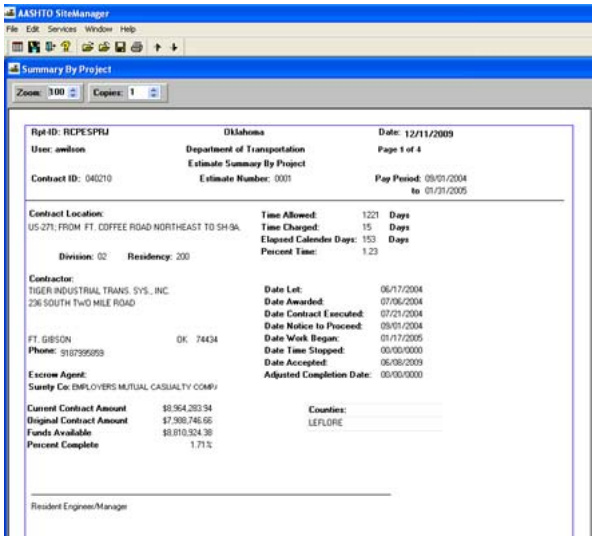

SiteManager Panel
Main Panel
Contractor Payments(+)
Estimate(+)
Estimate(+)
Contract Adjustments(+)
Milestone Adjustments(+)
Reports (CP+)
Reference Tables (CP+)
Process List


SiteManager Panel
Main Panel
Contractor Payments(+)
Reports (CP+)
Summary By Project
Summary By Funding
Estimate Activity Log
Installed Work
Work Suspend/ Resume Times
View Saved Reports (PSR)

SCOPE

ODOT WILL NOT USE THIS WINDOW

SCREENSHOTS

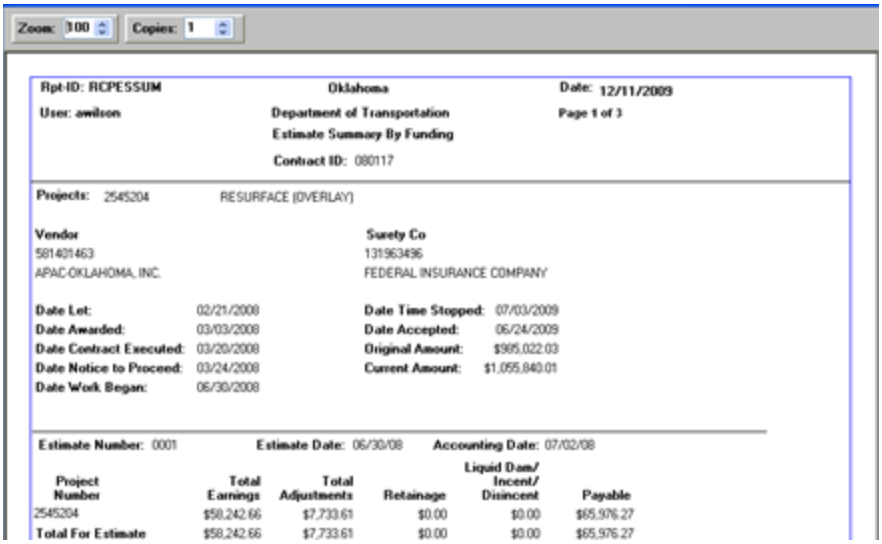


ADDITIONAL COMMENTS

SCOPE

To establish the policy and procedure for reviewing the Summary by Funding Report associated with the Estimate process in SiteManager.

GENERAL


Zoom: 100 Copies: 1

Rpt-ID: RCPESSUM Oklahoma Date: 12/11/2009
User: awilson Department of Transportation Page 1 of 3
Estimate Summary By Funding
Contract ID: 080117

Projects: 2545204 RESURFACE (OVERLAY)

Vendor: 581401463 APAC-OKLAHOMA, INC.
Surety Co: 131963496 FEDERAL INSURANCE COMPANY

Date Let: 02/21/2008
Date Awarded: 03/03/2008
Date Contract Executed: 03/20/2008
Date Notice to Proceed: 03/24/2008
Date Work Began: 06/30/2008
Date Time Stopped: 07/03/2009
Date Accepted: 06/24/2009
Original Amount: $985,022.03
Current Amount: $1,055,840.01

Estimate Number: 0001 Estimate Date: 06/30/08 Accounting Date: 07/02/08

Project Number	Total Earnings	Total Adjustments	Retainage	Liquid Dam/ Incent/ Disincent	Payable
2545204	$58,242.66	$7,733.61	$0.00	$0.00	$65,976.27
Total For Estimate	$58,242.66	$7,733.61	$0.00	$0.00	$65,976.27

SCREENSHOT

Contractor Payments.Reports.Summary by Funding report is the function of SiteManager intended for those who require information on funding source, associated payments, and adjustments for a given project in a Contract. It summarizes all project totals for the estimates and funding for projects within a Contract.

The user responsible for generating the Estimate (a member of the RESPRMAN security group) will review this report to ensure the initial estimate includes the correct funding categories for the specified contract. If the appropriate funding categories are not present, the user should contact the Construction Division to modify the funding categories appropriately. The user will continue to review this report periodically over the life of the contract to verify associations.

SiteManager users should refer to the Progress Estimate Quick Reference Guide for a detailed process plan when generating and reviewing progress estimates.

0704.3 ESTIMATE ACTIVITY LOG

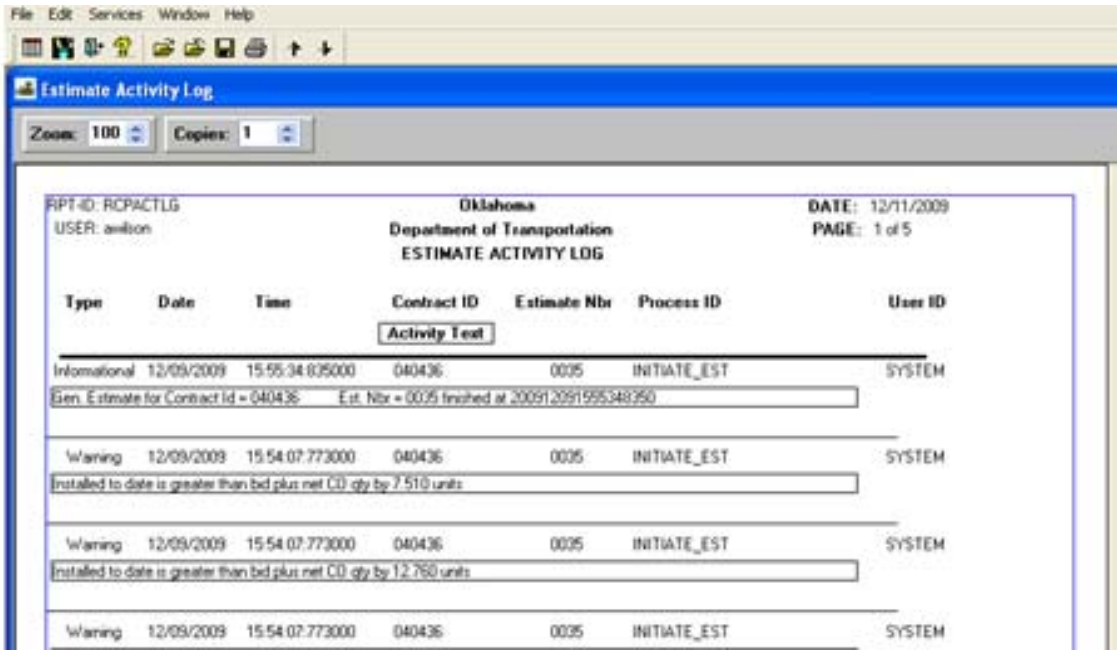
SCOPE

To establish the policy and procedure for reviewing the system generated activities associated with the Estimate process on the Estimate Activity Log window in Site-Manager.

GENERAL

Contractor Payments.Reports.Estimate Activity Log report function in SiteManager displays the activity messages issued during the various processes in the estimate process including estimate generation, approval, and rejection. This log includes the type of message generated, the date and time of message generation, the process generated, and the Contract ID / Estimate Number the activity message was generated for.

SCREENSHOT



SCOPE

To establish the policy and procedure for reviewing the Summary by Funding Report associated with the Estimate process in SiteManager.

GENERAL

Contractor Payments.Reports.Installed Work report function in SiteManager displays the amounts for all items installed in a Contract (from both unauthorized and authorized Daily Work Reports) that are not included on an Estimate. There is an indicator for each item entry to indicate whether this quantity has been authorized for payment on a Diary.

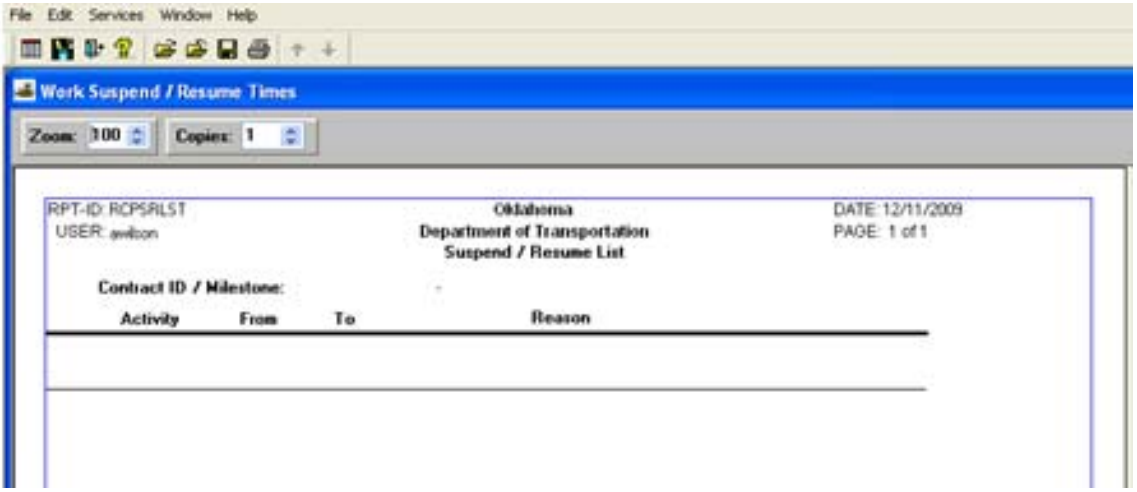
The User responsible for generating the Estimate (a member of the RESPRMAN security group) will utilize this report to review the list of items to be included on an estimate prior to generation. In addition, the same user may review this report after estimate generation to ensure that none of the items that should be included on an estimate have been excluded.

SCREENSHOT

SCOPE

ODOT WILL NOT USE THIS WINDOW

SCREENSHOTS

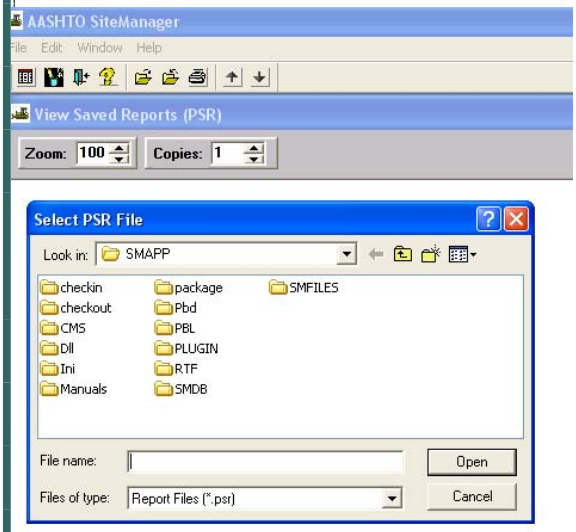


ADDITIONAL COMMENTS

SCOPE

ODOT WILL NOT USE THIS WINDOW

SCREENSHOTS



ADDITIONAL COMMENTS

OVERVIEW

To establish the policy and procedure for maintaining Contractor Payment Reference Tables on the appropriate windows in SiteManager.

Contractor Payments. Reference Tables. Price Adjustment Maintenance functionality of SiteManager is being utilized by ODOT.

Contractor Payments. Reference Tables. Autopay Items functionality of SiteManager will not be utilized at this time by ODOT. If at a later date policy is modified to include the use of this feature, SiteManager users will be notified of the policy change and procedures will be posted to this location.

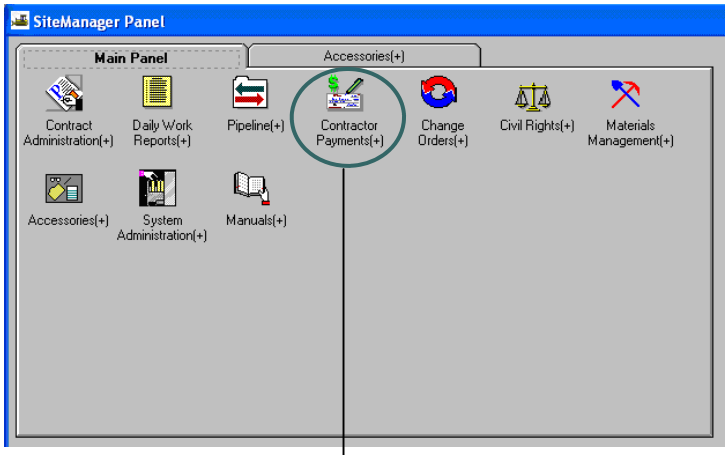
Contractor Payments. Reference Tables. Contract Discrepancy is the functionality of SiteManager that allows an authorized user to establish the Contract Discrepancy options the system will check for when a Progress or Final Estimate is generated. ODOT has specified default discrepancy options that will be applied to all contracts maintained in SiteManager.

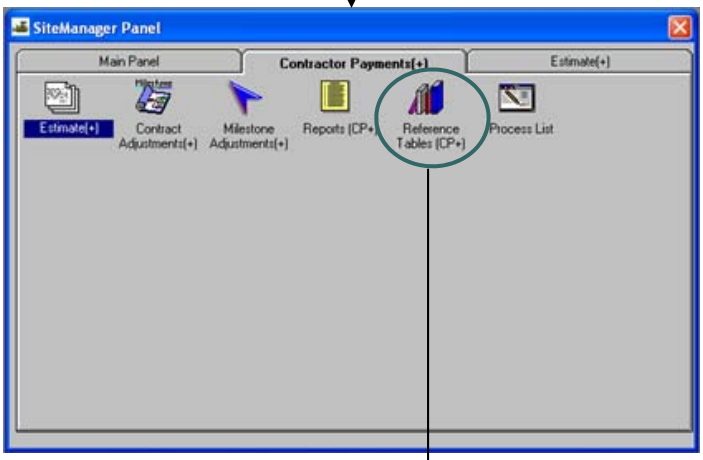
Contractor Payments.Reference Tables. Contractor Payment Approval is the functionality of SiteManager that allows an authorized user to establish the Security Groups that will be involved in the Progress and Final Estimate approval procedures.

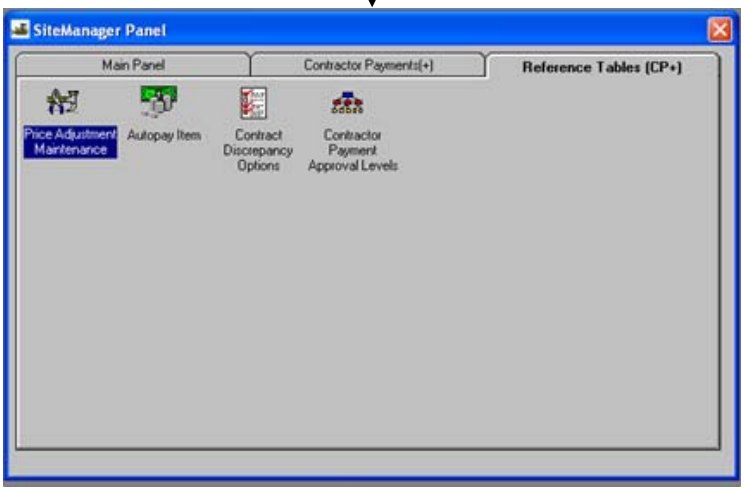
TABLE OF CONTENTS

- 705.0 - REFERENCE TABLES
- 705.1 - PRICE ADJUSTMENT MAINTENANCE
- 705.2 - AUTOPAY ITEMS
- 705.3 - CONTRACT DISCREPANCY OPTIONS
- 705.4 - CONTRACTOR PAYMENT APPROVAL LEVELS

PATH


SiteManager Panel
Main Panel
Accessories(+)
Contract Administration(+)
Daily Work Reports(+)
Pipeline(+)
Contractor Payments(+)
Change Orders(+)
Civil Rights(+)
Materials Management(+)
Accessories(+)
System Administration(+)
Manuals(+)


SiteManager Panel
Main Panel
Contractor Payments(+)
Estimate(+)
Estimate(+)
Contract Adjustments(+)
Milestone Adjustments(+)
Reports (CP+)
Reference Tables (CP+)
Process List


SiteManager Panel
Main Panel
Contractor Payments(+)
Reference Tables (CP+)
Price Adjustment Maintenance
Autopay Item
Contract Discrepancy Options
Contractor Payment Approval Levels

0705.1 PRICE ADJUSTMENT INDEX

SCOPE

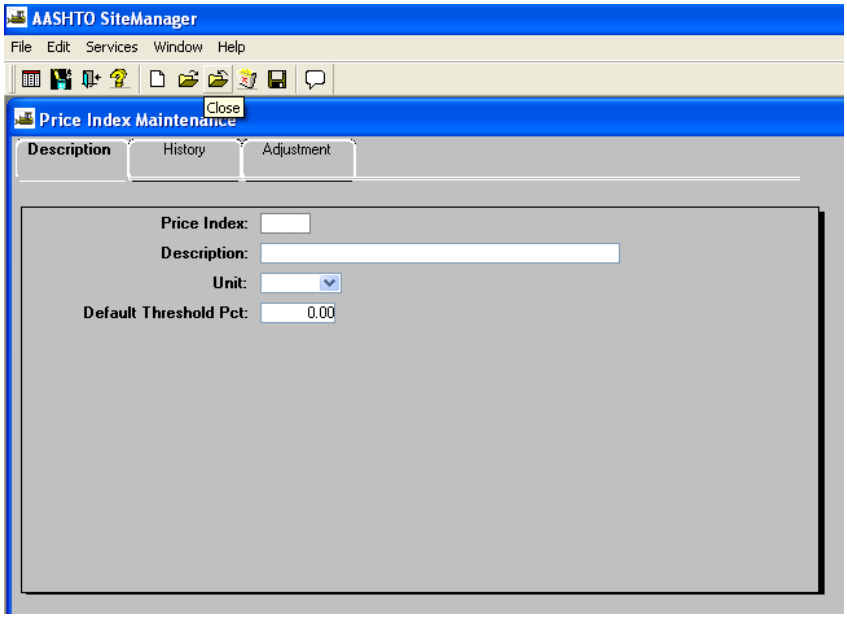
To establish the policy and procedure for establishing the Price Adjustments that will be tracked for the specified contract in SiteManager.

GENERAL

Adjustments to Pay Item located in the Adjustment tab of this window will adjust contract items to the current market value for said item.

i.e. Asphalt Binder Adjustments will be based on weekly reports from Poten and Partners, Inc. The index from this publication will be inserted to the History tab of this window.

SCREENSHOTS

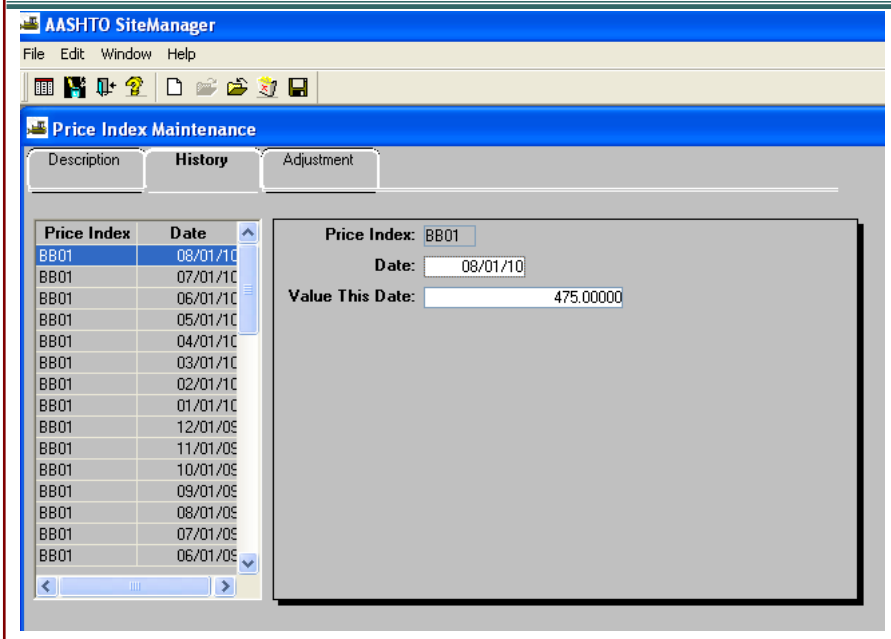


DEFAULT VALUES

PRICE INDEX	Identifies the specific index used by an item.
DESCRIPTION	Description of Index
UNIT	Unit of Measure for the Index
Default threshold Value	If the percentage changes between the adjustment for the item and the original price of the item is less than or equal to this value, no adjustment is made to the payment process. If the percentage changes between the adjustment for the item and the original price of the item is greater than this threshold percentage to take the index into account.

0705.1 PRICE ADJUSTMENT INDEX

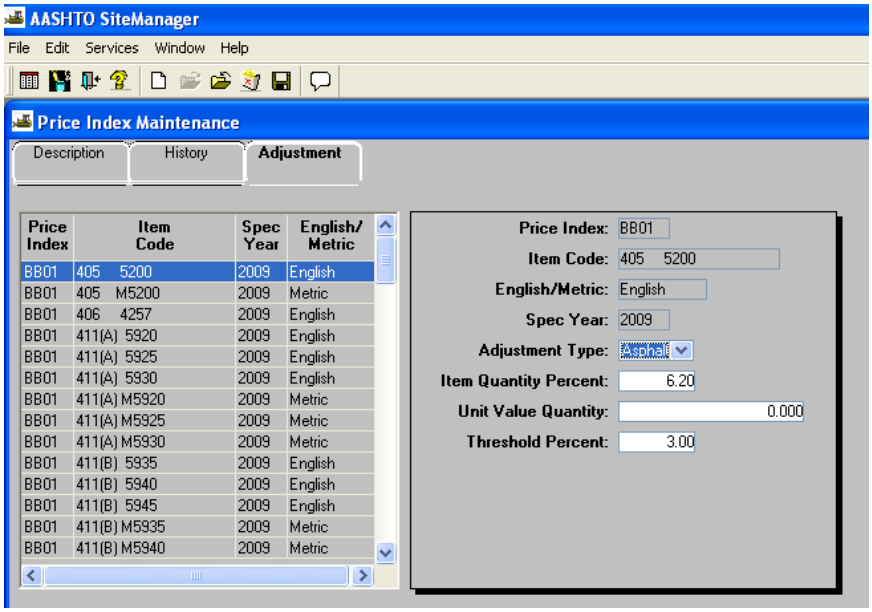
SCREENSHOTS



DEFAULT VALUES

PRICE INDEX	Identifies the specific index used by an item. Not Changeable
DATE	Date the index is valid (Required Field)
VALUE THIS DATE	Valid Value for the Price Index. (Required Field)

SCREENSHOTS



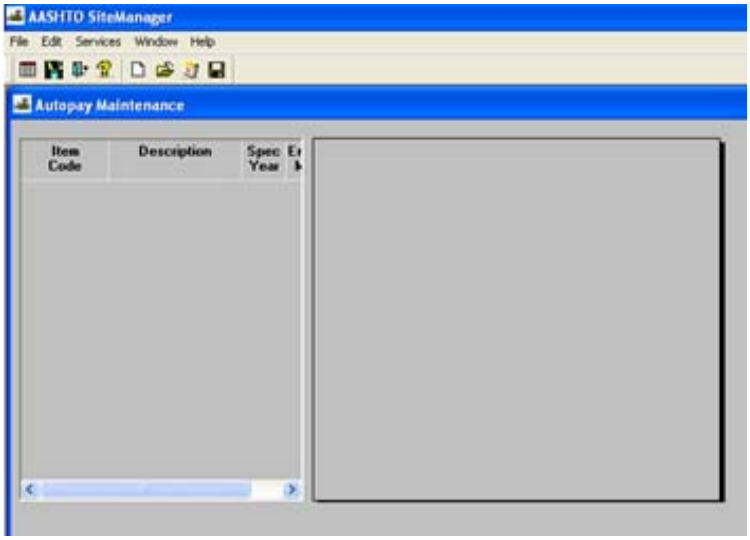
DEFAULT VALUES

PRICE INDEX	Identifies the specific index used by an item. Not Changeable
ITEM CODE	Code in Master Item list
ENGLISH / METRIC	English / Metric Units
SPEC YEAR	Year of Specification Manual
ADJUSTMENT TYPE	Code used to Identify type of adjustments
ITEM QUANTITY PERCENT	Percentage of quantity of this index in relation to the item
UNIT VALUE QUANTITY	Quantity of this index per unit value
THRESHOLD PERCENT	If the percentage changes between the adjustment for the item and the original price of the item is less than or equal to this value, no adjustment is made to the payment process. If the percentage changes between the adjustment for the item and the original price of the item is greater than this threshold percentage to take the index into account.

SCOPE

ODOT WILL NOT USE THIS WINDOW

SCREENSHOTS



ADDITIONAL COMMENTS

SCOPE

To establish the policy and procedure for establishing the discrepancies that will be tracked for the specified contract on the Contract Discrepancy Options window in SiteManager.

GENERAL

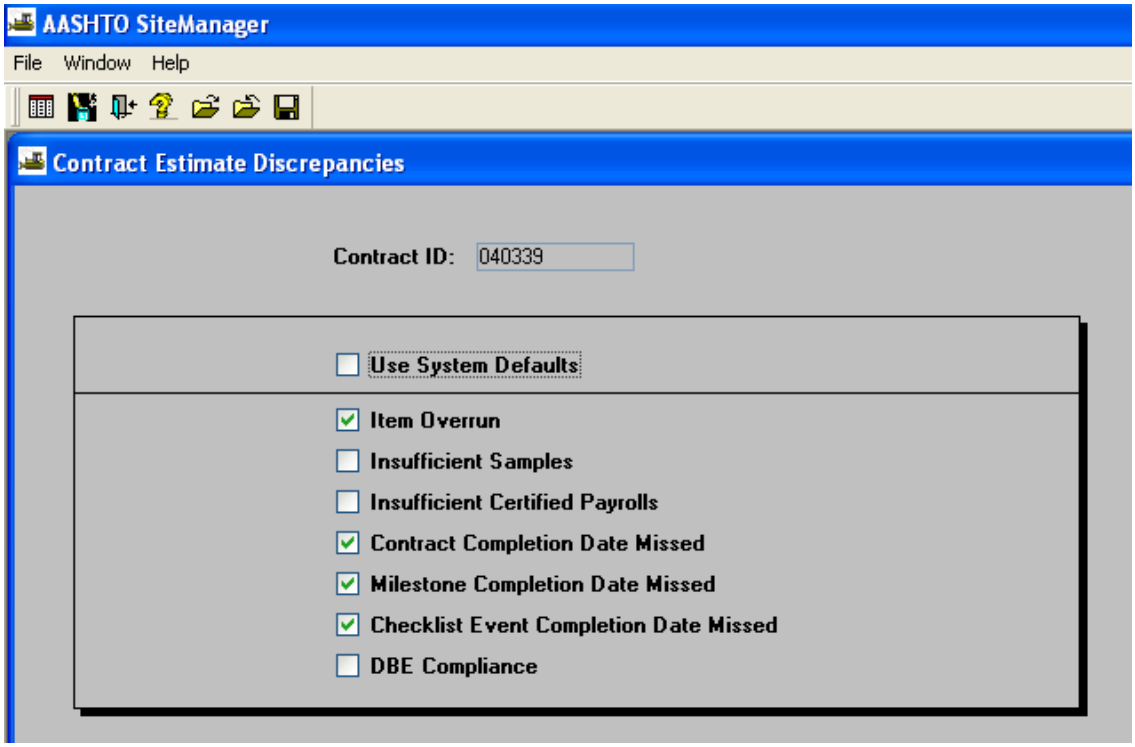
Contractor Payments.Reference Tables.Contract Discrepancy Options is the function of SiteManager where the discrepancies that shall be tracked for a specified contract are set by an authorized user prior to the generation of the first estimate for the specified contract. These options will produce discrepancies when their criteria are not met at estimate generation time.

CONTRACT SPECIFIC DISCREPANCY OPTIONS:

Default contract discrepancies have been developed for all estimates generated in SiteManager. All contracts maintained in SiteManager will utilize the default discrepancy options. For a new Contract, these system default discrepancy options are automatically used for each type of estimate by the system; the user responsible for maintaining this window will not be required to select the Default option prior to the first estimate.

For additional information regarding the policies and procedures for resolving a discrepancy, refer to the Estimate Discrepancy policy (Section 701.3).

SCREENSHOTS



SCOPE

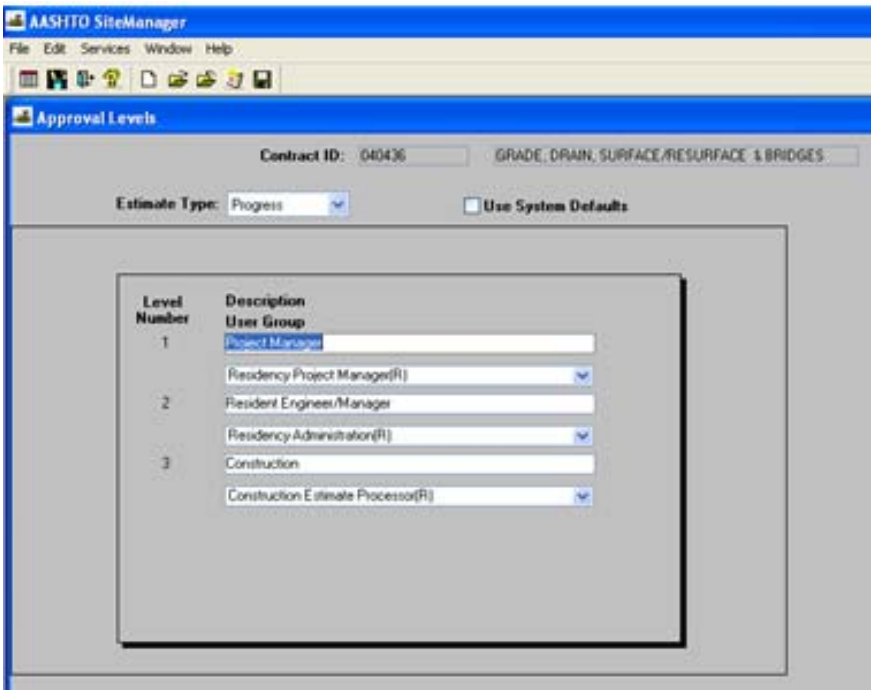
To establish the policy and procedure for establishing the Contractor Payment Approval Levels for the specified contract on the Contractor Payment Approval Levels window in SiteManager.

GENERAL

Contractor Payments.Reference Tables.Contractor Payment Approval Levels is the function of SiteManager where the approval levels for Progress and Final Estimates are set by a user assigned to the RESPRMAN security group prior to the generation of the first estimate for the specified contract. Default approval levels have been developed for all estimates generated in SiteManager. All contracts maintained in SiteManager will utilize the default approval levels. For a new Contract, these system default approval levels are automatically used for each type of estimate by the system; the user responsible for maintaining this window will not be required to select the Default option prior to the first estimate.

For a user to generate an estimate, they must be the first level in the Contractor Payment Approval Levels. For the default approval levels, this security group is the RESPRMAN security group. If the appropriate user in the Residency is not currently assigned to the RESPRMAN security group, the Resident Engineer should notify the SiteManager System Administrator.

SCREENSHOT



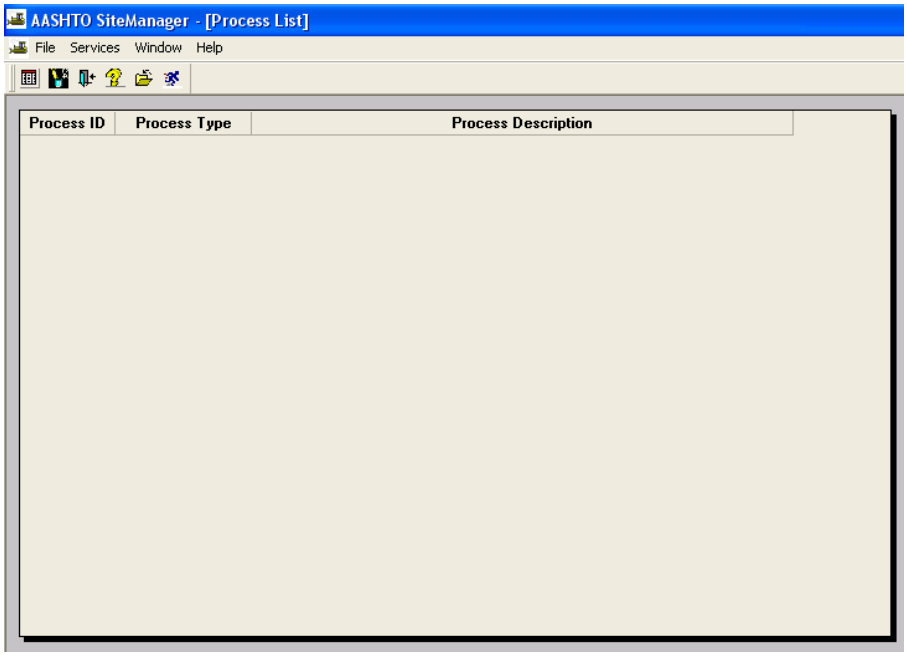
0706.0 PROCESS LIST

SCOPE

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

GENERAL

SCREENSHOT



REPORTS

REPORT	SUBSET	PARAMETERS	PRINTING	DESCRIPTION
Estimate Summary	Contract Estimate	None	Landscape Mode	This customized report will serve as the report that is sent to the contractor to identify the line items included on the estimate. This is also the report that will be generated and sent to the contractor for final estimates. The Professional Engineer in direct charge of the contract will seal the front page of the final estimate affidavit.
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.
Contract Work Item Report	Contract	None	Portrait Mode	This customized report will identify the status of each pay item in the contract including those pay items added by change order. This report is very similar to the standard Site-Manager Item Work Report.

OKLAHOMA DEPARTMENT OF TRANSPORTATION

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