

## Contract Creation

### What are Contracts?

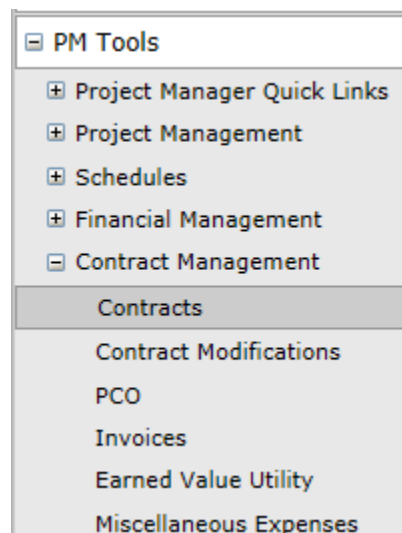
In ePM, use a contract to record the terms, conditions and amounts of project commitments. A contract that represents money leaving the project is known as an expense contract. Use contracts to track planned and actual obligations as well as manage the execution of work under those obligations. Actual contracts will be assembled, negotiated and issued using other GSA tools and applications. Before approving a contract in ePM, enter the detailed schedule of values and attach a scanned copy of the executed contract to the ePM record. The schedule of values enables breakdown of the contract for effective management of the contracted work. Each line on the schedule of values must be assigned to a cost account. In addition, the line can be coded to a Building ID, CSI Code and Shell / TI space.

### Who Will Use This?

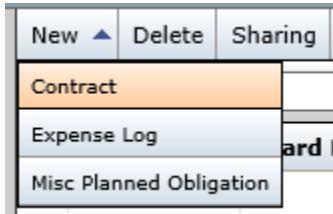
- ✓ Construction Manager
- ✓ Project Manager

## Steps to Create a Contract

1. Log into ePM as a user with the Contract Creator security role, then navigate to the appropriate project.
2. Navigate to the Contracts register by clicking on PM Tools > Contract Management > Contracts. The Contracts register displays.



3. Click the arrow next to the 'New' button, and select 'Contract'.



A blank Contract displays.



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4. On the Main page, fill in the fields in the Details section.

CONTRACT: Phase I Construction (GS-01P-09-BW-C-0065) Draft			
<b>SUMMARY</b>			
Current State	Draft	Date Entered	21-Feb-2012
Title	Phase I Construction	Invoicing Allowed	x
Contract Number	GS-01P-09-BW-C-0065	Invoicing Limit	\$0
Holds Against	0	Payments Allowed	x
Vendor		Contract Currency	USD
Procuring Office		BCM Integration Enabled	✓
		Book Type	Closed
<b>DETAILS *</b>			
Current State	Draft		
Title *	US Federal Building - Phase I Construction		
Contract Number	GS-01P-09-BW		
Contract Classification	02 : Contract		
Description	Base price plus options 1, 2, 4, 8		
Cost Period	Jan 12		
Planned Obligation Period	Jan 12		
Included in EV Measure	<input type="checkbox"/>		
Contractor Type	A/E : Architect/Engineer		
EV Mode			
<b>ADDITIONAL INFORMATION</b>			
Notes			
Contract Duration (Calendar Days)			
Pegasys Document Number	PJ9A00555		
Source State Field			
<b>CONTRACT DATES</b>			
Date Entered	08/22/2012		
Award Date			
NTP/Start Date			
Finish Date			
<b>COMPLETION DATES</b>			
<b>OTHER DATES</b>			
Planned Substantial Completion Date			
Estimated Substantial Completion Date			
Actual Substantial Completion Date			
<b>CONTRACT PARTIES</b>			
	Organization/Company	Main Contact	
Procuring Office	PRS	Patty Milestone	
Vendor	GC Training Company	Bob Builder	
Manager	CM Training Company	Cam Mortar	

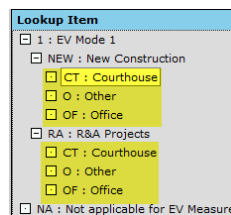
### GSA data conventions for Contracts:

- Contract naming convention is "Contractor Type – Primary – Type of Services – Phase" (e.g. GC – Primary – Construction –Phase 1)
- The Contract Number is the GSA contract number from Comprison.



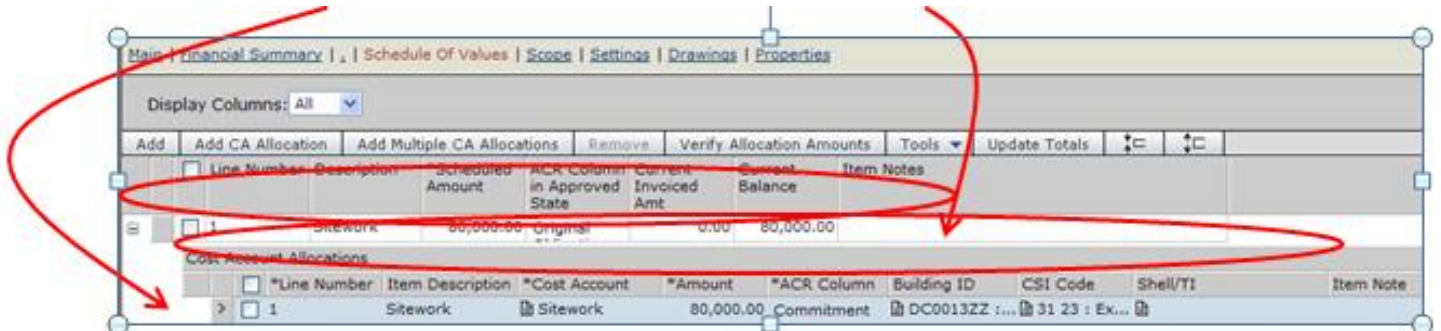
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- Select the Contract Classification (i.e. 02: Contract)
- The Description field is a brief summary for the scope of work. It is possible to electronically attach the contractor's detailed scope on the 'Attachments' tab
- Select both the Cost Period and Planned Obligation Period
- Select the Contractor Type such as A/E, Construction, D/B, etc..
- Included in EV Measure checkbox involve Capital project Contracts (Construction, CMc, D/B, etc.) that are deemed to be measured by the GSA Central Office with BI Reporting (Analytics). Select this checkbox if this type of Contract should be included in EV Measure reporting.
- EV Mode is a 3 level hierarchical Lookup depicting either New Construction or Repair & Alteration (R&A) type of Contract. The selection of the lower level *Courthouse*, *Other*, and *Office* determines how the EV Utility will calculate and spread the Spend Plan. For more fields pertaining to Earned Value requirements and how to use the EV Utility, reference **QRG.105 Earned Value**

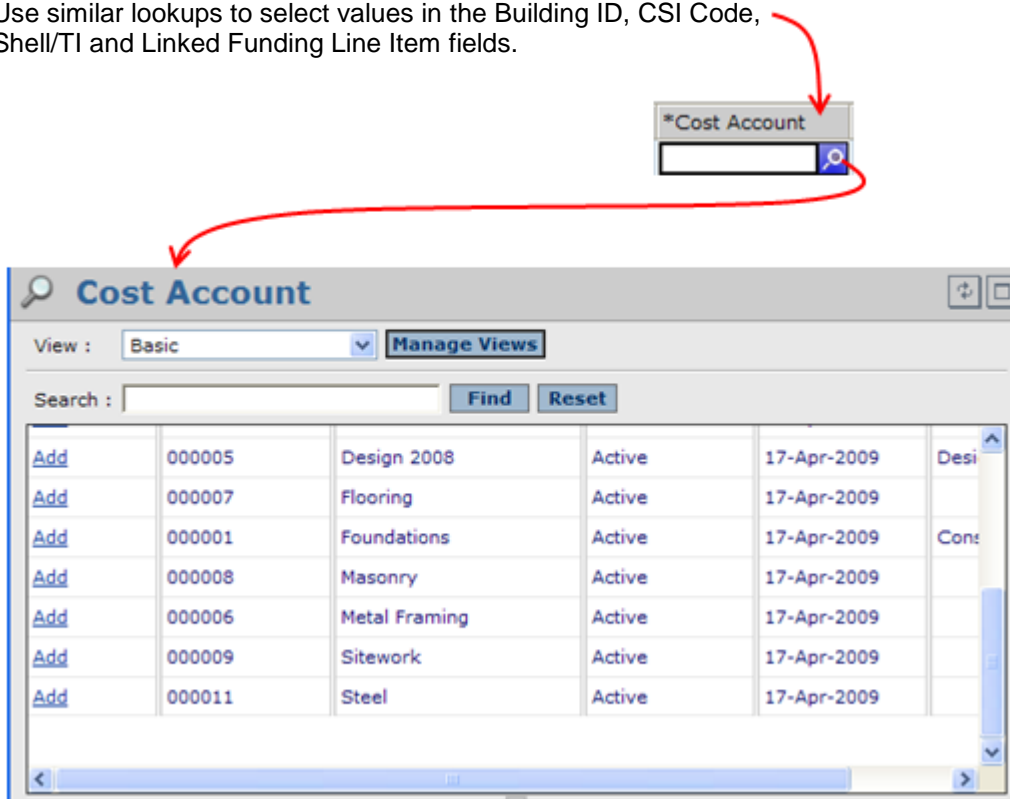


- Enter the Pegays Document Number (PDN)
- Enter the Notice To Proceed (NTP/Start Date)
- Enter the Finish Date.
- Enter an estimated date for when the Contract will be substantially complete (Estimated Substantial Completion Date)
- In the Contract Parties section, although not shown with an asterisk, the Main Contact in the Procuring Office and Vendor fields are required.

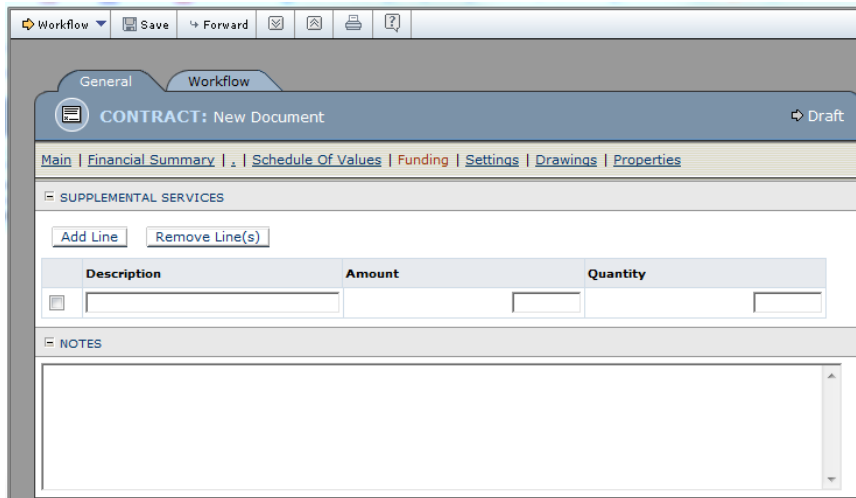
- Click on the Schedule of Values (SOV) page.  
Create only (1) Cost Account Allocation line item for each SOV line item



On the SOV Line, enter just a Description and Scheduled Amount. On the Cost Account Allocation line, enter an Item Description, then using the drop down icon, select a Cost Account. Use similar lookups to select values in the Building ID, CSI Code, Shell/TI and Linked Funding Line Item fields.

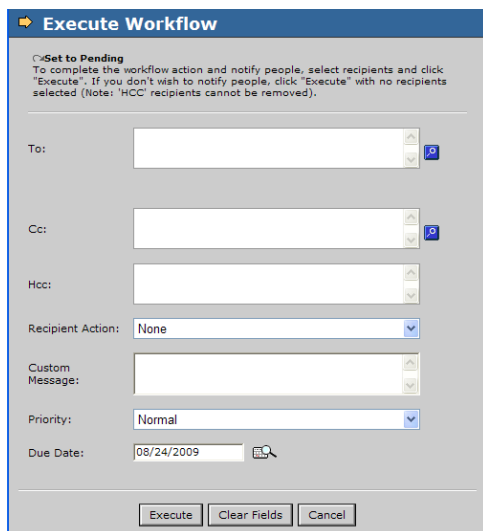


- On the Funding page, click the 'Add Line' button to enter information about supplemental services. Also enter any applicable notes in the Notes field. Notes here could include a more detailed scope than what was entered in the 'Scope of Work' field on the main page.

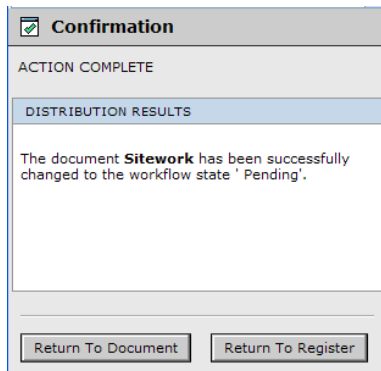


### Execute Workflow to set the Contract to Pending:

- Click the yellow workflow button labeled 'Set to Pending', found at the top of the screen. An 'Execute Workflow' dialog box displays, showing who will receive a notice to approve the document (the 'To' box), who will be copied (the 'Cc' box), what action the recipient should take, the message the recipient will see when notified, the priority of this process, and the date the subsequent action is due. These fields are editable- additional users can be notified or copied, the custom message, priority and due date can be changed.



8. Click 'Execute'. If successful, ePM displays an 'Action Complete' message showing to whom notification has been sent. User has the choice of returning to the Contract Document itself or to the Register which shows all Contract documents on this project.



For instructions on continuing the workflow process and approving a Contract Document, refer to the Quick Reference Guide titled "Approving a Contract Document".

## Tips

- ✓ Required fields are marked with an asterisk.

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- ✓ Use the 'Forward' button if collaboration required from other users.


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- ✓ Values on the Financial Summary and Settings pages are read only.

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- ✓ Click on the Activity Log tab to view the audit trail of the document.


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- ✓ Clicking the online help button provides generic help related to contracts, NOT for the specific uses of GSA's Contract documents.  


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- ✓ Click on the Financial Summary page throughout the workflow process to view the assignment of Contract dollars to various ACR columns.

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- ✓ To explode or collapse sections in a document, click on the double headed arrowbuttons:  


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- ✓ Notices with yellow icons require action; blue means a document was forwarded; white means user was cc'd.

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- ✓ For additional help and support, contact the ePM Regional Point of Contact.

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