



OKLAHOMA
Transportation



Activating Contracts

Additional Quick Reference Guides, training documents, and the Construction and Materials User Guides are available from ODOT.

Background:

- The contract activation process is simplified in web-based AASHTOWare Project.
- If the required fields are populated on the General tab of the Contract Administration Summary, and any associated contract times that are marked as being Required to Activate include an Actual Completion Date, the system will set the contract's status to Active when you activate the contract.

Key to Action Buttons

-  Global Actions menu (top of the screen)
-  Component Actions menu (on headings)
-  Row Actions menu (on rows)

Role(s): ODOT – Contract Activator

Activating a Contract:

1. Log on to AASHTOWare Project.
2. From the **Construction** component, click the **Contract Administration** link.
3. Search for and select the contract to activate.
4. Click the **Contract ID** link.
5. On the **General** tab, verify the following fields have the necessary information entered prior to activating the contract:
 - i. Contract Type
 - ii. Residency Engineer / Manager
 - iii. District Engineer / Manager
 - iv. Federal / State / OTA Project Number
 - v. Location
 - vi. Click the **Save** button if modifications were done.



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6. Click the **Additional Information** tab, and verify the following fields have the necessary information entered prior to activating the contract:
 - i. Construction Supervisor Name
 - ii. Surety
 - iii. Total Allowable Maximum Subcontract Percent
 - iv. Click the **Save** button if modifications were done.
7. For ODOT contracts, click the **Administrative Offices** tab and take the following steps:
 - i. Click the **Select Administrative Office** button.
 - ii. Search for and select the lowest level Administrative Office Name that is associated to the contract.
 - iii. Click the **Add to Contract** button.
 - iv. Click the **Save** button.
 - i. **Note:** Once the **Effective Date** and/or **Status** is set, the contract cannot be transitioned back to Pre-Construction.
 - ii. **Note:** During activation, Contract Authority is handled by Administrative Offices.
8. After saving, enter the same **Effective Date** and **Status** for each administrative office displayed.
 - i. **Note:** If adding a lower level of administrative office, the system will automatically append the parent administrative offices. The **Effective Date** and **Status** must be set with a date and **Active** status on ALL the administration offices associated to the contract. This can be set individually or using the Field action menu to Range fill all records available.
9. Click the **Contract Times** tab; in the **Informational** section, verify the following fields have the necessary information entered prior to activating the contract:

Contract Administration Summary

Contract: 210279-03 - GRADE, DRAIN, SURFACE, AND BRIDGE

General

Additional Information

Administrative Offices

Contract Authority

Contract Times

DBE

Insurance

Labor

Funding

Locations

Permits

Comments

Contract Price Adjustment Index

Type search criteria or press Enter

Advanced Showing 4 of 4

Select Administrative Office...

4 Edmond Residency

3 District 4

Office Level

3

Effective Date

Status



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- i. AWARD-DT
 - ii. EXEC-DT *(This controls when DWRs, Diaries and Estimates can be generated.)*
 - iii. LET-DT
 - iv. NTP-DT *(If the contract has a Complete By date, then KD01 must also be filled out at contract activation.)*
 - v. PRICE-ADJ-BASE-DT *(This will be the first day of the month of the LET-DT field.)*
 - vi. Click the **Save** button if modifications were done.
10. In the **Site** section, take the following steps for each Site Time:
- i. Click the **Time ID** link.
 - ii. On the **General** tab, verify that the following fields have the necessary information entered:
 - i. Chargeable *(This box must be checked if time needs to be charged to this Site Time.)*
 - ii. Effective Date *(This field should be set to the same date as the NTP-DT.)*
 - iii. Status
 - iv. Click the **Save** button if modifications were done.
 - iii. Click the **Units And Dates** tab, and verify that the following fields have the necessary information entered:
 - i. Start Time *(The Main Site Time should be set to the same date as the NTP-DT.)*
 - ii. Original Number of Units
 - iii. Click the **Save** button if modifications were done.
 - iv. For contracts with liquidated damages, click the **Rates And Cap Amount** tab. Then, verify that the following fields have the necessary information entered:
 - i. Ensure that the **Calculate Liquidated Damage** checkbox is checked.
 - ii. Liquidated Damages Rate
 - iii. Click the **Save** button if modifications were done.

Contract Administration Summary

Contract: 210279-03 - GRADE, DRAIN, SURFACE, AND BRIDGE

General | Informational

Additional Information | Administrative Offices | Contract Authority | Contract Times | DBE | Insurance | Labor | Funding

Type search criteria or press Enter | Advanced | Showing 23 of 23

Select Informational Times...

Time ID	Agcy Type	Del Allowed
AWARD-DT		No
Time Descr	Actl Compl	Prej Compl
Award Date	11/01/2021 12:00 AM	



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- v. To add incentives/disincentives for the appropriate Time (Calendar Days or Complete By), verify that the following fields have the necessary information entered. The fields listed in iii–viii are all on the **Rates And Cap Amount** tab:
 - i. Time Description (*General tab*)
 - ii. Original Number of Time Units (*Units And Dates tab*)
 - iii. Click the **Calculate Disincentive** check box.
 - iv. Disincentive Rate
 - v. Disincentive Time Unit
 - vi. Incentive Rate
 - vii. Incentive Time Unit
 - viii. Incentive Cap Amount
 - ix. Click the **Save** button.
11. Click the **Contract Administration** quick link.
12. On the **Contract Times** tab, in the **Recurring** section, ensure these Recurring Contract Times are present:
 - i. BULLETIN
 - ii. INTERVIEW
 - iii. SCHEDULING
13. For each Recurring Contract Time, take the following steps:
 - i. Click on the **Time ID** link.
 - ii. On the **General** tab, verify that the following fields have the necessary information entered:
 - i. Effective Date
 - ii. Status
 - iii. Click on the **Recurring Time Occurrences** tab, and verify that the following fields have the necessary information entered:
 - i. Frequency (*For BULLETIN and INTERVIEW, select **Monthly**; for SCHEDULING, select **Once**.*)



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- ii. Start (*Entered by Residencies once there is a work start date*)
 - iii. End
 - iv. Planned occurrence Every "x" Day Of The Month
 - iv. Click the **Save** button.
 - 14. Click the **Contract Administration** quick link.
 - 15. Click the **DBE** tab for ODOT contracts. Then, verify the following fields have the necessary information entered prior to activating the contract:
 - i. Modal Agency
 - 16. Click the **Labor** tab for ODOT contracts, and verify the following fields have the necessary information entered prior to activating the contract:
 - i. Davis Bacon Wage Rate (*This box must be checked.*)
 - 17. Click the **Funding** tab, and verify all funding information is present from Preconstruction.
 - 18. Click the **Permits** tab if the 404 Permit has been received by the activation time.
 - i. Click the **New** button.
 - ii. Enter the necessary information.
 - iii. Click the **Save** button.
 - 19. Click the **Projects** quick link.
 - i. Verify that all necessary projects are listed by taking the following steps:
 - i. Click the **Project** link.
 - ii. Click the **Categories** tab.
 - iii. Review and confirm that all the required Categories are listed.

The screenshot shows a web interface for contract management. At the top, it displays 'Contract: 210279-03 - GRADE, DRAIN, SURFACE, AND BRIDGE'. Below this, there are tabs for 'General' and 'Recurring Schedule Description'. The 'Recurring Schedule Description' tab is active, showing a search icon and the text 'At 12:00 AM on the 15th day of the month, starting on 11/04/2021 12:00 AM, expiring on 01/30/2022 at 12:00 AM'. A 'Frequency' dropdown menu is highlighted with an orange box, showing 'Monthly' selected.



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20. Click the **Contract Administration** quick link.
21. Click the **Contract Price Adjustment Index** tab.
 - i. In the **Price Index Type** field, select if an Asphalt or Fuel Price Adjustment are in the contract.
 - ii. Click the **Save** button.
22. Click the component **Actions** menu and select **Activate**.
 - i. **Note:** The system will display a confirmation message that the contract was successfully activated and sets the Contract Status to *Active*.

