Quick Reference Guide

Last Modified: 09/23/2008 08:03:31 AM
Reviewed for Version:

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Division Audit

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SCOPE:

To establish a reference guide outlining the procedures for the division audit associated with finalizing a contract in SiteManager. In ODOT, the Contract Finalization Procedure will include all activities related to changing the status of a contract from active to complete. There are five stages in the Contract Finalization process:

- Residency Audit
- Division Audit
- Final Quantity Change Order
- Final Estimate Generation and Approval
- Construction Closeout

This reference guide is intended for users assigned to the DIVADMIN and/or DIVAUDIT security groups who are responsible for participating in the finalization of a contract at the Division level. The guide should be used in conjunction with the Contractor Payment Policies and Procedures outlined in the SSS database. In addition, users should reference the related training materials for assistance navigating the windows referenced in this guide as well as for example scenarios.

GENERAL:

This reference guide outlines the processes involved with completing the division audit. The guide is organized in chronological order with task headings in bold, capital letter print. Task Subheadings are also identified using bold print, in mixed case lettering. Each task identifies a suggested window in SiteManager to complete the task. This window navigation is identified by underlined text. Questions regarding any of the procedures outlined below should be directed to the SiteManager Help Desk.

DIVISION AUDIT:

The Division Audit will follow the completion of the residency audit and will review and verify the residency audit steps outlined in the Residency Audit Quick Reference Guide, including:

Review the Contract Status Report

The Contract Status Report summarizes the Contract amounts that are current as of the last approved estimate. This report can be generated at any time during the life of the Contract.

✓ Contract Administration / Reports / Contract Status window: Review the Contract Status Report to identify Contract Finalization requirements that have not been met prior to the Division Audit.

Resolve All Disputes and/or Claims

Disputes and/or Claims created over the life of the contract in SiteManager must be in resolved status prior to generating the final estimate for a contract. The Disputes/Claims window can be used to check the status of all disputes and/or claims associated with a specific contract.

✓ Contract Administration / Contract Records / Disputes/Claims window: Access the Disputes/Claims window to verify all associated disputes and/or claims are resolved. If the Division Auditor finds a dispute or claim with a different status, the Project Manager should be contacted to resolve the issue prior to generating the Final Estimate.

Verify All Stockpile Material Balances Equal Zero

Material Stockpiles created over the life of the contract in SiteManager must have a balance of zero prior to generating the final estimate for a contract. The Stockpiled Materials window can be used to check the balance of all stockpiles associated with a specific contract.

✓ Contract Administration / Contract Records / Stockpiled Materials window: Access the Stockpile Materials window to verify all associated stockpiles have a balance of zero. If the Division Auditor finds a balance of a stockpile is more than zero, the Project Manager should be contacted to resolve the issue before generating the Final Quantity Change Order.

Verify the Status of Change Orders

Change Orders created over the life of a contract in SiteManager must be in either Approved or Denied status prior to generating the final estimate for a contract.

✓ Change Orders / Reports / Unapproved Change Order Aging Report: Run the Unapproved Change Order Aging Report to verify that the status of all associated change orders is either in approved or denied status. If the Division Auditor finds a change order with a different status, the Project Manager should resolve the issue prior to generating the Final Quantity Change Order. In addition, the Project Manager or Residency Auditor may also run the Summary of Change Order Actions custom report from the Change Order Process List window to view a list of all Change Orders associated with the specified contract.

Verify Installed Quantity and Contract Time / Generate Final Progress Estimate (if necessary)

Verify the contract time and the installed quantities recorded for all items associated with the contract.

✓ Review the contract time charged toward the contract. If necessary, a Contract Time Adjustment may be made in accordance with standard specifications and SiteManager policies and procedures

✓ Contractor Payments / Reports / Installed Work Report: The Installed Work Report displays all the items of work recorded on Daily Work Reports that have not been included on an estimate. Review the Installed Work Report to determine if there are any additional items of work that have not been included on a previous progress estimate.

✓ Contractor Payments / Estimates/ Generate Estimate: If additional items of work require payment, the Division will contact the Residency and a final progress estimate will be generated to pay for the remaining items.

FINAL QUANTITY CHANGE ORDER:

At the completion of the above steps, the Residency and Division will review the item quantities for the contract to determine the final quantities. A Final Quantity Change Order will be generated and approved in conjunction with the Change Order policies and procedures. Once the final quantity change order is approved, the Division Audit will be complete and the Division Audit Completion Date must be entered.

VERIFY "REQUIRED TO FINALIZE" KEY DATES:

Review the Key Dates window and verify that the Actual Date for all Key Dates marked Required to Finalize have been entered.

✓ Enter the actual date the audit was complete in the Division Audit Complete date

Note on Last Modified Date:
This QRG was not revised. The Last modified date reflects a change to the design of the SSS database system.